



COWICHAN VALLEY REGIONAL DISTRICT

NOTICE OF REGULAR BOARD MEETING

DATE: Wednesday, November 14, 2012

**TIME: REGULAR SESSION
6:00 PM**

PLACE: BOARD ROOM

175 INGRAM STREET

A handwritten signature in black ink, appearing to read "Joe Barry", is positioned above a horizontal line.

**Joe Barry
Corporate Secretary**



REGULAR BOARD MEETING
WEDNESDAY, NOVEMBER 14, 2012
6:00 PM - CVRD BOARD ROOM

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2.	<u>ADOPTION OF MINUTES:</u>	
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4.	<u>DELEGATIONS:</u>	
	D1 Ray Anthony, Cowichan Intercultural Society Re: Overview of Projects and Presentation of Resource Materials	11 - 12
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9. STAFF REPORTS:

SR1	Staff Report from Legislative Services Coordinator, Corporate Services Department Re: Bylaw No. 3638 - Park Land Exchange (Portion of Fern Ridge Park) - Alternative Approval Process Deadline	27 - 30
SR2	Staff Report from the Manager, Development Services Division, Planning & Development Department Re: Zoning Amendment Bylaw No. 6342 (Area E - Funeral Home Use)	31 - 31
SR3	Staff Report from the Manager, Corporate Planning Re: 2012 Corporate Strategic Plan Progress Report	32 - 53

10. PUBLIC HEARINGS:

11. BYLAWS - ALL DIRECTORS

B1	"CVRD Bylaw No. 3598 - Lambourn Estates Sewer System Service Amendment Bylaw (PID 002-802-651), 2012", be adopted.	54 - 55
B2	"CVRD Bylaw No. 3635 – Woodley Range Water System Management Bylaw, 2012", be granted 1 st , 2 nd and 3 rd reading. "CVRD Bylaw No. 3635 – Woodley Range Water System Management Bylaw, 2012", be adopted.	56 - 85
B3	"CVRD Bylaw No. 3636 – Woodley Range Water System Parcel Tax Bylaw, 2012", be granted 1 st , 2 nd and 3 rd reading. "CVRD Bylaw No. 3636 – Woodley Range Water System Parcel Tax Bylaw, 2012", be adopted.	86 - 87

- B4 "CVRD Bylaw No. 3637 – Woodley Range Water System Capital Reserve Fund Establishment Bylaw, 2012", be granted 1st, 2nd and 3rd reading. 88 - 89
- "CVRD Bylaw No. 3637 – Woodley Range Water System Capital Reserve Fund Establishment Bylaw, 2012", be adopted.
- B5 "CVRD Bylaw No. 3640 – Arbutus Ridge Water System Management Amendment Bylaw, 2012", be granted 1st, 2nd and 3rd reading. 90 - 97
- "CVRD Bylaw No. 3640 – Arbutus Ridge Water System Management Amendment Bylaw, 2012", be adopted.
- B6 "CVRD Bylaw No. 3641 – Arbutus Ridge Sewer System Management Amendment Bylaw, 2012", be granted 1st, 2nd and 3rd reading. 98 - 101
- "CVRD Bylaw No. 3641 – Arbutus Ridge Sewer System Management Amendment Bylaw, 2012", be adopted.
- B7 "CVRD Bylaw No. 3644 – Shellwood Water System Management Bylaw, 2012", be granted 1st, 2nd and 3rd reading. 102 - 131
- "CVRD Bylaw No. 3644 – Shellwood Water System Management Bylaw, 2012", be adopted.
- B8 "CVRD Bylaw No. 3645 – Shellwood Water System Parcel Tax Roll Bylaw, 2012", be granted 1st, 2nd and 3rd reading. 132 - 133
- "CVRD Bylaw No. 3645 – Shellwood Water System Parcel Tax Roll Bylaw, 2012", be adopted.
- B9 "CVRD Bylaw No. 3646 – Shellwood Water System Capital Reserve Fund Establishment Bylaw, 2012", be granted 1st, 2nd and 3rd reading. 134 - 135
- "CVRD Bylaw No. 3646 – Shellwood Water System Capital Reserve Fund Establishment Bylaw, 2012", be adopted.
- B10 "CVRD Bylaw No. 3647 – Carlton Water System Management Bylaw, 2012", be granted 1st, 2nd and 3rd reading. 136 - 165
- "CVRD Bylaw No. 3647 – Carlton Water System Management Bylaw, 2012", be adopted.
- B11 "CVRD Bylaw No. 3648 – Carlton Water System Parcel Tax Roll Bylaw, 2012", be granted 1st, 2nd and 3rd reading. 166 - 167
- "CVRD Bylaw No. 3648 – Carlton Water System Parcel Tax Roll Bylaw, 2012", be adopted.
- B12 "CVRD Bylaw No. 3649 – Carlton Water System Reserve Fund Establishment Bylaw, 2012", be granted 1st, 2nd and 3rd reading. 168 - 169

"CVRD Bylaw No. 3649 – Carlton Water System Reserve Fund Establishment Bylaw, 2012", be adopted.

B13 "CVRD Bylaw No. 3651 – Solid Waste Management Charges and Regulations Amendment Bylaw, 2012", be granted 1st, 2nd and 3rd reading. 170 - 175

"CVRD Bylaw No. 3651 – Solid Waste Management Charges and Regulations Amendment Bylaw, 2012", be adopted.

B14 "CVRD Bylaw No. 3655, - Fireworks Sale and Discharge Regulation Amendment Bylaw, 2012", be granted 1st, 2nd and 3rd reading. 176 - 176

"CVRD Bylaw No. 3655, - Fireworks Sale and Discharge Regulation Amendment Bylaw, 2012", be adopted.

12. **BYLAWS - ELECTORAL AREA DIRECTORS:**

BEA1 "CVRD Bylaw No. 3642 - Area E - Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw (Funeral Home Use), 2012", be granted 3rd reading. 177 - 178

"CVRD Bylaw No. 3642 - Area E - Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw (Funeral Home Use), 2012", be adopted.

BEA2 "CVRD Bylaw No. 3652, Area E and Part of F - Cowichan-Koksilah Official Community Plan Amendment (Girl Guides of Canada, Camp Creina) Bylaw, 2012", be granted 1st and 2nd reading. 179 - 181

BEA3 "CVRD Bylaw No. 3653, Area E - Cowichan Station/Sahtlam/Glenora Zoning Amendment (Girl Guides of Canada, Camp Creina) Bylaw, 2012", be granted 1st and 2nd reading. 182 - 185

BEA4 "CVRD Bylaw No. 3654, Development Application Procedures and Fees Amendment (Permit Limit Extension) Bylaw, 2012", be granted 1st, 2nd and 3rd reading. 186 - 187

"CVRD Bylaw No. 3654, Development Application Procedures and Fees Amendment (Permit Limit Extension) Bylaw, 2012", be adopted.

13. **RESOLUTIONS:**

RES1 Appointments to the Youbou/Meade Creek Parks Commission 188 - 188

14. **UNFINISHED BUSINESS:**

15. **NOTICE OF MOTION:**

16. **NEW BUSINESS:**

NB1	Staff Report from the Manager, Inspection and Enforcement Division, Planning & Development Department Re: Appointment of Rob Harris as a Bylaw Enforcement Officer	189 - 189
NB2	Staff Report from the Senior Engineering Technologist, Water Management Re: Honeymoon Bay Water System and Debt Service Area - Request for Exclusion	190 - 193
NB3	Parks Committee - Director Dorey Report and Recommendations of Meeting of November 14, 2012	
NB4	Staff Report from the General Manager, Planning & Development Department Re: CVRD Appreciation for Advisory Planning and Parks Commissions	194 - 195
NB5	"CVRD Bylaw No. 3643 – Five Year Financial Plan (2012-2016) Amendment Bylaw, 2012", be granted 1st, 2nd and 3rd reading. "CVRD Bylaw No. 3643 – Five Year Financial Plan (2012-2016) Amendment Bylaw, 2012", be adopted.	196 - 212

17. **QUESTION PERIOD:**

18. **CLOSED SESSION:**

Motion that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90, subsections as noted in accordance with each agenda item.

CS	M1 - Adoption of Closed Session Minutes of October 10, 2012	1-3 Closed
CS	CR1 - Land Acquisition {Sub (1) (e)}	4-4 Closed
CS	CR2 - Land Acquisition {Sub (1) (e)}	5-5 Closed
CS	CR3 - Provision of a Municipal Service {Sub (1) (k)}	6-10 Closed
CS	SR1 - Potential Litigation {Sub (1) (g)}	Verbal Report
CS	NB1 - Land Acquisition - {Sub (1) (e)}	To Be Distributed
CS	NB2 - Intergovernmental Relations {Sub (2) (b)}	11-11 Closed

19. **ADJOURNMENT:**

The next Regular Board meeting will be held Wednesday, December 12, 2012 at 6:00 PM, in the Board Room, 175 Ingram Street, Duncan, BC.

Minutes of the Regular meeting of the Board of the Cowichan Valley Regional District held in the Board Room, 175 Ingram Street, Duncan, BC, on Wednesday, October 10, 2012 at 6:00 pm.

PRESENT: Chair R. Hutchins
Directors L. Iannidinardo, M. Walker, B. Fraser,
L. Duncan, I. Morrison, M. Dorey, M. Marcotte,
P. Weaver, B. Lines, T. McGonigle,
G. Giles, J. Lefebure, and R. Hartmann

ALSO PRESENT: Warren Jones, Chief Administrative Officer
Joe Barry, Corporate Secretary
Brian Dennison, General Manager,
Engineering & Environmental Services
Kate Miller, Manager, Regional Environmental Policy
Jason Adair, Solid Waste Operations Superintendent

ABSENT: Director P. Kent

**APPROVAL OF
AGENDA**

12-455

It was moved and seconded that the agenda be amended with the addition of six New Business items as follows:

**NB1 Staff Report from the Manager of Recycling & Waste Management
Re: Recent Awarding of Requests for Proposals – Board Ratification;**

**NB2 Staff Report from the Legislative Services Coordinator, Corporate Services
Re: Bylaw No. 3630 – Malahat Fire Protection Loan Authorization; and Bylaw No. 3634 – Electoral Area A – Mill Bay/Malahat Critical Location Streetlighting Service Requisition Limit Increase – Alternative Approval Process Deadline;**

**NB3 Correspondence from Greyhound Canada Transportation
Re: Proposed Change in Route Frequency;**

**NB4 Grant in Aid Request, Area B - Shawnigan Lake
Re: Shawnigan Cobble Hill Farmers Institute;**

**NB5 Grant in Aid Request, Area B - Shawnigan Lake
Re: Shawnigan Basin Society;**

CSNB1 Land Acquisition, {Sub (1) (e)}; and

that the agenda, as amended, be approved.

MOTION CARRIED

ADOPTION OF MINUTES

12-456 It was moved and seconded that the minutes of the September 12, 2012 Regular Board meeting be adopted.

MOTION CARRIED**REPORT OF CHAIRPERSON**

RC1 The Chair provided the Board with an update on the Cowichan District Hospital.

RC2 The Chair provided the Board with updated information on the deposition of contaminated soils in the Cowichan Valley. The Chair focused on the relocation of soils from BC Hydro's Rock Bay site and ongoing discussions with the Minister of Environment.

RC3 The Chair advised the Board of the status of the Cowichan River levels and the progress of discussions to regulate the weir.

RC4 The Chair announced that Director Dorey was going to lead a special presentation to a Saltair resident. Directory Dorey introduced Christine Hammersley of the Saltair Ratepayers Association, who provided background on the Saltair Community Service Award. In conjunction with Director Dorey, Ms. Hammersley presented the award to this year's recipient Nadi Bottomley.

INFORMATION IN1

Cowichan Watershed Board September 6, 2012 Draft Meeting Minutes

12-457 It was moved and seconded that the request from the Cowichan Watershed Board be referred to staff to determine the vehicle, method and process to undertake effective management of the Cowichan Basin and to report back to the CVRD Board at the earliest possible convenience.

MOTION CARRIED**COMMITTEE REPORTS**

CR1 The report and recommendations from the Electoral Area Services Committee meeting of September 18, 2012 listing nine items were considered.

12-458 It was moved and seconded:

- 1.** That a letter be forwarded to the Ministry of Environment in response to Contaminated Soil Relocation Application referral (Scansa Construction Ltd.), advising of CVRD Board Resolution #12-379 dated August 1, 2012, and noting appreciation for their collaborative approach but reiterating the Board's stance that it is strongly opposed to the deliberate permitting of the use of contaminated soil for land or mine reclamation or other purposes within the public domestic water supply watersheds

of the region; and further, that a similar letter be forwarded to the Minister of Environment including a statement that if the Ministry continues to permit movement of contaminated soils into community watersheds in the Regional District they are putting their collaborative arrangement with the CVRD in jeopardy and that the CVRD is willing to work with them on alternative sites but are adamantly opposed to the continued contamination of community watersheds.

3. That the resignation of Dave Charney and Gillian Scott from the Area I Parks Commission be accepted, and that a letter of appreciation be forwarded to Mr. Charney and Mrs. Scott.
4. That the Board Chair and Corporate Secretary be authorized to execute the necessary documents to renew the non-exclusive right-of-way licence agreements with the Ministry of Transportation for Elliot's Beach Park (PS100800) and the Michael Lake Walkway (PS100801) in Electoral Area H (North Oyster/Diamond) for a further five years (2012-2017).

MOTION CARRIED

12-459

2. 1. That the Province consider implementing province wide regulations that permit local governments to opt into a modified building code that will require an increased level of energy efficiency in order for the CVRD to comply with provincial energy and greenhouse regulations, OR,
2. That the Cowichan Valley Regional Board request the Province to immediately consider under concurrent authority allowing the CVRD to develop a modified building code that will require an increased level of energy efficiency in order for the CVRD to comply with provincial energy and greenhouse gas regulations.

It was moved and seconded that Resolution No. 2 be referred back to the EASC for further review.

MOTION CARRIED

12-460

It was moved and seconded:

5. That the OCP and Zoning Amendment bylaws for Application No. 1-B-012RS (Living Forest Planning Consultants) be drafted and forwarded to the Board for consideration of 1st and 2nd reading, and that a public hearing be scheduled with Directors Fraser, Walker, and Marcotte appointed as delegates.
6. That a public hearing be scheduled respecting Application No. 2-B-10RS (Conner) and that Directors Fraser, Giles and Morrison be appointed as delegates of the Board.
7. That Application No. 4-C-12DP submitted by Arthur Ingham for George Robbins on Parcel B (DD36616I) of Sections 14 and 15, Range 5, Shawnigan District (PID 009-462-333) for subdivision

of one new lot be approved subject to subdivision being in substantial compliance with the approved plans and RAR report No. 2506.

8.
 1. That draft bylaws for Rezoning Application 3-E-08RS (CVRD for Camp Creina) be forwarded to the Board for 1st and 2nd reading;
 2. That a public hearing be scheduled for the amendment bylaws with Directors Duncan, Fraser and Giles appointed as Board delegates; and
 3. That application referrals to the Ministry of Transportation and Infrastructure, the Vancouver Island Health Authority, Ministry of Community Services, Ministry of Forests, Ministry of Environment, Cowichan Tribes, Cowichan Bay Volunteer Fire Department, and Agricultural Land Commission be accepted.

9. That the appropriate zoning amendment bylaw be prepared that would add “funeral home” to the I-1 Zone of the Electoral Area E Zoning Bylaw, and that the amendment bylaw be forwarded to the Regional Board for consideration of first and second reading; and further, that the public hearing for the zoning amendment be waived.

MOTION CARRIED

CR2

The report and recommendations from the Electoral Area Services Committee meeting of October 2, 2012 listing 12 items were considered.

12-461

It was moved and seconded:

1. That Allan Garside and Pat Caporale be appointed to the Cobble Hill Commons Project Advisory Committee.
2. That a grant in aid, Area E – Cowichan Station / Sahtlam / Glenora, in the amount of \$500 be given to BC Farm Women’s Network to assist with their 25th annual seminar.
3. That a grant in aid, Area A – Mill Bay/Malahat, in the amount of \$500 be given to Shawnigan Cobble Hill Farmers Institute to assist with establishing a senior’s drop in centre.
4. That a grant in aid, Area C – Cobble Hill, in the amount of \$1,000 be given to Shawnigan Cobble Hill Farmers Institute to assist with establishing a senior’s drop in centre.
5. That the request from South Island Mountain Bike Society to host the 2nd annual Take-A-Kid-Mountain Biking Day event on Sunday, October 14, 2012, at Quarry Nature Park, be approved.

MOTION CARRIED

12-462

It was moved and seconded:

6. That Application No. 13-B-12DP submitted by Craig and Preston Partridge for that part of Lot 4, Block 31, Shawnigan Lake Suburban lots, Shawnigan District, Plan 218A, lying to the south of a straight boundary joining points on the easterly and westerly boundaries of said lot distant 2.5 chains respectively from the north east and south west corners of said lot, for subdivision of one new lot be approved subject to:
 - a) Substantial compliance with the rainwater management plan prepared by Dennis Lowen, dated June 27, 2012;
 - b) Substantial compliance with the eagle nest protection report prepared by Susan Blundell, dated September 3, 2012;
 - c) Substantial compliance with the invasive species report prepared by Bernie Dinter, dated July 12, 2012; and
 - d) Submission of a letter of credit amounting to 125% of invasive species removal costs, as identified by a qualified professional, to be held by the CVRD and either refunded upon a qualified professional deeming the invasive species removal to have been successful, or used to complete the required works.

7. That Application No. 5-B-12DP submitted by Kenyon Wilson Professional Land Surveyors on the west 6 chains of Section 8, Range 6, Shawnigan District (PID: 009-461-922), for subdivision of one new lot be approved subject to:
 - a) Retention of all existing trees, other than danger trees or those which must be cleared for agricultural purposes;
 - b) Driveways remaining unpaved;
 - c) Ongoing invasive species removal; and
 - d) Compliance with the recommendations within Riparian Area Report No. 2344, prepared by Ted Burns, dated April 20, 2012 and revised May 19, 2012.

8. That Application No. 15-B-12DP/RAR submitted by Don Calveley and Robyn Smale for construction of a dwelling and accessory building on Lot A, Shawnigan Lake Suburban Lots, Malahat District, Plan VIP68532 (PID: 024-395-269) be approved subject to:
 - a) Submission of a letter of credit or other security in a form acceptable to the CVRD in the amount of 125% of the costs of the riparian restoration;
 - b) Compliance with the recommendations in Riparian Areas Regulation Assessment No. 2478 prepared by Patrick Lucey, R.P. Bio amended September 14, 2012; and
 - c) Modification of covenant EN9570 to reflect the new SPEA boundary; and that no further development occur within the SPEA.

9. That Application No. 2-I-12DVP by Derrice Knight for a variance to Section 3.2(4) of Bylaw No. 2465, to permit an additional bathroom fixture consisting of a wash-up sink on Strata Lot 23, Block 180, Cowichan Lake District, Strata Plan VIS 5772 Together with an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as Shown on Form V (027-082-032) be approved, and that a covenant be registered prohibiting use of the accessory building as a dwelling or sleeping unit.
10. That the draft amendment bylaw to CVRD Development Application Procedures and Fees Bylaw No. 3275 (Permit Term Limit Extension) be forwarded to the Board for consideration of three readings and adoption.
11. That the Board Chair and Corporate Secretary be authorized to execute a Statutory Right of Way agreement in favour of the Regional District for the purpose of constructing and maintaining a trail within the Mill Springs subdivision in Area A – Mill Bay on lands legally described as District Lot 46, Malahat District, PID 009-355-723.
12. That a development plan/study for the existing six commercially zoned properties in Saltair be incorporated into the 2013 Planning and Development Department Work Plan.

MOTION CARRIED**CR3**

The report and recommendation from the Transit Committee meeting of October 10, 2012 listing one item was considered.

12-463

It was moved and seconded that staff be directed to prepare an amendment to Section 6 of CVRD Bylaw No. 1450 – Transit Establishment Bylaw, 1993 to change the allocation of the annual costs for providing transit service among the participating areas, commencing in 2013, from the current % amounts to an amount based on the Regional District of Nanaimo's formula with participating partners grouped in geographical zones - 40% population, 46% revenue hours and 14% kilometers, and further that the bylaw be forwarded to the CVRD Board for three readings and adoption.

(weighted vote of service participants)

Opposed: Directors Fraser, Giles, Hartmann, Lefebure, Lines,
Morrison and Walker

MOTION DEFEATED**SR1**

Staff Report from the Legislative Services Coordinator, Corporate Services Department Re: Bylaw No. 3607 - Curbside Collection Loan Authorization Alternate Approval Process Deadline, was considered.

12-464 It was moved and seconded that the deadline for responses to the Alternative Approval Process for Bylaw No. 3607 be set at 4:30 pm, Monday November 26, 2012.

Opposed: Director Marcotte

MOTION CARRIED

SR2 Staff Report from the Chief Administrative Officer, Re: Establishment of Soil Relocation Committee was received for information.

SR3 Staff Report from the Planner II, Development Services Division Re: Temporary Use Permit Application 1-A- 11TUP (Malahat Holdings Ltd), was considered.

12-465 It was moved and seconded that application 1-A-11TUP, to allow rock processing on 8.0 hectares of District Lot 72, Malahat District, except those parts in Plans 518W and 49974 and VIP86314, be approved and a temporary use permit be issued to Malahat Holdings Ltd for a three year period.

MOTION CARRIED

BYLAWS

B1
12-466 It was moved and seconded that "CVRD Bylaw No. 3616 – Woodley Range Water System Service Establishment Bylaw, 2012", be adopted.

MOTION CARRIED

B2
12-467 It was moved and seconded that "CVRD Bylaw No. 3623 – Woodley Range Water System Service Loan Authorization Bylaw, 2012", be adopted.

MOTION CARRIED

B3
12-468 It was moved and seconded that "CVRD Bylaw No. 3624 - Shellwood Water System Service Establishment Bylaw, 2012", be adopted.

MOTION CARRIED

B4
12-469 It was moved and seconded that "CVRD Bylaw No. 3625 - Shellwood Water System Service Loan Authorization Bylaw, 2012", be adopted.

MOTION CARRIED

B5
12-470 It was moved and seconded that "CVRD Bylaw No. 3627 – Carlton Water System Service Establishment Bylaw, 2012", be adopted.

MOTION CARRIED

B6
12-471 It was moved and seconded that "CVRD Bylaw No. 3628 – Carlton Water System Service Loan Authorization, 2012", be adopted.

MOTION CARRIED

B7
12-472 It was moved and seconded that "CVRD Bylaw No. 3638 – Park Land Exchange (Portion of Fern Ridge Park) Bylaw, 2012", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

B8 It was moved and seconded that "CVRD Bylaw No. 3639 -
12-473 **Shawnigan Beach Estates Sewer System Service Amendment**
Bylaw, 2012", be granted 1st, 2nd and 3rd reading.

MOTION CARRIED

BEA1 It was moved and seconded that "CVRD Bylaw No. 3569 – Area D –
12-474 **Cowichan Bay Official Settlement Plan Amendment Bylaw**
(Bennefield), 2011", be adopted.

MOTION CARRIED

BEA2 It was moved and seconded that "CVRD Bylaw No. 3570 – Area D-
12-475 **Cowichan Bay Zoning Amendment Bylaw (Bennefield), 2011"**, be
adopted.

MOTION CARRIED

BEA3 It was moved and seconded that. "CVRD Bylaw No. 3642 - Area E –
12-476 **Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw**
(Funeral Home Use), 2012", be granted 1st and 2nd reading.

MOTION CARRIED

RESOLUTIONS

RES1 The proposed appointments to the Youbou/Meade Creek Parks
Commission were not available and were deferred until the next Board
meeting.

NEW BUSINESS

NB1 Staff Report from the Manager of Recycling & Waste Management,
Re: Recent Awarding of Requests for Proposals – Board Ratification,
was considered.

12-477 It was moved and seconded that the CVRD Board ratify the
following waste management contracts, previously awarded by staff
as a result of a Request for Proposals process:

- 1. ES-008-12 to Coast Environmental for Organic Yard and Garden Materials, at an annual cost of \$80,000;**
- 2. ES-007-12 to Coast Environmental for Food Waste Processing, at an annual cost of \$180,000;**
- 3. ES-010-12 to Johel Bros for Scrap Lumber and Wood Waste Processing, at an annual cost of \$55,000; and**
- 4. ES-012-12 to Stone Pacific for Aggregate Construction Waste Processing, with costs based on volumes yet to be determined; and further,**

that the Board Chair and Corporate Secretary be authorized to sign the above noted contracts.

MOTION CARRIED

NB2 Staff Report from the Legislative Services Coordinator, Corporate
Services Re: Bylaw No. 3630 – Malahat Fire Protection Loan
Authorization; and Bylaw No. 3634 – Electoral Area A – Mill Bay/Malahat
Critical Location Streetlighting Service Requisition Limit Increase –
Alternative Approval Process Deadline, was considered.

- 12-478 It was moved and seconded:
1. That the deadline for responses to the Alternative Approval Process for Bylaw No. 3630 be set at 4:30 pm, Monday November 26, 2012.
 2. That the deadline for responses to the Alternative Approval Process for Bylaw No. 3634 be set at 4:30 pm, Monday November 26, 2012.

MOTION CARRIED

- NB3 Correspondence from Greyhound Canada Transportation Re: Proposed Change in Route Frequency, was considered.

- 12-479 It was moved and seconded that the BC Passenger Transportation Board be advised that the Board of Directors of the Cowichan Valley Regional District have concerns with the proposed reduction and elimination of Greyhound Canada routes serving the citizens of the Cowichan Valley; and that the Board request further information from Greyhound Canada requesting annual passenger ridership numbers so that the Board can make an informed decision regarding the proposed reduction and elimination of routes.

MOTION CARRIED

- NB4 Grant in Aid Request, Area B - Shawnigan Lake Re: Shawnigan Cobble Hill Farmers Institute, was considered.

- 12-480 It was moved and seconded that a grant-in-aid, Area B – Shawnigan Lake, in the amount of \$250 be given to Shawnigan Cobble Hill Farmers Institute, for recreation purposes.

MOTION CARRIED

- NB5 Grant in Aid Request, Area B - Shawnigan Lake Re: Shawnigan Basin Society, was considered.

- 12-481 It was moved and seconded that a grant-in-aid, Area B – Shawnigan Lake, in the amount of \$1000 be given to Shawnigan Basin Society, to assist with costs to form a registered society that will support the Shawnigan Watershed Roundtable.

MOTION CARRIED

**RESOLVING INTO
CLOSED SESSION**

- 12-482
8:38 pm It was moved and seconded that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90, Subsections (1) (e) Land Acquisition, (1) (g) Litigation, and (1) (i) Legal Opinion.

MOTION CARRIED

**RISE FROM
CLOSED SESSION**

**12-487
9:18 pm**

It was moved and seconded that the Board rise without report, and return to the Regular portion of the meeting.

MOTION CARRIED

ADJOURNMENT

**12-488
9:18 pm**

It was moved and seconded that the Regular Board meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 9:18 pm.

Certified Correct:

Chairperson

Corporate Secretary

Dated: _____

Request to Appear as a Delegation

Meeting Information

Request to Address:

 CVRD Board

 Committee

If Committee, specify the Committee here:

Meeting Date:

Meeting Time:

Applicant Information

Applicant Name:

Representing:

(Name of organization if applicable)

As:

(Capacity / Office)

Number Attending:

Applicant Contact Information

Applicant Mailing Address:

Applicant City:

Applicant Telephone:

Applicant Fax:

Applicant Email:

Presentation Topic and Nature of Request:

Topic: CIS's current and upcoming projects under the Welcoming and Inclusive Communities and Workplaces Program (WICWP), funded by the BC and Federal Governments.

Brief overview of our current WICWP Project, Bringing Stories to the Street.

Presentation of a Resource Guide and Booklet: Exploring Ways to Creating Inclusive Workplaces and Helping Cowichan Businesses Become Leaders in Diversity. (We will send a digital copy in advance, and bring hardcopies for distribution)

Brief overview of our proposed upcoming project under WICWP, including a discussion of how CVRD could

Delegation Application: Cowichan Intercultural Society

Topic:

An overview of the Cowichan Intercultural Society's current and upcoming projects under the Welcoming and Inclusive Communities and Workplaces Program (WICWP), which is funded by the Provincial and Federal Governments. The presentation will include a brief overview of the current WICWP Project, "Bringing Stories to the Street", as well as the presentation of a resource guide and booklet entitled, "Exploring Ways to Creating Inclusive Workplaces and Helping Cowichan Businesses Become Leaders In Diversity". Also included will be a brief summary of proposed upcoming project under WICWP, and discussion of how the CVRD could support implementation, and possibilities for participation or partnership.

Request to Appear as a Delegation

Meeting Information

Request to Address:

 CVRD Board

 Committee

If Committee, specify the Committee here:

Meeting Date: Meeting Time:

Applicant Information

Applicant Name: Representing:

(Name of organization if applicable)

As:

(Capacity / Office)

Number Attending:

Applicant Contact Information

Applicant Mailing Address: Applicant City: Applicant Telephone: Applicant Fax: Applicant Email:

Presentation Topic and Nature of Request:

Review of Waste management Process as we understand it.

A letter was sent previously, from a Group of Waste management businesses.

As the Chamber of Commerce we need to identify policy pieces that may be in conflict with process as well as due diligence of process.

COWICHAN VALLEY
SCHOOL DISTRICTOperations Department
School District #79 (Cowichan Valley)
2557 Beverly Street, Duncan, BC V9L 2X3
Telephone: 250-748-0338 ~ Fax: 250-748-2739

October 4, 2012

C.V.R.D.
RECEIVED

OCT 10 2012

Mr. Robert Hutchins, Chair
Cowichan Valley Regional District
175 Ingram Street
Duncan, BC
V9L 1N8

Dear Mr. Hutchins:

RE: School Community Connections Program

The School Community Connections (SCC) program was launched in 2005 through a one-time \$10 million grant from the provincial Ministry of Education. The program is jointly managed by the Union of BC Municipalities and the BC School Trustees Association and is intended to promote sustainable and innovative collaboration between Boards of Education and local governments. The first two rounds of funding are nearing completion and the final round of grants is now being offered to Boards of Education in the amount of up to \$17,500 per School District.

I have been asked by the Principal and PAC of Discovery Elementary School to make application to the SCC program, on their behalf, to request funding toward their Adventure Playground project. The PAC has been raising funds to replace their aging playground structure with one that will enhance the health and vibrancy of their school and community.

At the October 3, 2012, Board of Education meeting, we received a resolution of support. As part of the application, a resolution from the Cowichan Valley Regional District is also required.

Thank you for your consideration of this request.

Yours truly,

Monroe Grobe
Director of Operations



**Office of the
Chief Medical
Health Officer**

October 15, 2012

Rob Hutchins
Chair
Cowichan Valley Regional District
175 Ingram Street
Duncan, BC V9L 1N8

SOUTH ISLAND

Richard Stanwick
Chief Medical Health
Officer
MD MSc FRCPC FAAP
250.519.3406

Murray Fyfe
MD MSc FRCPC
430 – 1900 Richmond
Avenue
Victoria, BC V8R 4R2
250.519.3406

Dee S. Hoyano
MD FRCPC
430 – 1900 Richmond
Avenue
Victoria, BC V8R 4R2
250.519.3406

**CENTRAL
ISLAND**

Paul Hasselback
MD MSc FRCPC
3rd Fl, 6475 Metral Dr.
Nanaimo, BC V9T 2L9
250.755.6304

NORTH ISLAND

Charmaine Enns
MD MSc FRCPC
355-11th Street
Courtenay, BC V9N 1S4
250.331.8591

Dear Chair Hutchins and Board of Directors:

Re: Local Health Area Profiles

Each of our communities has a unique and changing profile of social, environmental and economic conditions including factors such as income, housing, education and social support levels. These conditions, often referred to as the determinants of health, influence the health and wellbeing of people who live in our communities. In turn, the health of our residents can affect a community's economic and social wellbeing.

You may therefore be interested in reviewing, on a periodic basis, recent data on demographic, social and economic measures, health status and health care service use for your area. The Vancouver Island Health Authority (VIHA) has committed to producing summary documents with this information on an annual basis. The documents are called Local Health Area (LHA) Profiles and one has been produced for each of Vancouver Island's 14 LHAs. The LHA Profiles can be found on our webpage at the following link:

http://www.viha.ca/mho/stats/lha_profiles.htm

The statistical information in these profiles is compiled from a variety of sources, including BC Statistics, BC Vital Statistics, the Ministry of Health and the Canadian Institute of Health Information.

These profiles are meant to provide some insight into factors that are contributing to or affecting health. Addressing these broad factors, however, requires partnerships between community groups, governments at all levels, organizations, members of the public and others. Developing partnerships is essential.

It is hoped that you find the information in these profiles useful. I would like the opportunity to meet again with council to present some of the data publically and discuss local implications. I would also be pleased as well to meet with members of the administration in support of their work.

Yours in Health,

Paul Hasselback, MD, MSc, FRCPC
Medical Health Officer



C·V·R·D

ELECTORAL AREA SERVICES COMMITTEE REPORT

OF MEETING HELD OCTOBER 16, 2012

DATE: October 24, 2012

To: Chairperson and Directors of the Board

Your Electoral Area Services Committee reports and recommends as follows:

1. That a Reserve Fund expenditure bylaw be prepared authorizing expenditure of no more than \$12,000 from the Electoral Area H (North Oyster/Diamond) Community Parks Capital Reserve Fund (CVRD Establishment Bylaw No. 2744) for the purpose of completing minor capital projects at Elliots Beach Park and Raise Road Public Beach Access; and that the bylaw be forwarded to the Board for consideration of three readings and adoption.
2. That a grant in aid, Area C – Cobble Hill, in the amount of \$500 be given to South Island Mountain Bike Society to assist with the Take-A-Kid Mountain Biking Day event on Cobble Hill Mountain.
3. That a grant in aid, Area C – Cobble Hill, in the amount of \$1,500 be given to CMS Food Bank to assist with on-going community needs.

Electoral Area Directors only vote on the following under Part 26 OR Section 791 of the Local Government Act:

4. That Application No. 1-B-12ALR (Wikkerink), for construction of a second dwelling on Lot A, Sections 3 and 4, Range 6, Shawnigan District, Plan VIP86278 (PID: 027-817-806), be forwarded to the Agricultural Land Commission with a recommendation to approve the application.
5. That Application No. 2-C-12ALR (Pink), for retention of a double wide mobile home on Lot 2, Section 10, Range 9, Shawnigan District, Plan 25791 (PID: 002-678-551), be forwarded to the Agricultural Land Commission with a recommendation to approve the application subject to decommissioning the single wide mobile home.
6. That Application No. 9-B-12DP submitted by Craig Partridge on behalf of Robert Taylor, respecting Lot A, Shawnigan Suburban Lots, Shawnigan District, Plan 44987, for subdivision of three new lots be approved subject to:
 - a) Substantial compliance with the rainwater management feasibility report prepared by Lowen Hydrogeology Consulting Ltd, dated July 5th, 2012, and implementation of recommendations at building permit stage on each new lot;
 - b) Removal and appropriate disposal of invasive plant species on site.

7. That Application No. 1-G-10RS (Laird/Christie) proceed to public hearing subject to conditions as noted in March 14, 2012 Board resolution #12-097.
8.
 1. That the proposed Planning & Development Landscape Security Policy (intended to establish standards for the submission of landscape plans) be forwarded to the Board for consideration of adoption.
 2. That an appropriate resolution for submission to AVICC be drafted respecting "landscape security" issues.
9. That an amendment bylaw be prepared that would amend Development Application Procedures and Fees Bylaw No. 3275 to not require development permit applications for the subdivision of less than three new lots to be referred to the Advisory Planning Commission, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.



**ELECTORAL AREA SERVICES
COMMITTEE REPORT
OF MEETING HELD NOVEMBER 6, 2012**

DATE: November 7, 2012

To: Chairperson and Directors of the Board

Your Electoral Area Services Committee reports and recommends as follows:

1. That the following appointments to the CVRD Volunteer Fire Departments for a two (2) year term to expire December 31, 2014, be approved:
 1. Mesachie Lake VFD: Gary Eve, Fire Chief; David Middlemost, Deputy Fire Chief;
 2. Youbou VFD: Orest Smycniuk, Fire Chief; Stu McKee, Deputy Fire Chief;
 3. North Oyster VFD: Jason deJong, Fire Chief; Jason Layman, Deputy Fire Chief;
 4. Honeymoon Bay VFD: Keith Bird, Fire Chief; Brian Peters, Deputy Fire Chief;
 5. Malahat VFD: Rob Patterson, Fire Chief; Tanya Patterson, Captain; Nick Patterson, Lieutenant; and
 6. Sahtlam VFD: Allan Reid, Fire Chief; Mike Lees, Deputy Fire Chief.

2. That the Cobble Hill Community Parks and Trails Master Plan be received as the basis to define the future direction, policies, priorities and actions of the Community Parks and Trails program in Electoral Area C over the next 10 to 20 years (2012-2032); and further, that the Parks and Trails Master Plan Bylaw be forwarded to the Board for consideration of three readings and adoption.

3. That the submission to the Western Economic Diversification Canada Community Infrastructure Improvement Fund (CIIF) for \$117,500 in grant funding towards the revitalization of Arbutus Park in Electoral Area I – Youbou/Meade Creek, be supported; and that a Reserve Fund expenditure bylaw be prepared authorizing expenditure of no more than \$117,500 from the Electoral Area I Community Parks Capital Reserve Fund for the purpose of capital improvements to Arbutus Park; and further, that the bylaw be forwarded to the Board for consideration of three readings and adoption.

4. That the application from Miles and James Cutt, backed by the Cowichan Valley Stingrays Club, to host the Fast, Food Run in support of the Cowichan Valley Food Bank at Glenora Trailhead Park on Sunday, November 25, 2012, be approved subject to the following conditions:
 1. Proof of the \$5,000,000 liability insurance that the event organizer has to cover the event which also identifies the CVRD named as additional insured;
 2. Confirmations that there will be notices of the event posted along the trail in advance of, and during the day of, the event that advises other trail users of the race; and,
 3. Confirmation that the proposed running route on the Cowichan Valley Trail has been approved by the Province of British Columbia, as owners of the former railway corridor.

5. That a grant in aid, Area D – Cowichan Bay, in the amount of \$750 be given to Cowichan Estuary Nature Centre, to purchase a recycle bin and craft supplies.
6. That CVRD Bylaw No. 39 – Fireworks Sale and Discharge Regulation Bylaw, 1970 (as amended), be further amended to include the following sentence to Section 4(c): "Special request dates must be approved by the CVRD Board"; and further, that amendment bylaw, "CVRD Bylaw No. 3655, - Fireworks Sale and Discharge Regulation Amendment Bylaw, 2012", be forwarded to the Board for consideration of three readings and adoption.
7. That a Fireworks Discharge Permit be issued to the Ladysmith Harbour Christmas Lights Cruise to discharge fireworks on December 8, 2012, pending adoption of "CVRD Bylaw No. 3655, - Fireworks Sale and Discharge Regulation Amendment Bylaw, 2012".
8. That a grant in aid, Area F – Cowichan Lake South/Skutz Falls, in the amount of \$1,100 be given to Cowichan Lake and District Chamber of Commerce, to assist with producing their 2013-2015 desktop maps.
9. That a grant in aid, Area I – Youbou/Meade Creek, in the amount of \$1,100 be given to Cowichan Lake and District Chamber of Commerce, to assist with producing their 2013-2015 desktop maps.

Electoral Area Directors only vote on the following under Part 26 OR Section 791 of the Local Government Act:

10. That Application No. 1-A-12DVP by Mill Bay Marina to vary the parking requirements outlined in Table 1 of CVRD Bylaw No. 1001 be approved with the number of required parking stalls on Block "C", Sections 1 and 2, Range 9, Shawnigan District, Plan 1720, except part in Plans 29781 and 30142 (PID: 001-027-433) and Foreshore Lease Lot 459 (Lease No. 112643) reduced from 65 to 51 parking stalls.
11. That Application No. 3-E-12DVP by Travis Whitaker to vary Section 5.23 of Zoning Bylaw No. 1840, by increasing the maximum permitted length of a small suite mobile home, from 13 metres to 20 metres on Lot 1, Section 7, Range 10, Sahtlam District, Plan VIP52637 (PID 017-420-423), be approved.
12. That the appropriate documents be executed to release Covenant FB227735 (1994 West Shawnigan Lake Road/Perrett) in favour of the Cowichan Valley Regional District registered November 6, 2008, as the subject conditions within the covenant referring to the dedication of 611.2 square metres of land for park purposes to the CVRD, will be appropriately executed at the time of subdivision approval and will no longer be relevant within the covenant terms and conditions.
13. That the appropriate documents be executed for a partial release of Covenant CA1851109 (Rozen Road/Baranti) over the new Lot A, Lot B, Lot C, and Lot E, District Lots 77 and 80, Malahat District, Plan EPP21145, as the subject conditions within the covenant referring to the dedication of land for park purposes to the CVRD, over this portion of the property will be appropriately executed at the time of subdivision approval and will no longer be relevant within the covenant terms and conditions.

14. That the Short Term Rental of Single Family Dwellings Policy be maintained with enforcement action commencing after a single complaint, and that the Policy be adopted by the Board as proposed.
15. That a meeting be arranged with the new Minister of Community Sport and Cultural Development to discuss the CVRD's request for additional service authority for sidewalks within the Regional District.



REGIONAL SERVICES COMMITTEE REPORT
OF MEETING HELD OCTOBER 24, 2012

DATE: November 5, 2012

To: Chairperson and Directors of the Board

Your Regional Services Committee reports and recommends as follows:

1. That the *User Based Funding Model* be selected as the basis for establishing a function in 2013 to provide stable, long-term funding for the Cowichan Sportsplex.
2. That the CVRD Community Wildfire Protection Plan (CWPP) - 2012 Update be approved, in principle, and that staff be directed to prioritize and implement the recommendations outlined in the report.
3. That "Cowichan Valley Regional District Bylaw No. 3643 – Five Year Financial Plan (2012 – 2016) Amendment Bylaw 2012", be forwarded to the Board for consideration of three readings and adoption.
4. That the Recovery of Administration/Finance Charges policy be amended to increase the charge levied against all functions that the CVRD office staff actively administer from 4%, based on previous year expenditures, to 4.5%, based on previous year operating expenditures, excluding debt, transfers to reserves, transit passes and prior year's charge, 0% on capital expenditures and 2% against functions which are either inactive, annual grants or operated under contract.
5. That funding of the CVRD's share of \$2 million to the Island Corridor Foundation (ICF) be approved, and that cost sharing be based on assessments amongst the CVRD, Regional District of Nanaimo, Comox Valley Regional District, and Alberni-Clayoquot Regional District; and further, that the CVRD fund its share through a one-time regional grant-in-aid of approximately \$488,100 and that it be included in the 2013 Budget.
6. That the bid to host the November 2013 World Junior A Hockey Challenge, be supported, with a \$30,000 regional grant-in-aid; and that the funding support be conditional on the following stipulations:
 - a. that the bid be approved by Hockey Canada, and that the bid documentation meets the standard of Hockey Canada's bid guidelines;
 - b. that a non-profit society be incorporated to manage the tournament;
 - c. that the Canada West training camp prior to the event be held at the Kerry Park Arena;
 - d. that a minimum of four tournament games be held at the Island Savings Centre;
 - e. that teams, officials, and staff stay in hotels within the Cowichan Valley for:
 1. the Canada West Training Camp, for the dates of 26, 27, 28 October 2013;

2. the dates of Saturday, November 2nd to Thursday, November 7th, 2013 for the three teams participating in one division of the tournament;
- f. that the Cowichan Valley Regional District, and the facilities of the Island Savings Centre and Kerry Park Arena share the profile of the event with Victoria's West Shore communities and facilities, in all media, ceremonies, etc.;
- g. that the facilities of the Island Savings Centre and Kerry Park Arena will be rented for the event, and not included in any in-kind donations;
- h. that the communities of Colwood and Langford, the province of British Columbia, and the government of Canada also contribute funding to this event;
- i. that if there is a net operating loss on the event, the Cowichan Valley Regional District will contribute 1/3 of the loss up to a maximum of \$30,000; and
- j. that if there is a net operating surplus on the event, the Cowichan Valley Regional District will receive 1/6 of the surplus; 1/2 of the surplus will go to Hockey Canada, while 1/3 will go to the Victoria Grizzlies Junior A Hockey Club.



ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE REPORT

OF MEETING HELD OCTOBER 24, 2012

DATE: October 25, 2012

To: Chair and Directors of the Cowichan Valley Regional District

Your Engineering & Environmental Services Committee reports and recommends as follows:

1. 1. That "CVRD Bylaw No. 3641 – Arbutus Ridge Sewer System Management Amendment Bylaw, 2012" be forwarded to the Board for consideration of three readings and adoption.
2. That "CVRD Bylaw No. 3640 – Arbutus Ridge Water System Management Amendment Bylaw, 2012" be forwarded to the Board for consideration of three readings and adoption.
2. 1. That the *Certificate of Sufficiency*, confirming that a sufficient petition requesting inclusion into the Kerry Village Water System Service Area be received.
2. That "CVRD Bylaw No. 2491 – Kerry Village Water System Service Establishment Bylaw, 2004", be amended to include "Lot 1, Section 2, Range 7, Shawnigan District, Plan VIP 81051", and that the amendment bylaw be forwarded to the CVRD Board for three readings and adoption.
3. That the following bylaws be forwarded to the Board for consideration of three readings and adoption:
 1. "CVRD Bylaw No. 3635 – Woodley Range Water System Management Bylaw, 2012".
 2. "CVRD Bylaw No. 3636 – Woodley Range Water System Parcel Tax Roll Bylaw, 2012".
 3. "CVRD Bylaw No. 3637 – Woodley Range Water System Capital Reserve Fund Establishment Bylaw, 2012".
4. That the following bylaws be forwarded to the Board for consideration of three readings and adoption:
 1. "CVRD Bylaw No. 3644 – Shellwood Water System Management Bylaw, 2012".
 2. "CVRD Bylaw No. 3645 – Shellwood Water System Parcel Tax Roll Bylaw, 2012".
 3. "CVRD Bylaw No. 3646 – Shellwood Water System Capital Reserve Fund Establishment Bylaw, 2012".

.../2

5. That the following bylaws be forwarded to the Board for consideration of three readings and adoption:
 1. "CVRD Bylaw No. 3647 – Carlton Water System Management Bylaw, 2012".
 2. "CVRD Bylaw No. 3648 – Carlton Water System Parcel Tax Roll Bylaw, 2012".
 3. "CVRD Bylaw No. 3649 – Carlton Water System Capital Reserve Fund Establishment Bylaw, 2012".

6.
 1. That "CVRD Bylaw No. 2967 – Honeymoon Bay Water System Debt Repayment Service Establishment Bylaw, 2007" be amended to exclude *Lot 2, Plan 5744, Section 13, Renfrew Cowichan Lake District, (PID 000-279-471)*, and that the amendment bylaw be forwarded to the CVRD Board for three readings and adoption.
 2. That "CVRD Bylaw No. 1588 – Honeymoon Bay Local Service (Community Water Supply and Distribution) Establishment Bylaw No. 10, 1993" be amended to exclude *Lot 2, Plan 5744, Section 13, Renfrew Cowichan Lake District, (PID 000-279-471)*, and that the amendment bylaw be forwarded to the CVRD Board for three readings and adoption.
 3. That the request from Raymond and Nancy Hughes, owners of *Lot 2, Plan 5744, Section 13, Renfrew Cowichan Lake District, (PID 000-279-471)*, to refund their 2011 and 2012 parcel taxes for Honeymoon Bay Water System and Honeymoon Bay Debt Service System be denied.

7. That staff be authorized to proceed with a Fire Protection Study for the Sutton Creek / Gordon Bay Provincial Park area, and that the study be funded to a maximum amount of \$15,000 to be withdrawn from the Electoral Feasibility Studies Function and repaid upon establishment of a CVRD function.

8. That "CVRD Bylaw No. 3651 – Solid Waste Management Charges and Regulations Amendment Bylaw, 2012", be forwarded to the Board for consideration of three readings and adoption.

9. That the Cowichan Valley Regional District Corporate Greenhouse Gas Inventory and Emissions Reduction Plan, 2012 report be received by the CVRD Board, and further, that it be provided to the Environment Commission and the consulting group working on the Regional Environmental Strategy for inclusion where appropriate.



**HEALTH ADVISORY COMMITTEE REPORT
OF MEETING HELD ON OCTOBER 2, 2012**

DATE: November 6, 2012

To: Chairperson and Directors of the Board

Your Health Advisory Committee reports and recommends as follows:

1. That \$57,000 for homelessness prevention; five ready-to-rent classes; outreach to landlords and property managers; additional Social Planning Cowichan staff time; additional tenants' resource; and advisory centre training of front line staff; be approved; and further that, Social Planning Cowichan be requested to provide the CVRD with an evaluation of the program by the participants, both tenant and landlord; and to develop follow-up programs as necessary.



**ECONOMIC DEVELOPMENT COMMISSION REPORT
OF MEETING HELD OCTOBER 18, 2012**

DATE: November 1, 2012

To: Chair and Directors of the Board

Your Economic Development Commission reports and recommends as follows:

1. That the CVRD Board support a Sports Tourism Implementation Program beginning in 2013, and funded through a supplemental budget item shared between the Parks Recreation and Culture Department and the Planning and Development Department, Economic Development Division.



STAFF REPORT

REGULAR BOARD MEETING
OF NOVEMBER 14, 2012

DATE: October 24, 2012 BYLAW NOS.: 3638
FROM: Kathleen Harrison, Legislative Services Coordinator, Corporate Services
SUBJECT: Bylaw No. 3638 – Park Land Exchange (Portion of Fern Ridge Park) – Alternative Approval Process Deadline.

Recommendations/Action:

That the deadline for responses to the Alternative Approval Process for Bylaw No. 3638 be set at 4:30 pm, Thursday, January 3, 2013.

Relation to the Corporate Strategic Plan:

The exchange of Park Land (a portion of Fern Ridge Park) for a portion of adjacent private lands in order to adjust the boundaries between both lands to address an encroachment issue is consistent with responsible land management.

Financial Impact: N/A

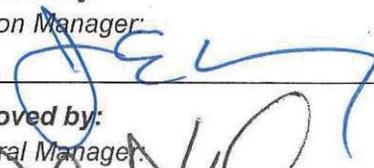
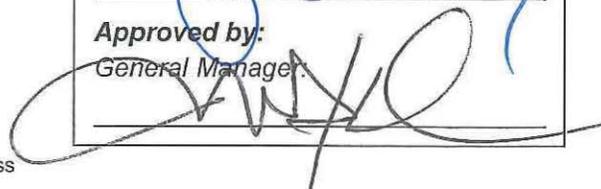
Background:

Bylaw No. 3638 was granted third reading by the Board of Directors at its meeting held October 10, 2012. Pursuant to Section 27(2)(a) of the *Community Charter* the Board may now proceed with obtaining elector consent for adoption through an alternative approval process. Pursuant to Section 801.3 of the *Local Government Act* and Section 86 of the *Community Charter*, the Board must set the deadline for receiving elector responses. The attached *Notice of Alternative Approval Process* and *Elector Response Form* set the deadline for responses for Bylaw No. 3638 at 4:30 pm, Thursday, January 3, 2013.

Submitted by,

Kathleen Harrison
Legislative Services Coordinator
Corporate Services Department

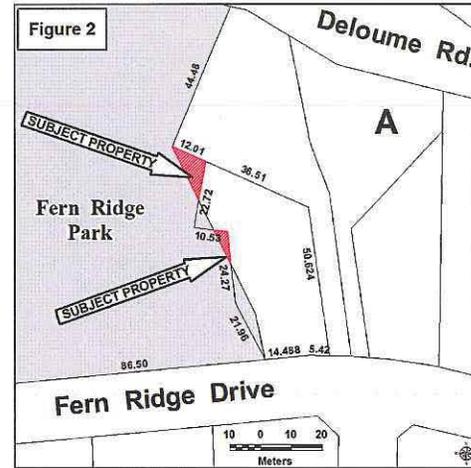
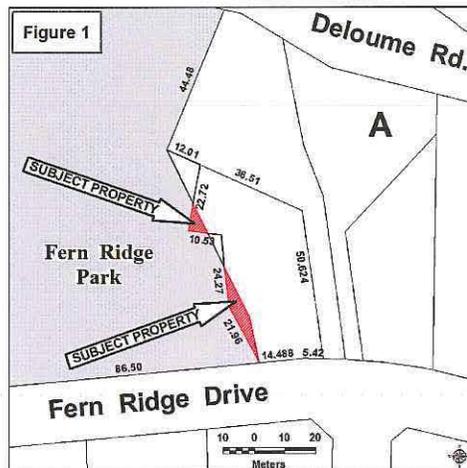
Attachments: Bylaw No. 3638 Notice of Alternative Approval Process
Bylaw No. 3638 Elector Response Form

<p>Reviewed by: Division Manager:</p> 
<p>Approved by: General Manager:</p> 



**NOTICE TO ELECTORS OF
ELECTORAL AREA A – MILL BAY/MALAHAT
OF AN ALTERNATIVE APPROVAL PROCESS OPPORTUNITY FOR
CVRD PARK LAND EXCHANGE (PORTION OF FERN RIDGE PARK) BYLAW No. 3638**

NOTICE IS HEREBY GIVEN that the Board of the Cowichan Valley Regional District proposes to adopt "CVRD Bylaw No. 3638 – Park Land Exchange (Portion of Fern Ridge Park) Bylaw, 2012", authorizing the exchange of a portion of park land within Electoral Area A – Mill Bay/Malahat, as shown in Figure 1 below, legally described as PARK, District Lot 107, Malahat District, Plan VIP57604, (*Fern Ridge Park*); for an equal portion of adjacent private lands as shown in Figure 2 below, to be used for park purposes, owned by Alexander Jacob and legally described as Lot 15, District Lot 107, Malahat District, Plan VIP63859, in order to adjust the boundary between the two properties to address a property encroachment. There is no taxation impact to the electors of Electoral Area A – Mill Bay/Malahat as a result of the exchange of the subject lands.



ALTERNATIVE APPROVAL PROCESS AND ELIGIBILITY

The Regional District may adopt this bylaw unless at least 10% of electors within the service area indicate that a referendum must be held by submitting a signed *Elector Response Form* to the Regional District office **no later than 4:30 pm on Thursday, January 3, 2013**. *Elector Response Forms* must be in the form established by the Regional District, and only those persons who qualify as electors of Electoral Area A – Mill Bay/Malahat, are entitled to sign. The service area includes all of Electoral Area A – Mill Bay/Malahat. Service area electors may qualify as either resident electors or as non-resident property electors, as follows:

Resident Elector - You are entitled to submit an *Elector Response Form* as a resident elector if you are age 18 or older on the day of submission, are a Canadian citizen, have lived in BC for at least six months, and have been a resident of Electoral Area A – Mill Bay/Malahat for the past 30 days or more.

Non-Resident Property Elector - You are entitled to submit an *Elector Response Form* as a non-resident property elector if you are age 18 or older on the day of submission, are a Canadian citizen, have lived in BC for at least six months, have owned and held registered title to a property in Electoral Area A – Mill Bay/Malahat for the past 30 days or more, and do not qualify as a resident elector. NOTE: Only one non-resident property elector may submit a response form per property, regardless of how many owners there may be.

If less than 10% (325) of the service area electors submit an *Elector Response Form*, the Bylaw will be deemed to have the approval of the electors and the Regional District may proceed with adoption. For the purpose of conducting the alternative approval opportunity, the number of service area electors is calculated as 3245.

A copy of the Bylaw and *Elector Response Form* is available from the Cowichan Valley Regional District, 175 Ingram Street, Duncan, BC V9L 1N8, Phone 250-746-2500/1-800-665-3955, e-mail kharrison@cvr.bc.ca OR on the CVRD website at www.cvr.bc.ca.



ELECTOR RESPONSE FORM
BYLAW NO. 3638

The Cowichan Valley Regional District is proposing to adopt "CVRD Bylaw No. 3638 – Park Land Exchange (Portion of Fern Ridge Park) Bylaw, 2012", authorizing the exchange of a portion of park land within Electoral Area A – Mill Bay/Malahat, as shown in Figure 1 on the reverse of this form, legally described as PARK, District Lot 107, Malahat District, Plan VIP57604, (*Fern Ridge Park*); for an equal portion of adjacent private lands as shown in Figure 2 on the reverse of this form, to be used for park purposes, owned by Alexander Jacob and legally described as Lot 15, District Lot 107, Malahat District, Plan VIP63859, in order to adjust the boundary between the two properties to address a property encroachment. There is no taxation impact to the electors of Electoral Area A – Mill Bay/Malahat as a result of the exchange of the subject lands. If you are opposed to the adoption of this bylaw, you may indicate your opposition by signing and returning this *Elector Response Form* to the Regional District office by 4:30 pm, Thursday, January 3, 2013. Only those persons who live or own property within Electoral Area A – Mill Bay/Malahat and meet the following qualifications are eligible to submit an *Elector Response Form*.

I hereby certify that:

- I am a Canadian citizen;
- I am an individual who is age 18 or older;
- I have been a resident of British Columbia for at least the past six months;
- I have been a resident of Electoral Area A – Mill Bay/Malahat for the past 30 days; or I am entitled to register as a non-resident property elector;
- I am not disqualified by the *Local Government Act*, or any other enactment, from voting in an election or am not otherwise disqualified by law.

I understand and acknowledge that I may not sign an *Elector Response Form* more than once in relation to this alternative approval process.

NAME OF ELECTOR: _____
(please print full name)

ELECTOR STREET ADDRESS: _____

OR

(non-resident property electors only)
Address of property in relation to which I am entitled to register as a non-resident property elector. _____
(property address)

(contact telephone number including area code)

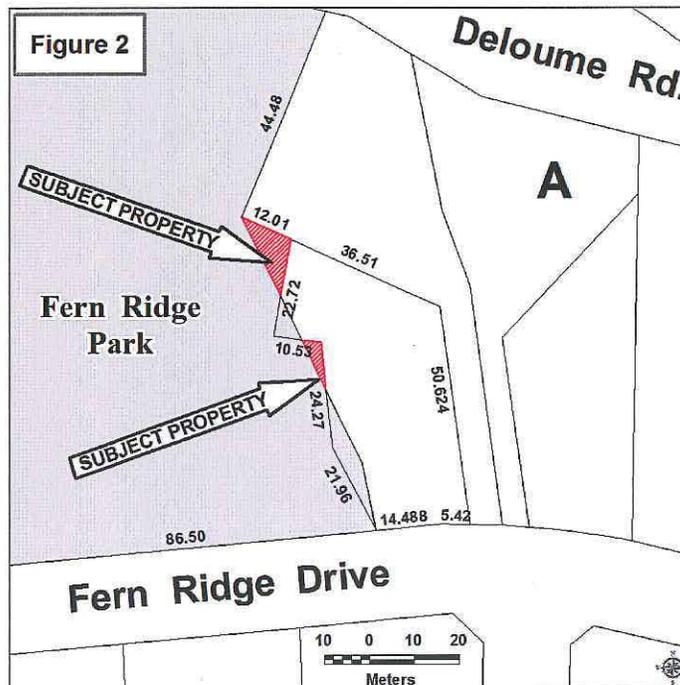
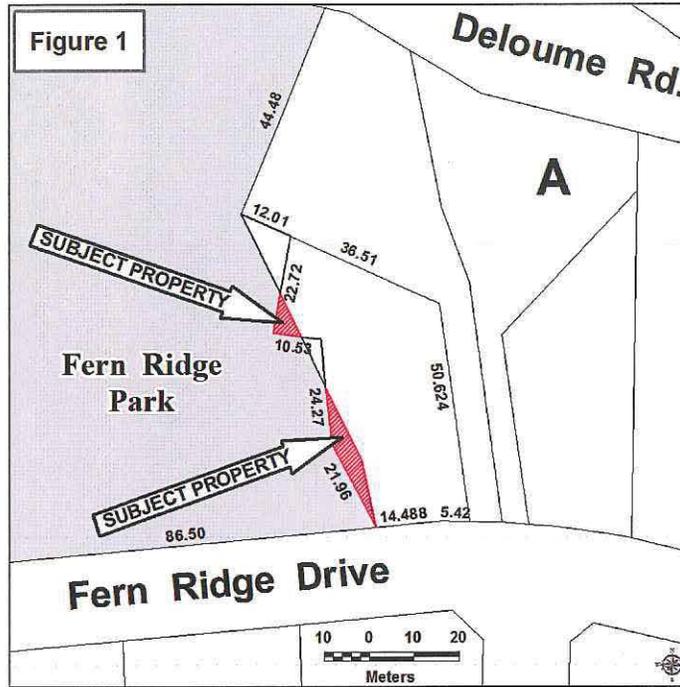
SIGNATURE OF ELECTOR: _____

NOTE: The *Elector Response Form* must be returned to the Cowichan Valley Regional District, 175 Ingram Street, Duncan, BC, V9L 1N8 on or before **4:30 pm, Thursday, January 3, 2013**. Regular office hours are 8:00 am to 4:30 pm, Monday through Friday, excluding statutory holidays.

Section 86(6) of the *Community Charter* requires all electors to submit their response on the form established by the CVRD, or an accurate copy of that form. If this form is altered in any way, including by writing or printing on the back of it, it must and will be rejected by the CVRD.



ELECTORAL AREA A – MILL BAY/MALAHAT
CVRD PARK LAND EXCHANGE (PORTION OF FERN RIDGE PARK)





C·V·R·D

STAFF REPORT

REGULAR BOARD MEETING
OF NOVEMBER 14, 2012

DATE: November 6, 2012 FILE NO: General

FROM: Rob Conway, Manager, Development Services Division Bylaw No: 3642

SUBJECT: Zoning Amendment Bylaw No. 3642 (Area E – Funeral Home use)

Recommendation/Action:

For information purposes.

Relation to the Corporate Strategic Plan: N/A

Financial Impact: (Reviewed by Finance Division: N/A)

Background:

Zoning Amendment Bylaw No. 3642 was processed to second reading by the Regional Board and a public notice process in lieu of public hearing was initiated. To date, we have received no correspondence from the public with respect to the proposed amendment bylaw. A final check for correspondence will be made the afternoon of the Board meeting on the 14th, and if any correspondence is received, these will be passed on to the Board that evening.

Zoning Amendment Bylaw No. 3642 is on the November 14th Board agenda for consideration of third reading and adoption.

Submitted by,

Rob Conway,
Manager
Development Services Division
Planning & Development Department

Approved by:
General Manager

/ca



STAFF REPORT

REGULAR BOARD MEETING
OF NOVEMBER 14, 2012

DATE: November 6, 2012
FROM: Jacob Ellis, Manager, Corporate Planning
SUBJECT: 2012 Corporate Strategic Plan Progress Report

Recommendation/Action:

For information.

Relation to the Corporate Strategic Plan:

The Corporate Strategic Plan specifically identifies increasing corporate accountability with regular performance reports to the Board as a priority for the CVRD.

Financial Impact: *(Reviewed by Finance Division: n/a)*

Background

In September 2010 the Board adopted the Corporate Strategic Plan – a document that establishes corporate priorities, acts as a guide for funding decisions, and provides long-term direction for the Regional District. While the scope and size of the projects contemplated in the Corporate Strategic Plan necessitate a multi-year implementation timetable, in an effort to monitor progress, an annual report on corporate activities is being provided for Board review.

In 2012, the CVRD made excellent progress towards achieving the goals and objectives outlined in the Corporate Strategic Plan. Through leadership on the part of the Board, the dedicated work of staff, and with outstanding community support, the CVRD made great strides in 2012 towards realizing its vision of being the most livable and healthy community in Canada.

The CVRD continued to make progress this year in fostering an environment where collaboration, respect, integrity, accountability and service excellence became further embedded as corporate values. Numerous examples of these values in action can be found in the attached 2012 Corporate Strategic Plan Progress Report.

The report outlines literally hundreds of activities, initiatives, and projects that were completed or are underway as part of a collective effort to serve the Cowichan community. Due to the sheer number of corporate activities only a brief summary of the work is provided in this report, however, if there is an interest in further detail on a specific project, staff would be happy to provide this upon request. In some areas, there are strategic actions have not yet been started. Determining the priority and order of these projects is undertaken annually, in light of changing community circumstances, organizational needs and priorities of the Board.

It is anticipated the information provided in the attached report will assist the Board in the 2013 budget process, and in determining future priorities for the organization.

Submitted by



Jacob Ellis, Manager
Corporate Planning

Attachment



2012
Outstanding
Facility
Award
Recipient



2012

Corporate Strategic Plan

PROGRESS REPORT



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THE COWICHAN VALLEY REGIONAL DISTRICT made considerable progress in 2012 towards achieving the goals and objectives laid out in the Corporate Strategic Plan.

The following pages detail a collection of activities that were completed, or are underway, as part of the ongoing efforts to achieve the CVRD'S vision. It is hoped that this report will provide a clear snapshot of the many activities, partnerships and projects of the Regional District that were undertaken, in addition to the regular day to day duties and obligations of the organization.

VISION STATEMENT

The Cowichan Region celebrates diversity and will be the most livable and healthy community in Canada.

MISSION STATEMENT

We serve the public interest through leadership, cooperation and innovation, with a focus on community priorities and strengths.

VALUE STATEMENTS

Respect

We respect our people, our land, and our diversity.

Service Excellence

We provide innovative, consistent, efficient, world class service as a proactive team of professionals who are committed to efficient communication.

Integrity

We are honest and trustworthy.

Accountability

We exercise prudence in the use of public funds, and demonstrate personal leadership to produce responsible, transparent results.

One Region

We achieve more through collaboration and cooperation, for our residents, businesses and community partners.

Positive

We promote a happy, healthy, fun, supportive workplace.

SUSTAINABLE LAND USE

OBJECTIVE	STRATEGIC ACTION	2012 REPORT
<p>Establish well coordinated land use plans and policies</p>	<p>Develop a plan to ensure well integrated land use plans and policies internally, regionally, and inter-regionally.</p>	<p>On track to complete updates to the CVRD Noise Bylaw in 2012.</p> <p>On track to complete a review of Bylaw #39 with recommended updates for dealing with the sale and discharge of Fireworks in 2012.</p> <p>Work is underway reviewing the removal of recycling type uses and composting from the Electoral Areas light and heavy industrial zones by bylaw.</p> <p>Work is underway amending bylaw #3275 to clarify and formalize the conditions and requirements, including a form and fee, for time extensions to development permits or development variance permits.</p> <p>Work is underway on an enforcement policy for illegal vacation rentals of single family dwellings.</p> <p>Work is underway reviewing Area H Industrial Zones.</p> <p>Work is underway to amend the Electoral Area D – Cowichan Bay settlement plan and Zoning bylaw to regulate float homes in the Cowichan Bay Village.</p>
	<p>Develop a public safety lens that incorporates emergency, fire safety, and other hazard considerations internally and externally into planning processes.</p>	<p>Completed the CVRD Wildfire Protection Plan update.</p>
<p>Develop long-range plans for sustainability</p>	<p>Initiate a regional sustainability planning process in 2010.</p>	<p>Work is underway on the integrated regional sustainability planning process.</p>
	<p>Review the feasibility of implementing a regional growth management strategy following completion of the regional sustainability planning process.</p>	<p>Will commence upon completion of the integrated regional sustainability plan.</p>
	<p>Develop a strategy to ensure up-to-date Official Community Plans (OCP's) are in place within a reasonable time frame, consistent with local government legislation.</p>	<p>On track to complete updates to the Area D - Cowichan Bay Official Community Plan in 2012.</p> <p>On track to complete (Bill 27) greenhouse Gas OCP Amendments in 2012.</p> <p>Work is underway on the South Cowichan Zoning Bylaw and other implementing bylaws.</p> <p>Work is underway on updates to the Cowichan Bay Zoning Bylaw and other Implementing Bylaws.</p>
	<p>Complete the Subdivision Servicing Bylaw in 2010.</p>	<p>Work continues on a new Subdivision Servicing Bylaw. A draft has been completed, and comments from the province are being evaluated.</p>
	<p>Incorporate aesthetic preservation principles into OCP's and explore other ways of preserving the aesthetic nature of the Cowichan Region.</p>	<p>Aesthetic preservation principles have begun to be incorporated into new OCP's including the <i>South Cowichan OCP</i> adopted in 2011.</p> <p>Work is underway to review the CVRD Sign Bylaw to provide suggestions for existing regulations for LED signs and flashing / scrolling signs amendments.</p>

OBJECTIVE	STRATEGIC ACTION	2012 REPORT
Develop long-range plans for sustainability (continued)	Incorporate aesthetic preservation principles into OCP's and explore other ways of preserving the aesthetic nature of the Cowichan Region (continued)	Work is underway to amend bylaws to include provisions to deal with appropriate placement of refuse containers to address aesthetic concerns.
	Update background technical studies to inform the planning process i.e. demographic projections, assessment of development capacity and demand, economic forecast, environmental issues, and regional service demand assumptions.	Several background technical studies looking at population, demographics and land use trends & issues will be completed as part of the regional sustainability planning process.
	Recommend to the Agricultural Land Commission: (1) regulation and policy improvements to recognize an expanded agricultural base, & culture, and (2) policy amendments to promote the expansion of agricultural lands and agricultural uses.	This strategic action is complete. Recommendations were made to the ALC in fall of 2010. Additional meetings were held with the ALC and the Agricultural Advisory Committee.
	Develop a long-term land use strategy/policy for forestry lands in the Cowichan Region.	Not started.
Promote sustainable land use	Develop a green building strategy/policy that supports environmentally friendly building practices.	On track to complete a new internal green building policy in 2012.
	Promote ecosystem enhancement-oriented design guidelines for new developments.	This strategic action is now complete. The new external green building policy, OCP's, rezoning and develop permits now promote greater sustainability.
	Develop and implement a program to recognize examples of excellence in sustainable community development.	Not started.

HEALTHY ENVIRONMENT

OBJECTIVE	STRATEGIC ACTION	2012 REPORT
Protect the environment from harm	Develop a community climate change mitigation plan to meet or beat provincial greenhouse gas emission targets.	Completed mapping greenhouse gas emissions for the Region.
	Develop regional watershed management strategies.	Work is underway implementing the <i>Cowichan Basin Water Management Plan</i> and <i>developing a South Cowichan Water Management Plan</i> .
	Develop water planning policies to guide community planning & development decisions.	Not started.
	Identify and map areas of high conservation value and develop policies & guidelines to protect sensitive areas.	<p>Completed mapping key areas of high conservation value on the east and west coast of the region.</p> <p>On track to complete the processing of LiDAR data in 2012.</p> <p>Work is underway to carry out Riparian (RAR) mapping for Lake Cowichan.</p> <p>Work is underway testing use of automated mapping using LiDAR for the Lake Cowichan shore zone.</p> <p>Work is underway to develop a conservation strategy for the Region.</p> <p>Work is underway to develop a species at risk strategy for the Region.</p> <p>Work is underway to develop an invasive species strategy for Region.</p>
	Develop a community climate change adaptation strategy to help cope with changing regional conditions.	Work on this initiative is being completed as part of the regional climate action plan.
	Develop an air shed protection strategy.	<p>Provided 60 woodstove exchange rebates in 2012.</p> <p>Expected to complete a backyard burning bylaw in spring of 2013.</p> <p>Continued enforcement of bylaw #2020 dealing with the open burning of land clearing bylaw.</p> <p>Work is underway to develop an air shed protection strategy for the Region.</p>
	Restore, rehabilitate & enhance the natural environment	Develop a Brownfield remediation plan to inventory, where, what kind and the number of CVRD Brownfield sites in the Region including Meade Creek, Koksilah, and Peerless Road incinerator sites.
Not previously considered.	<p>Completed a contaminated site profile study & for Bings Creek sub dividable lands. Remediation works will be carried out in 2013.</p> <p>Work is underway, with the provincial government, to amend contaminated soil regulations so that they are similar to solid waste regulations.</p> <p>Work is underway to develop a strategy for tracking contaminated soil.</p>	

OBJECTIVE	STRATEGIC ACTION	2012 REPORT
Lead by example	Develop a green facilities retrofit policy to guide how CVRD facilities will be renovated to meet green standards.	Not started.
	Develop a plan to ensure the CVRD complies with the BC Climate Action Charter by 2012.	Work is underway to develop a plan to ensure the CVRD complies with the BC Climate Action Charter by 2012. Work is underway to develop a strategic energy management plan for CVRD assets.
	Develop a corporate CVRD climate change adaptation strategy to help cope with changing regional conditions.	This is being included as part of the Integrated Regional Sustainability Plan.
	Develop a corporate employee plan to help staff "go green" and make the plan available for the general public to utilize as well.	Completed in 2011. The Green Team is now in the process of implementing the <i>Plan's</i> recommended actions.
	Not previously considered	Work is underway to develop a Regional Environmental Strategic Plan.
Establish sustainable communities	Review existing CVRD bylaws and make recommendations for incorporating sustainable elements, and where needed, create new standards.	Not started.
	Pursue incentives and other financial instruments to encourage positive practices.	Ongoing.
	Promote the development of a regional multi-modal transportation plan for southern Vancouver Island, recognizing that this issue is bigger than just the Cowichan Region.	Not started.
	Review and update the regional transit plan with the aim of increasing ridership and improving service.	Completed the CVRD 25 year Transit future plan. Completed retrofits of select wooden transit shelters with metal panels to improve weather protection. Implemented additional transit trips to the conventional system by end of February 2012, as part of the expansion of 2,500 annual hours. Secured funding for an additional 2,000 annual hours for expansion of the handyDART transit service that was implemented in September 2012. Established a partnership with Cowichan Seniors Community Foundation to provide transport assistance to seniors which will help relieve some pressure on the handyDART service. Developed a CVRD transit rider database to record all transit related feedback. Work is underway on a transit marketing and educational plan including advertising and promotional opportunities, and identification of target groups for consultation. On track to complete the installation of a minimum of \$25,000 worth of transit benches at specified locations. On track to complete , in 2012, research on the feasibility of installing lighting at some transit stops and/or shelters.
	Develop an environmental education plan with a focus on water, biodiversity and climate change.	Various educational materials were produced and disseminated in both news ads and in schools.
	Develop a regional energy strategy to identify regional sources of green energy.	On track to complete the regional energy strategy in 2012.

SERVICE EXCELLENCE

OBJECTIVE	STRATEGIC ACTION	2012 REPORT
<p>An efficient, high performance, innovative organization</p>	<p>Introduce a corporate wide performance management system to monitor and evaluate achievement against desired outcomes.</p>	<p>On track to initiate phase I of a pilot performance management system in 2012.</p>
	<p>Increase accountability with regular performance reporting to the Board.</p>	<p>Completed the first annual progress/performance report in 2011. A regular performance report is now presented annually.</p>
	<p>Review organizational processes and streamline where appropriate to improve efficiency and reduce costs.</p>	<p>On track to complete an annual progress report detailing regional recycling rates and analyzing waste diversion trends in 2012.</p> <p>On track to complete a re-evaluation for the potential use and acquisition of a solid waste compactor in 2012.</p> <p>Completed a review and clarified job descriptions for the Water Management Division.</p> <p>Work is underway on a report with basic recommendations on corporate fleet management and maintenance.</p> <p>Work is underway to develop a complete inventory of corporate vehicles including age, condition, maintenance, etc.</p> <p>Work is underway to develop procedures and documents for Regional Environmental Policy Division services.</p> <p>Work is underway to develop standard operating procedures for the Regional Environmental Policy Division field based work and practices.</p> <p>On track to complete in 2012, guidelines for when the Capital Projects Division becomes involved in a capital project.</p> <p>Work is underway to establish a standardized procurement procedure for all CVRD tenders, RFPs, RFQs & purchasing and staff training.</p> <p>Work is underway implementing an electronic capital asset management financial system.</p> <p>Completed implementation of direct deposit for employees/directors expense claims.</p> <p>Work is underway implementing bar coding on all accounts receivable invoices.</p> <p>On track to complete implementation of an integrated electronic utility upload for payments received through the banking system in 2012.</p> <p>On track to complete implementation of electronic clearing of cheques.</p> <p>Work is underway implementing electronic billing and payments for member municipalities for MFA debt payments.</p> <p>Work is underway researching the ability to read microfilm through a machine linked to a computer.</p> <p>Work is underway creating an automatic data upload from recreation's CLASS system into Vadim.</p> <p>Work is underway researching the ability to electronically receive and pay general supplier invoices and payments through accounts payable.</p>

OBJECTIVE	STRATEGIC ACTION	2012 REPORT
<p>An efficient, high performance, innovative organization (continued).</p>	<p>Review organizational processes and streamline where appropriate to improve efficiency and reduce costs (continued).</p>	<p>Work is underway researching an electronic timesheet and attendance management system.</p> <p>Completed moving from paper based employee paystub system to an electronic e-mail based paystub system.</p> <p>Work is underway developing a system to enable recording technical problems, solutions, updates and development of corporate education.</p> <p>Work is underway developing or sourcing mobile applications and to provide remote access to corporate data and spatial information to meet the requirements of Inspections & Enforcement, Water Management and other Divisions.</p> <p>Work is underway to improve integration between GIS and utility billing.</p> <p>Work is underway developing power saving techniques for IT equipment, including the migration to rack mounted servers, evaluation of server virtualization, and the benefits of deploying thin client technology to the desktops.</p> <p>Completed the voice/data initiative for the Bings Creek facilities.</p> <p>On track to complete investigating the benefits of interconnecting Bings Creek, CLR, South Cowichan Recreation, the ISC, and Ingram Street sites for voice and data, and develop an electronic central filing system in 2012.</p> <p>On track to complete adding a postal code layer to the GIS public user analysis in 2012.</p> <p>On track to complete upgrades of all desktop computers to Windows 7 and Office 2010 in 2012.</p> <p>Completed investigating video conferencing among sites to reduce travel time and greenhouse gas emissions.</p> <p>Work is underway to develop a single, updated policy and procedures manual for the South Cowichan Recreation Division.</p> <p>Work is underway reviewing and revising Parks, Recreation and Culture Department policies and procedures.</p> <p>On track to complete a policy in 2012, for administering and dispensing of security for completion of amenities and/or site improvements per conditions of Work is underway Development Permits or through other requirements as imposed by the Regional District (i.e. conditions of rezoning approvals).</p> <p>Work is underway on taking the needed steps to delegate staff the power to release covenants and agreements.</p> <p>Work is underway to complete the digitization of Inspection & Enforcement Division files.</p> <p>Work is underway to define the Economic Development Commission governance structure.</p>
	<p>Assist the Board in conducting a comprehensive corporate governance review to examine committee /commission structure and make recommendations for improvements.</p>	<p>Not started, but anticipate undertaking this work in 2013.</p>
	<p>Actively pursue green initiative partnerships with external agencies to better leverage dollars, information & time</p>	<p>Numerous green partnerships have been active in 2012 and have seen continued leveraging of dollars and sharing of information.</p>

OBJECTIVE	STRATEGIC ACTION	2012 REPORT
<p>An efficient, high performance, innovative organization (continued).</p>	<p>Develop and implement a comprehensive records management system.</p>	<p>Completed the purchase and now in the process of implementing SIRE electronic records management system.</p> <p>Work is underway disposing of archived materials pursuant to the records management bylaw.</p> <p>Work is underway to develop a system to organize, manage and maintain LiDAR data.</p>
	<p>Develop a resource vs. demand tracking system strategy to ensure that each department is sufficiently resourced to accomplish its mandate.</p>	<p>Not started.</p>
<p>An organization whose public and staff are proactively informed</p>	<p>Develop a comprehensive external communications plan.</p>	<p>This strategic action is now complete. A comprehensive communications plan has been completed. The Board is now considering implementation actions.</p> <p>Work is underway improving communication with taxpayers on finance related issues.</p>
	<p>Develop an internal communications plan that supports information flow between the Board, Commissions/Committees, front line staff and management.</p>	<p>Completed as part of the comprehensive communications plan. This strategic action is now complete.</p>
	<p>Develop a regional inter-governmental communications and relations strategy to ensure (1) well integrated infrastructure planning occurs throughout the region, and (2) relationships between the CVRD, First Nations and adjacent regional districts are strengthened.</p>	<p>While many individual projects have contributed to this action, no work specific to creating an overall strategy has been started.</p>
<p>An organization whose public and staff are proactively informed</p>	<p>Continue to enhance the number of services available online.</p>	<p>On track to complete, in 2012, improvements to the Regional Environmental Policy Division's pages on the CVRD website and add additional public resources.</p> <p>Work is underway expanding and enhancing the number of online services including E-commerce, web map and social networking.</p>
<p>Organizational focus on established priorities and outcomes</p>	<p>Review the <i>Corporate Strategic Plan</i> annually and fully revise every 3 years.</p>	<p>On schedule to complete a full revision to the <i>Corporate Strategic Plan</i> in early 2013.</p>
	<p>Develop budgets for each priority and link each to performance indicators.</p>	<p>Completed the design work needed to include budgets and performance indicators for each strategic action; these have been included in the departmental work plan process.</p>
	<p>Develop business plans for each department that are directly linked to the strategic plan.</p>	<p>Completed a pilot program testing Departmental business/work plans in 2012. This project is on track for full implementation in 2013.</p>
	<p>Review any CVRD body/unit where concerns arise regarding possible 'mission drift' / substantial delay or inability to achieve corporate objectives.</p>	<p>Completed an organizational assessment in 2012 that reviewed select areas of the organization and make recommendations for improvements.</p>
	<p>Regularly review and clarify roles and responsibilities of the Board, staff, Commissions and Committees.</p>	<p>Provided advice and guidance to newly elected officials in their first year of office. Regular improvements to this effort are ongoing.</p>
	<p>Conduct annual community surveys to ensure that services and service levels are consistent with community preferences.</p>	<p>Completed an Ipsos Reid Community Survey in January 2011. These will continue to be carried out on a regular basis.</p>

OBJECTIVE	STRATEGIC ACTION	2012 REPORT
<p>Be the local government employer of choice on Vancouver Island</p>	<p>Develop a strategic human resource plan linking recruiting, orientation, performance reviews, compensation/recognition, training, leadership renewal/succession planning, and culture development.</p>	<p>Expected to complete the development of a strategic human resource plan in spring of 2013.</p>
	<p>Develop a team building strategy to help staff more effectively take advantage of team based problem solving and project management.</p>	<p>Successfully held 4+ team building sessions in 2012.</p>
	<p>Create a volunteer promotion/incentive program to better recognize and support and enhance volunteer efforts.</p>	<p>Not started.</p>
	<p>Continue to build positive labour relationships with unions and non-union staff.</p>	<p>The organization is up-to-date on all regular labour / management meetings with all unions. Completed collective bargaining with CUPE, IATSE and USW. On track to complete research options for the employee recognition program in 2012.</p>
	<p>Focus on improvement of occupational health and safety.</p>	<p>Completed training OH&S committees through Employers' Advisers Office. On track to complete written safe work procedures to the OH&S manual in 2012. Work is underway developing safety policies, programs, and procedures for the Water Management Division.</p>
	<p>Develop a staff healthy living strategy and continue to build on the ongoing work of the wellness program.</p>	<p>The Wellness Committee organized 12 events in 2012, in addition to ongoing weekly programs such as noon hour yoga, etc. Completed a review of Arts & Culture Division staffing levels in relation to workload, job descriptions.</p>
<p>Knowledgeable and well trained staff</p>	<p>Develop a procedure and policy training plan, including new staff orientation to help ensure that staff are aware of and understand corporate policies and procedures.</p>	<p>Completed the roll out of the new employee handbook to existing staff. On track to complete a new employee orientation program in accordance with HR strategic plan in 2012.</p>
	<p>Create a staff training and development program including training on dealing with change, Vadim information system training, and in-house training on a wide range of topics and skills.</p>	<p>Completed a training needs assessment for managers. Completed implementation of a training module based on the outcome of the training needs assessment. On track to complete a "readily available records" policy & process along with staff training in 2012. Work is underway on developing a training manual and training sessions to educate CVRD staff on the Vadim accounting software program.</p>
	<p>Make the CVRD intranet available to all staff including offsite CVRD locations.</p>	<p>This strategic action has been completed. StaffNet is available to all staff and ongoing work continues on maintenance and enhancement of StaffNet. In addition, staff computer kiosks were set up at offsite locations to ensure staff can access information on the StaffNet.</p>
	<p>Develop a customer service delivery strategy to help train staff on basic protocol/standards as well as to improve overall consistency across the organization regarding the level of customer service provided.</p>	<p>Not started.</p>

OBJECTIVE	STRATEGIC ACTION	2012 REPORT
<p>Knowledgeable and well trained staff (continued)</p>	<p>Implement best practices throughout the organization wherever possible.</p>	<p>Work is underway to expand the existing pilot water conservation program for the Shawnigan Beach Estates water system to 200 homes, and review results.</p> <p>Work is underway to develop a standardized operations policy, procedure and maintenance manual for the Water Management Division.</p> <p>Updated connection fee bylaws.</p> <p>Work is underway re-evaluating service agreements with utility contractors, (chlorine, septic hauling, lab testing, etc).</p> <p>Work is underway to enhance the corporate data backup and replication for business continuity, disaster recovery, and address privacy responsibilities.</p> <p>Won the 2012 Recreation Infrastructure Association of BC award for the Cowichan Lake Sports Arena renovation project.</p> <p>Completed updates to the Area Planning Commission handbook.</p> <p>Completed a report that explores the possibility of contracting out the RAR work to QEP's that is required as part of any application.</p> <p>Work is underway to update selected Planning & Development related bylaws.</p> <p>Work is underway developing a policy for administering security for completion of conditions contained in development permits or other development requirements.</p>
<p>Financial stability</p>	<p>Actively pursue alternative funding sources including grants and partnerships.</p> <p>Continue to improve the annual budget process.</p> <p>Develop a long term financial management plan that addresses the lifecycles costs of CVRD assets and maintains adequate capital/operating reserves to strengthen financial stability.</p> <p>Build a business development strategy looking at building & leasing.</p> <p>Create strategic opportunities reserves to leverage grant funding.</p>	<p>Numerous grants were secured in 2012 and partnerships continue to be formed as needed on a variety of regional and sub-regional initiatives.</p> <p>Completed implementation of caseware software for use with financial statement creation.</p> <p>Work is underway on implementation of caseware software for use with the budget process.</p> <p>Completed 50% of valuations for CVRD assets in 2012. Remaining 50% are targeted to be completed in 2013.</p> <p>Work is underway to complete an equipment / software inventory for IT licensing, replacement scheduling, and location.</p> <p>Not started.</p> <p>Not started.</p>

VIABLE ECONOMY

OBJECTIVE	STRATEGIC ACTION	2012 REPORT
Support agriculture	Implement the <i>Cowichan Regional Area Agricultural Plan</i> .	<p>Completed prioritizing the Plan's recommendations for implementation.</p> <p>Work is underway implementing the Area Agricultural Plan.</p> <p>Holding joint strategic planning session with local agricultural organizations.</p> <p>Developing a land for lease registry.</p> <p>Organized and partnered in the organization of a Vancouver Island Agricultural Show.</p> <p>Meeting with the provincial government to encourage the development of agriculture advisory services.</p> <p>Encouraged Environmental Farm Plans (EFP's) at the Farmers Institute meetings and will continue to do so.</p> <p>Worked throughout the year to improve awareness in the community of the contribution by agricultural landowners to land stewardship and the environment.</p>
Promote tourism	Implement the <i>Cowichan Tourism Marketing Plan</i> .	<p>Work is underway implementing the <i>Cowichan Region Tourism Plan</i>.</p>
Attract film productions	Promote the Cowichan Region as a film production location of choice.	<p>Over \$1.5 M estimated in direct spending in the Region from this year's film productions.</p> <p>Completed draft policies for filming in the Cowichan Region.</p> <p>Filming locations this year included city of Duncan, Cowichan Bay, Cobble Hill, Mill Bay and Ladysmith.</p>
Focus on core regional priorities	Update the <i>Economic Development Strategic Plan</i> to reflect current priorities in consultation with the Economic Development Commission and Board.	<p>This strategic action is complete. The <i>Sustainable Economic Strategic Plan</i> was adopted in 2011.</p>
	Develop a communications plan to improve information flow between Economic Development Cowichan and the Board and ensure that Economic Development Cowichan activities reflect current Board priorities.	<p>Work is underway implementing the EDC communications plan including:</p> <p>Working to ensure all stakeholders are familiar with the EDC Communication plan,</p> <p>Developing communications linkages with partners & stakeholders.</p> <p>Working to build local government support for Economic Development and Tourism budget requirements.</p> <p>Increased business contacts in the region for all EDC programs and services.</p> <p>Working to improve the public's understanding of the value of regional businesses of all sizes and their contribution to the well-being and quality of life in the Cowichan Region.</p>

OBJECTIVE	STRATEGIC ACTION	2012 REPORT
Focus on core regional priorities (continued)	Develop a communications plan to improve information flow between Economic Development Cowichan and the Board and ensure that Economic Development Cowichan activities reflect current Board priorities. (continued)	<p>Completed the development of templates to help update the EDC Board members and other councils on the activities of the Economic Development office.</p> <p>On track to complete the first State of the Economy report in 2012. This will enhance communication and education among economic development, local government, the business community, media and general public.</p> <p>Work is underway developing new benchmarking principles to use with municipal councils and the general public.</p> <p>Redefined the objective, timing, and distribution of the EDC newsletter.</p> <p>Work continues promoting economic development through speaking engagements.</p> <p>Work is underway to strengthen economic development website content.</p>
Support policies and initiatives that strengthen the local economy	Recommend policy improvements and initiatives that will strengthen the local economy with a specific emphasis on attracting high paying jobs.	<p>On track to complete new “sustainability” benchmarks to mark the progress of economic development in 2012.</p>
	Review CVRD regulatory practices and policies and make recommendations for improvements to better support the local economy.	<p>Progress from an agricultural perspective has been made with regard to CVRD regulatory policies.</p>
Maintain key economic development programs	Implement Phase I and II of the <i>Clean Technology Project</i> .	<p>Work is underway to improve industry-academic links and expand entrepreneurship focused on the target sectors of Clean Tech, Agriculture and Tourism, along with other sectors.</p> <p>Work is underway to implement phase I and II of the <i>Clean Technology Project</i>.</p>
	Promote the <i>Cowichan First Program</i> .	<p>Completed the development of education marketing material to promote education programs for greening local business and green solutions.</p> <p>Work is underway to develop a regional community profile with sub-profiles for each community within the CVRD.</p> <p>Work is underway to expand the business retention and expansion program.</p> <p>Work is underway to develop a streamlined process dedicated to successful business expansion & new business investment.</p> <p>Work is underway to develop a flow chart of the development process in each community within the CVRD “business first” program.</p> <p>Work is underway on taking steps to create an environment that attracts and retains a diverse, talented pool of young professionals and meets the needs of recent graduates.</p> <p>EDC contacted and connected with over 400 partners, stakeholders and businesses in 2012.</p>
	Expand the promotion of Cowichan Region products.	<p>Work is ongoing to expand the promotion of Cowichan Region products.</p>
	Promote and assist with investor templates.	<p>This strategic action is now complete. Local work on this project was completed in 2011; implementation is now in the hands of the Province.</p>

SAFE & HEALTHY COMMUNITY

OBJECTIVE	STRATEGIC ACTION	2012 REPORT
Build a strong public safety volunteer base	Develop a volunteer recruitment strategy that includes looking at ways to better support firefighters, radio operators, emergency planning volunteers, and other community safety volunteers.	This strategic action is now complete. The <i>Volunteer Management Plan</i> has been completed and implementation is ongoing.
	Develop a volunteer training & occupational health and safety plan to ensure a safe and well trained volunteer force.	This strategic action is now complete. The provincial plan, distributed in early 2011 is now being implemented.
	Develop a volunteer retention strategy to reduce turnover, and increase satisfaction among public safety volunteers.	This strategic action is now complete, as this was completed as part of the <i>Volunteer Management Plan</i> .
Improve community awareness of public safety programs	Develop a strategy to clarify and communicate the role of the Public Safety Department to regional stakeholders.	Presented and trained Town of Ladysmith staff on incident command system emergency management and emergency operations centres; further presentations to the other three municipal partners are being planned.
	Continue developing public safety education programs for the community	Completed the community disaster recovery plan. Held 45 emergency planning sessions in 2012 attended by approximately 950 residents. Developed a fire smart neighbourhood workshop; community sessions will be hosted started fall 2012.
Promote individual & community wellness	Promote a healthy lifestyle strategy to help residents live healthier lives through taking part in parks, recreation and culture services.	Work is underway to revise the Cowichan Lake Recreation marketing plan, including signage. Completed installation of new signage for the Island Savings Centre.
	Pursue sports, culture, events tourism opportunities to take advantage of events like the North American Indigenous Games, the Olympic Torch Relay, film festivals, etc.	Work is underway promoting the world's largest hockey stick and puck at the Island Savings Centre. Work is underway looking at how to better attract sporting events and pursuing sports tourism opportunities.
	Develop an accessibility strategy to ensure that all people have access to quality recreational and cultural services & facilities.	Work is underway exploring redevelopment opportunities for the front of the Aquannis Centre.
	Increase participation in parks, recreation, and culture programs, events and activities.	Expected to complete a 5 year Cowichan Theatre marketing plan by spring 2013. Work is underway to expand programming for youth and seniors in the South Cowichan Area. On track to complete key sections of the Cowichan Valley Trail in 2012. On track to complete improvements to promotional materials on community and regional parks and trails in 2012 including updates to the Kinsol Trestle webpages and updates to the parks and trails brochure.
	Continue to support the Community Safety Advisory Committee.	The ongoing work of the Committee continues.
	Promote pedestrian and cyclist friendly roadways & trails between communities and neighbourhoods.	Completed a community parks and trails master plan for Area C – Cobble Hill. Work is underway on a community parks and trails master plan for Area A - Mill Bay. Work is underway on a community parks and trails master plan for Area D - Cowichan Bay.
	Not currently listed in plan	Actively support the Cowichan Community Health Network. Developing, through SPC, affordable housing strategy as well as providing support for the Homelessness Initiative.

OBJECTIVE	STRATEGIC ACTION	2012 REPORT
Provide exceptional recreation, cultural and park services	Continue with the parkland acquisition program to acquire high priority areas and identify opportunities for funding support & partnerships.	Work is underway to proactively acquire community & regionally significant park & trail corridor lands. Examples of recent acquisitions in 2012.
	Continue to implement the <i>Regional Parks & Trails Masterplan</i> to respond to new park and trail needs and opportunities.	Work is underway to achieve trail corridor acquisition and initiate trail design planning jointly with the CRD on the Malahat trail connection.
	Continue to ensure a diversity of regional parks for both recreational and conservation purposes.	Completed construction of the Cowichan Lands Trust nature centre building and viewing platform.
	Develop a program expansion strategy to look at where programs take place and the number and type of programs offered.	<p>On track to complete a regional cultural mapping project in 2012.</p> <p>Work is underway to work with local governments and community stakeholder groups on planning for a regional arts, culture & heritage service function.</p> <p>On track to completed the licensing process for recreation centre and theatre dressing rooms in 2012.</p> <p>On track to complete the acquisition of the Elsie Miles School site in 2012.</p> <p>Work is underway to increase program opportunities for each specific age group and acquire additional program specific recreation equipment within the Cowichan Lake Recreation area.</p>
	Continually improve the quality of programs and services.	<p>Completed updates to evacuation procedures and emergency protocols (including staff training needs) for the Cowichan Lake Sports Arena.</p> <p>Completed a review of the Playschool program: fees, how it meets the needs of the community, and whether it correctly fits into the "exemptions section" of current childcare licensing regulations.</p> <p>Completed implementation of the long term food and beverage plan for the Island Savings Centre.</p> <p>On track to complete the amalgamation of the Shawnigan Lake Community Centre and Kerry Park Recreation Centre CLASS databases in 2012.</p> <p>Work is underway to improve trail management within the Cobble Hill Mountain regional recreation area.</p>
	Develop a long term recreation funding strategy for the Cowichan Region.	Completed and implemented year one of the nine-year <i>ISC Staffing, Services, and Capital Sustainability Plan</i> .
Achieve excellence through community partnerships	Complete a governance renewal study to review and look at ways of improving current recreation governance structures i.e.: commissions.	Work is underway making preparations to undertake a community parks and trails program governance review.
	Develop a partnerships strategy to ensure parks, recreation and culture planning & coordination occurs throughout the Region. This will include the establishment of regional staff level teams working with local groups, clubs, sports, outdoor and arts and cultural organizations to develop partnerships for the delivery of a broad spectrum of services.	<p>Completed a partnership with the Newsleader – Pictorial to produce spring and fall editions of the regional arts and culture guide, including a new online component.</p> <p>Completed an initiative to expand volunteer stewardship and volunteer warden opportunities within community and regional parks.</p> <p>Work is underway to establish a partnership with the Cowichan Valley Arts Council, Ladysmith Arts Council and Chemainus Art and Cultural Society to develop the arts and culture sector region-wide.</p> <p>Work is underway as part of the Cowichan Place partnership to install branded signage, execute joint operations contracts, sign reciprocal parking agreements, and collaborate on other operational issues at the Island Savings Centre.</p>

SUSTAINABLE INFRASTRUCTURE

OBJECTIVE	STRATEGIC ACTION	2012 REPORT
Responsible waste management	Continue working towards full implementation of the <i>Solid Waste Management Plan</i> .	<p>Completed an evaluation of alternative curbside collection models.</p> <p>Completed implementation of new product stewardship programs at CVRD facilities.</p> <p>Completed the review of the Chemainus Composting Inc. application amendment and resolved all outstanding compliance issues.</p> <p>Expanded enforcement of solid waste management bylaws.</p> <p>Expected to complete the remediation and closure of the incinerator ash landfill at Meade Creek by spring 2013.</p> <p>Expected to complete a review of the Solid Waste Management Plan by spring 2013.</p> <p>Expected to complete researching the potential sale of Meade Creek and potential lands acquisition for a new West Cowichan recycling facility by spring 2013.</p> <p>Successfully launched the zero waste education campaign.</p> <p>Actively addressing outstanding Fisher Road area composting compliance issues.</p> <p>On track to complete the planning and design work in 2012, to enhance Bings Creek Solid Waste Management Complex (SWMC) into a 3-stream transfer station.</p> <p>Work is underway re-evaluating options and priorities for the South Cowichan Eco Depot and multi-product neighbourhood recycling bin program.</p> <p>Work is underway on design planning for the Peerless Road Recycling centre upgrade and ash fill remediation.</p> <p>Work is underway on design preparation for a regional composting facility.</p>
	Incorporate integrated resource management (IRM) principles into solid waste and water management practices, including the exploration of waste to energy opportunities.	<p>Work is underway looking at long term solid waste disposal solutions for the region.</p>
	Update the <i>South Sector</i> and <i>Central Sector Liquid Waste Management Plans</i> .	<p>Work is underway amending the South Sector Liquid Waste Management Plan.</p> <p>Work is underway amending the Central Sector Liquid Waste Management Plan.</p>
	Develop liquid waste management plans for all areas of Regional District i.e.: west sector and north sector.	Not started.
Community infrastructure planned for current and future generations	Create a geographic information system (GIS) asset management system and build an up-to-date inventory and assessment of CVRD assets, including their condition and replacement costs for each asset.	<p>Work is underway to integrate GIS with tangible asset management and expand the asset inventory in the spatial data engine for Parks and Trails.</p> <p>Work is underway to convert engineering drawings to GIS, to produce Utility infrastructure layers in the spatial data catalogue.</p>

OBJECTIVE	STRATEGIC ACTION	2012 REPORT
<p>Community infrastructure planned for current and future generations (continued)</p>	<p>Develop a rain water management plan and green infrastructure policy to support "natural" infrastructure such as natural drainage systems like wetlands vs. pipes and concrete ponds.</p>	<p>On track to launch a new water balance model Website, hold training workshops and continue CAVI programming in 2012. Work is underway on a land use inventory and mapping to support agriculture water demand planning.</p>
	<p>Develop a lifecycle program for all infrastructure assets together with preventative maintenance programs to extend the lifecycle.</p>	<p>Work is underway to develop a parks infrastructure and amenities replacement & upgrade program.</p>
	<p>Perform condition audits and life cycle assessments on paths, civic buildings and underground assets.</p>	<p>Not started.</p>
	<p>Not previously considered.</p>	<p>Develop a CVRD lighting policy document.</p>
<p>Reliable essential services</p>	<p>Upgrade water & sewer utilities to meet local government standards.</p>	<p>Completed the Arbutus Ridge water system upgrades. Completed the evaluation and acquisition of the Sylvania water system. Completed the evaluation and acquisition of the Carlton Water System. Completed the consolidation of the Cobble Hill drainage functions. Completed Phase II construction on the Sentinel Ridge wastewater treatment plant. Completed an evaluation and cost estimate to connect the Marble Bay water and sewer system into the Woodland Shores water and sewer service areas. Completed the evaluation and acquisition of the Woodley Range water system. Completed phase I design work and construction of the Malahat properties subdivisions wastewater treatment plant. Completed a servicing plan and agreement for the Sentinel Ridge wastewater treatment plant that includes Mill Bay Marina, Hidden Hills, and Malahat properties. Established the Shawnigan Creek clean out function. On track to complete the service upgrade to bring adequate flow across the bridge to Sutton Creek in 2012. On track to complete upgrades to the Shawnigan Beach Estates pump stations and wastewater treatment plant Phase II in 2012. On track to complete phase II construction of the Lambourn wastewater treatment plant, and servicing of Lanes Rd homes. Expected to complete the Douglas Hill water system upgrades by spring 2013. Work is underway upgrading the Galliers & Twin Cedars wastewater systems and completing the effluent reuse system and park washroom. Work is underway upgrading the South Watts water treatment plant. Work is underway on an evaluation of expanding the Dogwood Ridge service area to include Cowichan Tribes homes. Work is underway on an evaluation of upgrading the Mesachie Lake sewer collection system, including the financial implications. Work is underway on the development of the Elkington Forest water and wastewater system.</p>

OBJECTIVE	STRATEGIC ACTION	2012 REPORT
<p>Reliable essential Services</p>	<p>Upgrade water & sewer utilities to meet local government standards (continued).</p>	<p>Work is underway exploring options and financial implications for Shawnigan Lake water system to meet VIHA's 4-3-2-1 water regulations.</p> <p>On track to complete tying in the shared well source from the Shawnigan Lake School into the Ingot Road water treatment plant for the Shawnigan Lake North water system in 2012.</p> <p>On track to complete the Eagle Heights Water System force main failure emergency plan study in 2012.</p> <p>Expected to complete the evaluation & acquisition process for the of Mill Springs wastewater system by spring 2013.</p> <p>Work is underway on the development of the Ocean Terrace subdivision for wastewater, storm water and street lighting.</p> <p>Work is underway examining options to address the sludge build up in the Shawnigan Beach sewer lagoons.</p> <p>Work is underway developing a servicing plan and agreement with Timberwest to construct a wastewater treatment plant and upgrade the Mesachie Lake sewer system.</p> <p>Work is underway on the development of the Cowichan Bay Estates project.</p> <p>Work is underway developing an expansion / servicing plan for the Arbutus Mountain water and wastewater system Phase III.</p> <p>Work is underway on a Kerry Park Recreation Center sewer study and developing a cost estimate and servicing plan for Lilmac Estates wastewater system to join Kerry Village sewer system.</p> <p>Work is underway on exploring sewer servicing options, on a wastewater treatment plant design and on serving agreement for Stonebridge development in Mill Bay.</p> <p>Work is underway studying the impact of septic effluent on ground water, provide education programs and look at establishing a function to pump out septic tanks in electoral areas.</p>
	<p>Implement the <i>Cowichan Basin Water Management Plan</i>.</p>	<p>Various implementation initiatives are underway.</p>
	<p>Complete and implement the <i>South Cowichan Water Management Plan</i>.</p>	<p>Work is underway developing a South Cowichan Water Management Plan.</p>
	<p>Complete the <i>Cowichan River Integrated Flood Management Plan</i>.</p>	<p>This strategic action is now completed. The plan is complete, and work is underway implementing key elements of the plan.</p>
	<p>Conduct a post-disaster study on all CVRD public facilities.</p>	<p>Not started.</p>
	<p>Develop a water management plan for the north end of the Regional District (Town of Ladysmith, and Electoral Areas G & H).</p>	<p>On track to complete groundwater quality testing with MOE and RDN in the Saltair aquifer in 2012.</p> <p>On track to complete water quality analysis with MOE for the Cowichan and Koksilah watersheds and South Cowichan Area.</p>
	<p>Develop a utility acquisition strategy.</p>	<p>Completed in 2011. Various utilities are now being acquired on an ongoing basis.</p>

OBJECTIVE	STRATEGIC ACTION	2012 REPORT
Well maintained public facilities	Upgrade the Kerry Park Recreation Centre and Cowichan Lake Sports Arena.	<p>Completed. The Cowichan Sports Arena upgrade was completed in 2011.</p> <p>Completed the Cowichan Lake Sports Arena eco-friendly parking lot including the lighting.</p> <p>Completed installation of acoustic materials in the Cowichan Lake Sports arena and curling rink.</p> <p>Completed replacement of the Cowichan Lake Sports arena compressors.</p> <p>Work is underway to develop a new updated plan for the Kerry Park Recreation Centre upgrade.</p>
	Develop a long-term funding strategy including a capital reserve fund policy for maintaining and replacing infrastructure assets.	<p>Completed a community presentation to identify short and long term upgrade priorities, costs and financing options in Saltair.</p> <p>Implemented year one of a long term capital reserve fund for the ISC.</p>
	Conduct energy efficiency audits of all CVRD facilities and equipment.	<p>Work is underway conducting energy audits of all water management facilities.</p> <p>Site visits and review of recreation facility infrastructure is also underway as part of the development of a strategic energy management plan.</p>
	Develop a plan to safeguard parks, trails and natural assets.	<p>Work is underway on a park management plan at Bright Angel Park.</p> <p>Work is underway on interim park management plans for Stocking/Heart Lakes Regional Park.</p> <p>Increased bylaw enforcement within our Regional Parks and Trails in 2012.</p>
	Establish consistent quality and maintenance standards for CVRD facilities.	<p>Completed the installation of CLSA acoustic materials in the arena and curling rink.</p> <p>Completed repainting of the ISC arena and multi-purpose hall ceilings.</p> <p>Completed independent air quality tests of ice arenas to confirm monitoring systems are working properly.</p> <p>Completed the replacement of CLSA refrigeration compressors.</p> <p>Completed the digitization of ISC building drawings.</p> <p>Completed researching on best fence options for the Evan Street CVRD parking fence, to help safeguard vehicles.</p> <p>On track to complete installation of facility signage for the ISC in 2012.</p> <p>On track to complete upgrades to ISC washrooms & water fountain fixtures and other multi-purpose room needs in 2012.</p> <p>Expected to complete standardization of facility maintenance and operation procedures at recreation facilities by spring 2013.</p> <p>Work is underway to inventory and label all CVRD equipment and tools at recreation facilities.</p> <p>Work is underway redeveloping ISC building fire/evacuation procedures.</p> <p>Work is underway reviewing construction costs associated with repaving the Honeymoon Bay Hall entrance and parking area.</p> <p>Work is underway to complete and implement a parks and trails maintenance procedures and policies manual.</p>



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3598

A Bylaw to Amend the Boundaries of the Lambourn Estates Sewer System Service Area

WHEREAS the Board of the Cowichan Valley Regional District established the *Lambourn Estates Sewer System Service Area* under the provisions of Bylaw No. 3052, cited as "CVRD Bylaw No. 3052 – Lambourn Estates Sewer System Service Establishment Bylaw, 2008", as amended;

AND WHEREAS the Board of the Cowichan Valley Regional District wishes to extend the boundaries of the service area to include the following property:

- PID 002-802-651, Lot 7, Section 4, Range 6, Cowichan District, Plan 24679, Except Part in Plans 39250 and VIP60753;

AND WHEREAS the owner of the above noted property has petitioned the Regional District to have their property included in the service area;

AND WHEREAS the Director of Electoral Area D – Cowichan Bay has consented, in writing, to the adoption of this bylaw;

NOW THEREFORE the Board of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. **CITATION**

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 3598 – Lambourn Estates Sewer System Service Amendment Bylaw (PID 002-802-651), 2012**".

2. **AMENDMENT**

That Bylaw No. 3052 be amended by deleting the existing Schedule A and replacing it with the Schedule A attached to this bylaw.

READ A FIRST TIME this 9th day of May, 2012.

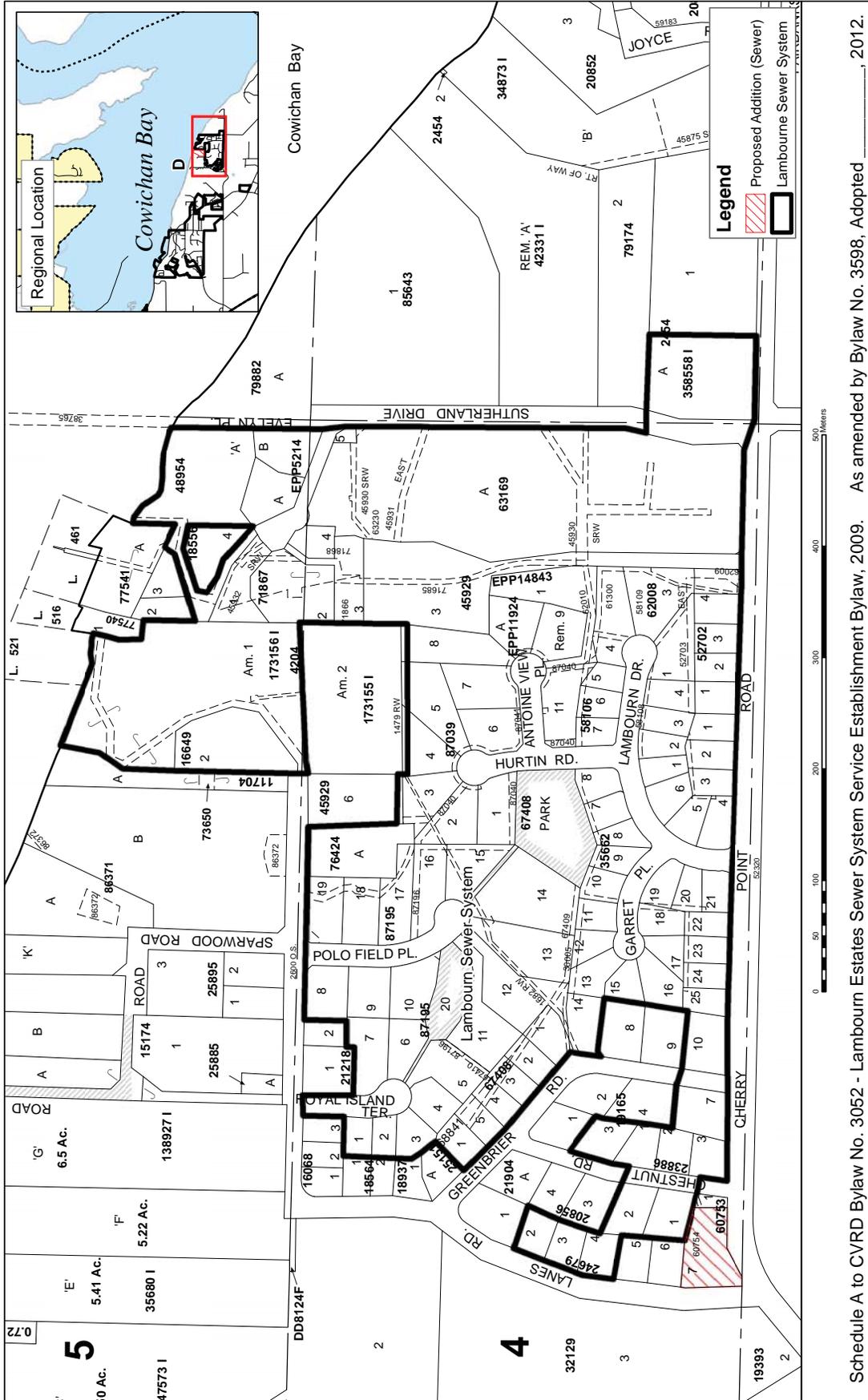
READ A SECOND TIME this 9th day of May, 2012.

READ A THIRD TIME this 9th day of May, 2012.

ADOPTED this _____ day of _____, 2012.

Chairperson

Corporate Secretary



Schedule A to CVRD Bylaw No. 3052 - Lambourne Estates Sewer Service Establishment Bylaw, 2009. As amended by Bylaw No. 3598, Adopted _____, 2012.



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3635

**A Bylaw for the Regulation and Management of the
Woodley Range Water System**

WHEREAS the Board of the Cowichan Valley Regional District established the Woodley Range Water System Service Area under the provision of CVRD Bylaw No. 3616, cited as "*CVRD Bylaw 3616 - Woodley Range Water System Service Establishment Bylaw, 2012*", for the purpose of providing services to a defined portion of Electoral Area H – North Oyster/Diamond;

AND WHEREAS it is deemed necessary and expedient that provisions be made for the regulation and management of the water system, and for terms and conditions upon which water services may be provided, and for a tariff of charges for such services;

NOW THEREFORE the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as "**Cowichan Valley Regional District Bylaw No. 3635 - Woodley Range Water System Management Bylaw, 2012**".

2. DEFINITIONS

In this bylaw, unless the context otherwise requires:

"Allotment" means the maximum amount of water that may be used by a classification of user to which the minimum user charge for a specific billing period is applied.

"Applicant" means an owner or his agent making application for water services and from whom the District may expect to receive revenue on a continuing basis for this service.

"Woodley Range Water System" means the water system currently servicing the **Woodley Range Water System Service Area**, including all **District** water supply plants, intakes, wells, outlets, equipment, water storage tanks and reservoirs, water supply lines, pumping stations, watermains, appurtenances, water service connections, water meters and all other waterworks designated for the supply and distribution of water together with all other works related to the operation of the system, including electrical pumps and components, control systems and signal cable and all lands appropriated for such purposes and uses.

"Woodley Range Water System Service Area" means the service area established and defined by bylaw within which the **District** manages and operates a Community Water System.

"Building Service" means a water pipe extending from the property line to the plumbing system at the building or buildings on the subject property whether for domestic, or fire use.

"Capable of Connection" means that the parcel of land abuts a street, lane, public water right-of-way or easement, upon or under which there is a main water pipe with excess capacity and that the service connection will have adequate cover at the property line.

"Committee" means a standing committee, comprised of representatives from the **Regional Board**, which the Engineering and Environmental Services Department reports to.

"Consumer" means the **Owner** or occupant of property which is serviced by, connected to and uses **District Water**.

"District" means the Cowichan Valley Regional District.

"District Water" means water carried by the **Woodley Range Water System**.

"Extension" means an extension to the main water pipe forming part of the **Woodley Range Water System**.

"Main Water Pipe" means a pipe forming part of the public distribution system.

"Manager" means the person duly appointed General Manager of the Engineering and Environmental Services Department by the **Regional Board**, or his designate.

"Metered Water" means **District Water** supplied to **Consumers** through meters.

"Owner" means the person or persons holding a fee simple or equitable interest in land.

"Parcel Tax" means an annual tax levied on each parcel of land within the **Woodley Range Water System Service Area** and as established by a separate bylaw.

"Private Water Supply System" means an assembly of pipes, fittings, valves, equipment and appurtenances that supplies water from a private source.

"Regional Board" means the Board of Directors of the Cowichan Valley Regional District.

"Treasurer" means the person duly appointed Treasurer by the Regional Board, or his duly appointed delegate.

"Unit" means an "area within" a building which is segregated and self-contained and, in the case of multiple units, the units may be owned or rented by different persons or organizations.

"Unmetered Fire Line" means a **Water Service** supplying **Unmetered Water** directly to **Consumers** for purposes of fire protection and does not include a watermain serving fire hydrants owned and maintained by the **District**.

"Unmetered Water" means **District Water** supplied to **Consumers** without the use of meters.

"Water Charges" means the charges set out in Schedules A, B, C, D, E, F, and G to this bylaw.

"Water Meter" means a device used for measuring water consumption and used for revenue purposes by the **District**.

"Water Rates" means the rates set out in Schedules A, B, C, D, E, F, and G to this bylaw.

"Water Service" means the conduit connecting a watermain, which is part of the **Woodley Range Water System**, to a building or buildings whether for domestic or fire purposes and such conduit shall consist of a **Water Service Connection** and a **Building Service**.

"Water Service Connection" shall mean the water pipe and its integral appurtenances that are placed (and generally at right angles thereto) from the watermain to near the **Owner's** property line or edge of statutory right-of-way and includes the curb stop and meter.

"Water Service Connection Charge" means the charges as set out in Schedule A.

3. ADMINISTRATIVE POLICY

1. (a) The responsibility for the construction, operation and maintenance of the **Woodley Range Water System** is hereby vested in the **Manager** who shall operate the same under the established policy of the **Regional Board**.
- (b) No construction, operation or maintenance work of any kind or nature not specifically authorized by this bylaw shall be performed on the whole or any part of the **Woodley Range Water System** except as authorized in writing by the **Manager**.
- (c) Ownership Of Water System - All water pipes, connections, appurtenances or facilities required for water distribution to the **Owner's** property line which are constructed, whether at the **Owner's** expense or **District** expense in present or future public highways or within **District** right-of-way or property, shall be the property of the **District**.
2. (a) The **District** may supply **District Water** as circumstances, equipment and water supply permit.
- (b) No **District Water** shall be supplied to any parcel of land or buildings outside of the **Woodley Range Water System Service Area** except by special agreement with the **District**.

- (c) All reasonable efforts will be made to ensure a supply of **District Water** to the consumer; however, the **District** does not guarantee to the **Consumer** an uninterrupted supply of **District Water** or that any standard of water pressure, water quantity or water quality will be met or maintained nor shall any failure to provide an uninterrupted supply of **District Water** or to meet any such standard be construed as neglect on the part of the **District**.
3. Any person authorized by the **Manager** shall have free access at all reasonable times, and upon reasonable notice being given to all parts of every building, chamber or other facility to which **District Water** is supplied, to inspect, observe, measure, sample and test any **Building Service** and its appurtenances within or without the building in order to ascertain whether or not the provisions of this bylaw are being obeyed.
 4. (a) The **Manager** may upon reasonable notice shut off water within all or any part of the **Woodley Range Water System**, however, in emergency situations, notice may not be given.

(b) The **District** is not liable for damages caused by the breaking of any **Water Service**, watermain or appurtenance.
 5. In the event of water shortage, the **Manager** may prescribe restrictions on the consumption, hours of consumption, and use of **District Water**.
 6. Any person(s) before proceeding with, or authorizing, any construction which is proposed to be located under, across or along any watermain or other water works forming part of the **Woodley Range Water System** shall notify the **Manager** in writing of his intention to proceed with the same, and if, in the opinion of the **Manager**, it becomes necessary to support or relocate such watermain or other water works, the cost of supporting or relocating the watermain or other water works shall be charged against that person and the **Manager** shall have the power to supervise and direct the supporting or relocating of such watermains or other water works.
 7. Any person(s) who has proceeded with, or who has authorized any construction which is located under, over, across or along any watermain or other water works forming part of the **Woodley Range Water System** shall be liable for any damage caused by such construction. If the damage is not remedied to the satisfaction of the **Manager** in a reasonable time as determined by him, the **Manager** may have such damage repaired, upon giving notice to such person(s), and the cost of the repairs shall be borne by such person(s).

4. WATER RATES, CHARGES AND REVENUES

1. (a) Revenues for the **Woodley Range Water System** may be raised by **Water Rates**, **Water Charges** and **Parcel Taxes**.
- (b) If in any fiscal year the revenues generated by the rates and charges set out in subsection (a) do not meet the expenditures of the **Woodley Range Water System Service Area**, the deficit may be covered by a duly authorized increase in any or all of the charges set out in subsection (a) for the succeeding fiscal year.
- (c) All revenue raised by the methods herein described or authorized shall be applied to the **Woodley Range Water System**.
2. (a) **Consumers of Metered Water** shall be billed on the basis of their consumption of **District Water** and shall be charged **Water Rates** in accordance with Schedule B.
- (b) **Consumers of Unmetered Water** shall pay the **Water Charges** set out in Schedule C.
- (c) **Consumers with Unmetered Fire Lines** shall pay the **Unmetered Fire Line Rates** set out in Schedule D.
- (d) Persons requiring the miscellaneous services set out in Part 8 of this bylaw shall pay the **Water Charges** set out in Schedule G for such services.
- (e) No charge will be made for the volume of **Unmetered District Water** used for fire protection purposes or the testing of fire protection equipment.
3. (a) The Rates and Charges set out in Schedules A, B, C, D, E, F and G shall be subject to periodic review by the **Manager** and the Electoral Area Services **Committee** may make recommendations on the revision of the said Schedules to the **Regional Board**.
- (b) Schedules A, B, C, D, E, F and G may be revised by bylaws enacted by the **Regional Board**.

5. METERED WATER SERVICE

1. (a) All **Water Services** shall be metered unless otherwise directed by the **Manager**.
- (b) All **Consumers** shall be responsible for providing suitable plumbing for the installation of a **Water Meter**.
- (c) The **Water Meter** shall be installed on the **Water Service Connection** in a readily accessible location in close proximity to the property lines or location approved by the **Manager**.
- (d) The rates shall be due and payable at the offices of the **District** on or before the date shown in Schedule E of this bylaw.

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- (e) When a new **Water Service Connection** is installed, the water rate levied shall be prorated in accordance with appropriate charges set out in Schedule B and shall be computed as follows:
- i) Existing building – from the month following the month in which the **Water Service Connection** is completed, or one month after the water application is completed.
 - ii) New building – two months after the insulation inspection for the building has been completed, or at the discretion of the **Treasurer**.
- (f) **Water Meters** shall be installed, sealed, maintained, repaired and disconnected only by employees or agents of the **District**, or other persons duly authorized by the **Manager**.
- (g) The **District** shall not be responsible for any damage to buildings or property occasioned by, or in the course of, the installation, maintenance, repair or disconnection of any **Water Meter** or **Water Service Connection** provided that reasonable care has been taken by the employees or agents of the **District**, or other persons duly authorized by the **Manager**, in the course of such installation, maintenance, repair or disconnection.
- (h) Where a metered **Water Service** is in use, all **District Water** consumed on the property shall pass through the **Water Meter** authorized by the **District** for use on the property unless the water in question is authorized by this bylaw for unmetered use.
- (i) Where an **Unmetered Fire Line** is provided, no water shall be taken other than for fire protection or testing of the fire protection system unless authorized by the **Manager**.
- (j) Only one **Water Meter** shall be installed on a **Water Service** whether the **Water Service** serves a single building or a number of buildings on a lot, parcel or block of land unless otherwise approved by the **Manager**. For the purposes of this section, each half of a semi-detached dwelling and each unit of street townhouses or street link houses is to be considered a single building.
- (k) If a **Consumer** now receiving **Unmetered Water** requests that a **Water Meter** be installed on his water service connection, the **Manager** may, at his discretion, comply with such request with all related cost to be borne by the **Consumer**.
- (l) At the time of applying for an Application for **Water Service**, the **Applicant** shall deposit an amount equal to the **Water Service Connection Charge** plus the **Manager's** estimated cost of providing the **Water Service Connection**.
2. (a) If the **Manager** directs that the **Water Meter** be installed in a meter chamber, the meter chamber shall be constructed and maintained by the **Consumer** in a manner satisfactory to the **Manager** and shall be kept accessible and safe to the employees or agents of the **District**.

- (b) The **Consumer** shall pump all water from the meter chamber if required by the **Manager**.
 - (c) The size of **Water Meters** to be installed shall be approved by the **Manager**.
 - (d) Unless otherwise approved by the **Manager**, no pipe connection shall be made to a **Water Service** other than after the outlet side of a **Water Meter**, except where required by the **Manager**, properly valved and sealed by-passes around the **Water Meter** shall be provided by and at the expense of the **Consumer**.
 - (e) **Consumers** shall immediately notify the **Manager** of any breakage, stoppage or irregularity in a **Water Meter** and/or a **Building Service** and/or the plumbing system or fixtures within the building or buildings.
3. (a) All **Water Meter** readings shall be performed under the co-ordination and control of the **Manager**.
- (b) **Water Meter** readings may be performed by duly authorized employees or agents of the **District** who must carry with them, while performing **Water Meter** reading duties, identification designating them as employees or agents of the **District**.
 - (c) **Consumers** shall provide to the duly authorized employees or agents of the **District** access to buildings, chambers or other facilities in which **Water Meters** are situated at all reasonable hours and shall facilitate such access in all reasonable ways.
 - (d) **Water Meters** shall be read annually, semi-annually, quarterly, bi-monthly, monthly or at any interval deemed necessary by the **Manager**.
 - (e) The **Treasurer** may estimate the quantity of water used by the **Consumer** since the date of the last accurate meter reading, or the last satisfactory estimate of consumption, and bill the **Consumer** accordingly, under circumstances where:
 - (i) the **Water Meter** is broken, stopped or irregular;
 - (ii) the **Water Meter** or meter seal has been disconnected, altered or tampered with in any way;
 - (iii) the **Water Meter** has been incorrectly read;
 - (iv) the **Water Meter** reading has been incorrectly recorded;
 - (v) a **Water Meter** by-pass has been used or the by-pass seal has been disconnected, altered or tampered with;
 - (vi) the person duly authorized to do so has been unable to obtain a **Water Meter** reading;
 - (vii) it is deemed necessary by the **Treasurer** for any other circumstances.
 - (f) Where the quantity of water used by a **Consumer** has been estimated pursuant to subsection (e), the **Treasurer** may, at the time of the first accurate meter reading subsequent to such estimate, make a new estimate of the quantity of water used by the **Consumer** and increase or decrease the billing to the **Consumer** accordingly.

- (g) Under circumstances where it is in the opinion of the **Manager** expedient to allow a **Consumer** to run water continuously, the **Manager** may authorize such usage and in such cases the **Treasurer** may adjust the **Consumer's** metered billing to conform with the **Consumer's** normal pattern of water use.
4. (a) A **Consumer**, upon written application to the **Manager** may have his **Water Meter** tested.
- (b) Every application for testing shall be accompanied by a deposit of the fee for testing **Water Meters** set out in Schedule G.
- (c) If the **Water Meter** is shown by the test to measure the flow of water within AWWA specifications, the **Consumer** shall be charged the fee for the test set out in Schedule G and the deposit set out in Section 1 shall be credited against that charge.
- (d) If the **Water Meter** is shown by the test to measure the flow of water outside AWWA specifications, whether high or low, no fee shall be charged for the test, the **Consumer's** deposit shall be returned and the **Consumer's** water bill adjusted in an amount to be determined by the **Treasurer** and the **Water Meter** shall be replaced or repaired at the cost of the **District**.

6. WATER SERVICE CONNECTION

1. (a) A person desiring **District Water** and who owns or occupies a building(s) on lands within the **Woodley Range Water System Service Area**, which abuts a watermain that is a part of the **Woodley Range Water System**, shall apply to have his building(s) connected to the watermain.
- (b) No connection shall be made to the **Woodley Range Water System** until an Application for **Water Service** has been completed and approved by the **Manager**.
- (c) An Application for **Water Service** shall be completed on a form provided by the **Manager**, and the information shall be certified to be correct and signed by the **Applicant** or his agent, and shall be completed and approved at least three weeks prior to the date by which connection to the **Woodley Range Water System** is requested, or as deemed a reasonable time by the **Manager**.
- (d) Where a **Water Service Connection** is to be installed as part of an **Unmetered Fire Line**, or for any use other than single family residential use, or where the proposed **Water Service Connection** is greater than 25 mm in diameter, detailed plans of the **Water Service** or **Unmetered Fire Line** acceptable to the **Manager** shall be submitted with each Application for **Water Service**.
- (e) An Application for **Water Service** shall be accompanied by a payment equal to the **Water Service Connection** charge plus a deposit in accordance with the conditions and requirements as set out in Schedule A. The deposit shall be applied against the actual cost of the **Water Service Connection** installation.

- (f) The **Manager** may refuse approval of an Application for **Water Service** where, in his opinion, the **Woodley Range Water System** may be adversely affected, where, in his opinion, there is insufficient water supply available or where a watermain does not abut the **Applicant's** lands.
- (g) Every **Water Service Connection** shall be installed prior to installation of the **Building Service**. The **District** shall not be responsible for meeting the location or for connecting to an existing **Building Service** installed prior to the installation of the **Water Service Connection**.
2. An Application for **Water Service** must be completed prior to connecting the **Building Service** to the **Water Service Connection** for each separate **Water Service Connection** in housing developments built on lands subject to registered plans of subdivision where the **Water Service Connection** has been provided by the subdivider. The Application for **Water Service** will be issued at a charge set forth in Schedule A to the subdivider under these circumstances.
3. (a) Where the **Owner** of property wishes to re-use an abandoned **Water Service Connection** that previously served a building on the **Owner's** property, the **Owner** shall apply to re-use the **Water Service Connection** and such application shall require the inspection of the **Water Service Connection**. The **Owner** shall pay the inspection fee set out in Schedule A, expose the **Water Service Connection** and prepare it for inspection, and the **Manager** may, upon inspecting such **Water Service Connection**, refuse to allow the re-use of it if, in the **Manager's** opinion, it is defective. The **Manager's** opinion on this matter shall be final.
- (b) Where the **Manager** has deemed an abandoned **Water Service Connection** defective, the **Owner** shall apply for a new **Water Service Connection** and pay the charge or deposit as set out in Schedule A.
4. (a) **Building Services** shall be installed in accordance with the requirements of the British Columbia Plumbing Code, as amended from time to time, and shall be constructed by the **Owner** entirely at the **Owner's** expense.
- (b) The **Building Service** shall be maintained and repaired by the property **Owner** at his sole expense. Whenever a malfunction occurs in the **Building Service** or **Water Service Connection**, the **Owner** or occupier of the premises served shall first determine that the failure is not located in the **Building Service** before notifying the **Manager** who shall, as soon as practicable, arrange to have the **Water Service Connection** restored to serviceable condition.
5. (a) All work involved in the installation and maintenance of **Water Service Connections** shall be performed only by duly authorized employees or agents of the **District**.
- (b) Every **Water Service Connection** is to be laid, as nearly as practicable, in a generally straight line and at a right angle to the watermain.

- (c) Where the **Applicant** for a **Water Service Connection** indicates in his application a desired location for the **Water Service Connection**, the **Water Service Connection** will be located as indicated providing the proposed location is approved by the **Manager**.
 - (d) Where the **Applicant** for a **Water Service Connection** does not indicate in his application a desired location for the **Water Service Connection**, the **Water Service Connection** will be located as determined by the **Manager** and if the **Applicant** subsequently requires a relocation of the **Water Service Connection**, such relocation shall be at the expense of the **Applicant**.
 - (e) No **Water Service** shall be installed in, over or across the property of another person or located on an easement in favour of one **Owner** to another except by the written consent of the **Owners** concerned and the approval of the **Manager**.
 - (f) Only one **Water Service** shall be installed for each lot, block or parcel of land unless otherwise approved by the **Manager**.
 - (g) A **Water Service** shall be installed to each unit of semi-detached buildings, street townhouses and street link houses, except for townhouses registered under the British Columbia Strata Property Act.
 - (h) Where more than one lot, block or parcel of land under separate ownership are served by a single **Water Service**, the **Manager** may order the affected **Consumers** to disconnect from the single **Water Service** and to conform to (f) above, and all costs including those for installing new **Water Service Connections** shall be borne by the **Consumers**.
6. When a **Consumer** requires the **Water Service Connection** to his land or premises to be replaced, the existing **Water Service Connection** shall be disconnected and the cost of disconnecting the **Water Service Connection** as set out in Schedule A, shall be borne by the **Consumer**.
7. When the **Manager** determines that a **Water Service Connection** is no longer required and can be abandoned, the **Water Service Connection** shall be disconnected at the watermain and the cost of the disconnection, as set out in Schedule A, shall be borne by the **Owner** of the lot, block or parcel of land, which the **Water Service Connection** served, or was intended to serve or as otherwise directed by the **Manager**.
8. (a) The **Consumer** is responsible for the repair or replacement of a leaking or defective **Building Service** or appurtenance and if, after written notice, it is not remedied in reasonable time, the water supply may be temporarily interrupted until the necessary repairs are completed to the satisfaction of the **Manager** and the cost of such repair or replacement shall be borne by the **Consumer**.
- (b) The **Manager** may turn off or restrict the supply of water to any building in which any leaking or defective pipe, tap or fixture, or any cross connection exists and shall require that the pipe, tap or fixture be repaired or replaced by the **Consumer** in such manner as the **Manager** may approve before the water is turned fully on again.

7. USE OF WATER SERVICE FOR FIRE PROTECTION

1. (a) No person other than duly authorized employees or agents of the **District** or Local Fire Department shall operate or use any **District** or private fire hydrant.
- (b) The **Manager** may, by means of a "Hydrant Permit" issued by him, authorize the use of a specified **District** or private hydrant for a specified time under specified conditions, including the supervision of such use by the **Manager**, at the charges set out in Schedule F.
2. (a) The **Manager** may approve the supply of **District Water** to **Consumers** within the **Woodley Range Water System Service Area** who have **Unmetered Fire Lines** for fire protection purposes and such water may serve private fire hydrants, automatic sprinkler systems and standpipes.
- (b) An **Unmetered Fire Line** shall be separate from the domestic **Water Service**. An **Unmetered Fire Line** and a **Water Service Connection** may be combined within a public road allowance or easement providing separation takes place within the public road allowance or easement and providing a valve is installed on each branch within the public road allowance or easement.
- (c) An **Unmetered Fire Line** whether separate or combined with a domestic **Water Service** as in (b), shall be isolated to prevent back flow in accordance with the current British Columbia Building Code and the British Columbia Plumbing Code and other applicable regulations.
- (d) No **Private Water Supply System** shall be interconnected with the **Woodley Range Water System**.
- (e) Private fire hydrants shall be maintained by the **Consumers** thereof to the satisfaction of the **Manager** and such **Owners** may be required from time to time to establish to the satisfaction of the **Manager** that such hydrants are sound, do not leak and are in good operating order.
- (f) **Unmetered fire lines** shall be utilized for no other purpose than fire fighting without written permission from the **Manager**.

8. MISCELLANEOUS SERVICES AND REQUIREMENTS

1. (a) The **Manager** shall at the request of a **Consumer** turn the **Consumer's** supply of **District Water** "off" or "on" and the **Consumer** shall pay a fee for this service as prescribed in Schedule G.
- (b) A **Consumer** who has had his supply of **District Water** turned off shall not be required to pay the **Water Charges** while such supply is turned off, provided the "water off" charges as described in Schedule G have been paid.
2. The **Treasurer** shall, upon written request in respect to each separate parcel of land or buildings, furnish any **Applicant** with a written verification showing the arrears of **Water Charges** due on, or in respect of, any parcel of land or buildings up to the date to which such water charges were last computed, the duration of the last billing period, and the net amount billed during that period.
3. In the event of a **Building Service**, an **Unmetered Fire Line** located on private property, or a private fire hydrant becoming frozen, the **Consumer** shall notify the **Manager** and shall take steps to have such **Building Service**, Fire Line or hydrant thawed. The repair costs for damages caused by the thawing operation shall be assumed by the **Consumer**.
4. (a) Anti-tampering devices shall be installed on hydrants when deemed necessary by the **Manager**.
- (b) Where anti-tampering devices are installed on hydrants in new developments such as industrial or residential subdivisions, the cost of purchasing, installing and maintaining such devices shall be borne by the developer or **Owner**.
5. Plants, shrubs, trees, hedges, fences and other structures shall not be so close to a meter box, hydrant or valve box as to obstruct the siting of, or access to, the hydrant, air relief, **Water Meter**, or valve box by duly authorized employees or agents of the **District**.
6. A driveway shall be constructed no closer than 1 metre from a hydrant.

9. BILLING & COLLECTING WATER RATES & WATER CHARGES

1. (a) All **Water Rates** and **Water Charges**, as set out in Schedules B and C, shall be payable for water consumed and services provided and shall be due and payable when rendered.
- (b) Regular billings for **Water Charges** may be rendered annually, semi-annually, quarterly, bi-monthly, monthly or at any other periodic interval as set out in Schedule E, or as determined by the **Manager**.
- (c) The **Treasurer** may with reasonable notice advance or delay any regular billing of **Water Rates** or **Water Charges**.

- (d) To protect the **District** against potential losses from unpaid water billings, the **Treasurer** may, at his discretion, demand in writing, a security deposit by way of cash, certified cheque, letter of credit or guarantee from an **Owner** from whom delinquent charges and fees cannot be applied to property taxes.
- (e) The amount of the security deposit shall be no less than an amount equal to a **Consumer's** estimated water bill for a period of 180 days.
2. (a) All water bills shall be distributed to the **Consumer** by ordinary, prepaid mail or by any other means as deemed expedient and necessary by the **Treasurer**.
- (b) **Water Rates** and **Water Charges** may at the discretion of the **Treasurer** be charged and billed to:
- (i) the person requesting that water services be provided, or
 - (ii) the person in occupation of the building serviced by the **Woodley Range Water System**, or
 - (iii) the **Owner** of the building served by the **Woodley Range Water System**.
- (c) All **Water Rates** and **Water Charges** for services rendered to buildings having multiple units shall be charged and billed to the **Owner** of the property unless otherwise directed in writing by the **Treasurer**.
- (d) All **Water Rates** and **Water Charges** for services rendered to buildings registered under The Condominium Act shall be billed to the Condominium Corporation unless otherwise directed in writing by the **Treasurer**.
- (e) Payment may be made, with no additional service charge, by personal cheque through the mail, by personal cheque, cash or debit in person at the **District** office or at any location or via internet or telephone banking as directed by the **Treasurer**.

10. EXTENSIONS TO THE LOCAL SERVICE (WATER SUPPLY) AREA

1. (a) Applications and Fees:
Where, after a review of a request for servicing, the **Manager** has determined the need for an **Extension** to the **Woodley Range Water System** in order to provide **District Water** to property located within the boundaries of the Woodley Range Water System Service Area, the **Owner** of the property shall make written application for an **Extension** to the **Manager**.

The application shall be accompanied by the fee as set out in Schedule A.

- (b) Approval:
Following a review of the proposed **Extension** of the **Woodley Range Water System** the **Manager** shall advise the **Applicant** in writing if the **Extension** is approved or denied.
- (c) Conditions:
An approved **Extension** to the **Woodley Range Water System** may proceed provided the **Applicant** complies with the following conditions:
- i. The **Applicant** shall complete a **Water Service Connection** Application for each and every **Unit** or parcel of land to be serviced together with the applicable **Water Service Connection Charge**.
 - ii. Where the **Manager** concludes the **Extension** will be undertaken by the **District**, the **Applicant** shall deposit with the **District** monies in the amount of the estimated cost of both the **Extension** and the required **Water Service Connection** as determined by the **Manager**.
 - iii. Where the **Manager** grants a request by the **Applicant** for an **Extension** to be undertaken by others considered in the opinion of the **Manager** to be professionally competent, then the **Applicant** shall ensure that the work complies with the plans and specifications submitted by the **Applicant** and approved for construction by the **Manager**. Following completion of the **Extension** and other related work, the **Applicant** shall submit "As Constructed" drawings in a format acceptable to the **Manager** together with written verification that the completed work complies with the requirements of the **District**. The **Applicant** shall guarantee the work for a period of two years from the date this work is accepted by the **Manager**. The **Manager** may require certification of the above by a Professional Engineer registered in the Province of British Columbia.
 - iv. The pipe size of the **Extension** shall not have less than a 150 mm inside diameter and shall include all appurtenances as determined by the **Manager**, including, but not limited, to main line valving and fire hydrants. The **Manager** may allow a 100 mm inside diameter **Extension** on a cul-de-sac, which in the opinion of the **Manager** has fire protection.
 - v. The point at which the **Extension** may connect to the **Woodley Range Water System** shall be determined by the **Manager**.
 - vi. The **Extension** to the **Woodley Range Water System** shall extend across the entire frontage of the property to be serviced by the **Extension** unless otherwise approved in writing by the **Manager**.
 - vii. The final cost to the **Applicant** shall include all costs directly or indirectly associated with the **Extension** including, but not limited to the following items:
 - design
 - preparation of drawings, specifications and tender documents
 - approval applications to other agencies

- survey and layout
- legal fees
- supervision and inspection
- site restoration
- upgrade of the Service Area to accommodate the proposed development.
- testing, disinfection and sampling.

11. OFFENCES AND SANCTIONS

1. Every person who:
 - (a) hinders or interrupts, or causes or procures to be hindered or interrupted, the **District**, or any of its officers, contractors, employees or agents, in the exercise of any of the powers conferred by this bylaw;
 - (b) lets off or discharges water so that the water runs to waste out of the **Woodley Range Water System** unless duly authorized to do so, in writing, by the **Manager**;
 - (c) being a consumer, tenant, occupant, or inmate of any house, building or other place supplied with water from the **Woodley Range Water System**, lends, sells, or disposes of the water, gives it away, permits it to be taken or carried away, uses or applies it to the use or benefit of another, or to any use and benefit other than his own, increases the supply of water agreed for, or improperly wastes the water;
 - (d) without lawful authority, opens or closes or tampers with any hydrant, valve, curb stop or other appurtenances or obstructs the free access to any hydrant, valve, service box, chamber, pipe, or hydrant-chamber or other appurtenances by placing on it any building material, rubbish, or other obstruction;
 - (e) throws or deposits any injurious, noxious or offensive matter into the water of the **Woodley Range Water System**, or upon the ice, if the water is frozen, or in any way fouls the water or commits any damage, or injury to the works, pipes, or water, or encourages the same to be done;
 - (f) removes or alters any **Water Meter** or meter seal or opens any **Water Meter** bypass placed upon any **Building Service** or connected therewith, within or without any building or other place, so as to lessen or alter the amount of water registered;
 - (g) lays or causes to be laid any pipe or main to communicate with any pipe or main of the **Woodley Range Water System**, or in any way obtains or uses the water without the written consent of the **Manager**;
 - (h) obstructs or refuses entry to any employee or agent of the **District** in the discharge of any duty under this bylaw;
 - (i) establishes, maintains or uses any connection to any part of the **Woodley Range Water System** whereby foreign matter, non-potable water, or water from a **Private Water Supply System** may enter the **Woodley Range Water System**;

- (j) fails to notify the **Manager** of any breakage, stoppage or irregularity in any **Water Meter** for which he is responsible;
 - (k) fails to obey any restriction on consumption, hours of consumption and use of water pursuant to Part II, Section 5 of CVRD Bylaw No. 3209 - Ticket Information Authorization Bylaw, 2008; or
 - (l) contravenes any section of this bylaw, is guilty of an offence and on summary conviction is liable to a fine of not more than \$2,000.00 or may be imprisoned, without the option of a fine, for a term of not more than one month.
2. In addition to all other sanctions and remedies provided in this bylaw, the **Manager** may turn off or restrict the supply of water to any **Consumer** where such **Consumer** has violated any of the provisions of this bylaw and may refuse to restore normal service until the violation complained of has been terminated or remedied.
 3. That pursuant to the Local Government Act, any rates, charges and/or fees which remain unpaid after December 31 in any year shall be deemed to be taxes in arrears on the property concerned, with interest on those taxes in arrears calculated in accordance the Local Government Act.

12. REMAINDER OF BYLAW TO REMAIN INTACT:

In the event that any portion of this bylaw is declared *ultra vires* by a Court of competent jurisdiction, then such portion shall be deemed to be severed from the bylaw to the intent that the remainder of the bylaw shall continue in full force and effect.

READ A FIRST TIME this _____ day of _____, 2012.

READ A SECOND TIME this _____ day of _____, 2012.

READ A THIRD TIME this _____ day of _____, 2012.

ADOPTED this _____ day of _____, 2012.

Chairperson

Corporate Secretary



C·V·R·D

SCHEDULE A

TO CVRD BYLAW NO. 3635

WATER SERVICE CONNECTION CHARGES

1. **Water Service Connection**

.1 EXISTING LOT (permits servicing of one unit or building).

(a) An application for **Water Service** shall be accompanied by a payment equal to the **Water Service Connection Charge** of:

19-mm diameter connection	\$300.00
25-mm diameter connection	\$450.00

plus a deposit in the amount of the **Manager's** estimate to complete such works. The above charges and deposit must be received by the Cowichan Valley Regional District before the work can be scheduled. The deposit will be applied against the actual cost of the **Water Service Connection** installation.

(b) Where the **Water Service Connection** has been installed by the subdivider entirely at his cost and the **Water Service Connection Charge** for each connection has been prepaid, the **Applicant** for **Water Service** shall not be required to pay any additional fees.

.2 EXISTING LOT TO BE SUBDIVIDED:

(a) Lot presently serviced:

- *First lot exempt..... n/a
- Each additional lot created \$3,500.00

*Where the existing **Water Service Connection** is not utilized, the **Subdivider** will pay a **Water Service Connection Charge** of \$300.00

(b) Lot not presently serviced:

- First lot...\$300.00
- Each additional lot created \$3,500.00

(c) Pre-installed Water Connection – where the **Water Service Connection** has been installed by the subdivider entirely at his own cost, but the **Water Service Connection Charge** has not been prepaid, then the **Applicant** for **Water Service** shall be required to pay the **Water Service Connection Charge** of \$3,500.00.

.../2

.3 ADDITIONAL UNITS OR BUILDINGS:

Where a **Water Service Connection** is to be installed to additional **Units** or buildings on an existing lot and the lot is:

(a) Vacant: First **Unit** or building n/a
(included under Sub-Section 1.1)
Each additional unit or building \$3,500.00

(b) Presently Occupied and Serviced:
Each additional **Unit** or building \$3,500.00

2. Disconnection of a Water Service Connection

Where a **Water Service Connection** is to be abandoned and must be disconnected as determined by the **Manager**, the cost to the **Owner** of the property serviced shall be based on the actual cost to complete the work required, **plus a 10% administration charge.**

3. Re-use of Abandoned Water Service Connection

Inspection fee of previously abandoned or disused **Water Service Connection:** \$50.00

4. Extension to Service Area

Where an **Extension** to the **Woodley Range Water System** is required, the **Owner** of the property to be serviced shall, upon application for an **Extension**, pay the fee as calculated below:

.1 Applications to Serve Residential Developments:

- A fee of \$500.00 plus \$50.00 per dwelling unit to be created by the development.

.2 Applications to Serve Industrial and Commercial Developments:

-A fee of \$500.00 plus \$100.00 per hectare (or part thereof) of land proposed to be serviced.



SCHEDULE B
TO CVRD BYLAW NO. 3635
METERED WATER RATES AND CHARGES

The **Consumer** of **District Water** supplied through **Water Meters**, shall pay the minimum charge set out in subsection (b) below. A 10% discount will be applied for timely payment.

Water Rates and Charges per Classification per six (6) month period:

CLASSIFICATION	USER CHARGES			
	Water Use		Charge	
Group A				
Single Family Dwelling: Per Dwelling	0	- 100 m ³	\$ 200.00	
Laundromat: Minimum charge for each washing machine	101	- 200 m ³	\$ 200.00 + 1.00	per m ³ over 200 m ³
Elementary/Middle School:	201	- 300 m ³	\$ 300.00 + 1.50	per m ³ over 300 m ³
Minimum charge per 20 students or portion thereof	over 300	m ³	\$ 450.00 + 2.25	per m ³ over 400 m ³
Group B				
Apartment: Per Unit	0	- 75 m ³	\$ 150.00	
Mobile/Modular Home Park: Per Unit	76	- 150 m ³	\$ 150.00 + 1.00	per m ³ over 160 m ³
	151	- 225 m ³	\$ 225.00 + 1.50	per m ³ over 240 m ³
	over 225	- m ³	\$ 337.50 + 2.25	per m ³ over 320 m ³
Group C				
Commercial:	0	- 60 m ³	\$ 120.00	
Minimum charge for each 10 employees or portion thereof per shift	61	- 120 m ³	\$ 120.00 + 1.00	per m ³ over 130 m ³
	121	- 180 m ³	\$ 180.00 + 1.50	per m ³ over 195 m ³
	over 260	- m ³	\$ 270.00 + 2.25	per m ³ over 260 m ³
Group D				
Continuing Care Facility:	0	- 50 m ³	\$ 100.00	
Minimum charge for each bed	51	- 100 m ³	\$ 100.00 + 1.00	per m ³ over 100 m ³
	101	- 150 m ³	\$ 150.00 + 1.50	per m ³ over 150 m ³
	over 150	- m ³	\$ 225.00 + 2.25	per m ³ over 200 m ³
Group E				
RV Trailer Park/Campground-Site Connected to Sewer:	0	- 33 m ³	\$ 66.67	
(Per service pad or Site)	34	- 66 m ³	\$ 66.67 + 1.00	per m ³ over 67 m ³
Restaurant: Per 10 seats or patrons, or portion thereof	67	- 99 m ³	\$ 99.67 + 1.50	per m ³ over 100 m ³
Hotel/Motel: per housekeeping unit	over 99	- m ³	\$ 149.17 + 2.25	per m ³ over 133 m ³

CLASSIFICATION	USER CHARGES			
	Water Use		Charge	
Group F Bed & Breakfast/Rooming House: Includes the minimum charge for a single family dwelling unit as defined in Group A above, plus a minimum charge per each Guest Room	0 - 20 m ³	\$ 40.00		
	21 - 40 m ³	\$ 40.00 + 1.00 per m ³ over	40 m ³	
	41 - 60 m ³	\$ 60.00 + 1.50 per m ³ over	60 m ³	
	over 60 - m ³	\$ 90.00 + 2.25 per m ³ over	80 m ³	
Group G RV Trailer Park/Campground-Site not Connected to Sewer: Per service pad or Site	0 - 10 m ³	\$ 20.00		
	11 - 20 m ³	\$ 20.00 + 1.00 per m ³ over	20 m ³	
	21 - 30 m ³	\$ 30.00 + 1.50 per m ³ over	30 m ³	
	over 30 - m ³	\$ 66.67 + 2.25 per m ³ over	40 m ³	
Group H High school: Minimum charge per 20 students or portion thereof per shift	0 - 125 m ³	\$ 250.00		
	126 - 250 m ³	\$ 250.00 + 1.00 per m ³ over	270 m ³	
	251 - 375 m ³	\$ 375.00 + 1.50 per m ³ over	405 m ³	
	over 375 - m ³	\$ 562.50 + 2.25 per m ³ over	540 m ³	
Group I Hotel/Motel: per room or suite	0 - 25 m ³	\$ 50.50		
	26 - 50 m ³	\$ 50.50 + 1.00 per m ³ over	50 m ³	
	51 - 75 m ³	\$ 75.00 + 1.50 per m ³ over	75 m ³	
	over 75 - m ³	\$ 112.50 + 2.25 per m ³ over	100 m ³	
Group J Licensed Premises: Per 10 seats or portion thereof	0 - 40 m ³	\$ 80.00		
	84 - 80 m ³	\$ 80.00 + 1.00 per m ³ over	83 m ³	
	126 - 120 m ³	\$ 120.00 + 1.50 per m ³ over	125 m ³	
	over 167 - m ³	\$ 180.00 + 2.25 per m ³ over	167 m ³	
Other	The minimum charge and the volume of water to be apportioned for a six (6) month period for other types of development that, in the opinion of the Manager , do not fall within the above classifications, shall be determined by the Manager and his decision shall be final.			
Aggregate Allotment - Where more than one of the above classifications including "Other" is in use, or intended for use, then the applicable charges shall be applied to each and every classification.				

UNDETECTED LEAKS

User Charges will be adjusted on a one-time forgiveness basis where a detected leak on the consumer's property has resulted in water usage greatly exceeding typical usage of water, according to the applicable classification(s), and where there is no indication that water was knowingly allowed to run to waste. Written verification from the consumer describing the nature of the leakage and the action taken to rectify the problem must be shown to the satisfaction of the Manager before the one-time forgiveness will be granted. The water service must be replaced in its entirety, or for longer than typical water services a significant portion of the water service must be replaced, to prevent any re-occurrence of leakage. Consumers are required to report to the Manager within 30 days of the most recent billing date.

The leakage problem must be rectified by the consumer within 30 days upon discovery or notification of the problem. Forgiveness will only be considered for a single billing period. Additionally, a cap of \$1,500.00 per owner is in place for subsequent leaks after the first "forgiveness" of a water overage charge.

USER CLASSIFICATION DESCRIPTIONS

Single Family Dwelling:

Applies to any connection servicing a single segregated self-contained residential dwelling used for, or intended for, the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities including, but not limited to, a townhouse, semi-detached residential home, duplex or a cabin.

Apartment:

Applies to any connection servicing a multiple occupancy residential building(s) with self-contained and segregated units consisting of two or more rooms used for, or intended for the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities.

Mobile/Modular Home Park:

Applies to a connection servicing land used or occupied for the purposes of providing space for the accommodation of mobile homes either on a rental or ownership basis. A mobile home means any structure containing one dwelling whether ordinarily equipped with wheels, or not, that is designated, constructed or manufactured to be moved from one place to another by being towed, or carried, but not including travel trailers, campers, or other vehicles exempt from the provisions of the Mobile Home Act.

RV Trailer Park/Campground:

Applies to any connection servicing land used or temporarily occupied for the purpose of providing space for the accommodation of recreational vehicles or recreational structures. A recreational vehicle or recreational structure means a vehicle, trailer, coach, tents, structure, or conveyance designed to travel, or be transported on a highway and constructed and equipped to be used as temporary living or sleeping quarters for travelers.

Where individual spaces for the above accommodations are connected directly to a **Sanitary Sewer** disposal system, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

Where individual spaces or sites are not serviced directly by an individual and/or separate **Sanitary Sewer** disposal system, but have the use of common or centrally located sanitary facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

Hotel/Motel:

Applies to any connection servicing a building or structure that contains sleeping units for the overnight accommodation of transient paying guests. Auxiliary assembly, commerce, entertainment, or restaurant uses as well as areas licensed to service alcoholic beverages and staff accommodation shall pay the charges according to the classification set forth in the applicable schedule(s).

Where units contain cooking facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per housekeeping or kitchenette unit.

Where units contain sleeping and sanitary facilities only, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per room or suite.

Restaurant:

Applies to any connection servicing a building or structure, or segregated self-contained unit used for, or intended to be used for, the commercial sale of refreshments, prepared or assembled food, and/or meals together with non-alcoholic beverages for sale to the public.

Licensed Premises:

Applies to the connection servicing a licensed beverage establishment as governed by the Liquor Licensing Board of British Columbia, and includes, but is not limited to pubs, restaurants, eateries, lounges, cafeterias and private clubs where alcoholic beverages are served.

Laundromat:

Applies to a connection servicing a building, self-contained unit, or separately owned business entity where washing machines are available for public use for a fee or charge.

Commercial:

Applies to a connection servicing a complex, facility, or parcel of land used to manufacture, sell, repair goods, or provide a service including, but not limited to, retail stores, offices, convenience stores, service establishments, and light industrial uses.

Elementary School and High School:

Applies to a connection servicing an institution of learning, or teaching facility, as defined by the School Act.

Continuing Care Facility:

Applies to a connection servicing a multiple occupancy complex providing long-term care, and living accommodations that include residents requiring full-time professional care, including living, sleeping, cooking, and sanitary facilities, but not including an acute care facility.

Bed & Breakfast:

Applies to any connection servicing a single family dwelling, with an accessory use for overnight accommodation for transient paying guests in which breakfast is the only meal served.

Rooming House:

Applies to any connection servicing a single family dwelling with an accessory use of rooms for rent by individuals for living and sleeping, but with common cooking and sanitary facilities shared by the occupants.



C·V·R·D

SCHEDULE C

TO CVRD BYLAW NO. 3635

UNMETERED WATER CHARGES

The *Consumer* of *Unmetered District Water* shall pay the charges set out below (A 10% discount will be applied for timely payment).

Water Rates and Charges per Classification per six (6) month period:

	<u>Charge</u>
<i>Single Family Dwelling</i>	\$ 200.00
<i>Laundromat</i>	\$ 200.00
<i>Elementary/Middle School</i>	\$ 200.00
<i>Apartment</i>	\$ 150.00
<i>Mobile Home Park</i>	\$ 150.00
<i>Commercial:</i> Minimum charge for each 10 employees or portion thereof per shift	\$ 120.00
<i>Continuing Care Facility:</i> Minimum charge for each bed	\$ 100.00
<i>RV Trailer Park / Campground:</i> Site connected to sewer, per serviced pad or site	\$ 66.67
<i>Restaurants:</i> Minimum charge for each 10 seats or patrons or portion thereof	\$ 66.67
<i>Hotel / Motel</i> - Housekeeping Unit:	\$ 66.67
<i>Bed & Breakfast / Rooming House:</i> The minimum charge for such facility shall include the minimum charge for a single family dwelling unit plus a minimum charge for each and every guest room	\$ 40.00
<i>RV Trailer Park / Campground:</i> Site not Connected to Sewer: per pad or site	\$ 20.00
<i>High School:</i> Minimum charge for the first 20 students or portion thereof	\$ 250.00
<i>Hotel / Motel:</i> Room or Suite: per room or suite	\$ 50.00
<i>Licensed Premises:</i> Minimum charge for each 10 seats or patrons or portion thereof	\$ 80.00

Other:

The minimum charge and the volume of water to be apportioned for a six (6) month period for other types of developments that, in the opinion of the **Manager**, do not fall within the above classifications shall be determined by the **Manager** and his decision shall be final.

Aggregate Allotment:

Where more than one of the above classifications including "**Other**" is in use, or intended for use, then the applicable charges shall be applied to each and every classification.

Single Family Dwelling:

Applies to any connection servicing a single segregated self-contained residential dwelling used for, or intended for the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities including, but not limited to a townhouse, semi-detached, residential home, duplex and a cabin.

Apartment:

Applies to any connection servicing a multiple occupancy residential building(s) with self-contained and segregated units consisting of two or more rooms used for, or intended for the domestic use by one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities.

Mobile/Modular Home Park:

Applies to a connection servicing land used or occupied for the purposes of providing space for the accommodation of mobile homes either on a rental or ownership basis. A mobile home means any structure containing one dwelling whether ordinarily equipped with wheels, or not, that is designated, constructed or manufactured to be moved from one place to another by being towed, or carried, but not including travel trailers, campers, or other vehicles exempt from the provisions of the Mobile Home Act.

RV Trailer Park/Campground:

Applies to any connection servicing land used, or temporarily occupied for the purpose of providing space for the accommodation of recreational vehicles or recreational structures. A recreational vehicle or recreational structure means a vehicle, trailer, coach, tents, structure, or conveyance designed to travel, or be transported on a highway and constructed and equipped to be used as temporary living or sleeping quarters for travelers.

Where individual spaces for the above accommodations are connected directly to a sanitary sewer disposal system, the minimum charge shall be based on the **Allotment** of water as set forth in the applicable schedule(s).

Where individual spaces or sites are not serviced directly by an individual and/or separate sanitary sewer disposal system, but have the use of common or centrally located sanitary facilities, the minimum charge shall be based on the **Allotment** of water as set forth in the applicable schedule(s).

Hotel/Motel:

Applies to any connection servicing a building or structure, which contains sleeping units for the overnight accommodation of transient paying guests. Auxiliary assembly, commerce, entertainment, or restaurant uses as well as areas licensed to service alcoholic beverages and staff accommodation shall pay the charges according to the classification set forth in the applicable schedule(s).

Restaurant:

Applies to any connection servicing a building or structure, or segregated self-contained unit used for, or intended use for the commercial sale of refreshments, prepared or assembled food, and/or meals together with non-alcoholic beverages for sale to the public.

Licensed Premises:

Applies to a connection servicing a licensed beverage establishment as governed by the Liquor Licensing Board to British Columbia, and includes, but is not limited to pubs, restaurants, eateries, lounges, cafeterias and private clubs where alcoholic beverages are served.

Laundromat:

Applies to a connection servicing a building, self-contained unit, or separately owned business entity where washing machines are available to public use for a fee or charge.

Commercial:

Applies to a connection servicing a complex, facility, or parcel of land used to manufacture, sell, repair goods, or provide a service including, but not limited to retail stores, offices, convenience store, service establishment, and light industrial.

Elementary School and High School:

Applies to a connection servicing an institution of learning, or teaching facility, as defined by the School Act.

Continuing Care Facility:

Applies to a connection servicing a multiple occupancy complex providing long-term care, and living accommodations that include for residents requiring full-time professional care that include living, sleeping, cooking, and sanitary facilities, but not including an acute care facility.

Bed & Breakfast:

Applies to any connection servicing a single family dwelling, with an accessory use for overnight accommodation for transient paying guests in which breakfast is the only meal served.

Rooming House:

Applies to any connection servicing a single family dwelling with an accessory use of rooms for rent by individuals for living and sleeping, but with common cooking and sanitary facilities shared by the occupants.



C·V·R·D

SCHEDULE D

TO CVRD BYLAW NO. 3635

UNMETERED FIRE LINES

(a) The **Consumers** with an **Unmetered Fire Line** shall pay the rates set out in subsection (b) below:

(b) Fire Line Size (mm)	Rates (dollars per month)
25 mm	3.00
38 mm	7.50
50 mm	12.00
75 mm	30.00
100 mm	48.00
150 mm	22.00
200 mm	96.00
300 mm	144.00



SCHEDULE E

TO CVRD BYLAW NO. 3635

METER READING DATES, DUE DATES AND DISCOUNTS

(a) **Meter Reading Dates and Due Dates**

Metered Water connections serving a residential property shall normally be read during regular CVRD business hours, biannually in the Spring and the Fall, as determined by the ***Manager***, with the respective payments payable on the due date specified on the invoice.

Metered Water connections servicing ***Consumers*** with high usage and charges may normally be read during regular CVRD business hours quarterly each year, at the discretion of the ***Manager*** with the respective payment due as specified on the invoice.

In the event the last day of the month falls on a Saturday, Sunday, or Statutory Holiday, the due date shall then be the last business day before the Saturday, Sunday, or the Statutory Holiday.

(b) **Transfer to Taxes**

Amounts remaining outstanding at the close of business on December 31 of each calendar year, shall be added to the property taxes and shall be deemed taxes in arrears on the property in question.



C·V·R·D

SCHEDULE F

TO CVRD BYLAW NO. 3635

HYDRANT PERMIT

The charge for drawing ***District Water*** from hydrants for purposes other than fire protection shall be as follows:

A deposit of \$300.00 per permit and refundable if the hydrant and appurtenances used in the opinion of the ***Manager*** have not been damaged.

The minimum charge shall be \$200.00 or the charge when the consumption rate is applied to the amount of water used whichever is the greater.

Consumption Rate: \$4.00 per cubic metre

A hydrant permit shall be permitted at the discretion of the ***Manager***.

The ***Manager*** shall determine and designate which hydrant, if any, shall be used.

Only the designated hydrant may be used unless otherwise approved by the ***Manager***.

The ***Manager*** reserves the right to terminate the use of the hydrant permit at any given time.

Where the actual amount of water used is unknown, the ***Manager*** may estimate the quantity used and charge accordingly.



C·V·R·D

SCHEDULE G

TO CVRD BYLAW NO. 3635

MISCELLANEOUS CHARGES

1. Testing of Water Meter

An application for testing the **Water Meter** shall be accompanied by a deposit in the amount of: \$50.00

2. Charge to Customer

Where the **Water Meter** is found to measure the flow of water accurately: \$50.00

3. Turning **Water Service** on each time: \$25.00

Turning **Water Service** off each time: \$25.00

Note:

The charges for "turn on" or "turn off" shall **not** be levied where:

1. it is necessary to interrupt the supply of water so as to permit the consumer to correct faults on the building service.
2. the water is to be "turned on" for newly installed or water service connection.



SCHEDULE H
TO CVRD BYLAW NO. 3635
MISCELLANEOUS CHARGES

A flat rate parcel tax of \$66.66 per month may be invoiced to **all** properties within the service area boundary of the Woodley Range Water System, pro-rated for the period of the CVRD takeover date to December 31, 2013.

This flat rate charge will be applied on a “one time” basis and will be replaced in 2014 by the application of the Parcel Tax Roll.



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3636

**A Bylaw to Authorize the Preparation of a
Parcel Tax Roll for the Woodley Range Water System**

WHEREAS the Board of the Cowichan Valley Regional District established the *Woodley Range Water System Service Area* under the provisions of CVRD Bylaw No. 3616, cited as "CVRD Bylaw No. 3616 – Woodley Range Water System Service Establishment Bylaw, 2012";

AND WHEREAS the Board of the Cowichan Valley Regional District is empowered under Section 803 of the *Local Government Act* and Section 5 of CVRD Bylaw No. 3616 to recover annual servicing costs by imposing a parcel tax on lands within the service area;

AND WHEREAS it is deemed desirable and expedient to impose a parcel tax on land benefiting from such service to meet such costs;

AND WHEREAS for the purpose of imposing a parcel tax the Board must, pursuant to Section 806.1 of the *Local Government Act*, provide for the preparation of a parcel tax roll for the service area;

NOW THEREFORE the Board of the Cowichan Valley Regional District enacts as follows:

1. CITATION

This bylaw may be cited as "**CVRD Bylaw No. 3636 – Woodley Range Water System Parcel Tax Roll Bylaw, 2012**".

2. DEFINITIONS

In this bylaw, unless the context otherwise requires:

"*Parcel*" means any lot, block or other area in which land is held or into which it is subdivided, but does not include a highway.

3. PREPARATION OF PARCEL TAX ROLL

Beginning in the year 2013 and annually thereafter, a parcel tax roll shall be prepared in accordance with Division 4 of Part 7 of the *Community Charter* and will include all parcels of land within the boundary of the Woodley Range Water System Service Area.

4. BASIS OF PARCEL TAX

The said parcel tax shall be imposed on the basis of a single amount for each parcel.

READ A FIRST TIME this _____ day of _____ , 2012.

READ A SECOND TIME this _____ day of _____ , 2012.

READ A THIRD TIME this _____ day of _____ , 2012.

ADOPTED this _____ day of _____ , 2012.

Chairperson

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3637

**A Bylaw to Establish a Capital Reserve Fund for the
Woodley Range Water System**

WHEREAS the Board of the Cowichan Valley Regional District established the *Woodley Range Water System Service Area* under the provisions of the CVRD Bylaw No. 3616, cited as "CVRD Bylaw No. 3616 – Woodley Range Water System Service Establishment Bylaw, 2012";

WHEREAS the *Local Government Act* and *Community Charter* empower regional districts to establish reserve funds for specified purposes;

AND WHEREAS the Board wishes to establish a Capital Reserve Fund to be used for the purposes of constructing, altering, extending, replacing and/or upgrading the works of the Woodley Range Water System;

NOW THEREFORE the Board of the Cowichan Valley Regional District enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 3637 – Woodley Range Water System Capital Reserve Fund Establishment Bylaw, 2012**".

2. ESTABLISHMENT OF FUND

A Capital Reserve Fund to be known as the "*Woodley Range Water System Capital Reserve Fund*" is hereby established.

3. PAYMENTS INTO FUND

Money from current revenues or, as available, from general revenue surplus or as otherwise provided by law may be paid into the Capital Reserve Fund.

4. EXPENDITURES FROM FUND

- a) Money in the Capital Reserve Fund, and interest earned on it, shall only be used for expenditures relating to constructing, altering, extending, replacing and/or upgrading the work in the Woodley Range Water System Service Area.
- b) The expenditures of funds in the Capital Reserve Fund shall be authorized by bylaw.

READ A FIRST TIME this _____ day of _____ , 2012.

READ A SECOND TIME this _____ day of _____ , 2012.

READ A THIRD TIME this _____ day of _____ , 2012.

ADOPTED this _____ day of _____ , 2012.

Chairperson

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3640

A Bylaw to Amend the Arbutus Ridge Water System Management Bylaw No. 3305

WHEREAS the Board of the Cowichan Valley Regional District established the management of the Arbutus Ridge Water System pursuant to CVRD Bylaw No. 3305, cited as "CVRD Bylaw No. 3305 – Arbutus Ridge Water System Management Bylaw, 2009";

AND WHEREAS the Board of the Cowichan Valley Regional District deems it desirable to revise Schedules B and C of the bylaw;

NOW THEREFORE the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as "CVRD Bylaw No. 3640 - Arbutus Ridge Water System Management Amendment Bylaw, 2012".

2. AMENDMENT

That Schedules B and C be deleted in their entirety and replaced with Schedules B and C attached to and forming part of this bylaw.

READ A FIRST TIME this _____ day of _____, 2012.

READ A SECOND TIME this _____ day of _____, 2012.

READ A THIRD TIME this _____ day of _____, 2012.

ADOPTED this _____ day of _____, 2012.

Chairperson

Corporate Secretary



SCHEDULE B

TO BYLAW NO. 3305

ARBUTUS RIDGE METERED WATER RATES

Water Rates and Charges

The **Consumer** of **District Water** supplied through **Water Meters**, shall pay the minimum charge set out in subsection (b) below.

Water Rates and Charges per Classification per six (6) month period:

CLASSIFICATION	USER CHARGES	
	Water Use	Charge
<u>Group A</u>	0-200 m ³	\$ 177.92
- Single Family Dwelling – Per Dwelling	201-300 m ³	\$ 177.92 + \$1.25 per m ³ over 200 m ³
- Laundromat – Minimum charge for each washing machine	301-400 m ³	\$ 302.92 + \$1.85 per m ³ over 300 m ³
- Elementary/Middle School – Minimum charge per 20 students or portion thereof	Over 400 m ³	\$ 487.92 + \$2.50 per m ³ over 400 m ³
<u>Group B</u>	0-160 m ³	\$ 133.44
- Apartment/Suite – Per Unit	161-240 m ³	\$ 133.44 + \$1.25 per m ³ over 160 m ³
- Mobile/Modular Home Park – Per Unit	241-320 m ³	\$ 233.44 + \$1.85 per m ³ over 240 m ³
	Over 320 m ³	\$ 381.44 + \$2.50 per m ³ over 320 m ³
<u>Group C</u>	0-130 m ³	\$ 177.92
- Commercial – Minimum charge for each 10 employees or portion thereof per shift	131-200 m ³	\$ 177.92 + \$1.25 per m ³ over 130 m ³
	200-260 m ³	\$ 302.92 + \$1.85 per m ³ over 195 m ³
	Over 260 m ³	\$ 487.92 + \$2.50 per m ³ over 260 m ³
<u>Group D</u>	0-100 m ³	\$ 88.96
- Continuing Care Facility – Minimum charge for <u>each bed</u>	101-150 m ³	\$ 88.96 + \$1.25 per m ³ over 100 m ³
	151-200 m ³	\$ 151.46 + \$1.85 per m ³ over 150 m ³
	Over 200 m ³	\$ 243.96 + \$2.50 per m ³ over 200 m ³

CLASSIFICATION	USER CHARGES		
	Water Use	Charges	
Group E			
- RV Trailer Park/Campground – Site connected to sewer: <u>per serviced pad or site</u>	0-67 m ³	\$ 59.31	
	68-100 m ³	\$ 59.31 +	\$1.25 per m ³ over 67 m ³
- Restaurant – each 10 seats or patrons, or portion thereof	101-133 m ³	\$ 100.56 +	\$1.85 per m ³ over 100 m ³
- Hotel/Motel – per housekeeping unit	Over 133 m ³	\$ 161.61 +	\$2.50 per m ³ over 133 m ³
Group F			
- Bed & Breakfast/Rooming House – includes the minimum charge for a single family dwelling unit as defined in Group A above, plus a minimum charge per each Guest Room	0-40 m ³	\$ 35.58	
	41-60 m ³	\$ 35.58 +	\$1.25 per m ³ over 40 m ³
	61-80 m ³	\$ 60.58 +	\$1.85 per m ³ over 60 m ³
	Over 80 m ³	\$ 97.58 +	\$2.50 per m ³ over 80 m ³
Group G			
- RV Trailer Park/Campground – Site not connected to sewer: <u>per pad or site</u>	0-20 m ³	\$ 17.79	
	21-30 m ³	\$ 17.79 +	\$1.25 per m ³ over 20 m ³
	31-40 m ³	\$ 30.29 +	\$1.85 per m ³ over 30 m ³
	Over 40 m ³	\$ 48.79 +	\$2.50 per m ³ over 40 m ³
Group H			
- High School – Minimum charge per 20 students or portion thereof	0-270 m ³	\$ 222.40	
	271-405 m ³	\$ 222.40 +	\$1.25 per m ³ over 270 m ³
	406-540 m ³	\$ 391.15 +	\$1.85 per m ³ over 405 m ³
	Over 540 m ³	\$ 640.90 +	\$2.50 per m ³ over 540 m ³
Group I			
- Hotel/Motel – per room or suite	0-50 m ³	\$ 44.48	
	51-75 m ³	\$ 44.48 +	\$1.25 per m ³ over 50 m ³
	76-100 m ³	\$ 75.73 +	\$1.85 per m ³ over 75 m ³
	Over 100 m ³	\$ 121.98 +	\$2.50 per m ³ over 100 m ³
Group J			
- Licensed Premises – Each 10 seats or patrons or portions thereof	0-83 m ³	\$ 71.17	
	84-125 m ³	\$ 71.17 +	\$1.25 per m ³ over 83 m ³
	126-167 m ³	\$ 123.67 +	\$1.85 per m ³ over 125 m ³
	Over 167 m ³	\$ 201.37 +	\$2.50 per m ³ over 167 m ³
Group K			
- Golf Course – for potable water only	Based on 3.5% of total water system operating budget		
Other	The minimum charge and the volume of water to be apportioned for a six (6) month period for other types of development that, in the opinion of the Manager , do not fall within the above classifications, shall be determined by the General Manager of Engineering and Environmental Services and his decision shall be final.		
<u>Aggregate Allotment</u> - Where more than one of the above classifications including " Other " is in use, or intended for use, then the applicable charges shall be applied to each and every classification.			

UNDETECTED LEAKS:

User Charges will be adjusted on a one-time forgiveness basis, where an undetected leak on the consumer's property has resulted in water usage greatly exceeding typical usage of water, according to the applicable classifications(s), and there is no indication that water was knowingly allowed to run to waste. Additionally, a cap of \$1,500.00 per owner is in place for subsequent leaks after the first "forgiveness" of a water overage charge. Written verification from the **Consumer** describing the nature of the leakage and the action taken to rectify the problem must be received by the **Manager** before the one-time forgiveness will be granted. The leakage problem must be rectified by the **Consumer** within 30 days upon discovery, or notification of the problem.

USER CLASSIFICATION DESCRIPTIONS:

Single Family Dwelling: Applies to any connection servicing a single segregated self-contained residential dwelling used for, or intended for the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities including, but not limited to a townhouse, semi-detached, residential home, duplex or a cabin.

Apartment: Applies to any connection servicing a multiple occupancy residential building(s) with self-contained and segregated units consisting of two or more rooms used for, or intended for the domestic use by one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities.

Mobile/Modular Home Park: Applies to a connection servicing land used or occupied for the purposes of providing space for the accommodation of mobile homes either on a rental or ownership basis. A mobile home means any structure containing one dwelling whether ordinarily equipped with wheels, or not, that is designated, constructed or manufactured to be moved from one place to another by being towed, or carried, but not including travel trailers, campers, or other vehicles exempt from the provisions of the Mobile Home Act.

RV Trailer Park/Campground: Applies to any connection servicing land used, temporarily occupied for the purpose of providing space for the accommodation of recreational vehicles or recreational structures. A recreational vehicle or recreational structure means a vehicle, trailer, coach, tent, structure, or conveyance designed to travel, or be transported on a highway and constructed and equipped to be used as temporary living or sleeping quarters for travelers.

Where individual spaces for the above accommodations are connected directly to a **Sanitary Sewer** disposal system, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

Where individual spaces or sites are not serviced directly by an individual and/or separate **Sanitary Sewer** disposal system, but have the use of common or centrally located sanitary facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

Hotel/Motel: Applies to any connection servicing a building or structure that contains sleeping units for the overnight accommodation of transient paying guests. Auxiliary assembly, commerce, entertainment, or restaurant uses as well as areas licensed to serve alcoholic beverages and staff accommodation shall pay the charges according to the classification set forth in the applicable schedule(s).

Where units contain cooking facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per housekeeping or kitchenette unit.

Where units contain sleeping and sanitary facilities only, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per room or suite.

Restaurant: Applies to any connection servicing a building or structure, or segregated self-contained unit used for, or intended to be used for, the commercial sale of refreshments, prepared or assembled food, and/or meals together with non-alcoholic beverages for sale to the public.

Licensed Premises: Applies to the connection servicing a licensed beverage establishment as governed by the Liquor Licensing Board of British Columbia, and includes, but is not limited to pubs, restaurants, eateries, lounges, cafeterias and private clubs where alcoholic beverages are served.

Laundromat: Applies to a connection servicing a building, self-contained unit, or separately owned business entity where washing machines are available for public use for a fee or charge.

Commercial: Applies to a connection servicing a complex, facility, or parcel of land used to manufacture, sell, repair goods, or provide a service including, but not limited to retail stores, offices, convenience store, service establishment, and light industrial.

Elementary School and High School: Applies to a connection servicing an institution of learning, or teaching facility, as defined by the School Act.

Continuing Care Facility: Applies to a connection servicing a multiple occupancy complex providing long-term care, and living accommodations that include residents requiring full-time professional care, including living, sleeping, cooking, and sanitary facilities, but not including an acute care facility.

Bed & Breakfast: Applies to any connection servicing a single family dwelling, with an accessory use for overnight accommodation for transient paying guests in which breakfast is the only meal served.

Rooming House: Applies to any connection servicing a single family dwelling with an accessory use of rooms for rent by individuals for living and sleeping, but with common cooking and sanitary facilities shared by the occupants.

Golf Course: For potable water usage only.



SCHEDULE C
TO CVRD BYLAW NO. 3305
UNMETERED WATER CHARGES

WATER RATES:

The *Consumer* of *Unmetered District Water* shall pay the charges set out below.

Water Rates and Charges per Classification per six (6) month period:

	<u>Charge</u>
Single Family Dwelling:	\$177.92
Apartment/Suite:	133.44
Mobile Home Park:	133.44
Commercial:	
Minimum charge for each 10 employees or portion thereof per shift	177.92
RV Trailer Park/Campground:	
<u>Site Connected to Sewer:</u> per serviced pad or site	59.31
<u>Site Not Connected to Sewer:</u> per pad or site	17.28
Hotel/Motel:	
a) Room or Suite: each room or suite	44.48
b) Kitchenette or Housekeeping Unit	59.31
Restaurants:	
Minimum charge for each 10 seats or patrons or portion thereof	59.31
Licensed Premises:	
Minimum charge for each 10 seats or patrons or portion thereof	71.17
Laundromat: Minimum charge for each washing machine	177.92
Elementary/Middle School: Minimum charge for 20 students or portion thereof	177.92
High School: Minimum charge for 20 students or portion thereof	222.40
Continuing Care Facility: Minimum charge for each bed	88.96

Charge

Bed & Breakfast/Rooming House:

The minimum charge for such facility shall include the minimum charge for a single family dwelling unit plus a minimum charge for each and every guest room.

- a) Single Family Dwelling 177.92
- b) Per guest room 35.58

Golf Course:

Based on potable water – Based on 3.5% of total water system operating budget.

Other:

The minimum charge and the volume of water to be apportioned for a six (6) month period for other types of developments that, in the opinion of the **Manager**, do not fall within the above classifications shall be determined by the Manager of Engineering Services and his decision shall be final.

Aggregate Allotment:

Where more than one of the above classifications including **“Other”** is in use, or intended for use, then the applicable charges shall be applied to each and every classification.

Single Family Dwelling

Applies to any connection servicing a single segregated self-contained residential dwelling used for, or intended for the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities including, but not limited to a townhouse, semi-detached, residential home, duplex or a cabin.

Apartment:

Applies to any connection servicing a multiple occupancy residential building(s) with self-contained and segregated units consisting of two or more rooms used for, or intended for the domestic use by one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities.

Mobile/Modular Home Park:

Applies to a connection servicing land used or occupied for the purposes of providing space for the accommodation of mobile homes either on a rental or ownership basis. A mobile home means any structure containing one dwelling whether ordinarily equipped with wheels, or not, that is designated, constructed or manufactured to be moved from one place to another by being towed, or carried, but not including travel trailers, campers, or other vehicles exempt from the provisions of the Mobile Home Act.

RV Trailer Park/Campground:

Applies to any connection servicing land used, or temporarily occupied for the purpose of providing space for the accommodation of recreational vehicles or recreational structures. A recreational vehicle or recreational structure means a vehicle, trailer, coach, tent, structure, or conveyance designed to travel, or be transported on a highway and constructed and equipped to be used as temporary living or sleeping quarters for travelers.

Where individual spaces for the above accommodations are connected directly to a sanitary sewer disposal system, the minimum charge shall be based on the **Allotment** of water as set forth in the applicable schedule(s).

Where individual spaces or sites are not serviced directly by an individual and/or separate sanitary sewer disposal system, but have the use of common or centrally located sanitary facilities, the minimum charge shall be based on the **Allotment** of water as set forth in the applicable schedule(s).

Hotel/Motel:

Applies to any connection servicing a building or structure, which contains sleeping units for the overnight accommodation of transient paying guests. Auxiliary assembly, commerce, entertainment, or restaurant uses as well as areas licensed to serve alcoholic beverages and staff accommodation shall pay the charges according to the classification set forth in the applicable schedule(s).

Restaurant:

Applies to any connection servicing a building or structure, or segregated self-contained unit used for, or intended use for the commercial sale of refreshments, prepared or assembled food, and/or meals together with non-alcoholic beverages for sale to the public.

Licensed Premises:

Applies to a connection servicing a licensed beverage establishment as governed by the Liquor Licensing Board to British Columbia, and includes, but is not limited to pubs, restaurants, eateries, lounges, cafeterias and private clubs where alcoholic beverages are served.

Laundromat:

Applies to a connection servicing a building, self-contained unit, or separately owned business entity where washing machines are available to public use for a fee or charge.

Commercial:

Applies to a connection servicing a complex, facility, or parcel of land used to manufacture, sell, repair goods, or provide a service including, but not limited to retail stores, offices, convenience store, service establishment, and light industrial.

Elementary School and High School:

Applies to a connection servicing an institution of learning, or teaching facility, as defined by the School Act.

Continuing Care Facility:

Applies to a connection servicing a multiple occupancy complex providing long-term care, and living accommodations for residents requiring full-time professional care that include living, sleeping, cooking, and sanitary facilities, but not including an acute care facility.

Bed & Breakfast:

Applies to any connection servicing a single family dwelling, with an accessory use for overnight accommodation for transient paying guests in which breakfast is the only meal served.

Rooming House:

Applies to any connection servicing a single family dwelling with an accessory use of rooms for rent by individuals for living and sleeping, but with common cooking and sanitary facilities shared by the occupants.

Golf Course: For potable water usage only.



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3641

A Bylaw to Amend the Arbutus Ridge Sewer System Management Bylaw No. 3306

WHEREAS the Board of the Cowichan Valley Regional District established the management of the Arbutus Ridge Sewer System pursuant to CVRD Bylaw No. 3306, cited as "CVRD Bylaw No. 3306 – Arbutus Ridge Sewer System Management Bylaw, 2009";

AND WHEREAS the Board of the Cowichan Valley Regional District deems it desirable to revise Schedule B to the bylaw;

NOW THEREFORE the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as "CVRD Bylaw No. 3641 – Arbutus Ridge Sewer System Management Amendment Bylaw, 2012".

2. AMENDMENT

That Schedule B be deleted in its entirety and replaced with Schedule B attached to and forming part of this bylaw.

READ A FIRST TIME this _____ day of _____, 2012.

READ A SECOND TIME this _____ day of _____, 2012.

READ A THIRD TIME this _____ day of _____, 2012.

ADOPTED this _____ day of _____, 2012.

Chairperson

Corporate Secretary



C·V·R·D

SCHEDULE B

TO CVRD BYLAW NO. 3306

SEWER SERVICE CHARGES

(a) **Consumers** of **Sewer Services** shall pay the minimum billing set out in sub-section (b) below.

(b) Minimum Sewer Classification Charge per Six (6) Month Billing Period

<u>Classification</u>	<u>Charge</u>
Single Family Dwelling – Per Dwelling	177.92
STEP System – Per Dwelling	151.23
Apartment – Per Unit	151.23
Mobile Home Park – Per Unit	177.92
RV Trailer Park/Campground:	
a) <u>Site Connected to Sewer:</u> Per serviced pad or site	86.96
b) <u>Site not Connected to Sewer:</u> Per pad or site	17.79
Hotel/Motel:	
a) <u>Room or Suite:</u> per room or suite	71.17
b) <u>Kitchenette or Housekeeping Unit (per room or suite)</u>	106.75
Restaurants – Per seat	10.68
Licensed Premises – Per seat	17.79
Laundromat – Minimum charge for each washing machine	177.92
Commercial:	
Minimum charge for each 10 employees or portion thereof per shift	177.92
School – Minimum charge per classroom	177.92
Continuing Care Facility – Minimum charge for each bed	133.44
Bed & Breakfast/Rooming House: The minimum charge for such a facility shall include the minimum charge for a single family dwelling unit, plus a minimum charge for each and every guestroom.	
a) Single Family Dwelling	177.92
b) Per guest room	71.17

Golf Course: Based on 3.5% of total sewer system operating budget.

Other: There should be a minimum of 1 unit applied to each connection if the above calculation yields less than one, where calculation yields an uneven number round to the higher whole number.

Single Family Dwelling:

Applies to any connection servicing a single segregated self-contained residential dwelling used for, or intended for the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities including, but not limited to a townhouse, semi-detached, residential home, duplex or a cabin.

Septic Tank Effluent Pumping (STEP):

Applies to a connection that pumps grey water and retains solids in a holding tank. The rate is calculated at 85% of the single-family dwelling rate to offset the cost of septic tank pump-outs (typically a maximum of every 5 years).

Apartment:

Applies to any connection servicing a multiple occupancy residential building(s) with self-contained and segregated units consisting of two or more rooms used for, or intended for the domestic use by one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities.

Mobile Home Park:

Applies to a connection servicing land used or occupied for the purposes of providing space for the accommodation of mobile homes either on a rental or ownership basis. A mobile home means any structure containing one dwelling whether ordinarily equipped with wheels, or not, that is designated, constructed or manufactured to be moved from one place to another by being towed, or carried, but not including travel trailers, campers, or other vehicles exempt from the provisions of the Mobile Home Act.

RV Trailer Park/Campground:

Applies to any connection servicing land used, temporarily occupied for the purpose of providing space for the accommodation of recreational vehicles or recreational structures. A recreational vehicle or recreational structure means a vehicle, trailer, coach, tent, structure, or conveyance designed to travel, or be transported on a highway and constructed and equipped to be used as temporary living or sleeping quarters for travelers.

Where individual spaces for the above accommodations are connected directly to a **Sanitary Sewer** disposal system, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

Where individual spaces or sites are not serviced directly by an individual and/or separate **Sanitary Sewer** disposal system, but have the use of common or centrally located sanitary facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

Hotel/Motel:

Applies to any connection servicing a building or structure that contains sleeping units for the overnight accommodation of transient paying guests. Auxiliary assembly, commerce, entertainment, or restaurant uses as well as areas licensed to service alcoholic beverages and staff accommodation shall pay the charges according to the classification set forth in the applicable schedule(s).

Where units contain cooking facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per housekeeping or kitchenette unit.

Where units contain sleeping and sanitary facilities only, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per room or suite.

Restaurant:

Applies to any connection servicing a building or structure, or segregated self-contained unit used for, or intended to be used for, the commercial sale of refreshments, prepared or assembled food, and/or meals together with non-alcoholic beverages for sale to the public.

Licensed Premises:

Applies to the connection servicing a licensed beverage establishment as governed by the Liquor Licensing Board of British Columbia, and includes, but is not limited to pubs, restaurants, eateries, lounges, cafeterias and private clubs where alcoholic beverages are served.

Laundromat:

Applies to a connection servicing a building, self-contained unit, or separately owned business entity where washing machines are available for public use for a fee or charge.

Commercial:

Applies to a connection servicing a complex, facility, or parcel of land used to manufacture, sell, repair goods, or provide a service including, but not limited to retail stores, offices, convenience store, service establishment, and light industrial.

School:

Applies to a connection servicing an institution of learning, or teaching facility, as defined by the School Act.

Continuing Care Facility:

Applies to a connection servicing a multiple occupancy complex providing long-term care, and living accommodations that include residents requiring full-time professional care, including living, sleeping, cooking, and sanitary facilities, but not including an acute care facility.

Bed & Breakfast:

Applies to any connection servicing a single family dwelling, with an accessory use for overnight accommodation for transient paying guests in which breakfast is the only meal served.

Rooming House:

Applies to any connection servicing a single family dwelling with an accessory use of rooms for rent by individuals for living and sleeping, but with common cooking and sanitary facilities shared by the occupants.

Other:

The volume of discharge to be apportioned for other types of developments that do not fall within the above classifications. Single-family residential equivalents shall be calculated at 1.18 m³ (259 lgal.) per day metered for calculated flow, rounded to the higher whole number.



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3644

**A Bylaw for the Regulation and Management of the
Shellwood Water System**

WHEREAS the Board of the Cowichan Valley Regional District established the Shellwood Water System Service Area under the provision of CVRD Bylaw No. 3624, cited as "*CVRD Bylaw 3624 - Shellwood Water System Service Establishment Bylaw, 2012*", for the purpose of providing services to a defined portion of Electoral Area H – North Oyster/Diamond;

AND WHEREAS it is deemed necessary and expedient that provisions be made for the regulation and management of the water system, and for terms and conditions upon which water services may be provided, and for a tariff of charges for such services;

NOW THEREFORE the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as "**Cowichan Valley Regional District Bylaw No. 3644 - Shellwood Water System Management Bylaw, 2012**".

2. DEFINITIONS

In this bylaw, unless the context otherwise requires:

"Allotment" means the maximum amount of water that may be used by a classification of user to which the minimum user charge for a specific billing period is applied.

"Applicant" means an owner or his agent making application for water services and from whom the District may expect to receive revenue on a continuing basis for this service.

"Shellwood Water System" means the water system currently servicing the **Shellwood Water System Service Area**, including all **District** water supply plants, intakes, wells, outlets, equipment, water storage tanks and reservoirs, water supply lines, pumping stations, watermains, appurtenances, water service connections, water meters and all other waterworks designated for the supply and distribution of water together with all other works related to the operation of the system, including electrical pumps and components, control systems and signal cable and all lands appropriated for such purposes and uses.

"Shellwood Water System Service Area" means the service area established and defined by bylaw within which the **District** manages and operates a Community Water System.

"Building Service" means a water pipe extending from the property line to the plumbing system at the building or buildings on the subject property whether for domestic, or fire use.

"Capable of Connection" means that the parcel of land abuts a street, lane, public water right-of-way or easement, upon or under which there is a main water pipe with excess capacity and that the service connection will have adequate cover at the property line.

"Committee" means a standing committee, comprised of representatives from the **Regional Board**, which the Engineering and Environmental Services Department reports to.

"Consumer" means the **Owner** or occupant of property which is serviced by, connected to and uses **District Water**.

"District" means the Cowichan Valley Regional District.

"District Water" means water carried by the **Shellwood Water System**.

"Extension" means an extension to the main water pipe forming part of the **Shellwood Water System**.

"Main Water Pipe" means a pipe forming part of the public distribution system.

"Manager" means the person duly appointed General Manager of the Engineering and Environmental Services Department by the **Regional Board**, or his designate.

"Metered Water" means **District Water** supplied to **Consumers** through meters.

"Owner" means the person or persons holding a fee simple or equitable interest in land.

"Parcel Tax" means an annual tax levied on each parcel of land within the **Shellwood Water System Service Area** and as established by a separate bylaw.

"Private Water Supply System" means an assembly of pipes, fittings, valves, equipment and appurtenances that supplies water from a private source.

"Regional Board" means the Board of Directors of the Cowichan Valley Regional District

"Treasurer" means the person duly appointed Treasurer by the Regional Board, or his duly appointed delegate.

"Unit" means an "area within" a building which is segregated and self-contained and, in the case of multiple units, the units may be owned or rented by different persons or organizations.

"Unmetered Fire Line" means a **Water Service** supplying **Unmetered Water** directly to **Consumers** for purposes of fire protection and does not include a watermain serving fire hydrants owned and maintained by the **District**.

"Unmetered Water" means **District Water** supplied to **Consumers** without the use of meters.

"Water Charges" means the charges set out in Schedules A, B, C, D, E, F, and G to this bylaw.

"Water Meter" means a device used for measuring water consumption and used for revenue purposes by the **District**.

"Water Rates" means the rates set out in Schedules A, B, C, D, E, F, and G to this bylaw.

"Water Service" means the conduit connecting a watermain, which is part of the **Shellwood Water System**, to a building or buildings whether for domestic or fire purposes and such conduit shall consist of a **Water Service Connection** and a **Building Service**.

"Water Service Connection" shall mean the water pipe and its integral appurtenances that are placed (and generally at right angles thereto) from the watermain to near the **Owner's** property line or edge of statutory right-of-way and includes the curb stop and meter.

"Water Service Connection Charge" means the charges as set out in Schedule A.

3. ADMINISTRATIVE POLICY

1. (a) The responsibility for the construction, operation and maintenance of the **Shellwood Water System** is hereby vested in the **Manager** who shall operate the same under the established policy of the **Regional Board**.
- (b) No construction, operation or maintenance work of any kind or nature not specifically authorized by this bylaw shall be performed on the whole or any part of the **Shellwood Water System** except as authorized in writing by the **Manager**.
- (c) Ownership Of Water System - All water pipes, connections, appurtenances or facilities required for water distribution to the **Owner's** property line which are constructed, whether at the **Owner's** expense or **District** expense in present or future public highways or within **District** right-of-way or property, shall be the property of the **District**.
2. (a) The **District** may supply **District Water** as circumstances, equipment and water supply permit.
- (b) No **District Water** shall be supplied to any parcel of land or buildings outside of the **Shellwood Water System Service Area** except by special agreement with the **District**.

- (c) All reasonable efforts will be made to ensure a supply of **District Water** to the consumer; however, the **District** does not guarantee to the **Consumer** an uninterrupted supply of **District Water** or that any standard of water pressure, water quantity or water quality will be met or maintained nor shall any failure to provide an uninterrupted supply of **District Water** or to meet any such standard be construed as neglect on the part of the **District**.
3. Any person authorized by the **Manager** shall have free access at all reasonable times, and upon reasonable notice being given to all parts of every building, chamber or other facility to which **District Water** is supplied, to inspect, observe, measure, sample and test any **Building Service** and its appurtenances within or without the building in order to ascertain whether or not the provisions of this bylaw are being obeyed.
 4. (a) The **Manager** may upon reasonable notice shut off water within all or any part of the **Shellwood Water System**, however, in emergency situations, notice may not be given.

(b) The **District** is not liable for damages caused by the breaking of any **Water Service**, watermain or appurtenance.
 5. In the event of water shortage, the **Manager** may prescribe restrictions on the consumption, hours of consumption, and use of **District Water**.
 6. Any person(s) before proceeding with, or authorizing, any construction which is proposed to be located under, across or along any watermain or other water works forming part of the **Shellwood Water System** shall notify the **Manager** in writing of his intention to proceed with the same, and if, in the opinion of the **Manager**, it becomes necessary to support or relocate such watermain or other water works, the cost of supporting or relocating the watermain or other water works shall be charged against that person and the **Manager** shall have the power to supervise and direct the supporting or relocating of such watermains or other water works.
 7. Any person(s) who has proceeded with, or who has authorized any construction which is located under, over, across or along any watermain or other water works forming part of the **Shellwood Water System** shall be liable for any damage caused by such construction. If the damage is not remedied to the satisfaction of the **Manager** in a reasonable time as determined by him, the **Manager** may have such damage repaired, upon giving notice to such person(s), and the cost of the repairs shall be borne by such person(s).

4. WATER RATES, CHARGES AND REVENUES

1. (a) Revenues for the **Shellwood Water System** may be raised by **Water Rates**, **Water Charges** and **Parcel Taxes**.
- (b) If in any fiscal year the revenues generated by the rates and charges set out in subsection (a) do not meet the expenditures of the **Shellwood Water System Service Area**, the deficit may be covered by a duly authorized increase in any or all of the charges set out in subsection (a) for the succeeding fiscal year.
- (c) All revenue raised by the methods herein described or authorized shall be applied to the **Shellwood Water System**.
2. (a) **Consumers of Metered Water** shall be billed on the basis of their consumption of **District Water** and shall be charged **Water Rates** in accordance with Schedule B.
- (b) **Consumers of Unmetered Water** shall pay the **Water Charges** set out in Schedule C.
- (c) **Consumers with Unmetered Fire Lines** shall pay the **Unmetered Fire Line Rates** set out in Schedule D.
- (d) Persons requiring the miscellaneous services set out in Part 8 of this bylaw shall pay the **Water Charges** set out in Schedule G for such services.
- (e) No charge will be made for the volume of **Unmetered District Water** used for fire protection purposes or the testing of fire protection equipment.
3. (a) The Rates and Charges set out in Schedules A, B, C, D, E, F and G shall be subject to periodic review by the **Manager** and the Electoral Area Services **Committee** may make recommendations on the revision of the said Schedules to the **Regional Board**.
- (b) Schedules A, B, C, D, E, F and G may be revised by bylaws enacted by the **Regional Board**.

5. METERED WATER SERVICE

1. (a) All **Water Services** shall be metered unless otherwise directed by the **Manager**.
- (b) All **Consumers** shall be responsible for providing suitable plumbing for the installation of a **Water Meter**.
- (c) The **Water Meter** shall be installed on the **Water Service Connection** in a readily accessible location in close proximity to the property lines or location approved by the **Manager**.
- (d) The rates shall be due and payable at the offices of the **District** on or before the date shown in Schedule E of this bylaw.

- (e) When a new **Water Service Connection** is installed, the water rate levied shall be prorated in accordance with appropriate charges set out in Schedule B and shall be computed as follows:
- i) Existing building – from the month following the month in which the **Water Service Connection** is completed, or one month after the water application is completed.
 - ii) New building – two months after the insulation inspection for the building has been completed, or at the discretion of the **Treasurer**.
- (f) **Water Meters** shall be installed, sealed, maintained, repaired and disconnected only by employees or agents of the **District**, or other persons duly authorized by the **Manager**.
- (g) The **District** shall not be responsible for any damage to buildings or property occasioned by, or in the course of, the installation, maintenance, repair or disconnection of any **Water Meter** or **Water Service Connection** provided that reasonable care has been taken by the employees or agents of the **District**, or other persons duly authorized by the **Manager**, in the course of such installation, maintenance, repair or disconnection.
- (h) Where a metered **Water Service** is in use, all **District Water** consumed on the property shall pass through the **Water Meter** authorized by the **District** for use on the property unless the water in question is authorized by this bylaw for unmetered use.
- (i) Where an **Unmetered Fire Line** is provided, no water shall be taken other than for fire protection or testing of the fire protection system unless authorized by the **Manager**.
- (j) Only one **Water Meter** shall be installed on a **Water Service** whether the **Water Service** serves a single building or a number of buildings on a lot, parcel or block of land unless otherwise approved by the **Manager**. For the purposes of this section, each half of a semi-detached dwelling and each unit of street townhouses or street link houses is to be considered a single building.
- (k) If a **Consumer** now receiving **Unmetered Water** requests that a **Water Meter** be installed on his water service connection, the **Manager** may, at his discretion, comply with such request with all related cost to be borne by the **Consumer**.
- (l) At the time of applying for an Application for **Water Service**, the **Applicant** shall deposit an amount equal to the **Water Service Connection Charge** plus the **Manager's** estimated cost of providing the **Water Service Connection**.
2. (a) If the **Manager** directs that the **Water Meter** be installed in a meter chamber, the meter chamber shall be constructed and maintained by the **Consumer** in a manner satisfactory to the **Manager** and shall be kept accessible and safe to the employees or agents of the **District**.

- (b) The **Consumer** shall pump all water from the meter chamber if required by the **Manager**.
 - (c) The size of **Water Meters** to be installed shall be approved by the **Manager**.
 - (d) Unless otherwise approved by the **Manager**, no pipe connection shall be made to a **Water Service** other than after the outlet side of a **Water Meter**, except where required by the **Manager**, properly valved and sealed by-passes around the **Water Meter** shall be provided by and at the expense of the **Consumer**.
 - (e) **Consumers** shall immediately notify the **Manager** of any breakage, stoppage or irregularity in a **Water Meter** and/or a **Building Service** and/or the plumbing system or fixtures within the building or buildings.
3. (a) All **Water Meter** readings shall be performed under the co-ordination and control of the **Manager**.
- (b) **Water Meter** readings may be performed by duly authorized employees or agents of the **District** who must carry with them, while performing **Water Meter** reading duties, identification designating them as employees or agents of the **District**.
 - (c) **Consumers** shall provide to the duly authorized employees or agents of the **District** access to buildings, chambers or other facilities in which **Water Meters** are situated at all reasonable hours and shall facilitate such access in all reasonable ways.
 - (d) **Water Meters** shall be read annually, semi-annually, quarterly, bi-monthly, monthly or at any interval deemed necessary by the **Manager**.
 - (e) The **Treasurer** may estimate the quantity of water used by the **Consumer** since the date of the last accurate meter reading, or the last satisfactory estimate of consumption, and bill the **Consumer** accordingly, under circumstances where:
 - (i) the **Water Meter** is broken, stopped or irregular;
 - (ii) the **Water Meter** or meter seal has been disconnected, altered or tampered with in any way;
 - (iii) the **Water Meter** has been incorrectly read;
 - (iv) the **Water Meter** reading has been incorrectly recorded;
 - (v) a **Water Meter** by-pass has been used or the by-pass seal has been disconnected, altered or tampered with;
 - (vi) the person duly authorized to do so has been unable to obtain a **Water Meter** reading;
 - (vii) it is deemed necessary by the **Treasurer** for any other circumstances.
 - (f) Where the quantity of water used by a **Consumer** has been estimated pursuant to subsection (e), the **Treasurer** may, at the time of the first accurate meter reading subsequent to such estimate, make a new estimate of the quantity of water used by the **Consumer** and increase or decrease the billing to the **Consumer** accordingly.

- (g) Under circumstances where it is in the opinion of the **Manager** expedient to allow a **Consumer** to run water continuously, the **Manager** may authorize such usage and in such cases the **Treasurer** may adjust the **Consumer's** metered billing to conform with the **Consumer's** normal pattern of water use.
4. (a) A **Consumer**, upon written application to the **Manager** may have his **Water Meter** tested.
- (b) Every application for testing shall be accompanied by a deposit of the fee for testing **Water Meters** set out in Schedule G.
- (c) If the **Water Meter** is shown by the test to measure the flow of water within AWWA specifications, the **Consumer** shall be charged the fee for the test set out in Schedule G and the deposit set out in Section 1 shall be credited against that charge.
- (d) If the **Water Meter** is shown by the test to measure the flow of water outside AWWA specifications, whether high or low, no fee shall be charged for the test, the **Consumer's** deposit shall be returned and the **Consumer's** water bill adjusted in an amount to be determined by the **Treasurer** and the **Water Meter** shall be replaced or repaired at the cost of the **District**.

6. WATER SERVICE CONNECTION

1. (a) A person desiring **District Water** and who owns or occupies a building(s) on lands within the **Shellwood Water System Service Area**, which abuts a watermain that is a part of the **Shellwood Water System**, shall apply to have his building(s) connected to the watermain.
- (b) No connection shall be made to the **Shellwood Water System** until an Application for **Water Service** has been completed and approved by the **Manager**.
- (c) An Application for **Water Service** shall be completed on a form provided by the **Manager**, and the information shall be certified to be correct and signed by the **Applicant** or his agent, and shall be completed and approved at least three weeks prior to the date by which connection to the **Shellwood Water System** is requested, or as deemed a reasonable time by the **Manager**.
- (d) Where a **Water Service Connection** is to be installed as part of an **Unmetered Fire Line**, or for any use other than single family residential use, or where the proposed **Water Service Connection** is greater than 25 mm in diameter, detailed plans of the **Water Service** or **Unmetered Fire Line** acceptable to the **Manager** shall be submitted with each Application for **Water Service**.
- (e) An Application for **Water Service** shall be accompanied by a payment equal to the **Water Service Connection** charge plus a deposit in accordance with the conditions and requirements as set out in Schedule A. The deposit shall be applied against the actual cost of the **Water Service Connection** installation.

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- (f) The **Manager** may refuse approval of an Application for **Water Service** where, in his opinion, the **Shellwood Water System** may be adversely affected, where, in his opinion, there is insufficient water supply available or where a watermain does not abut the **Applicant's** lands.
- (g) Every **Water Service Connection** shall be installed prior to installation of the **Building Service**. The **District** shall not be responsible for meeting the location or for connecting to an existing **Building Service** installed prior to the installation of the **Water Service Connection**.
2. An Application for **Water Service** must be completed prior to connecting the **Building Service** to the **Water Service Connection** for each separate **Water Service Connection** in housing developments built on lands subject to registered plans of subdivision where the **Water Service Connection** has been provided by the subdivider. The Application for **Water Service** will be issued at a charge set forth in Schedule A to the subdivider under these circumstances.
3. (a) Where the **Owner** of property wishes to re-use an abandoned **Water Service Connection** that previously served a building on the **Owner's** property, the **Owner** shall apply to re-use the **Water Service Connection** and such application shall require the inspection of the **Water Service Connection**. The **Owner** shall pay the inspection fee set out in Schedule A, expose the **Water Service Connection** and prepare it for inspection, and the **Manager** may, upon inspecting such **Water Service Connection**, refuse to allow the re-use of it if, in the **Manager's** opinion, it is defective. The **Manager's** opinion on this matter shall be final.
- (b) Where the **Manager** has deemed an abandoned **Water Service Connection** defective, the **Owner** shall apply for a new **Water Service Connection** and pay the charge or deposit as set out in Schedule A.
4. (a) **Building Services** shall be installed in accordance with the requirements of the British Columbia Plumbing Code, as amended from time to time, and shall be constructed by the **Owner** entirely at the **Owner's** expense.
- (b) The **Building Service** shall be maintained and repaired by the property **Owner** at his sole expense. Whenever a malfunction occurs in the **Building Service** or **Water Service Connection**, the **Owner** or occupier of the premises served shall first determine that the failure is not located in the **Building Service** before notifying the **Manager** who shall, as soon as practicable, arrange to have the **Water Service Connection** restored to serviceable condition.
5. (a) All work involved in the installation and maintenance of **Water Service Connections** shall be performed only by duly authorized employees or agents of the **District**.
- (b) Every **Water Service Connection** is to be laid, as nearly as practical, in a generally straight line and at a right angle to the watermain.

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- (c) Where the **Applicant** for a **Water Service Connection** indicates in his application a desired location for the **Water Service Connection**, the **Water Service Connection** will be located as indicated providing the proposed location is approved by the **Manager**.
 - (d) Where the **Applicant** for a **Water Service Connection** does not indicate in his application a desired location for the **Water Service Connection**, the **Water Service Connection** will be located as determined by the **Manager** and if the **Applicant** subsequently requires a relocation of the **Water Service Connection**, such relocation shall be at the expense of the **Applicant**.
 - (e) No **Water Service** shall be installed in, over or across the property of another person or located on an easement in favour of one **Owner** to another except by the written consent of the **Owners** concerned and the approval of the **Manager**.
 - (f) Only one **Water Service** shall be installed for each lot, block or parcel of land unless otherwise approved by the **Manager**.
 - (g) A **Water Service** shall be installed to each unit of semi-detached buildings, street townhouses and street link houses, except for townhouses registered under the British Columbia Strata Property Act.
 - (h) Where more than one lot, block or parcel of land under separate ownership are served by a single **Water Service**, the **Manager** may order the affected **Consumers** to disconnect from the single **Water Service** and to conform to Item (f) above, and all costs including those for installing new **Water Service Connections** shall be borne by the **Consumers**.
6. When a **Consumer** requires the **Water Service Connection** to his land or premises to be replaced, the existing **Water Service Connection** shall be disconnected and the cost of disconnecting the **Water Service Connection** as set out in Schedule A, shall be borne by the **Consumer**.
 7. When the **Manager** determines that a **Water Service Connection** is no longer required and can be abandoned, the **Water Service Connection** shall be disconnected at the watermain and the cost of the disconnection, as set out in Schedule A, shall be borne by the **Owner** of the lot, block or parcel of land, which the **Water Service Connection** served, or was intended to serve or as otherwise directed by the **Manager**.
 8. (a) The **Consumer** is responsible for the repair or replacement of a leaking or defective **Building Service** or appurtenance and if, after written notice, it is not remedied in reasonable time, the water supply may be temporarily interrupted until the necessary repairs are completed to the satisfaction of the **Manager** and the cost of such repair or replacement shall be borne by the **Consumer**.
 - (b) The **Manager** may turn off or restrict the supply of water to any building in which any leaking or defective pipe, tap or fixture, or any cross connection exists and shall require that the pipe, tap or fixture be repaired or replaced by the **Consumer** in such manner as the **Manager** may approve before the water is turned fully on again.

7. USE OF WATER SERVICE FOR FIRE PROTECTION

1. (a) No person other than duly authorized employees or agents of the **District** or Local Fire Department shall operate or use any **District** or private fire hydrant.
- (b) The **Manager** may, by means of a "Hydrant Permit" issued by him, authorize the use of a specified **District** or private hydrant for a specified time under specified conditions, including the supervision of such use by the **Manager**, at the charges set out in Schedule F.
2. (a) The **Manager** may approve the supply of **District Water** to **Consumers** within the **Shellwood Water System Service Area** who have **Unmetered Fire Lines** for fire protection purposes and such water may serve private fire hydrants, automatic sprinkler systems and standpipes.
- (b) An **Unmetered Fire Line** shall be separate from the domestic **Water Service**. An **Unmetered Fire Line** and a **Water Service Connection** may be combined within a public road allowance or easement providing separation takes place within the public road allowance or easement and providing a valve is installed on each branch within the public road allowance or easement.
- (c) An **Unmetered Fire Line** whether separate or combined with a domestic **Water Service** as in (b), shall be isolated to prevent back flow in accordance with the current British Columbia Building Code and the British Columbia Plumbing Code and other applicable regulations.
- (d) No **Private Water Supply System** shall be interconnected with the **Shellwood Water System**.
- (e) Private fire hydrants shall be maintained by the **Consumers** thereof to the satisfaction of the **Manager** and such **Owners** may be required from time to time to establish to the satisfaction of the **Manager** that such hydrants are sound, do not leak and are in good operating order.
- (f) **Unmetered fire lines** shall be utilized for no other purpose than fire fighting without written permission from the **Manager**.

8. MISCELLANEOUS SERVICES AND REQUIREMENTS

1. (a) The **Manager** shall at the request of a **Consumer** turn the **Consumer's** supply of **District Water** "off" or "on" and the **Consumer** shall pay a fee for this service as prescribed in Schedule G.
- (b) A **Consumer** who has had his supply of **District Water** turned off shall not be required to pay the **Water Charges** while such supply is turned off, provided the "water off" charges as described in Schedule G have been paid.

2. The **Treasurer** shall, upon written request in respect to each separate parcel of land or buildings, furnish any **Applicant** with a written verification showing the arrears of **Water Charges** due on, or in respect of, any parcel of land or buildings up to the date to which such water charges were last computed, the duration of the last billing period, and the net amount billed during that period.
3. In the event of a **Building Service**, an **Unmetered Fire Line** located on private property, or a private fire hydrant becoming frozen, the **Consumer** shall notify the **Manager** and shall take steps to have such **Building Service**, Fire Line or hydrant thawed. The repair costs for damages caused by the thawing operation shall be assumed by the **Consumer**.
4. (a) Anti-tampering devices shall be installed on hydrants when deemed necessary by the **Manager**.

(b) Where anti-tampering devices are installed on hydrants in new developments such as industrial or residential subdivisions, the cost of purchasing, installing and maintaining such devices shall be borne by the developer or **Owner**.
5. Plants, shrubs, trees, hedges, fences and other structures shall not be so close to a meter box, hydrant or valve box as to obstruct the siting of, or access to, the hydrant, air relief, **Water Meter**, or valve box by duly authorized employees or agents of the **District**.
6. A driveway shall be constructed no closer than 1 metre from a hydrant.

9. BILLING & COLLECTING WATER RATES & WATER CHARGES

1. (a) All **Water Rates** and **Water Charges**, as set out in Schedules B and C, shall be payable for water consumed and services provided and shall be due and payable when rendered.

(b) Regular billings for **Water Charges** may be rendered annually, semi-annually, quarterly, bi-monthly, monthly or at any other periodic interval as set out in Schedule E, or as determined by the **Manager**.

(c) The **Treasurer** may with reasonable notice advance or delay any regular billing of **Water Rates** or **Water Charges**.

(d) To protect the **District** against potential losses from unpaid water billings, the **Treasurer** may, at his discretion, demand in writing, a security deposit by way of cash, certified cheque, letter of credit or guarantee from an **Owner** from whom delinquent charges and fees cannot be applied to property taxes.

(e) The amount of the security deposit shall be no less than an amount equal to a **Consumer's** estimated water bill for a period of 180 days.
2. (a) All water bills shall be distributed to the **Consumer** by ordinary, prepaid mail or by any other means as deemed expedient and necessary by the **Treasurer**.

- (b) **Water Rates** and **Water Charges** may at the discretion of the **Treasurer** be charged and billed to:
 - (i) the person requesting that water services be provided, or
 - (ii) the person in occupation of the building serviced by the **Shellwood Water System**, or
 - (iii) the **Owner** of the building served by the **Shellwood Water System**.
- (c) All **Water Rates** and **Water Charges** for services rendered to buildings having multiple units shall be charged and billed to the **Owner** of the property unless otherwise directed in writing by the **Treasurer**.
- (d) All **Water Rates** and **Water Charges** for services rendered to buildings registered under The Condominium Act shall be billed to the Condominium Corporation unless otherwise directed in writing by the **Treasurer**.
- (e) Payment may be made, with no additional service charge, by personal cheque through the mail, by personal cheque, cash or debit in person at the **District** office or at any location or via internet or telephone banking as directed by the **Treasurer**.

10. EXTENSIONS TO THE LOCAL SERVICE (WATER SUPPLY) AREA

1. (a) Applications and Fees:
Where, after a review of a request for servicing, the **Manager** has determined the need for an **Extension** to the **Shellwood Water System** in order to provide **District Water** to property located within the boundaries of the Shellwood Water System Service Area, the **Owner** of the property shall make written application for an **Extension** to the **Manager**.

The application shall be accompanied by the fee as set out in Schedule A.
- (b) Approval:
Following a review of the proposed **Extension** of the **Shellwood Water System** the **Manager** shall advise the **Applicant** in writing if the **Extension** is approved or denied.
- (c) Conditions:
An approved **Extension** to the **Shellwood Water System** may proceed provided the **Applicant** complies with the following conditions:
 - i. The **Applicant** shall complete a **Water Service Connection** Application for each and every **Unit** or parcel of land to be serviced together with the applicable **Water Service Connection Charge**.
 - ii. Where the **Manager** concludes the **Extension** will be undertaken by the **District**, the **Applicant** shall deposit with the **District** monies in the amount of the estimated cost of both the **Extension** and the required **Water Service Connection** as determined by the **Manager**.

- iii. Where the **Manager** grants a request by the **Applicant** for an **Extension** to be undertaken by others considered in the opinion of the **Manager** to be professionally competent, then the **Applicant** shall ensure that the work complies with the plans and specifications submitted by the **Applicant** and approved for construction by the **Manager**. Following completion of the **Extension** and other related work, the **Applicant** shall submit "As Constructed" drawings in a format acceptable to the **Manager** together with written verification that the completed work complies with the requirements of the **District**. The **Applicant** shall guarantee the work for a period of two years from the date this work is accepted by the **Manager**. The **Manager** may require certification of the above by a Professional Engineer registered in the Province of British Columbia.
- iv. The pipe size of the **Extension** shall not have less than a 150 mm inside diameter and shall include all appurtenances as determined by the **Manager**, including, but not limited to, main line valving and fire hydrants. The **Manager** may allow a 100 mm inside diameter **Extension** on a cul-de-sac, which in the opinion of the **Manager** has fire protection.
- v. The point at which the **Extension** may connect to the **Shellwood Water System** shall be determined by the **Manager**.
- vi. The **Extension** to the **Shellwood Water System** shall extend across the entire frontage of the property to be serviced by the **Extension** unless otherwise approved in writing by the **Manager**.
- vii. The final cost to the **Applicant** shall include all costs directly or indirectly associated with the **Extension** including, but not limited to the following items:
 - design
 - preparation of drawings, specifications and tender documents
 - approval applications to other agencies
 - survey and layout
 - legal fees
 - supervision and inspection
 - site restoration
 - upgrade of the Service Area to accommodate the proposed development
 - testing, disinfection and sampling.

11. OFFENCES AND SANCTIONS

1. Every person who:
 - (a) hinders or interrupts, or causes or procures to be hindered or interrupted, the **District**, or any of its officers, contractors, employees or agents, in the exercise of any of the powers conferred by this bylaw;

- (b) lets off or discharges water so that the water runs to waste out of the **Shellwood Water System** unless duly authorized to do so, in writing, by the **Manager**;
 - (c) being a consumer, tenant, occupant, or inmate of any house, building or other place supplied with water from the **Shellwood Water System**, lends, sells, or disposes of the water, gives it away, permits it to be taken or carried away, uses or applies it to the use or benefit of another, or to any use and benefit other than his own, increases the supply of water agreed for, or improperly wastes the water;
 - (d) without lawful authority, opens or closes or tampers with any hydrant, valve, curb stop or other appurtenances or obstructs the free access to any hydrant, valve, service box, chamber, pipe, or hydrant-chamber or other appurtenances by placing on it any building material, rubbish, or other obstruction;
 - (e) throws or deposits any injurious, noxious or offensive matter into the water of the **Shellwood Water System**, or upon the ice, if the water is frozen, or in any way fouls the water or commits any damage, or injury to the works, pipes, or water, or encourages the same to be done;
 - (f) removes or alters any **Water Meter** or meter seal or opens any **Water Meter** bypass placed upon any **Building Service** or connected therewith, within or without any building or other place, so as to lessen or alter the amount of water registered;
 - (g) lays or causes to be laid any pipe or main to communicate with any pipe or main of the **Shellwood Water System**, or in any way obtains or uses the water without the written consent of the **Manager**;
 - (h) obstructs or refuses entry to any employee or agent of the **District** in the discharge of any duty under this bylaw;
 - (i) establishes, maintains or uses any connection to any part of the **Shellwood Water System** whereby foreign matter, non-potable water, or water from a **Private Water Supply System** may enter the **Shellwood Water System**;
 - (j) fails to notify the **Manager** of any breakage, stoppage or irregularity in any **Water Meter** for which he is responsible;
 - (k) fails to obey any restriction on consumption, hours of consumption and use of water pursuant to Part II, Section 5 of "CVRD Bylaw No. 3209 - Ticket Information Authorization Bylaw, 2008"; or
 - (l) contravenes any section of this bylaw, is guilty of an offence and on summary conviction is liable to a fine of not more than \$2,000.00 or may be imprisoned, without the option of a fine, for a term of not more than one month.
2. In addition to all other sanctions and remedies provided in this bylaw, the **Manager** may turn off or restrict the supply of water to any **Consumer** where such **Consumer** has violated any of the provisions of this bylaw and may refuse to restore normal service until the violation complained of has been terminated or remedied.

- 3. That pursuant to the Local Government Act, any rates, charges and/or fees which remain unpaid after December 31 in any year shall be deemed to be taxes in arrears on the property concerned, with interest on those taxes in arrears calculated in accordance the Local Government Act.

12. REMAINDER OF BYLAW TO REMAIN INTACT

In the event that any portion of this bylaw is declared *ultra vires* by a Court of competent jurisdiction, then such portion shall be deemed to be severed from the bylaw to the intent that the remainder of the bylaw shall continue in full force and effect.

READ A FIRST TIME this _____ day of _____ , 2012.

READ A SECOND TIME this _____ day of _____ , 2012.

READ A THIRD TIME this _____ day of _____ , 2012.

ADOPTED this _____ day of _____ , 2012.

Chairperson

Corporate Secretary



C·V·R·D

SCHEDULE A

TO CVRD BYLAW NO. 3644

WATER SERVICE CONNECTION CHARGES

1. Water Service Connection

.1 EXISTING LOT (permits servicing of one unit or building):

(a) An application for **Water Service** shall be accompanied by a payment equal to the **Water Service Connection Charge** of:

19-mm diameter connection	\$300.00
25-mm diameter connection	\$450.00

plus a deposit in the amount of the **Manager's** estimate to complete such works. The above charges and deposit must be received by the Cowichan Valley Regional District before the work can be scheduled. The deposit will be applied against the actual cost of the **Water Service Connection** installation.

(b) Where the **Water Service Connection** has been installed by the subdivider entirely at his cost and the **Water Service Connection Charge** for each connection has been prepaid, the **Applicant** for **Water Service** shall not be required to pay any additional fees.

.2 EXISTING LOT TO BE SUBDIVIDED:

(a) Lot presently serviced:

- *First lot exempt.....	n/a
- Each additional lot created	\$3,500.00

*Where the existing **Water Service Connection** is not utilized, the **Subdivider** will pay a **Water Service Connection Charge** of \$300.00

(b) Lot not presently serviced:

- First lot...\$300.00	
- Each additional lot created	\$3,500.00

(c) Pre-installed Water Connection – where the **Water Service Connection** has been installed by the subdivider entirely at his own cost, but the **Water Service Connection Charge** has not been prepaid, then the **Applicant** for **Water Service** shall be required to pay the **Water Service Connection Charge** of \$3,500.00.

.../2

.3 ADDITIONAL UNITS OR BUILDINGS:

Where a **Water Service Connection** is to be installed to additional **Units** or buildings on an existing lot and the lot is:

- (a) Vacant: First **Unit** or building n/a
(included under Sub-Section 1.1)
Each additional unit or building \$3,500.00
- (b) Presently Occupied and Serviced
Each additional **Unit** or building \$3,500.00

2. Disconnection of a Water Service Connection

Where a **Water Service Connection** is to be abandoned and must be disconnected as determined by the **Manager**, the cost to the **Owner** of the property serviced shall be based on the actual cost to complete the work required, **plus a 10% administration charge.**

3. Re-use of Abandoned Water Service Connection

Inspection fee of previously abandoned or disused **Water Service Connection**: \$50.00.

4. Extension to Service Area

Where an **Extension** to the **Shellwood Water System** is required, the **Owner** of the property to be serviced shall, upon application for an **Extension**, pay the fee as calculated below:

- .1 Applications to Serve Residential Developments:
- A fee of \$500.00 plus \$50.00 per dwelling unit to be created by the development.
- .2 Applications to Serve Industrial and Commercial Developments:
-A fee of \$500.00 plus \$100.00 per hectare (or part thereof) of land proposed to be serviced.



SCHEDULE B
TO CVRD BYLAW NO. 3644
METERED WATER RATES AND CHARGES

The **Consumer** of **District Water** supplied through **Water Meters**, shall pay the minimum charge set out in subsection (b) below. A 10% discount will be applied for timely payment.

Water Rates and Charges per Classification per six (6) month period:

CLASSIFICATION	USER CHARGES			
	Water Use	Charge		
Group A				
Single Family Dwelling: Per Dwelling	0 - 200 m ³	\$ 200.00		
Laundromat: Minimum charge for each washing machine	201 - 300 m ³	\$ 200.00	+ 1.00	per m ³ over 200 m ³
Elementary/Middle School: Minimum charge per 20 students or portion thereof	301 - 400 m ³	\$ 300.00	+ 1.50	per m ³ over 300 m ³
	over 400 m ³	\$ 450.00	+ 2.25	per m ³ over 400 m ³
Group B				
Apartment: Per Unit	0 - 160 m ³	\$ 150.00		
Mobile/Modular Home Park: Per Unit	161 - 240 m ³	\$ 150.00	+ 1.00	per m ³ over 160 m ³
	241 - 320 m ³	\$ 230.00	+ 1.50	per m ³ over 240 m ³
	over 320 m ³	\$ 350.00	+ 2.25	per m ³ over 320 m ³
Group C				
Commercial: Minimum charge for each 10 employees or portion thereof per shift	0 - 130 m ³	\$ 120.00		
	131 - 195 m ³	\$ 120.00	+ 1.00	per m ³ over 130 m ³
	196 - 260 m ³	\$ 185.00	+ 1.50	per m ³ over 195 m ³
	over 260 m ³	\$ 282.50	+ 2.25	per m ³ over 260 m ³
Group D				
Continuing Care Facility: Minimum charge for each bed	0 - 100 m ³	\$ 100.00		
	101 - 150 m ³	\$ 100.00	+ 1.00	per m ³ over 100 m ³
	151 - 200 m ³	\$ 150.00	+ 1.50	per m ³ over 150 m ³
	over 200 m ³	\$ 225.00	+ 2.25	per m ³ over 200 m ³
Group E				
RV Trailer Park/Campground-Site Connected to Sewer: Per service pad or Site	0 - 67 m ³	\$ 66.67		
	68 - 100 m ³	\$ 66.67	+ 1.00	per m ³ over 67 m ³
Restaurant: Per 10 seats or patrons, or portion thereof	101 - 133 m ³	\$ 99.67	+ 1.50	per m ³ over 100 m ³
Hotel/Motel: per housekeeping unit	over 133 m ³	\$ 149.17	+ 2.25	per m ³ over 133 m ³

Group F Bed & Breakfast House: includes the minimum charge for a single family dwelling unit as defined in Group A above, plus a minimum charge per each Guest Room	0 - 40 m ³	\$ 40.00				
	41 - 60 m ³	\$ 40.00	+	1.00	per m ³ over	40 m ³
	61 - 80 m ³	\$ 60.00	+	1.50	per m ³ over	60 m ³
	over 80 - m ³	\$ 90.00	+	2.25	per m ³ over	80 m ³
Group G RV Trailer Park/Campground-Site not Connected to Sewer: Per service pad or Site	0 - 20 m ³	\$ 20.00				
	21 - 30 m ³	\$ 20.00	+	1.00	per m ³ over	20 m ³
	31 - 40 m ³	\$ 30.00	+	1.50	per m ³ over	30 m ³
	over 40 - m ³	\$ 45.00	+	2.25	per m ³ over	40 m ³
Group H High School: Minimum charge per 20 students or portion thereof per shift	0 - 270 m ³	\$ 250.00				
	271 - 405 m ³	\$ 250.00	+	1.00	per m ³ over	270 m ³
	406 - 540 m ³	\$ 385.00	+	1.50	per m ³ over	405 m ³
	over 540 - m ³	\$ 587.50	+	2.25	per m ³ over	540 m ³
Group I Hotel/Motel: per room or suite	0 - 50 m ³	\$ 50.00				
	51 - 75 m ³	\$ 50.00	+	1.00	per m ³ over	50 m ³
	76 - 100 m ³	\$ 75.00	+	1.50	per m ³ over	75 m ³
	over 100 - m ³	\$ 112.50	+	2.25	per m ³ over	100 m ³
Group J Licensed Premises: Per 10 seats or portion thereof	0 - 83 m ³	\$ 80.00				
	84 - 125 m ³	\$ 80.00	+	1.00	per m ³ over	83 m ³
	126 - 167 m ³	\$ 122.00	+	1.50	per m ³ over	125 m ³
	over 167 - m ³	\$ 185.00	+	2.25	per m ³ over	167 m ³

UNDETECTED LEAKS

User Charges will be adjusted on a one-time forgiveness basis where an detected leak on the consumer’s property has resulted in water usage greatly exceeding typical usage of water, according to the applicable classification(s), and where there is no indication that water was knowingly allowed to run to waste. Written verification from the consumer describing the nature of the leakage and the action taken to rectify the problem must be shown to the satisfaction of the Manager before the one-time forgiveness will be granted. The water service must be replaced in its entirety, or for longer than typical water services a significant portion of the water service must be replaced, to prevent any re-occurrence of leakage. Consumers are required to report to the Manager within 30 days of the most recent billing date.

The leakage problem must be rectified by the consumer within 30 days upon discovery or notification of the problem. Forgiveness will only be considered for a single billing period. Additionally, a cap of \$1,500.00 per owner is in place for subsequent leaks after the first “forgiveness” of a water overage charge.

USER CLASSIFICATION DESCRIPTIONS**Single Family Dwelling:**

Applies to any connection servicing a single segregated self-contained residential dwelling used for, or intended for, the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities including, but not limited to, a townhouse, semi-detached residential home, duplex or a cabin.

Apartment:

Applies to any connection servicing a multiple occupancy residential building(s) with self-contained and segregated units consisting of two or more rooms used for, or intended for the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities.

Mobile/Modular Home Park:

Applies to a connection servicing land used or occupied for the purposes of providing space for the accommodation of mobile homes either on a rental or ownership basis. A mobile home means any structure containing one dwelling whether ordinarily equipped with wheels, or not, that is designated, constructed or manufactured to be moved from one place to another by being towed, or carried, but not including travel trailers, campers, or other vehicles exempt from the provisions of the Mobile Home Act.

RV Trailer Park/Campground:

Applies to any connection servicing land used or temporarily occupied for the purpose of providing space for the accommodation of recreational vehicles or recreational structures. A recreational vehicle or recreational structure means a vehicle, trailer, coach, tent, structure, or conveyance designed to travel, or be transported on a highway and constructed and equipped to be used as temporary living or sleeping quarters for travelers.

Where individual spaces for the above accommodations are connected directly to a **Sanitary Sewer** disposal system, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

Where individual spaces or sites are not serviced directly by an individual and/or separate **Sanitary Sewer** disposal system, but have the use of common or centrally located sanitary facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

Hotel/Motel:

Applies to any connection servicing a building or structure that contains sleeping units for the overnight accommodation of transient paying guests. Auxiliary assembly, commerce, entertainment, or restaurant uses as well as areas licensed to serve alcoholic beverages and staff accommodation shall pay the charges according to the classification set forth in the applicable schedule(s).

Where units contain cooking facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per housekeeping or kitchenette unit.

Where units contain sleeping and sanitary facilities only, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per room or suite.

Restaurant:

Applies to any connection servicing a building or structure, or segregated self-contained unit used for, or intended to be used for, the commercial sale of refreshments, prepared or assembled food, and/or meals together with non-alcoholic beverages for sale to the public.

Licensed Premises:

Applies to the connection servicing a licensed beverage establishment as governed by the Liquor Licensing Board of British Columbia, and includes, but is not limited to pubs, restaurants, eateries, lounges, cafeterias and private clubs where alcoholic beverages are served.

Laundromat:

Applies to a connection servicing a building, self-contained unit, or separately owned business entity where washing machines are available for public use for a fee or charge.

Commercial:

Applies to a connection servicing a complex, facility, or parcel of land used to manufacture, sell, repair goods, or provide a service including, but not limited to, retail stores, offices, convenience stores, service establishments, and light industrial uses.

Elementary School and High School:

Applies to a connection servicing an institution of learning, or teaching facility, as defined by the School Act.

Continuing Care Facility:

Applies to a connection servicing a multiple occupancy complex providing long-term care, and living accommodations that include residents requiring full-time professional care, including living, sleeping, cooking, and sanitary facilities, but not including an acute care facility.

Bed & Breakfast:

Applies to any connection servicing a single family dwelling, with an accessory use for overnight accommodation for transient paying guests in which breakfast is the only meal served.

Rooming House:

Applies to any connection servicing a single family dwelling with an accessory use of rooms for rent by individuals for living and sleeping, but with common cooking and sanitary facilities shared by the occupants.



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SCHEDULE C

TO CVRD BYLAW NO. 3644

UNMETERED WATER CHARGES

The *Consumer* of *Unmetered District Water* shall pay the charges set out below (A 10% discount will be applied for timely payment).

Water Rates and Charges per Classification per six (6) month period:

	<u>Charge</u>
<i>Single Family Dwelling</i>	\$ 200.00
<i>Laundromat</i>	\$ 200.00
<i>Elementary/Middle School</i>	\$ 200.00
<i>Apartment</i>	\$ 150.00
<i>Mobile Home Park</i>	\$ 150.00
<i>Commercial:</i> Minimum charge for each 10 employees or portion thereof per shift	\$ 120.00
<i>Continuing Care Facility</i> Minimum charge for each bed	\$ 100.00
<i>RV Trailer Park / Campground:</i> Site connected to sewer, per serviced pad or site	\$ 66.67
<i>Restaurants:</i> Minimum charge for each 10 seats or patrons or portion thereof	\$ 66.67
<i>Hotel / Motel:</i> Per Housekeeping Unit:	\$ 66.67
<i>Bed & Breakfast / Rooming House:</i> The minimum charge for such facility shall include the minimum charge for a single family dwelling unit plus a minimum charge for each and every guest room	\$ 40.00
<i>RV Trailer Park / Campground:</i> Site not connected to sewer, per pad or site	\$ 20.00
<i>High School:</i> Minimum charge for the first 20 students or portion thereof	\$ 250.00
<i>Hotel / Motel:</i> Room or Suite, per room or suite	\$ 50.00
<i>Licensed Premises:</i> Minimum charge for each 10 seats or patrons or portion thereof	\$ 80.00

Other:

The minimum charge and the volume of water to be apportioned for a six (6) month period for other types of developments that, in the opinion of the **Manager**, do not fall within the above classifications shall be determined by the **Manager** and his decision shall be final.

Aggregate Allotment:

Where more than one of the above classifications including "**Other**" is in use, or intended for use, then the applicable charges shall be applied to each and every classification.

Single Family Dwelling:

Applies to any connection servicing a single segregated self-contained residential dwelling used for, or intended for the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities including, but not limited to a townhouse, semi-detached, residential home, duplex or a cabin.

Apartment:

Applies to any connection servicing a multiple occupancy residential building(s) with self-contained and segregated units consisting of two or more rooms used for, or intended for the domestic use by one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities.

Mobile/Modular Home Park:

Applies to a connection servicing land used or occupied for the purposes of providing space for the accommodation of mobile homes either on a rental or ownership basis. A mobile home means any structure containing one dwelling whether ordinarily equipped with wheels, or not, that is designated, constructed or manufactured to be moved from one place to another by being towed, or carried, but not including travel trailers, campers, or other vehicles exempt from the provisions of the Mobile Home Act.

RV Trailer Park/Campground:

Applies to any connection servicing land used, or temporarily occupied for the purpose of providing space for the accommodation of recreational vehicles or recreational structures. A recreational vehicle or recreational structure means a vehicle, trailer, coach, tent, structure, or conveyance designed to travel, or be transported on a highway and constructed and equipped to be used as temporary living or sleeping quarters for travelers.

Where individual spaces for the above accommodations are connected directly to a sanitary sewer disposal system, the minimum charge shall be based on the **Allotment** of water as set forth in the applicable schedule(s).

Where individual spaces or sites are not serviced directly by an individual and/or separate sanitary sewer disposal system, but have the use of common or centrally located sanitary facilities, the minimum charge shall be based on the **Allotment** of water as set forth in the applicable schedule(s).

Hotel/Motel:

Applies to any connection servicing a building or structure, which contains sleeping units for the overnight accommodation of transient paying guests. Auxiliary assembly, commerce, entertainment, or restaurant uses as well as areas licensed to service alcoholic beverages and staff accommodation shall pay the charges according to the classification set forth in the applicable schedule(s).

Restaurant:

Applies to any connection servicing a building or structure, or segregated self-contained unit used for, or intended use for the commercial sale of refreshments, prepared or assembled food, and/or meals together with non-alcoholic beverages for sale to the public.

Licensed Premises:

Applies to a connection servicing a licensed beverage establishment as governed by the Liquor Licensing Board to British Columbia, and includes, but is not limited to pubs, restaurants, eateries, lounges, cafeterias and private clubs where alcoholic beverages are served.

Laundromat:

Applies to a connection servicing a building, self-contained unit, or separately owned business entity where washing machines are available to public use for a fee or charge.

Commercial:

Applies to a connection servicing a complex, facility, or parcel of land used to manufacture, sell, repair goods, or provide a service including, but not limited to retail stores, offices, convenience store, service establishment, and light industrial.

Elementary School and High School:

Applies to a connection servicing an institution of learning, or teaching facility, as defined by the School Act.

Continuing Care Facility:

Applies to a connection servicing a multiple occupancy complex providing long-term care, and living accommodations for residents requiring full-time professional care that include living, sleeping, cooking, and sanitary facilities, but not including an acute care facility.

Bed & Breakfast:

Applies to any connection servicing a single family dwelling, with an accessory use for overnight accommodation for transient paying guests in which breakfast is the only meal served.

Rooming House:

Applies to any connection servicing a single family dwelling with an accessory use of rooms for rent by individuals for living and sleeping, but with common cooking and sanitary facilities shared by the occupants.



C·V·R·D

SCHEDULE D

TO CVRD BYLAW NO. 3644

UNMETERED FIRE LINES

(a) The **Consumers** with an **Unmetered Fire Line** shall pay the rates set out in subsection (b) below:

(b) Fire Line Size (mm)	Rates (dollars per month)
25 mm	3.00
38 mm	7.50
50 mm	12.00
75 mm	30.00
100 mm	48.00
150 mm	22.00
200 mm	96.00
300 mm	144.00



SCHEDULE E

TO CVRD BYLAW NO. 3644

METER READING DATES, DUE DATES AND DISCOUNTS

(a) **Meter Reading Dates and Due Dates**

Metered Water connections serving a residential property shall normally be read during regular CVRD business hours, biannually in the Spring and the Fall, as determined by the ***Manager***, with the respective payments payable on the due date specified on the invoice.

Metered Water connections servicing ***Consumers*** with high usage and charges may normally be read during regular CVRD business hours quarterly each year, at the discretion of the ***Manager*** with the respective payment due as specified on the invoice.

In the event the last day of the month falls on a Saturday, Sunday, or Statutory Holiday, the due date shall then be the last business day before the Saturday, Sunday, or the Statutory Holiday.

(b) **Transfer to Taxes**

Amounts remaining outstanding at the close of business on December 31 of each calendar year, shall be added to the property taxes and shall be deemed taxes in arrears on the property in question.



C·V·R·D

SCHEDULE F

TO CVRD BYLAW NO. 3644

HYDRANT PERMIT

The charge for drawing **District Water** from hydrants for purposes other than fire protection shall be as follows:

A deposit of \$300.00 per permit and refundable if the hydrant and appurtenances used in the opinion of the **Manager** have not been damaged.

The minimum charge shall be \$200.00 or the charge when the consumption rate is applied to the amount of water used whichever is the greater.

Consumption Rate: \$4.00 per cubic metre

A hydrant permit shall be permitted at the discretion of the **Manager**.

The **Manager** shall determine and designate which hydrant, if any, shall be used.

Only the designated hydrant may be used unless otherwise approved by the **Manager**.

The **Manager** reserves the right to terminate the use of the hydrant permit at any given time.

Where the actual amount of water used is unknown, the **Manager** may estimate the quantity used and charge accordingly.



C·V·R·D

SCHEDULE G

TO CVRD BYLAW NO. 3644

MISCELLANEOUS CHARGES

1. Testing of Water Meter

An application for testing the **Water Meter** shall be accompanied by a deposit in the amount of: \$50.00

2. Charge to Customer

Where the **Water Meter** is found to measure the flow of water accurately: \$50.00

3. Turning **Water Service** on each time: \$25.00

Turning **Water Service** off each time: \$25.00

Note:

The charges for "turn on" or "turn off" shall **not** be levied where:

1. it is necessary to interrupt the supply of water so as to permit the consumer to correct faults on the building service.
2. the water is to be "turned on" for newly installed or water service connection.



SCHEDULE H
TO CVRD BYLAW NO. 3644
MISCELLANEOUS CHARGES

A flat rate parcel tax of \$58.33 per month will be invoiced to **all** properties within the service area boundary of the Shellwood Water System, pro-rated for the period of the CVRD takeover date to December 31, 2013.

This flat rate charge will be applied on a “one time” basis and will be replaced in 2014 by the application of the Parcel Tax Roll.



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3645

**A Bylaw to Authorize the Preparation of a
Parcel Tax Roll for the Shellwood Water System**

WHEREAS the Board of the Cowichan Valley Regional District established the *Shellwood Water System Service Area* under the provisions of CVRD Bylaw No. 3624, cited as "CVRD Bylaw No. 3624 – Shellwood Water System Service Establishment Bylaw, 2012";

AND WHEREAS the Board of the Cowichan Valley Regional District is empowered under Section 803 of the *Local Government Act* and Section 5 of CVRD Bylaw No. 3624 to recover annual servicing costs by imposing a parcel tax on lands within the service area;

AND WHEREAS it is deemed desirable and expedient to impose a parcel tax on land benefiting from such service to meet such costs;

AND WHEREAS for the purpose of imposing a parcel tax the Board must, pursuant to Section 806.1 of the *Local Government Act*, provide for the preparation of a parcel tax roll for the service area;

NOW THEREFORE the Board of the Cowichan Valley Regional District enacts as follows:

1. CITATION

This bylaw may be cited as "**CVRD Bylaw No. 3645 – Shellwood Water System Parcel Tax Roll Bylaw, 2012**".

2. DEFINITIONS

In this bylaw, unless the context otherwise requires:

"*Parcel*" means any lot, block or other area in which land is held or into which it is subdivided, but does not include a highway.

3. PREPARATION OF PARCEL TAX ROLL

Beginning in the year 2013 and annually thereafter, a parcel tax roll shall be prepared in accordance with Division 4 of Part 7 of the *Community Charter* and will include all parcels of land within the boundary of the Shellwood Water System Service Area.

4. BASIS OF PARCEL TAX

The said parcel tax shall be imposed on the basis of a single amount for each parcel.

READ A FIRST TIME this _____ day of _____ , 2012.

READ A SECOND TIME this _____ day of _____ , 2012.

READ A THIRD TIME this _____ day of _____ , 2012.

ADOPTED this _____ day of _____ , 2012.

Chairperson

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3646

**A Bylaw to Establish a Capital Reserve Fund for the
Shellwood Water System**

WHEREAS the Board of the Cowichan Valley Regional District established the *Shellwood Water System Service Area* under the provisions of the CVRD Bylaw No. 3624, cited as "CVRD Bylaw No. 3624 – Shellwood Water System Service Establishment Bylaw, 2012";

WHEREAS the *Local Government Act* and *Community Charter* empower regional districts to establish reserve funds for specified purposes;

AND WHEREAS the Board wishes to establish a Capital Reserve Fund to be used for the purposes of constructing, altering, extending, replacing and/or upgrading the works of the Shellwood Water System;

NOW THEREFORE the Board of the Cowichan Valley Regional District enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 3646 – Shellwood Water System Capital Reserve Fund Establishment Bylaw, 2012**".

2. ESTABLISHMENT OF FUND

A Capital Reserve Fund to be known as the "*Shellwood Water System Capital Reserve Fund*" is hereby established.

3. PAYMENTS INTO FUND

Money from current revenues or, as available, from general revenue surplus or as otherwise provided by law may be paid into the Capital Reserve Fund.

4. EXPENDITURES FROM FUND

- a) Money in the Capital Reserve Fund, and interest earned on it, shall only be used for expenditures relating to constructing, altering, extending, replacing and/or upgrading the work in the Shellwood Water System Service Area.
- b) The expenditures of funds in the Capital Reserve Fund shall be authorized by bylaw.

READ A FIRST TIME this _____ day of _____ , 2012.

READ A SECOND TIME this _____ day of _____ , 2012.

READ A THIRD TIME this _____ day of _____ , 2012.

ADOPTED this _____ day of _____ , 2012.

Chairperson

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3647

**A Bylaw for the Regulation and Management of the
Carlton Water System**

WHEREAS the Board of the Cowichan Valley Regional District established the Carlton Water System Service Area under the provision of CVRD Bylaw No. 3627, cited as "*CVRD Bylaw 3627 - Carlton Water System Service Establishment Bylaw, 2012*", for the purpose of providing services to a defined portion of Electoral Area B – Shawnigan Lake;

AND WHEREAS it is deemed necessary and expedient that provisions be made for the regulation and management of the water system, and for terms and conditions upon which water services may be provided, and for a tariff of charges for such services;

NOW THEREFORE the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as "**CVRD Bylaw No. 3647 – Carlton Water System Management Bylaw, 2012**".

2. DEFINITIONS

In this bylaw, unless the context otherwise requires:

"Allotment" means the maximum amount of water that may be used by a classification of user to which the minimum user charge for a specific billing period is applied.

"Applicant" means an owner or his agent making application for water services and from whom the District may expect to receive revenue on a continuing basis for this service.

"Carlton Water System" means the water system currently servicing the **Carlton Water System Service Area**, including all **District** water supply plants, intakes, wells, outlets, equipment, water storage tanks and reservoirs, water supply lines, pumping stations, watermains, appurtenances, water service connections, water meters and all other waterworks designated for the supply and distribution of water together with all other works related to the operation of the system, including electrical pumps and components, control systems and signal cable and all lands appropriated for such purposes and uses.

"Building Service" means a water pipe extending from the property line to the plumbing system at the building or buildings on the subject property whether for domestic, or fire use.

"Capable of Connection" means that the parcel of land abuts a street, lane, public water right-of-way or easement, upon or under which there is a main water pipe with excess capacity and that the service connection will have adequate cover at the property line.

"Carlton Water System Service Area" means the service area established and defined by bylaw within which the **District** manages and operates a Community Water System.

"Committee" means a standing committee, comprised of representatives from the **Regional Board**, which the Engineering and Environmental Services Department reports to.

"Consumer" means the **Owner** or occupant of property which is serviced by, connected to and uses **District Water**.

"District" means the Cowichan Valley Regional District.

"District Water" means water carried by the **Carlton Water System**.

"Extension" means an extension to the main water pipe forming part of the **Carlton Water System**.

"Main Water Pipe" means a pipe forming part of the public distribution system.

"Manager" means the person duly appointed General Manager of the Engineering and Environmental Services Department by the **Regional Board**, or his designate.

"Metered Water" means **District Water** supplied to **Consumers** through meters.

"Owner" means the person or persons holding a fee simple or equitable interest in land.

"Parcel Tax" means an annual tax levied on each parcel of land within the **Carlton Water System Service Area** and as established by a separate bylaw.

"Private Water Supply System" means an assembly of pipes, fittings, valves, equipment and appurtenances that supplies water from a private source.

"Regional Board" means the Board of Directors of the Cowichan Valley Regional District

"Treasurer" means the person duly appointed Treasurer by the Regional Board, or his duly appointed delegate.

"Unit" means an "area within" a building which is segregated and self-contained and, in the case of multiple units, the units may be owned or rented by different persons or organizations.

"Unmetered Fire Line" means a **Water Service** supplying **Unmetered Water** directly to **Consumers** for purposes of fire protection and does not include a watermain serving fire hydrants owned and maintained by the **District**.

"Unmetered Water" means **District Water** supplied to **Consumers** without the use of meters.

"Water Charges" means the charges set out in Schedules A, B, C, D, E, F, and G to this bylaw.

"Water Meter" means a device used for measuring water consumption and used for revenue purposes by the **District**.

"Water Rates" means the rates set out in Schedules A, B, C, D, E, F, and G to this bylaw.

"Water Service" means the conduit connecting a watermain, which is part of the **Carlton Water System**, to a building or buildings whether for domestic or fire purposes and such conduit shall consist of a **Water Service Connection** and a **Building Service**.

"Water Service Connection" shall mean the water pipe and its integral appurtenances that are placed (and generally at right angles thereto) from the watermain to near the **Owner's** property line or edge of statutory right-of-way and includes the curb stop and meter.

"Water Service Connection Charge" means the charges as set out in Schedule A.

3. ADMINISTRATIVE POLICY

1. (a) The responsibility for the construction, operation and maintenance of the **Carlton Water System** is hereby vested in the **Manager** who shall operate the same under the established policy of the **Regional Board**.
- (b) No construction, operation or maintenance work of any kind or nature not specifically authorized by this bylaw shall be performed on the whole or any part of the **Carlton Water System** except as authorized in writing by the **Manager**.
- (c) Ownership Of Water System – All water pipes, connections, appurtenances or facilities required for water distribution to the **Owner's** property line which are constructed, whether at the **Owner's** expense or **District** expense in present or future public highways or within **District** right-of-way or property, shall be the property of the **District**.
2. (a) The **District** may supply **District Water** as circumstances, equipment and water supply permit.
- (b) No **District Water** shall be supplied to any parcel of land or buildings outside of the **Carlton Water System Service Area** except by special agreement with the **District**.

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- (c) All reasonable efforts will be made to ensure a supply of **District Water** to the consumer; however, the **District** does not guarantee to the **Consumer** an uninterrupted supply of **District Water** or that any standard of water pressure, water quantity or water quality will be met or maintained nor shall any failure to provide an uninterrupted supply of **District Water** or to meet any such standard be construed as neglect on the part of the **District**.
3. Any person authorized by the **Manager** shall have free access at all reasonable times, and upon reasonable notice being given to all parts of every building, chamber or other facility to which **District Water** is supplied, to inspect, observe, measure, sample and test any **Building Service** and its appurtenances within or without the building in order to ascertain whether or not the provisions of this bylaw are being obeyed.
4. (a) The **Manager** may upon reasonable notice shut off water within all or any part of the **Carlton Water System**, however, in emergency situations, notice may not be given.
- (b) The **District** is not liable for damages caused by the breaking of any **Water Service**, watermain or appurtenance.
5. In the event of water shortage, the **Manager** may prescribe restrictions on the consumption, hours of consumption, and use of **District Water**.
6. Any person(s) before proceeding with, or authorizing, any construction which is proposed to be located under, across or along any watermain or other water works forming part of the **Carlton Water System** shall notify the **Manager** in writing of his intention to proceed with the same, and if, in the opinion of the **Manager**, it becomes necessary to support or relocate such watermain or other water works, the cost of supporting or relocating the watermain or other water works shall be charged against that person and the **Manager** shall have the power to supervise and direct the supporting or relocating of such watermains or other water works.
7. Any person(s) who has proceeded with, or who has authorized any construction which is located under, over, across or along any watermain or other water works forming part of the **Carlton Water System** shall be liable for any damage caused by such construction. If the damage is not remedied to the satisfaction of the **Manager** in a reasonable time as determined by him, the **Manager** may have such damage repaired, upon giving notice to such person(s), and the cost of the repairs shall be borne by such person(s).

4. WATER RATES, CHARGES AND REVENUES

1. (a) Revenues for the **Carlton Water System** may be raised by **Water Rates**, **Water Charges** and **Parcel Taxes**.
- (b) If in any fiscal year the revenues generated by the rates and charges set out in subsection (a) do not meet the expenditures of the **Carlton Water System Service Area**, the deficit may be covered by a duly authorized increase in any or all of the charges set out in subsection (a) for the succeeding fiscal year.
- (c) All revenue raised by the methods herein described or authorized shall be applied to the **Carlton Water System**.
2. (a) **Consumers of Metered Water** shall be billed on the basis of their consumption of **District Water** and shall be charged **Water Rates** in accordance with Schedule B.
- (b) **Consumers of Unmetered Water** shall pay the **Water Charges** set out in Schedule C.
- (c) **Consumers with Unmetered Fire Lines** shall pay the **Unmetered Fire Line Rates** set out in Schedule D.
- (d) Persons requiring the miscellaneous services set out in Part 8 of this bylaw shall pay the **Water Charges** set out in Schedule G for such services.
- (e) No charge will be made for the volume of **Unmetered District Water** used for fire protection purposes or the testing of fire protection equipment.
3. (a) The Rates and Charges set out in Schedules A, B, C, D, E, F and G shall be subject to periodic review by the **Manager** and the Electoral Area Services **Committee** may make recommendations on the revision of the said Schedules to the **Regional Board**.
- (b) Schedules A, B, C, D, E, F and G may be revised by bylaws enacted by the **Regional Board**.

5. METERED WATER SERVICE

1. (a) All **Water Services** shall be metered unless otherwise directed by the **Manager**.
- (b) All **Consumers** shall be responsible for providing suitable plumbing for the installation of a **Water Meter**.
- (c) The **Water Meter** shall be installed on the **Water Service Connection** in a readily accessible location in close proximity to the property lines or location approved by the **Manager**.
- (d) The rates shall be due and payable at the offices of the **District** on or before the date shown in Schedule E of this bylaw.

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- (e) When a new **Water Service Connection** is installed, the water rate levied shall be prorated in accordance with appropriate charges set out in Schedule B and shall be computed as follows:
- i) Existing building – from the month following the month in which the **Water Service Connection** is completed, or one month after the water application is completed.
 - ii) New building – two months after the insulation inspection for the building has been completed, or at the discretion of the **Treasurer**.
- (f) **Water Meters** shall be installed, sealed, maintained, repaired and disconnected only by employees or agents of the **District**, or other persons duly authorized by the **Manager**.
- (g) The **District** shall not be responsible for any damage to buildings or property occasioned by, or in the course of, the installation, maintenance, repair or disconnection of any **Water Meter** or **Water Service Connection** provided that reasonable care has been taken by the employees or agents of the **District**, or other persons duly authorized by the **Manager**, in the course of such installation, maintenance, repair or disconnection.
- (h) Where a metered **Water Service** is in use, all **District Water** consumed on the property shall pass through the **Water Meter** authorized by the **District** for use on the property unless the water in question is authorized by this bylaw for unmetered use.
- (i) Where an **Unmetered Fire Line** is provided, no water shall be taken other than for fire protection or testing of the fire protection system unless authorized by the **Manager**.
- (j) Only one **Water Meter** shall be installed on a **Water Service** whether the **Water Service** serves a single building or a number of buildings on a lot, parcel or block of land unless otherwise approved by the **Manager**. For the purposes of this section, each half of a semi-detached dwelling and each unit of street townhouses or street link houses is to be considered a single building.
- (k) If a **Consumer** now receiving **Unmetered Water** requests that a **Water Meter** be installed on his water service connection, the **Manager** may, at his discretion, comply with such request with all related cost to be borne by the **Consumer**.
- (l) At the time of applying for an Application for **Water Service**, the **Applicant** shall deposit an amount equal to the **Water Service Connection Charge** plus the **Manager's** estimated cost of providing the **Water Service Connection**.
2. (a) If the **Manager** directs that the **Water Meter** be installed in a meter chamber, the meter chamber shall be constructed and maintained by the **Consumer** in a manner satisfactory to the **Manager** and shall be kept accessible and safe to the employees or agents of the **District**.

- (b) The **Consumer** shall pump all water from the meter chamber if required by the **Manager**.
 - (c) The size of **Water Meters** to be installed shall be approved by the **Manager**.
 - (d) Unless otherwise approved by the **Manager**, no pipe connection shall be made to a **Water Service** other than after the outlet side of a **Water Meter**, except where required by the **Manager**, properly valved and sealed by-passes around the **Water Meter** shall be provided by and at the expense of the **Consumer**.
 - (e) **Consumers** shall immediately notify the **Manager** of any breakage, stoppage or irregularity in a **Water Meter** and/or a **Building Service** and/or the plumbing system or fixtures within the building or buildings.
3. (a) All **Water Meter** readings shall be performed under the co-ordination and control of the **Manager**.
- (b) **Water Meter** readings may be performed by duly authorized employees or agents of the **District** who must carry with them, while performing **Water Meter** reading duties, identification designating them as employees or agents of the **District**.
 - (c) **Consumers** shall provide to the duly authorized employees or agents of the **District** access to buildings, chambers or other facilities in which **Water Meters** are situated at all reasonable hours and shall facilitate such access in all reasonable ways.
 - (d) **Water Meters** shall be read annually, semi-annually, quarterly, bi-monthly, monthly or at any interval deemed necessary by the **Manager**.
 - (e) The **Treasurer** may estimate the quantity of water used by the **Consumer** since the date of the last accurate meter reading, or the last satisfactory estimate of consumption, and bill the **Consumer** accordingly, under circumstances where:
 - (i) the **Water Meter** is broken, stopped or irregular;
 - (ii) the **Water Meter** or meter seal has been disconnected, altered or tampered with in any way;
 - (iii) the **Water Meter** has been incorrectly read;
 - (iv) the **Water Meter** reading has been incorrectly recorded;
 - (v) a **Water Meter** by-pass has been used or the by-pass seal has been disconnected, altered or tampered with;
 - (vi) the person duly authorized to do so has been unable to obtain a **Water Meter** reading;
 - (vii) it is deemed necessary by the **Treasurer** for any other circumstances.
 - (f) Where the quantity of water used by a **Consumer** has been estimated pursuant to subsection (e), the **Treasurer** may, at the time of the first accurate meter reading subsequent to such estimate, make a new estimate of the quantity of water used by the **Consumer** and increase or decrease the billing to the **Consumer** accordingly.

- (g) Under circumstances where it is in the opinion of the **Manager** expedient to allow a **Consumer** to run water continuously, the **Manager** may authorize such usage and in such cases the **Treasurer** may adjust the **Consumer's** metered billing to conform with the **Consumer's** normal pattern of water use.
4. (a) A **Consumer**, upon written application to the **Manager** may have his **Water Meter** tested.
- (b) Every application for testing shall be accompanied by a deposit of the fee for testing **Water Meters** set out in Schedule G.
- (c) If the **Water Meter** is shown by the test to measure the flow of water within AWWA specifications, the **Consumer** shall be charged the fee for the test set out in Schedule G and the deposit set out in Section 1 shall be credited against that charge.
- (d) If the **Water Meter** is shown by the test to measure the flow of water outside AWWA specifications, whether high or low, no fee shall be charged for the test, the **Consumer's** deposit shall be returned and the **Consumer's** water bill adjusted in an amount to be determined by the **Treasurer** and the **Water Meter** shall be replaced or repaired at the cost of the **District**.

6. WATER SERVICE CONNECTION

1. (a) A person desiring **District Water** and who owns or occupies a building(s) on lands within the **Carlton Water System Service Area**, which abuts a watermain that is a part of the **Carlton Water System**, shall apply to have his building(s) connected to the watermain.
- (b) No connection shall be made to the **Carlton Water System** until an Application for **Water Service** has been completed and approved by the **Manager**.
- (c) An Application for **Water Service** shall be completed on a form provided by the **Manager**, and the information shall be certified to be correct and signed by the **Applicant** or his agent, and shall be completed and approved at least three weeks prior to the date by which connection to the **Carlton Water System** is requested, or as deemed a reasonable time by the **Manager**.
- (d) Where a **Water Service Connection** is to be installed as part of an **Unmetered Fire Line**, or for any use other than single family residential use, or where the proposed **Water Service Connection** is greater than 25 mm in diameter, detailed plans of the **Water Service** or **Unmetered Fire Line** acceptable to the **Manager** shall be submitted with each Application for **Water Service**.
- (e) An Application for **Water Service** shall be accompanied by a payment equal to the **Water Service Connection** charge plus a deposit in accordance with the conditions and requirements as set out in Schedule A. The deposit shall be applied against the actual cost of the **Water Service Connection** installation.

- (f) The **Manager** may refuse approval of an Application for **Water Service** where, in his opinion, the **Carlton Water System** may be adversely affected, where, in his opinion, there is insufficient water supply available or where a watermain does not about the **Applicant's** lands.
- (g) Every **Water Service Connection** shall be installed prior to installation of the **Building Service**. The **District** shall not be responsible for meeting the location or for connecting to an existing **Building Service** installed prior to the installation of the **Water Service Connection**.
2. An Application for **Water Service** must be completed prior to connecting the **Building Service** to the **Water Service Connection** for each separate **Water Service Connection** in housing developments built on lands subject to registered plans of subdivision where the **Water Service Connection** has been provided by the subdivider. The Application for **Water Service** will be issued at a charge set forth in Schedule A to the subdivider under these circumstances.
3. (a) Where the **Owner** of property wishes to re-use an abandoned **Water Service Connection** that previously served a building on the **Owner's** property, the **Owner** shall apply to re-use the **Water Service Connection** and such application shall require the inspection of the **Water Service Connection**. The **Owner** shall pay the inspection fee set out in Schedule A, expose the **Water Service Connection** and prepare it for inspection, and the **Manager** may, upon inspecting such **Water Service Connection**, refuse to allow the re-use of it if, in the **Manager's** opinion, it is defective. The **Manager's** opinion on this matter shall be final.
- (b) Where the **Manager** has deemed an abandoned **Water Service Connection** defective, the **Owner** shall apply for a new **Water Service Connection** and pay the charge or deposit as set out in Schedule A.
4. (a) **Building Services** shall be installed in accordance with the requirements of the British Columbia Plumbing Code, as amended from time to time, and shall be constructed by the **Owner** entirely at the **Owner's** expense.
- (b) The **Building Service** shall be maintained and repaired by the property **Owner** at his sole expense. Whenever a malfunction occurs in the **Building Service** or **Water Service Connection**, the **Owner** or occupier of the premises served shall first determine that the failure is not located in the **Building Service** before notifying the **Manager** who shall, as soon as practicable, arrange to have the **Water Service Connection** restored to serviceable condition.
5. (a) All work involved in the installation and maintenance of **Water Service Connections** shall be performed only by duly authorized employees or agents of the **District**.
- (b) Every **Water Service Connection** is to be laid, as nearly as practical, in a generally straight line and at a right angle to the watermain.

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- (c) Where the **Applicant** for a **Water Service Connection** indicates in his application a desired location for the **Water Service Connection**, the **Water Service Connection** will be located as indicated providing the proposed location is approved by the **Manager**.
 - (d) Where the **Applicant** for a **Water Service Connection** does not indicate in his application a desired location for the **Water Service Connection**, the **Water Service Connection** will be located as determined by the **Manager** and if the **Applicant** subsequently requires a relocation of the **Water Service Connection**, such relocation shall be at the expense of the **Applicant**.
 - (e) No **Water Service** shall be installed in, over or across the property of another person or located on an easement in favour of one **Owner** to another except by the written consent of the **Owners** concerned and the approval of the **Manager**.
 - (f) Only one **Water Service** shall be installed for each lot, block or parcel of land unless otherwise approved by the **Manager**.
 - (g) A **Water Service** shall be installed to each unit of semi-detached buildings, street townhouses and street link houses, except for townhouses registered under the British Columbia Strata Property Act.
 - (h) Where more than one lot, block or parcel of land under separate ownership are served by a single **Water Service**, the **Manager** may order the affected **Consumers** to disconnect from the single **Water Service** and to conform to Item (f) above, and all costs including those for installing new **Water Service Connections** shall be borne by the **Consumers**.
6. When a **Consumer** requires the **Water Service Connection** to his land or premises to be replaced, the existing **Water Service Connection** shall be disconnected and the cost of disconnecting the **Water Service Connection** as set out in Schedule A, shall be borne by the **Consumer**.
 7. When the **Manager** determines that a **Water Service Connection** is no longer required and can be abandoned, the **Water Service Connection** shall be disconnected at the watermain and the cost of the disconnection, as set out in Schedule A, shall be borne by the **Owner** of the lot, block or parcel of land, which the **Water Service Connection** served, or was intended to serve or as otherwise directed by the **Manager**.
 8. (a) The **Consumer** is responsible for the repair or replacement of a leaking or defective **Building Service** or appurtenance and if, after written notice, it is not remedied in reasonable time, the water supply may be temporarily interrupted until the necessary repairs are completed to the satisfaction of the **Manager** and the cost of such repair or replacement shall be borne by the **Consumer**.
 - (b) The **Manager** may turn off or restrict the supply of water to any building in which any leaking or defective pipe, tap or fixture, or any cross connection exists and shall require that the pipe, tap or fixture be repaired or replaced by the **Consumer** in such manner as the **Manager** may approve before the water is turned fully on again.

7. USE OF WATER SERVICE FOR FIRE PROTECTION

1. (a) No person other than duly authorized employees or agents of the **District** or Local Fire Department shall operate or use any **District** or private fire hydrant.
- (b) The **Manager** may, by means of a "Hydrant Permit" issued by him, authorize the use of a specified **District** or private hydrant for a specified time under specified conditions, including the supervision of such use by the **Manager**, at the charges set out in Schedule F.
2. (a) The **Manager** may approve the supply of **District Water** to **Consumers** within the **Carlton Water System Service Area** who have **Unmetered Fire Lines** for fire protection purposes and such water may serve private fire hydrants, automatic sprinkler systems and standpipes.
- (b) An **Unmetered Fire Line** shall be separate from the domestic **Water Service**. An **Unmetered Fire Line** and a **Water Service Connection** may be combined within a public road allowance or easement providing separation takes place within the public road allowance or easement and providing a valve is installed on each branch within the public road allowance or easement.
- (c) An **Unmetered Fire Line** whether separate or combined with a domestic **Water Service** as in (b), shall be isolated to prevent back flow in accordance with the current British Columbia Building Code and the British Columbia Plumbing Code and other applicable regulations.
- (d) No **Private Water Supply System** shall be interconnected with the **Carlton Water System**.
- (e) Private fire hydrants shall be maintained by the **Consumers** thereof to the satisfaction of the **Manager** and such **Owners** may be required from time to time to establish to the satisfaction of the **Manager** that such hydrants are sound, do not leak and are in good operating order.
- (f) **Unmetered Fire Lines** shall be utilized for no other purpose than fire fighting without written permission from the **Manager**.

8. MISCELLANEOUS SERVICES AND REQUIREMENTS

1. (a) The **Manager** shall at the request of a **Consumer** turn the **Consumer's** supply of **District Water** "off" or "on" and the **Consumer** shall pay a fee for this service as prescribed in Schedule G.
- (b) A **Consumer** who has had his supply of **District Water** turned off shall not be required to pay the **Water Charges** while such supply is turned off, provided the "water off" charges as described in Schedule G have been paid.

2. The **Treasurer** shall, upon written request in respect to each separate parcel of land or buildings, furnish any **Applicant** with a written verification showing the arrears of **Water Charges** due on, or in respect of, any parcel of land or buildings up to the date to which such water charges were last computed, the duration of the last billing period, and the net amount billed during that period.
3. In the event of a **Building Service**, an **Unmetered Fire Line** located on private property, or a private fire hydrant becoming frozen, the **Consumer** shall notify the **Manager** and shall take steps to have such **Building Service**, Fire Line or hydrant thawed. The repair costs for damages caused by the thawing operation shall be assumed by the **Consumer**.
4. (a) Anti-tampering devices shall be installed on hydrants when deemed necessary by the **Manager**.
 - (b) Where anti-tampering devices are installed on hydrants in new developments such as industrial or residential subdivisions, the cost of purchasing, installing and maintaining such devices shall be borne by the developer or **Owner**.
5. Plants, shrubs, trees, hedges, fences and other structures shall not be so close to a meter box, hydrant or valve box as to obstruct the siting of, or access to, the hydrant, air relief, **Water Meter**, or valve box by duly authorized employees or agents of the **District**.
6. A driveway shall be constructed no closer than 1 metre from a hydrant.

9. BILLING & COLLECTING WATER RATES & WATER CHARGES

1. (a) All **Water Rates** and **Water Charges**, as set out in Schedules B and C, shall be payable for water consumed and services provided and shall be due and payable when rendered.
 - (b) Regular billings for **Water Charges** may be rendered annually, semi-annually, quarterly, bi-monthly, monthly or at any other periodic interval as set out in Schedule E, or as determined by the **Manager**.
 - (c) The **Treasurer** may with reasonable notice advance or delay any regular billing of **Water Rates** or **Water Charges**.
 - (d) To protect the **District** against potential losses from unpaid water billings, the **Treasurer** may, at his discretion, demand in writing, a security deposit by way of cash, certified cheque, letter of credit or guarantee from an **Owner** from whom delinquent charges and fees cannot be applied to property taxes.
 - (e) The amount of the security deposit shall be no less than an amount equal to a **Consumer's** estimated water bill for a period of 180 days.
2. (a) All water bills shall be distributed to the **Consumer** by ordinary, prepaid mail or by any other means as deemed expedient and necessary by the **Treasurer**.

- (b) **Water Rates** and **Water Charges** may at the discretion of the **Treasurer** be charged and billed to:
 - (i) the person requesting that water services be provided, or
 - (ii) the person in occupation of the building serviced by the **Carlton Water System**, or
 - (iii) the **Owner** of the building served by the **Carlton Water System**.
- (c) All **Water Rates** and **Water Charges** for services rendered to buildings having multiple units shall be charged and billed to the **Owner** of the property unless otherwise directed in writing by the **Treasurer**.
- (d) All **Water Rates** and **Water Charges** for services rendered to buildings registered under The Condominium Act shall be billed to the Condominium Corporation unless otherwise directed in writing by the **Treasurer**.
- (e) Payment may be made, with no additional service charge, by personal cheque through the mail, by personal cheque, cash or debit in person at the **District** office or at any location or via internet or telephone banking as directed by the **Treasurer**.

10. EXTENSIONS TO THE LOCAL SERVICE (WATER SUPPLY) AREA

1. (a) Applications and Fees:
Where, after a review of a request for servicing, the **Manager** has determined the need for an **Extension** to the **Carlton Water System** in order to provide **District Water** to property located within the boundaries of the Carlton Water System Service Area, the **Owner** of the property shall make written application for an **Extension** to the **Manager**.

The application shall be accompanied by the fee as set out in Schedule A.
- (b) Approval:
Following a review of the proposed **Extension** of the **Carlton Water System** the **Manager** shall advise the **Applicant** in writing if the **Extension** is approved or denied.
- (c) Conditions:
An approved **Extension** to the **Carlton Water System** may proceed provided the **Applicant** complies with the following conditions:
 - i. The **Applicant** shall complete a **Water Service Connection** Application for each and every **Unit** or parcel of land to be serviced together with the applicable **Water Service Connection Charge**.
 - ii. Where the **Manager** concludes the **Extension** will be undertaken by the **District**, the **Applicant** shall deposit with the **District** monies in the amount of the estimated cost of both the **Extension** and the required **Water Service Connection** as determined by the **Manager**.

- iii. Where the **Manager** grants a request by the **Applicant** for an **Extension** to be undertaken by others considered in the opinion of the **Manager** to be professionally competent, then the **Applicant** shall ensure that the work complies with the plans and specifications submitted by the **Applicant** and approved for construction by the **Manager**. Following completion of the **Extension** and other related work, the **Applicant** shall submit "As Constructed" drawings in a format acceptable to the **Manager** together with written verification that the completed work complies with the requirements of the **District**. The **Applicant** shall guarantee the work for a period of two years from the date this work is accepted by the **Manager**. The **Manager** may require certification of the above by a Professional Engineer registered in the Province of British Columbia.
- iv. The pipe size of the **Extension** shall not have less than a 150 mm inside diameter and shall include all appurtenances as determined by the **Manager**, including, but not limited, to main line valving and fire hydrants. The **Manager** may allow a 100 mm inside diameter **Extension** on a cul-de-sac, which in the opinion of the **Manager** has fire protection.
- v. The point at which the **Extension** may connect to the **Carlton Water System** shall be determined by the **Manager**.
- vi. The **Extension** to the **Carlton Water System** shall extend across the entire frontage of the property to be serviced by the **Extension** unless otherwise approved in writing by the **Manager**.
- vii. The final cost to the **Applicant** shall include all costs directly or indirectly associated with the **Extension** including, but not limited to the following items:
 - design
 - preparation of drawings, specifications and tender documents
 - approval applications to other agencies
 - survey and layout
 - legal fees
 - supervision and inspection
 - site restoration
 - upgrade of the Service Area to accommodate the proposed development
 - testing, disinfection and sampling.

11. OFFENCES AND SANCTIONS

1. Every person who:
 - (a) hinders or interrupts, or causes or procures to be hindered or interrupted, the **District**, or any of its officers, contractors, employees or agents, in the exercise of any of the powers conferred by this bylaw;

- (b) lets off or discharges water so that the water runs to waste out of the **Carlton Water System** unless duly authorized to do so, in writing, by the **Manager**;
 - (c) being a consumer, tenant, occupant, or inmate of any house, building or other place supplied with water from the **Carlton Water System**, lends, sells, or disposes of the water, gives it away, permits it to be taken or carried away, uses or applies it to the use or benefit of another, or to any use and benefit other than his own, increases the supply of water agreed for, or improperly wastes the water;
 - (d) without lawful authority, opens or closes or tampers with any hydrant, valve, curb stop or other appurtenances or obstructs the free access to any hydrant, valve, service box, chamber, pipe, or hydrant-chamber or other appurtenances by placing on it any building material, rubbish, or other obstruction;
 - (e) throws or deposits any injurious, noxious or offensive matter into the water of the **Carlton Water System**, or upon the ice, if the water is frozen, or in any way fouls the water or commits any damage, or injury to the works, pipes, or water, or encourages the same to be done;
 - (f) removes or alters any **Water Meter** or meter seal or opens any **Water Meter** bypass placed upon any **Building Service** or connected therewith, within or without any building or other place, so as to lessen or alter the amount of water registered;
 - (g) lays or causes to be laid any pipe or main to communicate with any pipe or main of the **Carlton Water System**, or in any way obtains or uses the water without the written consent of the **Manager**;
 - (h) obstructs or refuses entry to any employee or agent of the **District** in the discharge of any duty under this bylaw;
 - (i) establishes, maintains or uses any connection to any part of the **Carlton Water System** whereby foreign matter, non-potable water, or water from a **Private Water Supply System** may enter the **Carlton Water System**;
 - (j) fails to notify the **Manager** of any breakage, stoppage or irregularity in any **Water Meter** for which he is responsible;
 - (k) fails to obey any restriction on consumption, hours of consumption and use of water pursuant to Part II, Section 5 of "CVRD Bylaw No. 3209 - Ticket Information Authorization Bylaw, 2008"; or
 - (l) contravenes any section of this bylaw, is guilty of an offence and on summary conviction is liable to a fine of not more than \$2,000.00 or may be imprisoned, without the option of a fine, for a term of not more than one month.
2. In addition to all other sanctions and remedies provided in this bylaw, the **Manager** may turn off or restrict the supply of water to any **Consumer** where such **Consumer** has violated any of the provisions of this bylaw and may refuse to restore normal service until the violation complained of has been terminated or remedied.

3. That pursuant to the Local Government Act, any rates, charges and/or fees which remain unpaid after December 31 in any year shall be deemed to be taxes in arrears on the property concerned, with interest on those taxes in arrears calculated in accordance the Local Government Act.

12. REMAINDER OF BYLAW TO REMAIN INTACT

In the event that any portion of this bylaw is declared *ultra vires* by a Court of competent jurisdiction, then such portion shall be deemed to be severed from the bylaw to the intent that the remainder of the bylaw shall continue in full force and effect.

READ A FIRST TIME this _____ day of _____, 2012.

READ A SECOND TIME this _____ day of _____, 2012.

READ A THIRD TIME this _____ day of _____, 2012.

ADOPTED this _____ day of _____, 2012.

Chairperson

Corporate Secretary



C·V·R·D

SCHEDULE A

TO CVRD BYLAW NO. 3647

WATER SERVICE CONNECTION CHARGES

1. Water Service Connection

.1 EXISTING LOT (permits servicing of one unit or building):

(a) An application for **Water Service** shall be accompanied by a payment equal to the **Water Service Connection Charge** of:

19-mm diameter connection	\$300.00
25-mm diameter connection	\$450.00

plus a deposit in the amount of the **Manager's** estimate to complete such works. The above charges and deposit must be received by the Cowichan Valley Regional District before the work can be scheduled. The deposit will be applied against the actual cost of the **Water Service Connection** installation.

(b) Where the **Water Service Connection** has been installed by the subdivider entirely at his cost and the **Water Service Connection Charge** for each connection has been prepaid, the **Applicant** for **Water Service** shall not be required to pay any additional fees.

.2 EXISTING LOT TO BE SUBDIVIDED:

(a) Lot presently serviced:

- *First lot exempt.....	n/a
- Each additional lot created	\$3,500.00

*Where the existing **Water Service Connection** is not utilized, the **Subdivider** will pay a **Water Service Connection Charge** of \$300.00

(b) Lot not presently serviced:

- First lot...\$300.00	
- Each additional lot created	\$3,500.00

(c) Pre-installed Water Connection – where the **Water Service Connection** has been installed by the subdivider entirely at his own cost, but the **Water Service Connection Charge** has not been prepaid, then the **Applicant** for **Water Service** shall be required to pay the **Water Service Connection Charge** of \$3,500.00.

.../2

.3 ADDITIONAL UNITS OR BUILDINGS:

Where a **Water Service Connection** is to be installed to additional **Units** or buildings on an existing lot and the lot is:

(a) Vacant: First **Unit** or building n/a
(included under Sub-Section 1.1)
Each additional unit or building \$3,500.00

(b) Presently Occupied and Serviced:
Each additional **Unit** or building \$3,500.00

2. Disconnection of a Water Service Connection

Where a **Water Service Connection** is to be abandoned and must be disconnected as determined by the **Manager**, the cost to the **Owner** of the property serviced shall be based on the actual cost to complete the work required, **plus a 10% administration charge.**

3. Re-use of Abandoned Water Service Connection

Inspection fee of previously abandoned or disused **Water Service Connection:** \$50.00.

4. Extension to Service Area

Where an **Extension** to the **Carlton Water System** is required, the **Owner** of the property to be serviced shall, upon application for an **Extension**, pay the fee as calculated below:

.1 Applications to Serve Residential Developments:

- A fee of \$500.00 plus \$50.00 per dwelling unit to be created by the development.

.2 Applications to Serve Industrial and Commercial Developments:

- A fee of \$500.00 plus \$100.00 per hectare (or part thereof) of land proposed to be serviced.



SCHEDULE B
TO CVRD BYLAW NO. 3647
METERED WATER RATES AND CHARGES

The **Consumer** of **District Water** supplied through **Water Meters**, shall pay the minimum charge set out in subsection (b) below. A 10% discount will be applied for timely payment.

Water Rates and Charges per Classification per six (6) month period:

CLASSIFICATION	USER CHARGES			
	Water Use	Charge		
Group A				
Single Family Dwelling: per Dwelling	0 - 200 m ³	\$ 200.00		
Laundromat: Minimum charge for each washing machine	201 - 300 m ³	\$ 200.00	+ 1.00	per m ³ over 200 m ³
Elementary/Middle School: Minimum charge per 20 students or portion thereof	301 - 400 m ³	\$ 300.00	+ 1.50	per m ³ over 300 m ³
	over 400 m ³	\$ 450.00	+ 2.25	per m ³ over 400 m ³
Group B				
Apartment: : per Unit	0 - 160 m ³	\$ 150.00		
Mobile/Modular Home Park: per Unit	161 - 240 m ³	\$ 150.00	+ 1.00	per m ³ over 160 m ³
	241 - 320 m ³	\$ 230.00	+ 1.50	per m ³ over 240 m ³
	over 320 - m ³	\$ 350.00	+ 2.25	per m ³ over 320 m ³
Group C				
Commercial: Minimum charge for each 10 employees or portion thereof per shift	0 - 130 m ³	\$ 120.00		
	131 - 195 m ³	\$ 120.00	+ 1.00	per m ³ over 130 m ³
	196 - 260 m ³	\$ 185.00	+ 1.50	per m ³ over 195 m ³
	over 260 - m ³	\$ 282.50	+ 2.25	per m ³ over 260 m ³
Group D				
Continuing Care Facility: Minimum charge for each bed	0 - 100 m ³	\$ 100.00		
	101 - 150 m ³	\$ 100.00	+ 1.00	per m ³ over 100 m ³
	151 - 200 m ³	\$ 150.00	+ 1.50	per m ³ over 150 m ³
	over 200 - m ³	\$ 225.00	+ 2.25	per m ³ over 200 m ³
Group E				
RV Trailer Park/Campground-Site Connected to Sewer: per service pad or site	0 - 67 m ³	\$ 66.67		
	68 - 100 m ³	\$ 66.67	+ 1.00	per m ³ over 67 m ³
Restaurant: per 10 seats or patrons, or portion thereof	101 - 133 m ³	\$ 99.67	+ 1.50	per m ³ over 100 m ³
Hotel/Motel: per housekeeping unit	over 133 - m ³	\$ 149.17	+ 2.25	per m ³ over 133 m ³

Group F Bed & Breakfast House: includes the minimum charge for a single family dwelling unit as defined in Group A above, plus a minimum charge per each Guest Room.	0 - 40 m ³	\$ 40.00				
	41 - 60 m ³	\$ 40.00	+	1.00	per m ³ over	40 m ³
	61 - 80 m ³	\$ 60.00	+	1.50	per m ³ over	60 m ³
	over 80 - m ³	\$ 90.00	+	2.25	per m ³ over	80 m ³
Group G RV Trailer Park/Campground: site not connected to sewer - Per service pad or Site	0 - 20 m ³	\$ 20.00				
	21 - 30 m ³	\$ 20.00	+	1.00	per m ³ over	20 m ³
	31 - 40 m ³	\$ 30.00	+	1.50	per m ³ over	30 m ³
	over 40 - m ³	\$ 45.00	+	2.25	per m ³ over	40 m ³
Group H High School: Minimum charge per 20 students or portion thereof per shift	0 - 270 m ³	\$ 250.00				
	271 - 405 m ³	\$ 250.00	+	1.00	per m ³ over	270 m ³
	406 - 540 m ³	\$ 385.00	+	1.50	per m ³ over	405 m ³
	over 540 - m ³	\$ 587.50	+	2.25	per m ³ over	540 m ³
Group I Hotel/Motel: per room or suite	0 - 50 m ³	\$ 50.00				
	51 - 75 m ³	\$ 50.00	+	1.00	per m ³ over	50 m ³
	76 - 100 m ³	\$ 75.00	+	1.50	per m ³ over	75 m ³
	over 100 - m ³	\$ 112.50	+	2.25	per m ³ over	100 m ³
Group J Licensed Premises: per 10 seats or portion thereof	0 - 83 m ³	\$ 80.00				
	84 - 125 m ³	\$ 80.00	+	1.00	per m ³ over	83 m ³
	126 - 167 m ³	\$ 122.00	+	1.50	per m ³ over	125 m ³
	over 167 - m ³	\$ 185.00	+	2.25	per m ³ over	167 m ³

UNDETECTED LEAKS

User Charges will be adjusted on a one-time forgiveness basis where a detected leak on the consumer's property has resulted in water usage greatly exceeding typical usage of water, according to the applicable classification(s), and where there is no indication that water was knowingly allowed to run to waste. Written verification from the consumer describing the nature of the leakage and the action taken to rectify the problem must be shown to the satisfaction of the Manager before the one-time forgiveness will be granted. The water service must be replaced in its entirety, or for longer than typical water services a significant portion of the water service must be replaced, to prevent any re-occurrence of leakage. Consumers are required to report to the Manager within 30 days of the most recent billing date.

The leakage problem must be rectified by the consumer within 30 days upon discovery or notification of the problem. Forgiveness will only be considered for a single billing period. Additionally, a cap of \$1,500.00 per owner is in place for subsequent leaks after the first "forgiveness" of a water overage charge.

USER CLASSIFICATION DESCRIPTIONS**Single Family Dwelling:**

Applies to any connection servicing a single segregated self-contained residential dwelling used for, or intended for, the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities including, but not limited to, a townhouse, semi-detached residential home, duplex or a cabin.

Apartment:

Applies to any connection servicing a multiple occupancy residential building(s) with self-contained and segregated units consisting of two or more rooms used for, or intended for the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities.

Mobile/Modular Home Park:

Applies to a connection servicing land used or occupied for the purposes of providing space for the accommodation of mobile homes either on a rental or ownership basis. A mobile home means any structure containing one dwelling whether ordinarily equipped with wheels, or not, that is designated, constructed or manufactured to be moved from one place to another by being towed, or carried, but not including travel trailers, campers, or other vehicles exempt from the provisions of the Mobile Home Act.

RV Trailer Park/Campground:

Applies to any connection servicing land used or temporarily occupied for the purpose of providing space for the accommodation of recreational vehicles or recreational structures. A recreational vehicle or recreational structure means a vehicle, trailer, coach, tent, structure, or conveyance designed to travel, or be transported on a highway and constructed and equipped to be used as temporary living or sleeping quarters for travelers.

Where individual spaces for the above accommodations are connected directly to a **Sanitary Sewer** disposal system, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

Where individual spaces or sites are not serviced directly by an individual and/or separate **Sanitary Sewer** disposal system, but have the use of common or centrally located sanitary facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

Hotel/Motel:

Applies to any connection servicing a building or structure that contains sleeping units for the overnight accommodation of transient paying guests. Auxiliary assembly, commerce, entertainment, or restaurant uses as well as areas licensed to service alcoholic beverages and staff accommodation shall pay the charges according to the classification set forth in the applicable schedule(s).

Where units contain cooking facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per housekeeping or kitchenette unit.

Where units contain sleeping and sanitary facilities only, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per room or suite.

Restaurant:

Applies to any connection servicing a building or structure, or segregated self-contained unit used for, or intended to be used for, the commercial sale of refreshments, prepared or assembled food, and/or meals together with non-alcoholic beverages for sale to the public.

Licensed Premises:

Applies to the connection servicing a licensed beverage establishment as governed by the Liquor Licensing Board of British Columbia, and includes, but is not limited to pubs, restaurants, eateries, lounges, cafeterias and private clubs where alcoholic beverages are served.

Laundromat:

Applies to a connection servicing a building, self-contained unit, or separately owned business entity where washing machines are available for public use for a fee or charge.

Commercial:

Applies to a connection servicing a complex, facility, or parcel of land used to manufacture, sell, repair goods, or provide a service including, but not limited to, retail stores, offices, convenience stores, service establishments, and light industrial uses.

Elementary School and High School:

Applies to a connection servicing an institution of learning, or teaching facility, as defined by the School Act.

Continuing Care Facility:

Applies to a connection servicing a multiple occupancy complex providing long-term care, and living accommodations that include residents requiring full-time professional care, including living, sleeping, cooking, and sanitary facilities, but not including an acute care facility.

Bed & Breakfast:

Applies to any connection servicing a single family dwelling, with an accessory use for overnight accommodation for transient paying guests in which breakfast is the only meal served.

Rooming House:

Applies to any connection servicing a single family dwelling with an accessory use of rooms for rent by individuals for living and sleeping, but with common cooking and sanitary facilities shared by the occupants.



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SCHEDULE C

TO CVRD BYLAW NO. 3647

UNMETERED WATER CHARGES

The *Consumer* of *Unmetered District Water* shall pay the charges set out below (A 10% discount will be applied for timely payment).

Water Rates and Charges per Classification per six (6) month period:

	<u>Charge</u>
<i>Single Family Dwelling</i>	\$ 200.00
<i>Laundromat</i>	\$ 200.00
<i>Elementary/Middle School</i>	\$ 200.00
<i>Apartment</i>	\$ 150.00
<i>Mobile Home Park</i>	\$ 150.00
<i>Commercial:</i> Minimum charge for each 10 employees or portion thereof per shift	\$ 120.00
<i>Continuing Care Facility:</i> Minimum charge for each bed	\$ 100.00
<i>RV Trailer Park / Campground:</i> Site connected to sewer, per serviced pad or site	\$ 66.67
<i>Restaurants:</i> Minimum charge for each 10 seats or patrons or portion thereof	\$ 66.67
<i>Hotel / Motel:</i> Housekeeping Unit	\$ 66.67
<i>Bed & Breakfast / Rooming House:</i> The minimum charge for such facility shall include the minimum charge for a single family dwelling unit plus a minimum charge for each and every guest room	\$ 40.00
<i>RV Trailer Park / Campground:</i> Site not connected to sewer, per pad or site	\$ 20.00
<i>High School:</i> Minimum charge for the first 20 students or portion thereof	\$ 250.00
<i>Hotel / Motel:</i> Room or Suite, per room or suite	\$ 50.00
<i>Licensed Premises:</i> Minimum charge for each 10 seats or patrons or portion thereof	\$ 80.00

Other:

The minimum charge and the volume of water to be apportioned for a six (6) month period for other types of developments that, in the opinion of the **Manager**, do not fall within the above classifications shall be determined by the **Manager** and his decision shall be final.

Aggregate Allotment:

Where more than one of the above classifications including "**Other**" is in use, or intended for use, then the applicable charges shall be applied to each and every classification.

Single Family Dwelling:

Applies to any connection servicing a single segregated self-contained residential dwelling used for, or intended for the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities including, but not limited to a townhouse, semi-detached, residential home, duplex or a cabin.

Apartment:

Applies to any connection servicing a multiple occupancy residential building(s) with self-contained and segregated units consisting of two or more rooms used for, or intended for the domestic use by one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities.

Mobile/Modular Home Park:

Applies to a connection servicing land used or occupied for the purposes of providing space for the accommodation of mobile homes either on a rental or ownership basis. A mobile home means any structure containing one dwelling whether ordinarily equipped with wheels, or not, that is designated, constructed or manufactured to be moved from one place to another by being towed, or carried, but not including travel trailers, campers, or other vehicles exempt from the provisions of the Mobile Home Act.

RV Trailer Park/Campground:

Applies to any connection servicing land used, or temporarily occupied for the purpose of providing space for the accommodation of recreational vehicles or recreational structures. A recreational vehicle or recreational structure means a vehicle, trailer, coach, tent, structure, or conveyance designed to travel, or be transported on a highway and constructed and equipped to be used as temporary living or sleeping quarters for travelers.

Where individual spaces for the above accommodations are connected directly to a **Sanitary Sewer** disposal system, the minimum charge shall be based on the **Allotment** of water as set forth in the applicable schedule(s).

Where individual spaces or sites are not serviced directly by an individual and/or separate **Sanitary Sewer** disposal system, but have the use of common or centrally located sanitary facilities, the minimum charge shall be based on the **Allotment** of water as set forth in the applicable schedule(s).

Hotel/Motel:

Applies to any connection servicing a building or structure, which contains sleeping units for the overnight accommodation of transient paying guests. Auxiliary assembly, commerce, entertainment, or restaurant uses as well as areas licensed to service alcoholic beverages and staff accommodation shall pay the charges according to the classification set forth in the applicable schedule(s).

Restaurant:

Applies to any connection servicing a building or structure, or segregated self-contained unit used for, or intended use for the commercial sale of refreshments, prepared or assembled food, and/or meals together with non-alcoholic beverages for sale to the public.

Licensed Premises:

Applies to a connection servicing a licensed beverage establishment as governed by the Liquor Licensing Board to British Columbia, and includes, but is not limited to pubs, restaurants, eateries, lounges, cafeterias and private clubs where alcoholic beverages are served.

Laundromat:

Applies to a connection servicing a building, self-contained unit, or separately owned business entity where washing machines are available to public use for a fee or charge.

Commercial:

Applies to a connection servicing a complex, facility, or parcel of land used to manufacture, sell, repair goods, or provide a service including, but not limited to retail stores, offices, convenience store, service establishment, and light industrial.

Elementary School and High School:

Applies to a connection servicing an institution of learning, or teaching facility, as defined by the School Act.

Continuing Care Facility:

Applies to a connection servicing a multiple occupancy complex providing long-term care, and living accommodations that include for residents requiring full-time professional care that include living, sleeping, cooking, and sanitary facilities, but not including an acute care facility.

Bed & Breakfast:

Applies to any connection servicing a single family dwelling, with an accessory use for overnight accommodation for transient paying guests in which breakfast is the only meal served.

Rooming House:

Applies to any connection servicing a single family dwelling with an accessory use of rooms for rent by individuals for living and sleeping, but with common cooking and sanitary facilities shared by the occupants.



C·V·R·D

SCHEDULE D

TO CVRD BYLAW NO. 3647

UNMETERED FIRE LINES

(a) The **Consumers** with an **Unmetered Fire Line** shall pay the rates set out in subsection (b) below:

(b) Fire Line Size (mm)	Rates (dollars per month)
25 mm	3.00
38 mm	7.50
50 mm	12.00
75 mm	30.00
100 mm	48.00
150 mm	22.00
200 mm	96.00
300 mm	144.00



SCHEDULE E
TO CVRD BYLAW NO. 3647
METER READING DATES, DUE DATES AND DISCOUNTS

(a) **Meter Reading Dates and Due Dates**

Metered Water connections serving a residential property shall normally be read during regular CVRD business hours, biannually in the Spring and the Fall, as determined by the ***Manager***, with the respective payments payable on the due date specified on the invoice.

Metered Water connections servicing ***Consumers*** with high usage and charges may normally be read during regular CVRD business hours quarterly each year, at the discretion of the ***Manager*** with the respective payment due as specified on the invoice.

In the event the last day of the month falls on a Saturday, Sunday, or Statutory Holiday, the due date shall then be the last business day before the Saturday, Sunday, or the Statutory Holiday.

(b) **Transfer to Taxes**

Amounts remaining outstanding at the close of business on December 31 of each calendar year, shall be added to the property taxes and shall be deemed taxes in arrears on the property in question.



C·V·R·D

SCHEDULE F

TO CVRD BYLAW NO. 3647

HYDRANT PERMIT

The charge for drawing **District Water** from hydrants for purposes other than fire protection shall be as follows:

A deposit of \$300.00 per permit and refundable if the hydrant and appurtenances used in the opinion of the **Manager** have not been damaged.

The minimum charge shall be \$200.00 or the charge when the consumption rate is applied to the amount of water used whichever is the greater.

Consumption Rate: \$4.00 per cubic metre

A hydrant permit shall be permitted at the discretion of the **Manager**.

The **Manager** shall determine and designate which hydrant, if any, shall be used.

Only the designated hydrant may be used unless otherwise approved by the **Manager**.

The **Manager** reserves the right to terminate the use of the hydrant permit at any given time.

Where the actual amount of water used is unknown, the **Manager** may estimate the quantity used and charge accordingly.



C·V·R·D

SCHEDULE G

TO CVRD BYLAW NO. 3647

MISCELLANEOUS CHARGES

1. Testing of Water Meter

An application for testing the **Water Meter** shall be accompanied by a deposit in the amount of: \$50.00

2. Charge to Customer

Where the **Water Meter** is found to measure the flow of water accurately: \$50.00

3. Turning **Water Service** on each time: \$25.00

Turning **Water Service** off each time: \$25.00

Note:

The charges for "turn on" or "turn off" shall **not** be levied where:

1. it is necessary to interrupt the supply of water so as to permit the consumer to correct faults on the building service.
2. the water is to be "turned on" for newly installed or water service connection.



SCHEDULE H
TO CVRD BYLAW NO. 3647
MISCELLANEOUS CHARGES

A flat rate parcel tax of \$50.00 per month may be invoiced to **all** properties within the service area boundary of the Carlton Water System, pro-rated for the period of the CVRD takeover date to December 31, 2013.

This flat rate charge will be applied on a “one time” basis and will be replaced in 2014 by the application of the Parcel Tax Roll.



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3648

**A Bylaw to Authorize the Preparation of a
Parcel Tax Roll for the Carlton Water System**

WHEREAS the Board of the Cowichan Valley Regional District established the *Carlton Water System Service Area* under the provisions of CVRD Bylaw No. 3627, cited as "CVRD Bylaw No. 3627 – Carlton Water System Service Establishment Bylaw, 2012";

AND WHEREAS the Board of the Cowichan Valley Regional District is empowered under Section 803 of the *Local Government Act* and Section 5 of CVRD Bylaw No. 3627 to recover annual servicing costs by imposing a parcel tax on lands within the service area;

AND WHEREAS it is deemed desirable and expedient to impose a parcel tax on land benefiting from such service to meet such costs;

AND WHEREAS for the purpose of imposing a parcel tax the Board must, pursuant to Section 806.1 of the *Local Government Act*, provide for the preparation of a parcel tax roll for the service area;

NOW THEREFORE the Board of the Cowichan Valley Regional District enacts as follows:

1. CITATION

This bylaw may be cited as "**CVRD Bylaw No. 3648 – Carlton Water System Parcel Tax Roll Bylaw, 2012**".

2. DEFINITIONS

In this bylaw, unless the context otherwise requires:

"Parcel" means any lot, block or other area in which land is held or into which it is subdivided, but does not include a highway.

3. PREPARATION OF PARCEL TAX ROLL

Beginning in the year 2013 and annually thereafter, a **"Parcel"** tax roll shall be prepared in accordance with Division 4 of Part 7 of the *Community Charter* and will include all parcels of land within the boundary of the Carlton Water System Service Area.

4. BASIS OF PARCEL TAX

The said parcel tax shall be imposed on the basis of a single amount for each parcel.

READ A FIRST TIME this _____ day of _____ , 2012.

READ A SECOND TIME this _____ day of _____ , 2012.

READ A THIRD TIME this _____ day of _____ , 2012.

ADOPTED this _____ day of _____ , 2012.

Chairperson

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3649

**A Bylaw to Establish a Capital Reserve Fund for the
Carlton Water System**

WHEREAS the Board of the Cowichan Valley Regional District established the *Carlton Water System Service Area* under the provisions of the CVRD Bylaw No. 3627, cited as "CVRD Bylaw No. 3627 – Carlton Water System Service Establishment Bylaw, 2012";

WHEREAS the *Local Government Act* and *Community Charter* empower regional districts to establish reserve funds for specified purposes;

AND WHEREAS the Board wishes to establish a Capital Reserve Fund to be used for the purposes of constructing, altering, extending, replacing and/or upgrading the works of the Carlton Water System;

NOW THEREFORE the Board of the Cowichan Valley Regional District enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 3649 – Carlton Water System Capital Reserve Fund Establishment Bylaw, 2012**".

2. ESTABLISHMENT OF FUND

A Capital Reserve Fund to be known as the "*Carlton Water System Capital Reserve Fund*" is hereby established.

3. PAYMENTS INTO FUND

Money from current revenues or, as available, from general revenue surplus or as otherwise provided by law may be paid into the Capital Reserve Fund.

4. EXPENDITURES FROM FUND

- a) Money in the Capital Reserve Fund, and interest earned on it, shall only be used for expenditures relating to constructing, altering, extending, replacing and/or upgrading the work in the Carlton Water System Service Area.
- b) The expenditures of funds in the Capital Reserve Fund shall be authorized by bylaw.

READ A FIRST TIME this _____ day of _____ , 2012.

READ A SECOND TIME this _____ day of _____ , 2012.

READ A THIRD TIME this _____ day of _____ , 2012.

ADOPTED this _____ day of _____ , 2012.

Chairperson

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3651

**A Bylaw to Amend Bylaw No. 2108 – Solid Waste Management
Charges and Regulations Bylaw.**

WHEREAS the Board of Directors of the Cowichan Valley Regional District established a scale of charges for its solid waste disposal facilities under the provisions of Bylaw No. 2108, cited as "CVRD Bylaw No. 2108 – Solid Waste Management Charges and Regulations Bylaw, 2000";

AND WHEREAS the Board deems it desirable and expedient to amend and expand Section 2 - Definitions and revise Schedule B – Charges For Solid Waste, Controlled Waste and Recyclable Materials;

NOW THEREFORE the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. **CITATION**

This Bylaw may be cited for all purposes as "**CVRD Bylaw No. 3651 – Solid Waste Management Charges and Regulations Amendment Bylaw, 2012**".

2. **AMENDMENT**

a) That under Section 2 – Definitions

- .i The definition for "**Aggregate**" be deleted in its entirety and replaced with the following:

"Aggregate" means reusable or recyclable inert granular based material suitable for processing into construction fill material, including brick, concrete, asphalt, road base, gravel, rock, glass containers, plate glass, porcelain, ceramics, etc.

- ii. The definition for "**CFC Appliances**" be deleted in its entirety and replaced with the following:

"CFC appliances" means refrigeration or heating appliances designed to operate with a coolant or refrigerant containing Chlorofluorocarbon (CFC) and also a product that falls under the "Electronic and Electrical Product Category" of the *Recycling Regulation* (B.C. Reg. 449/2004) and all amending regulations under the *Environmental Management Act*.

- iii. The definition for "**Fluorescent lamp ballasts** " be deleted in its entirety and replaced with the following:

"Fluorescent lamp ballasts" means the device that serves to limit the amount of current flowing in fluorescent lamps and also a product that falls under the "Electronic and Electrical Product Category" of the *Recycling Regulation* (B.C. Reg. 449/2004) and all amending regulations under the *Environmental Management Act*.

- iv. The definition for "**Rubble**" be deleted in its entirety.

- v. The definition for "**Prohibited Waste**" be deleted in its entirety and replaced with the following:

"Prohibited Waste" means gaseous, liquid or solid waste not accepted at the **Disposal facility** including, but not limited to:

- a) **Asbestos cement**
- b) **Beverage containers**
- c) **Biomedical waste**
- d) **Bulky waste**
- e) **Commercial quantities of demolition waste**
- f) **Confidential files/reports**
- g) **Contaminated soil**
- h) **Dead animals and parts**
- i) **Gas cylinders**, except as permitted in this bylaw
- j) **Hazardous or reactive chemicals**
- k) **Hazardous waste**, except as permitted in this bylaw
- l) **Ignitable materials**, except as permitted in this bylaw
- m) **Industrial waste**
- n) **Landclearing debris**
- o) **Liquids or sludges**
- p) **Loads** containing materials that are smoldering or on fire
- r) **Petroleum by-products**
- s) **Pharmaceuticals**
- t) **Radioactive material**
- u) **Strong, offensive smelling loads**
- v) **Tight-head barrels**
- w) **Waste asbestos**

- vi. The definition for "**Recyclable Materials** " be deleted in its entirety and replaced with the following:

"Recyclable materials" means **Marketable, Source-separated** waste, including, but not limited to:

- a) **Aggregate**
- b) **Aluminum foil**
- c) **Asphalt**
- d) **Asphalt roofing**
- e) **Bulk plastic material**

- f) **Cell phones**
- g) **CFC appliances**
- h) **Commercial organic waste**
- i) **Concrete**
- j) **Directories**
- k) **Disposable batteries**
- l) **Electronic products**
- m) **Fluorescent lamp ballasts**
- n) **Fluorescent tubes**
- o) **Gasoline**
- p) **Glass containers**
- q) **Gypsum board or drywall**
- r) **Lead-acid batteries**
- s) **Metal containers**
- t) **Mixed waste paper**
- u) **Newspaper**
- v) **Non-commercial organic waste**
- w) **Non-refillable propane tanks**
- x) **Old corrugated cardboard**
- y) **Paint Products**
- z) **Pesticide products**
- aa) **Plastic material**
- bb) **Rechargeable batteries**
- cc) **Refillable propane tanks**
- dd) **Scrap lumber and wood products**
- ee) **Scrap metal**
- ff) **Scrap tires**
- gg) **Solvent and flammable liquids**
- hh) **Styrofoam**
- ii) **Thermostats**
- jj) **Used antifreeze**
- kk) **Used oil**
- ll) **Used oil containers**
- mm) **Used oil filters**
- nn) **White goods**
- oo) **Yard and garden waste**

- vii. The definition for **"White Goods"** be deleted in its entirety and replaced with the following:

"White goods" means metal appliances and fixtures such as residential clothes washers, dishwashers, clothes dryers, ranges, stoves, microwave ovens, hot water tanks, bathtubs and sinks, but does NOT include **CFC appliances** unless properly certified as having refrigerants professionally removed, and also means a product that falls under the "Electronic and Electrical Product Category" of the *Recycling Regulation* (B.C. Reg. 449/2004) and all amending regulations under the *Environmental Management Act*.

b) That Schedule B to Bylaw No. 2108 be deleted in its entirety and replaced with Schedule B attached hereto and forming part of this Bylaw.

READ A FIRST TIME this _____ day of _____ , 2012.

READ A SECOND TIME this _____ day of _____ , 2012.

READ A THIRD TIME this _____ day of _____ , 2012.

ADOPTED this _____ day of _____ , 2012.

Chairperson

Corporate Secretary



C·V·R·D

SCHEDULE B

TO CVRD BYLAW NO. 2108

**CHARGES FOR SOLID WASTE,
CONTROLLED WASTE AND RECYCLABLE MATERIALS**

1. The charge for depositing **Solid Waste, Controlled Wastes and Recyclable Materials** at the **Disposal facility** is:

ITEM	#	DESCRIPTION	IN-AREA CHARGE	OUT-OF-AREA CHARGE
REFUSE	1a	As measured by weight on the scale provided at the Disposal facility by the CVRD ; or	\$140.00/tonne	\$500.00/tonne
	1b	As a minimum charge for Loads weighing not more than 25 kilograms (55 pounds) and delivered by a Vehicle .	\$5.00/load	\$50.00/load
AGGREGATE, excluding glass containers	2	As measured by weight on the scale provided at the Disposal facility by the CVRD	\$15.00/tonne	Not Accepted
ASPHALT ROOFING	3	As measured by weight on the scale provided at the Bings Creek Solid Waste Management Complex Disposal facility by the CVRD .	\$120.00/tonne	Not Accepted
CFC APPLIANCES	4a	No charge for CVRD residents or non-profit groups for quantities up to 1 unit.	No Charge	Not Accepted
	4b	No charge for CVRD residents or non-profit groups for quantities greater than 1 unit if the units have had all CFCs removed by a certified professional and have been labelled as such.	No Charge	Not Accepted
	4c	Per unit charge for quantities greater than 1 unit if the units have not had CFCs removed.	\$15.00/unit	Not Accepted
COMMERCIAL ORGANIC WASTE	5	As measured by weight on the scale provided at the Bings Creek Solid Waste Management Complex Disposal facility by the CVRD .	\$85.00/tonne	Not Accepted
GYPSUM BOARD OR DRYWALL	6	As measured by weight on the scale provided at the Bings Creek Solid Waste Management Complex Disposal facility by the CVRD .	\$190.00/tonne	Not Accepted
SCRAP LUMBER AND WOOD PRODUCTS	7	As measured by weight on the scale provided at the Bings Creek Solid Waste Management Complex Disposal facility by the CVRD .	\$85.00/tonne	Not Accepted
TIRE PRODUCTS	8	No charge for CVRD residents or non-profit groups for quantities up to 4 units, per day, with an inner diameter not exceeding 43 centimetres (17 inches) each.	No Charge	Not Accepted

2. The charge for depositing **Solid waste** that is not **Source-separated waste** at the **Disposal facility** is as outlined in Section 5 of this bylaw.
3. In the event that the scales provided are not operational, or in the event of traffic congestion, or at the discretion of the **Engineer**, weights of **Loads** and **Small loads** shall be as estimated by the **Engineer** and a fee shall be charged as outlined in Section 1 above.
4. Where the charge for depositing **Solid waste** at the **Disposal facility** is described under Section 4 of this bylaw, the charge payable shall be paid following the weighing of the empty **Vehicle** after the load is deposited and shall be based on the difference in weight between the loaded weight and the weight of the empty **Vehicle**.
5. Notwithstanding Section 5 hereof, any person depositing **Solid waste** at the **Disposal facility** on a regular basis may apply in writing to the **CVRD** for credit and if the **Treasurer** is satisfied of the credit worthiness of the person, he or she may grant credit to that person, in which case payment of the charge imposed under Section 4 shall be made and the credit extended on the conditions of the application.



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3655

A Bylaw to Amend Fireworks Sale and Discharge Regulation Bylaw No. 39

WHEREAS the Board of the Cowichan Valley Regional District established regulations to regulate the sale and use of fireworks within the Cowichan Valley Regional District, excluding the City of Duncan and the District of North Cowichan, under the provisions of Bylaw No. 39, cited as "Fireworks Sale and Discharge Regulation Bylaw No. 39, 1970";

AND WHEREAS the Board wishes to amend CVRD Bylaw No. 39 to further regulate the sale and discharge of fireworks;

NOW THEREFORE the Board of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. **CITATION**

This bylaw shall be cited for all purposes as "**CVRD Bylaw No. 3655 – Fireworks Sale and Discharge Regulation Amendment Bylaw, 2012**".

2. **AMENDMENTS**

Cowichan Valley Regional District Fireworks Sale and Discharge Regulation Bylaw No. 39, 1970, as amended from time to time, is hereby amended in the following manner:

- a) Section 4 (c) be amended by adding the following sentence:
"Special request dates must be approved by the CVRD Board."

3. **FORCE AND EFFECT**

This bylaw shall take effect upon its adoption by the Regional Board.

READ A FIRST TIME this _____ day of _____, 2012.

READ A SECOND TIME this _____ day of _____, 2012.

READ A THIRD TIME this _____ day of _____, 2012.

ADOPTED this _____ day of _____, 2012.

Chairperson

Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW NO. 3642

**A Bylaw For The Purpose Of Amending Zoning Bylaw No. 1840
Applicable To Electoral Area E – Cowichan Station/Sahtlam/Glenora**

WHEREAS the *Local Government Act*, hereafter referred to as the "Act", as amended, empowers the Regional Board to adopt and amend zoning bylaws;

AND WHEREAS the Regional District has adopted a zoning bylaw for Electoral Area E – Cowichan Station/Sahtlam/Glenora, that being Zoning Bylaw No. 1840;

AND WHEREAS the Regional Board voted on and received the required majority vote of those present and eligible to vote at the meeting at which the vote is taken, as required by the *Act*;

AND WHEREAS after the close of the notification period and with due regard to the public comments received, the Regional Board considers it advisable to amend Zoning Bylaw No. 1840;

NOW THEREFORE the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. **CITATION**

This bylaw shall be cited for all purposes as "**CVRD Bylaw No. 3642 - Area E – Cowichan Station/Sahtlam/Glenora Zoning Amendment Bylaw (Funeral Home Use), 2012**".

2. **AMENDMENTS**

Cowichan Valley Regional District Zoning Bylaw No. 1840, as amended from time to time, is hereby amended in the following manner:

a) The following definition is added to Part Three after the definition of "front parcel line":

"funeral home" means a lot, building or structure, or part thereof used for the preparation of deceased persons for burial or cremation and for the viewing of the deceased, and may include accessory meeting rooms, chapel and the sale of funeral supplies and services, but excludes cremation facilities.

b) "funeral home" is added as a permitted use in the I-1 Zone under Section 11.1(a).

.../2

3. FORCE AND EFFECT

This bylaw shall take effect upon its adoption by the Regional Board.

READ A FIRST TIME this 10th day of October, 2012.

READ A SECOND TIME this 10th day of October, 2012.

READ A THIRD TIME this _____ day of _____, 2012.

ADOPTED this _____ day of _____, 2012.

Chairperson

Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3652

A Bylaw For The Purpose Of Amending Official Community Plan Bylaw No. 1490, Applicable To Electoral Area E and Part of F – Cowichan-Koksilah

WHEREAS the *Local Government Act*, hereafter referred to as the "Act", as amended, empowers the Regional Board to adopt and amend official community plan bylaws;

AND WHEREAS the Regional District has adopted an official community plan bylaw for Electoral Area E and part of F – Cowichan-Koksilah, that being Official Community Plan Bylaw No. 1490;

AND WHEREAS the Regional Board voted on and received the required majority vote of those present and eligible to vote at the meeting at which the vote is taken, as required by the *Act*;

AND WHEREAS after the close of the public hearing and with due regard to the reports received, the Regional Board considers it advisable to amend Community Plan Bylaw No. 1490;

NOW THEREFORE the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. **CITATION**

This bylaw shall be cited for all purposes as "**CVRD Bylaw No. 3652, Electoral Area E and Part of F – Cowichan-Koksilah Official Community Plan Amendment (Girl Guides of Canada, Camp Creina) Bylaw, 2012**".

2. **AMENDMENTS**

Cowichan Valley Regional District Official Community Plan Bylaw No.1490, as amended from time to time, is hereby amended as outlined on the attached Schedule A.

3. **CAPITAL EXPENDITURE PROGRAM**

This bylaw has been examined in light of the most recent Capital Expenditure Program and Solid Waste Management Plan of the Cowichan Valley Regional District and is consistent therewith.

READ A FIRST TIME this _____ day of _____ , 2012.

READ A SECOND TIME this _____ day of _____ , 2012.

READ A THIRD TIME this _____ day of _____ , 2012.

ADOPTED this _____ day of _____ , 2012.

Chairperson

Corporate Secretary



C·V·R·D

SCHEDULE "A"

To CVRD Bylaw No 3652

Schedule A to Official Community Plan Bylaw No. 1490, is hereby amended as follows:

1. **Policy 4.1.22**

Notwithstanding Policy 4.1.10, the Regional District may give favourable consideration to the establishment of an agricultural/institutional use on lands within the Agricultural designation. In reviewing a proposal for an agricultural/institutional use, the Board will consider the following criteria:

- a) The property should be zoned agricultural, and prior approval of the Agricultural Land Commission must be obtained if the parcel is in the ALR;
- b) The proposed agricultural/institutional use should be consistent with adjacent uses and minimize the likelihood of disturbance to adjacent property owners;
- c) The proposed agricultural/institutional use will have a limited impact on the land through density restrictions commensurate with the level of servicing, and will permit agricultural uses.



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3653

A Bylaw for the Purpose of Amending Zoning Bylaw No. 1840
Applicable to Electoral Area E – Cowichan Station/Sahtlam/Glenora

WHEREAS the *Local Government Act*, hereafter referred to as the "Act", as amended, empowers the Regional Board to adopt and amend zoning bylaws;

AND WHEREAS the Regional District has adopted a zoning bylaw for Electoral Area E – Cowichan Station/Sahtlam/Glenora, that being Zoning Bylaw No. 1840;

AND WHEREAS the Regional Board voted on and received the required majority vote of those present and eligible to vote at the meeting at which the vote is taken, as required by the Act;

AND WHEREAS after the close of the public hearing and with due regard to the reports received, the Regional Board considers it advisable to amend Zoning Bylaw No. 1840;

NOW THEREFORE the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. CITATION

This bylaw shall be cited for all purposes as "**CVRD Bylaw No. 3653, Area E – Cowichan Station/Sahtlam/Glenora Zoning Amendment (Girl Guides of Canada, Camp Creina) Bylaw, 2012**".

2. AMENDMENTS

Cowichan Valley Regional District Zoning Bylaw No. 1840, as amended from time to time, is hereby amended in the following manner:

- a) That Part Six – Creation and Definitions of Zones, Section 6.1 be amended by adding the following to the Zones Table:

“A-4 Agricultural Institutional”

- b) That Part Seven – Forestry and Agricultural Zones, be amended by adding the following as Section 7.7 and that existing Sections 7.7 to 7.8 be renumbered accordingly:

7.7 A-4 ZONE – AGRICULTURAL INSTITUTIONAL(a) Permitted Uses

The following *uses*, *uses* permitted under Section 4.4, and no others are permitted in an A-4 zone:

- (1) agriculture;
- (2) institutional camping*;
- (3) environmental protection and conservation;
- (4) one single-family dwelling accessory to a permitted use.
*subject to Land Reserve Commission approval.

(b) Definition

Notwithstanding the definitions of *campground* and *campground space* in Section 3.1 of this Bylaw, the following definition applies in the A-4 Zone:

Institutional camping means the temporary accommodation of persons or groups in tents and bunkhouses, and associated recreational activities.

(c) Conditions of Use

For any *parcel* in an A-4 Zone:

- (1) The *parcel coverage* for *buildings* and *structures* will not exceed 20 percent;
- (2) The height of all *buildings* and *structures* will not exceed 7.5 metres;
- (3) The minimum *setbacks* for all *buildings* and *structures* is 6 metres to all *parcel* lines;
- (4) Bunkhouses are only permitted on *parcels* that are at least 3 hectares in area;
- (5) Notwithstanding the density provisions in this zone, an event may be held for the duration of three days, which exceeds the maximum number of individuals permitted per *parcel*, subject to receipt of a special events license from the CVRD, in accordance with Bylaw No. 40.

(d) Density

In the A-4 Zone, the following density provisions apply:

- (1) The maximum density of camping sites will not exceed 1 site per hectare of *parcel* area
- (2) The maximum number of individuals accommodated in a camping site will not exceed 36
- (3) The maximum number of individuals accommodated in a bunkhouse will not exceed 40
- (4) Where both a bunkhouse and camping spaces are located on the same *parcel*, the maximum number of individuals accommodated on a *parcel* will be 70.

(e) Minimum Parcel Size

Subject to Part 12, the minimum *parcel* size is 2.0 ha.

- c) That Schedule B (Zoning Map) to Electoral Area E – Cowichan Station/Sahtlam/Glenora Zoning Bylaw No. 1840, is further amended by rezoning Parcel L, Section 1, Range 1, Cowichan District, PID 008-933-642 and Parcel M Plan DD822731, Section 1, Range 1, Cowichan District, PID 009-476-431, as shown outlined in a solid black line on Schedule A attached hereto and forming part of this bylaw, numbered 3653, from A-1 (Primary Agriculture) to A-4 (Agricultural Institutional).
- d) That the following new zone be added to the legend of Official Zoning Map of Zoning Bylaw No. 1840: A-4 (Agricultural Institutional).

3. FORCE AND EFFECT

This bylaw shall take effect upon its adoption by the Regional Board.

READ A FIRST TIME this _____ day of _____, 2012.

READ A SECOND TIME this _____ day of _____, 2012.

READ A THIRD TIME this _____ day of _____, 2012.

ADOPTED this _____ day of _____, 2012.

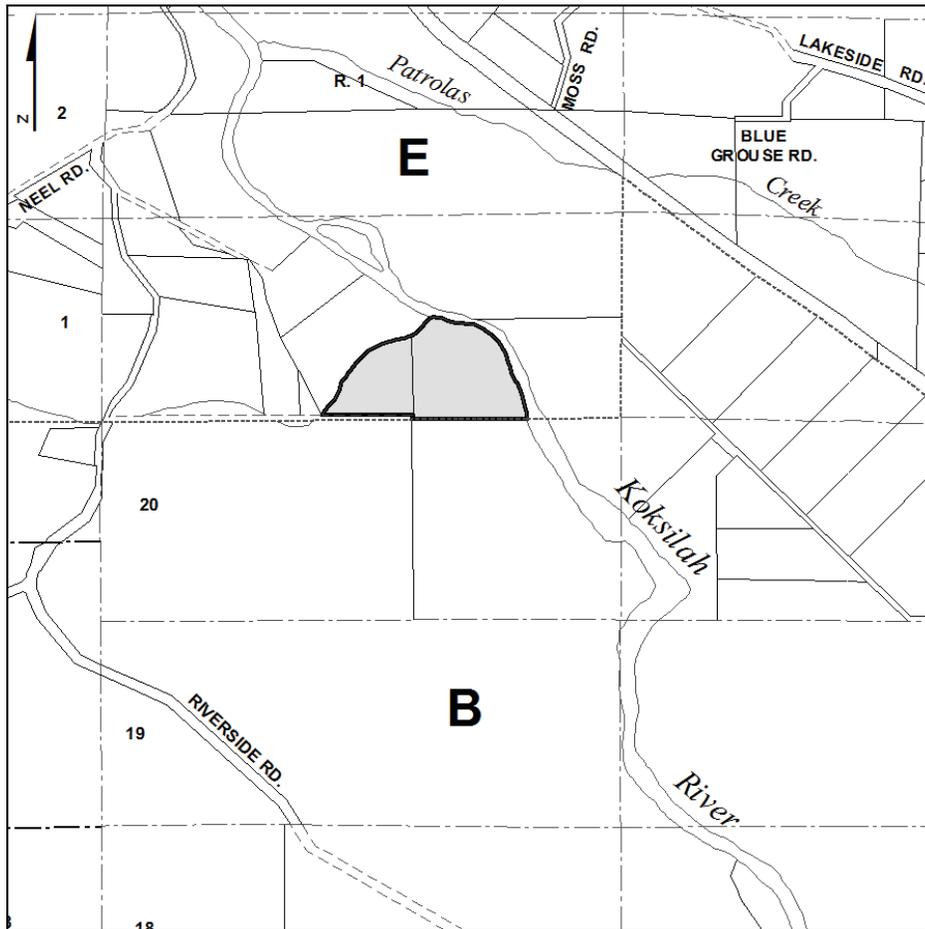
Chairperson

Corporate Secretary

PLAN NO. Z-3653

SCHEDULE "A" TO ZONING AMENDMENT BYLAW NO. OF THE COWICHAN VALLEY REGIONAL DISTRICT

3653



THE AREA OUTLINED IN A SOLID BLACK LINE IS REZONED FROM

A-1 (Primary Agriculture) TO

A-4 (Agricultural Institutional) APPLICABLE

TO ELECTORAL AREA E



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3654

A Bylaw to Amend Cowichan Valley Regional District Development Application Procedures and Fees Bylaw No. 3275, 2009.

WHEREAS the Board of Directors of the Cowichan Valley Regional District has adopted a procedures and fees bylaw pursuant to Sections 895 and 931 of the *Local Government Act*, that being CVRD Development Application Procedures and Fees Bylaw No. 3275;

AND WHEREAS the Board of Directors of the Cowichan Valley Regional District believe it to be in the public interest to amend CVRD Development Application Procedures and Fees Bylaw No. 3275 by altering provisions of the Bylaw in order to improve its administration;

NOW THEREFORE the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. CITATION

1. This bylaw may be cited for all purposes as “**CVRD Bylaw No. 3654, Development Application Procedures and Fees Amendment (Permit Term Limit Extension) Bylaw, 2012**”.

2. AMENDMENTS

CVRD Development Application Procedures and Fees Bylaw No. 3275, 2009, is hereby amended as follows:

- i) That Section 6 is amended by adding the following:
 - f) Requests to extend the term limit of a Development Permit or Development Variance Permit;
- ii) The following is inserted as Section 17, with the remaining sections renumbered accordingly:

17. Permit Term Limit Extension

Development Permits and Development Variance Permits issued by the CVRD contain term limits, otherwise known as expiration dates. The term limit forms part of the Permit, and requests to extend the term limit is subject to approval by the CVRD Board or delegated authority.

Requests to amend the term limit of a Permit may be considered for a maximum two year extension, beyond which a new application for Development Permit or

Development Variance Permit is required. A written rationale for the extension request must be submitted, accompanied by an application for Development Permit or Development Variance Permit form, a current State of Title Certificate, application fee, and updated project plans or drawings if applicable.

Where a first time, one-year extension request has been made, the CVRD Board of Directors delegates approval authority to the General Manager of Planning and Development. All other requests will be the subject of a Planning and Development Department report to the Electoral Area Services Committee, with final consideration by the CVRD Board of Directors. Amended Permits require registration with the Land Titles Office.

iii) That Schedule B is amended by the addition of the following:

FEE SCHEDULE - DEVELOPMENT PERMIT

<u>Type of Application</u>	<u>FEE</u>
<u>Development Permit Term Limit Extension</u>	\$200.00

FEE SCHEDULE - DEVELOPMENT VARIANCE PERMIT

<u>Type of Application</u>	<u>FEE</u>
<u>Development Variance Permit Term Limit Extension</u>	\$200.00

3. FORCE AND EFFECT

This bylaw shall take effect upon its adoption by the Regional Board.

READ A FIRST TIME this _____ day of _____, 2012.

READ A SECOND TIME this _____ day of _____, 2012.

READ A THIRD TIME this _____ day of _____, 2012.

ADOPTED this _____ day of _____, 2012.

Chairperson

Corporate Secretary



C·V·R·D

APPOINTMENTS

**BOARD MEETING
OF NOVEMBER 14, 2012**

DATE: October 19, 2012
FROM: Director Weaver
SUBJECT: Electoral Area I – Youbou/Meade Creek Parks Commission
Appointments

Recommendation:

That the following appointments to the Electoral Area I – Youbou/Meade Creek Parks Commission be approved:

Elected for a Term to Expire March 31, 2012 (Remainder of Terms):

Rose Davidson
Rob Somers



STAFF REPORT

REGULAR BOARD MEETING
of November 14, 2012

DATE: November 13, 2012

FILE NO:

FROM: Brian Duncan, Manager
Inspection & Enforcement Division

BYLAW NO:

SUBJECT: Appointment of Rob Harris as a Bylaw Enforcement Officer

Recommendation/Action:

That the Board appoints Rob Harris as a Bylaw Enforcement Officer for the CVRD.

Relation to the Corporate Strategic Plan: N/A**Financial Impact:** *(Reviewed by Finance Division: N/A)***Background:**

Rob Harris has been hired to perform the duties of Bylaw Enforcement Officer, Inspection & Enforcement Division. He has completed his probationary period and is now a regular, full-time employee. He currently holds a Level One Bylaw Certificate from the Justice Institute of BC and will be continuing his studies to obtain Level Two Certification in the near future. He continues to be an excellent addition to the Inspection and Enforcement Division and performs his duties extremely well. As is customary, Bylaw Officers are appointed by the Board.

Submitted by,

Brian Duncan
Manager
Inspection and Enforcement Division
Planning & Development Department

BD/ca

Approved by:
General Manager:



STAFF REPORT

CVRD BOARD MEETING
OF NOVEMBER 14, 2012

DATE: November 13, 2012 FILE NO: 5600-30-HBW/09
 FROM: Louise Knodel-Joy, Senior Engineering Technologist, Water Management
 SUBJECT: Honeymoon Bay Water System and Debt Service Area – Request for exclusion

Recommendation:

That the *Certificate of Sufficiency*, confirming that a sufficient petition requesting exclusion from the *Honeymoon Bay Water System Service Area* and the *Honeymoon Bay Water System Debt Repayment Service Area* be received.

Relation to the Corporate Strategic Plan: not applicable.

Financial Impact: (Reviewed by Finance Division: )

Mr. and Mrs. Hughes, owners of Lot 2, Plan 5744 on South Shore Road in Honeymoon Bay have requested a refund in Parcel Taxes as their property is not yet connected to the Honeymoon Bay Water System. Any refund to these residents would be paid by the remaining users of the Honeymoon Bay Water System Service Area and Honeymoon Bay Water System Debt Repayment Service Area. The CVRD has the capacity to refund parcel taxes in 2012. However, refunding the parcel tax for the debt repayment service area would create a deficit in 2012 of \$245, which would be recovered by an increase from the remaining users in 2013 of \$10 per parcel. Commencing in 2014, future impacts of removing this parcel from the water system service area equates to an increase of approximately \$5 per parcel and an increase to the debt repayment service area users of approximately \$1.50 per parcel.

Background:

The following resolutions were approved by the Engineering & Environmental Services Committee at their meeting of October 24, 2012:

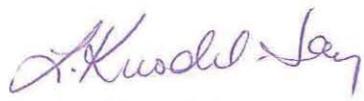
1. That "CVRD Bylaw No. 2967 – Honeymoon Bay Water System Debt Repayment Service Establishment Bylaw, 2007 be amended to exclude Lot 2, Plan 5744, Section 13, Renfrew Cowichan Lake District, (PID 000-279-471), and that the amendment bylaw be forwarded to the CVRD Board for three readings and adoption.
2. That "CVRD Bylaw No. 1588 – Honeymoon Bay Local Service (Community Water Supply and Distribution) Establishment Bylaw No. 10, 1993 be amended to exclude Lot 2, Plan 5744, Section 13, Renfrew Cowichan Lake District, (PID 000-279-471), and that the amendment bylaw be forwarded to the CVRD Board for three readings and adoption.
3. That the request from Raymond and Nancy Hughes, owners of Lot 2, Plan 5744, Section 13, Renfrew Cowichan Lake District, (PID 000-279-471), to refund their 2011 and 2012 parcel taxes for Honeymoon Bay Water System and Honeymoon Bay Debt Service System be denied.

.../2

Since that time, Legislative Services has advised that in order for the amendment bylaws to be exempt from obtaining Provincial approval, a valid and sufficient petition must be received from Mr. and Mrs. Hughes to exclude their property from the Honeymoon Bay Water System Service Area and the Honeymoon Bay Debt Repayment Service Area.

In cases where a sufficient petition for inclusion or exclusion in a service area has been received, voter approval may be obtained by the Electoral Area Director consenting, in writing, to the adoption of the Bylaw. A valid and sufficient Petition for exclusion from the service areas has been received and the *Certificate of Sufficiency* and a site plan are attached for consideration.

Submitted by,


Louise Knodel-Joy
Senior Engineering Technologist
Water Management Division

Reviewed by:
Division Manager:

Approved by:
General Manager:

DL/LKJ:jlb
Attachments

\\Cvrdstore1\e_eAdministration\Staff Reports\E&E\2012HBW Debt Service Area Exclusion - Nov28-12.docx



C·V·R·D

**HONEYMOON BAY WATER SYSTEM SERVICE AREA
AND
HONEYMOON BAY WATER SYSTEM DEBT REPAYMENT SERVICE AREA**

CERTIFICATE OF SUFFICIENCY

I hereby certify that the petition for exclusion from the *Honeymoon Bay Water System Service Area* and the *Honeymoon Bay Water System Debt Repayment Service Area*, within a portion of Electoral Area F – Cowichan Lake South/Skutz Falls is sufficient, pursuant to section 797.4 of the *Local Government Act*.

DATED at Duncan, British Columbia)
this 14th day of November, 2012)

)
)
)

Kathleen Harrison, Deputy Corporate Secretary

Honeymoon Bay Water System Service & Honeymoon Bay Debt Repayment Service Areas

Total Number of Parcels Requesting exclusion from the Service Areas:	1
Net Taxable Value of Land & Improvements of Parcel Requesting Exclusion:	\$77,400
Number of Valid Petitions Received:	1
Net Taxable Value of Petitions Received (Land and Improvements):	\$77,400

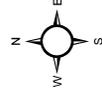
This map is compiled from various sources and is intended for reference purposes only.

The Regional District does not warrant the accuracy.

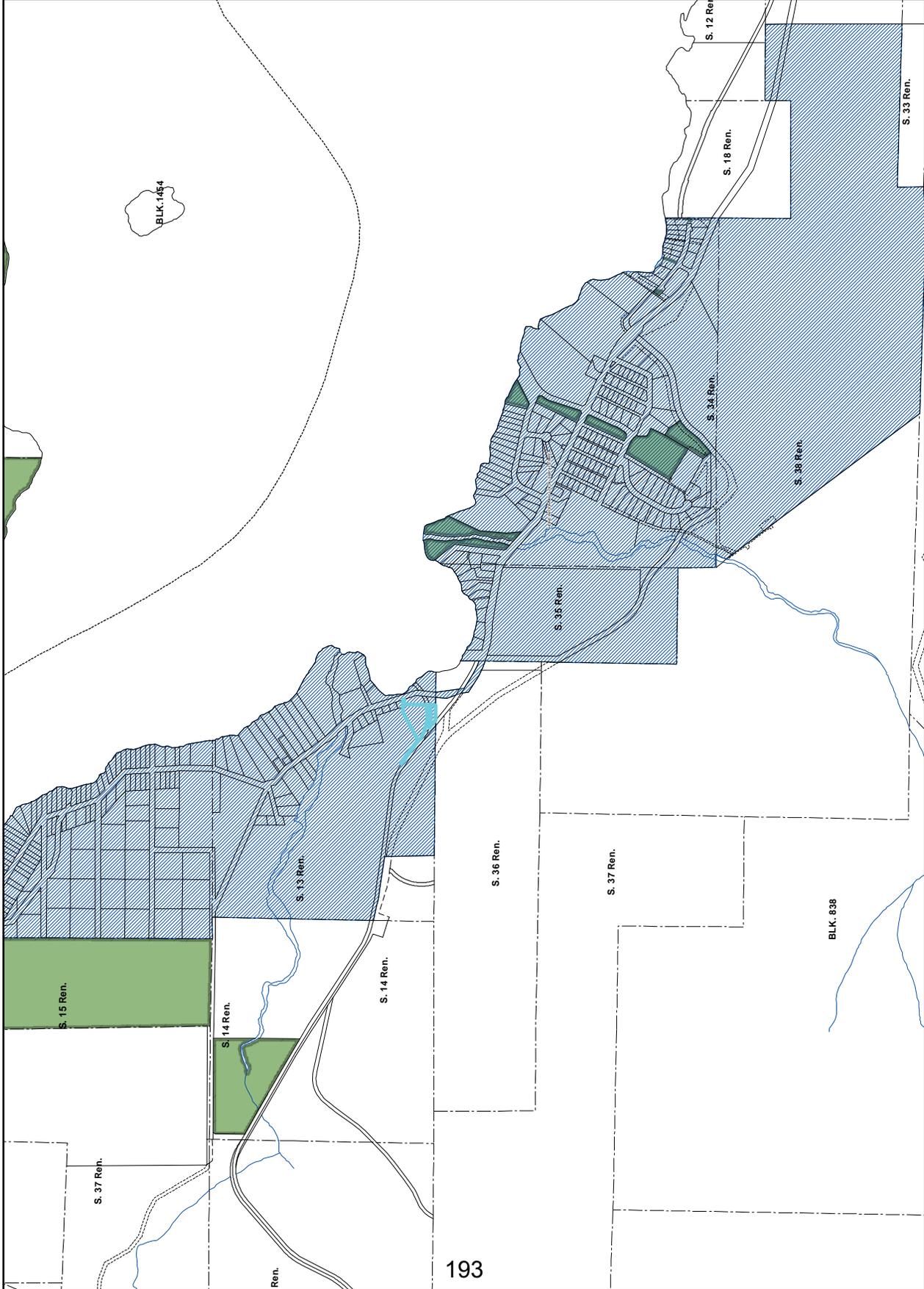
All persons making use of this compilation are advised that changes in boundaries for planning purposes only and that boundaries are representational.

The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

Printed: November 14, 2012



Scale: 1:20,000





STAFF REPORT

REGULAR BOARD MEETING
OF NOVEMBER 14, 2012

DATE: November 14, 2012 N/A FILE NO:
 FROM: Tom R. Anderson, General Manager BYLAW NO:
 SUBJECT: CVRD Appreciation for APC's and Parks Commissions

Recommendation/Action:

That the attached amended Appreciation For APC's and Parks Commissions Policy be approved.

Relation to the Corporate Strategic Plan: N/A**Financial Impact:** *(Reviewed by Finance Division: N/A)*

The additional \$200 for all nine electoral areas will have minimal impact on the existing budget.

Background:

The following recommendation was passed at the October 16, 2012 Electoral Area Services Committee meeting:

That consideration be given to amending Electoral Area Services Budget No. 250 by increasing the community volunteer recognition amount from \$600 per year for each Electoral Area to \$800.

In order to enact this directive, it is necessary to amend the existing CVRD Policy. The attached amended Policy is presented for Regional Board approval.

Submitted by,

Tom R. Anderson,
General Manager
Planning & Development Department

TRA/ca
attachment



CVRD

POLICIES & PROCEDURES

Title: APPRECIATION FOR APC'S AND PARKS COMMISSIONS	
Applicability: CVRD Electoral Area Directors	Effective Date: November 24, 2004
<p><u>PURPOSE:</u></p> <p>To establish a policy which recognizes the efforts of community groups that donate to the betterment of the Electoral Areas.</p> <p><u>POLICY:</u></p> <p>That the Regional District approve yearly expenditures of up to \$800.00 per Electoral Area for Directors to show their appreciation for the time and effort that Advisory Planning Commission members, Parks Commission members, and other community groups donate to the betterment of their Electoral Area.</p>	
<p><u>APPROVAL HISTORY:</u></p> <p>November 24, 2004 (Board Resolution 04-581.2) October 13, 1999 (Board Resolution 99-611.1) March 25, 1998 (Board Resolution 98-140.11) January 24, 1990 (Board Resolution 90-31.8) November 14, 2012 (Board Resolution)</p>	



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3643

A Bylaw To Amend the 2012 – 2016 Five Year Financial Plan

WHEREAS the Board of the Cowichan Valley Regional District adopted the 2012 – 2016 five year financial plan pursuant to CVRD Bylaw No. 3592;

AND WHEREAS the Board of the Cowichan Valley Regional District wishes to amend the plan;

NOW THEREFORE the Board of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. **CITATION**

This Bylaw may be cited for all purposes as "**Cowichan Valley Regional District Bylaw No. 3643 - Five Year Financial Plan (2012 – 2016) Amendment Bylaw, 2012**".

2. **AMENDMENT**

That Bylaw No. 3592 be amended as follows:

- a) That Schedule A to Bylaw No. 3592 be deleted and replaced with the Schedule A attached to this Bylaw; and
- b) That Schedule B to Bylaw No. 3592 be deleted and replaced with the Schedule B attached to this Bylaw.

READ A FIRST TIME this _____ day of _____, 2012.

READ A SECOND TIME this _____ day of _____, 2012.

READ A THIRD TIME this _____ day of _____, 2012.

ADOPTED this _____ day of _____, 2012.

Chairperson

Corporate Secretary

SUMMARY OF 5 YEAR FINANCIAL PLAN

2012 - 2016

	2012	2013	2014	2015	2016
SUMMARY OF REVENUE					
Tax Requisition	\$28,129,120	\$30,207,949	\$31,233,920	\$32,386,801	\$33,405,332
Parcel Taxes	1,706,854	1,822,272	1,878,786	1,976,917	2,064,120
Fees & Charges	10,296,753	10,656,890	10,936,854	11,178,066	11,532,732
Other Revenue	27,452,366	18,175,568	17,632,380	12,684,766	11,808,678
Proceeds of Borrowing	4,573,000	2,764,954	1,150,000	2,030,000	740,000
	<u>\$72,158,093</u>	<u>\$63,627,633</u>	<u>\$62,831,940</u>	<u>\$60,256,550</u>	<u>\$59,550,862</u>
Transfers from (to)					
- Special Funds	(2,407,455)	(800,965)	(1,612,148)	(1,425,048)	(1,930,175)
- Surplus - Prior Year	3,853,501	700,000	-	-	-
Total Transfers	<u>\$1,446,046</u>	<u>(\$100,965)</u>	<u>(\$1,612,148)</u>	<u>(\$1,425,048)</u>	<u>(\$1,930,175)</u>
TOTAL REVENUE	<u><u>\$73,604,139</u></u>	<u><u>\$63,526,668</u></u>	<u><u>\$61,219,792</u></u>	<u><u>\$58,831,502</u></u>	<u><u>\$57,620,687</u></u>
SUMMARY OF EXPENDITURES					
Debt Principal & Interest	\$6,479,046	\$6,961,371	\$6,694,566	\$6,383,027	\$6,227,177
Capital	13,886,974	6,922,300	8,491,700	5,155,672	2,812,897
Other Purposes	52,874,509	49,642,997	46,033,526	47,292,803	48,580,613
Deficit Prior Year	363,610	-	-	-	-
TOTAL EXPENDITURE	<u><u>\$73,604,139</u></u>	<u><u>\$63,526,668</u></u>	<u><u>\$61,219,792</u></u>	<u><u>\$58,831,502</u></u>	<u><u>\$57,620,687</u></u>

Cowichan Valley Regional District
Five Year Financial Plan (2012-2016)

SCHEDULE "B"

(Year 2012)

FUNCTION:	Funding Sources				Transfer from/(to)				Expenditures			Total Expenditures		
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Surplus of Prior Year	Total Transfers	Total Revenue	Principal & Interest		Capital	Other Purposes
100 General Government	1,465,188			469,286		1,934,474		320,133	320,133	2,254,607	35,000	2,219,607	2,254,607	
101 Cowichan Valley Health Projects				928,240		928,240				928,240		928,240		
102 V. I. Regional Library	1,407,280			1,407,280		1,407,280				1,407,280		1,407,280		
105 H.R. / I.T. / M.L.L.A. / G.I.S.	160,944		199,500	1,466,066		3,684,444		250,190	250,190	1,716,256		1,716,256		
106 Malahat Transit	1,576,745		489,000	51,500		2,117,245		213,809	213,809	2,331,054		2,331,054		
107 Transit	622,434					622,434				622,434		622,434		
109 911	98,063					98,063		10,937	10,937	109,000		109,000		
119 Grants-in-Aid	505,196			165,178	293,000	963,374		1,940	1,940	965,314		965,314		
121 Economic Development	119,177			118,376		237,553		33,451	33,451	271,004		271,004		
123 Regional Tourism	25,000			4,250		29,250		37,550	37,550	66,800		66,800		
130 Electoral Feasibility Studies	489,214			6,368,902		6,858,116		111,068	111,068	6,969,184		6,969,184		
131 Environmental Initiatives				2,932,858		2,932,858				2,932,858		2,932,858		
150 Municipalities - M.F.A. Debt				330,503		330,503		33,668	33,668	364,171		364,171		
199 Parks, Recreation, Culture & Facilities				520,359		520,359		46,167	46,167	566,526		566,526		
200 Administration Building				16,601		16,601		21,309	21,309	616,157		616,157		
205 Emergency Planning	1,503,502		4,000	673,000	1,090,000	3,270,502		1,034,562	1,034,562	4,305,064		4,305,064		
230 Community Parks	189,268					189,268		70,191	70,191	259,459		259,459		
250 Electoral Area Services	511,432					511,432		6,762	6,762	518,194		518,194		
279 Parks & Trails	937,178			538,330		1,475,508		135,494	135,494	1,611,002		1,611,002		
280 Regional Parks	40,000		4,000	460,000		504,000		67,856	67,856	571,856		571,856		
281 Bright Angel Park	60,000					60,000		110,607	110,607	170,607		170,607		
282 South Cowichan Community Parks	10,996			250,000	1,500,000	2,532,206		95,510	95,510	2,286,864		2,286,864		
283 Kinsol Trestle	31,942			70,000		101,942		7,754	7,754	109,696		109,696		
284 Regional Parkland Acquisition	259,833			668,000		927,833		120,451	120,451	1,963,755		1,963,755		
285 Animal Control	1,638,304			205,000		1,843,304		40,362	40,362	354,767		354,767		
320 Enforcement & Inspection	410,728		72,346			483,074		10,557	10,557	43,871		43,871		
325 Community Planning	38,880					38,880		2,962	2,962	41,842		41,842		
350 North Oyster Fire Protection	155,704			1,597		157,301		21,385	21,385	178,686		178,686		
351 Mesachie Lake Fire Protection	133,012					133,012		17,968	17,968	150,980		150,980		
352 Lake Cowichan Fire Protection	191,004			112,930	265,000	558,934		5,102	5,102	564,036		564,036		
353 Salthair Fire Protection	151,179					151,179		17,968	17,968	169,147		169,147		
354 Salthair Fire Protection	165,497					165,497		5,102	5,102	170,599		170,599		
355 Malahat Fire Protection	165,077					165,077		146,726	146,726	311,803		311,803		
356 Eagle Heights Fire Protection	187,992					187,992		55,506	55,506	243,498		243,498		
357 Honeymoon Bay Fire Protection	2,127,661			173,690	100,000	2,401,351		70,000	70,000	2,471,351		2,471,351		
358 Youbou Fire Protection	2,766,860			154,148		2,921,008		353,891	353,891	3,274,900		3,274,900		
405 Cowichan Lake Recreation	3,665,318		1,465,053	532,562		5,662,933		40,418	40,418	5,703,351		5,703,351		
411 Kerry Park Recreation	53,020					53,020				53,020		53,020		
420 Island Savings Centre	33,504					33,504				33,504		33,504		
429 Island Savings Centre Theatre Loan	57,928					57,928				57,928		57,928		
435 Theatre Grant - Area A	67,676					67,676				67,676		67,676		
436 Theatre Grant - Area B	119,871					119,871				119,871		119,871		
437 Theatre Grant - Area C	42,590					42,590				42,590		42,590		
438 Theatre Grant N. Cowichan	10,000					10,000				10,000		10,000		
439 Theatre Grant - Ladysmith	7,500					7,500				7,500		7,500		
450 Recreation Mill Bay	20,000					20,000		4,371	4,371	24,371		24,371		
451 Recreation Glenora	12,500					12,500				12,500		12,500		
456 Recreation Salthair	55,000					55,000				55,000		55,000		
457 Victim Services West	80,000					80,000				80,000		80,000		
458 Cowichan Lake Activity Centre	90,978					90,978				90,978		90,978		
459 Victim Services	10,000					10,000				10,000		10,000		
460 Recreation N. Oyster														
463 Cowichan Wooden Boat Society														

Cowichan Valley Regional District
Five Year Financial Plan (2012-2016)

SCHEDULE "B"

(Year 2012)

FUNCTION:	Funding Sources				Transfer from/(to)				Expenditures						
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Surplus of Prior Year	Total Transfers	Total Revenue	Principal & Interest	Capital	Other Purposes	Deficit prior year	Total Expenditures
464 Shawnigan Lake Community Centre	660,781		521,475	333,725	65,000	1,580,981	63,475		63,475	1,644,456	51,565	460,900	1,062,398	69,593	1,644,456
465 Cobble Hill Historical Society	15,000					15,000				15,000			15,000		15,000
466 Cobble Hill Hall	16,500					16,500				16,500			16,500		16,500
467 Shawnigan Lake Historical Society	17,000					17,000				17,000			17,000		17,000
469 Cowichan Station Area Association Area E	21,250			125,000		146,250				146,250			146,250		146,250
470 Frank Jameson Centre	40,000					40,000				40,000			40,000		40,000
472 Senior Centre Grant	16,000					16,000				16,000			16,000		16,000
474 Kaatza Society	30,000					30,000				30,000			30,000		30,000
475 Mill Bay/Malahat Historical Society	5,000					5,000				5,000			5,000		5,000
478 Cowichan Station Association Area B				20,250		20,250		306	306	20,556			20,556		20,556
489 Nature and Habitat - Area 1		9,000				9,000		7,363	7,363	16,363		11,788	4,575		16,363
490 Thetis Island Wharf		1,000				1,000		1,288	1,288	2,288			2,288		2,288
491 Thetis Island Boat Launch				700		700		6,716	6,716	7,416			7,416		7,416
492 Environmental Fund										27,500			27,500		27,500
493 Safer Futures	27,500					27,500				27,500			27,500		27,500
494 Social Planning	50,000					50,000				50,000			50,000		50,000
495 South Cowichan Community Policing	45,000					45,000				45,000			45,000		45,000
496 Cowichan Community Policing	100,000					100,000				100,000			100,000		100,000
575 Engineering Services - Administration				686,165		686,165				686,165			686,165		686,165
576 Engineering Services - Utilities				1,644,791	34,000	1,678,791				1,678,791		24,000	1,595,152	21,174	1,678,791
510 Thetis Island Solid Waste & Recycling		40,000				40,000				40,000			40,000		40,000
- Curbside Collection															
199 Solid Waste Complex	2,980,989		1,143,625	1,070,100	645,000	8,046,089	(280,000)	62,201	(280,000)	7,766,089	601,979	818,000	6,233,209	112,901	7,766,089
South Cowichan Water Study Plan	100,000		3,350,000	100,000		100,000		194,466	194,466	294,466			294,466		294,466
Liquid Waste Plan South Sector										100,000			100,000		100,000
550 Street Lighting - Mesachie	4,675					4,675		111	111	4,786			4,786		4,786
551 Street Lighting - Yonbou		23,700				23,700				23,700			23,186	514	23,700
552 Street Lighting - Brentwood			189	100		289		50	50	339			339		339
553 Street Lighting - Cowichan Bay	3,600					3,600		65	65	3,665			3,665		3,665
554 Street Lighting - Honeymoon Bay	19,117					19,117		1,133	1,133	20,250			20,250		20,250
555 Street Lighting - Mill Bay			2,100	150		2,250		50	50	2,300			2,300		2,300
556 Street Lighting - Cobble Hill		800				800		1,762	1,762	2,562			2,562		2,562
557 Critical Street Lighting A	1,100					1,100		473	473	1,573			1,573		1,573
558 Critical Street Lighting B	2,800					2,800		2,817	2,817	2,800			2,800		2,800
559 Critical Street Lighting C	500					500		1,490	1,490	1,790			1,790		1,790
560 Critical Street Lighting D	300					300		2,002	2,002	4,002			4,002		4,002
561 Critical Street Lighting E	2,000					2,000		300	300	300			300		300
562 Critical Street Lighting F	400					400		144	144	544			544		544
565 Critical Street Lighting I	4,000					4,000		6,253	6,253	9,253			9,253		9,253
580 Street Lighting - Wilmot Road	3,000					3,000		10,875	10,875	14,875			14,875		14,875
581 Street Lighting - Sentinel Ridge	4,000					4,000		6,965	6,965	10,965			10,965		10,965
583 Street Lighting - Twin Cedars	4,000					4,000		12,732	12,732	16,732			16,732		16,732
585 Street Lighting - Arbutus Mountain	4,000					4,000		94,452	94,452	63,875			44,425	894	63,875
601 Satellite Park Water		30,375		33,500		63,875				63,875			63,875		63,875
603 Douglas Hill Water		41,000		238,884		311,384	(3,000)			402,836		331,000	60,499		402,836
604 Lambour Water		33,000		100,000		170,500	15,000		15,000	185,500		15,000	135,495	27,917	185,500
605 Arbutus Mountain Water		36,900		3,000		63,880	(10,000)	39,583	29,583	93,463			93,463		93,463
608 Fern Ridge Water		12,950		13,100		26,050		15,436	15,436	41,486			39,751		41,486
611 Bald Mountain Water System		31,500		3,000		35,800		8,855	8,855	44,655			44,655		44,655
613 Dogwood Ridge Water System		14,850		19,200		97,098		10,678	10,678	107,776		63,048	39,416		107,776
615 Arbutus Ridge Water System		231,340		231,340		231,340	(15,000)	112,769	97,269	329,109		79,000	245,501		329,109
620 Mesachie Lake Water		30,300		12,900		43,200	25,000	2,667	2,667	70,867			45,867		70,867
640 Saltair Water		191,328		192,000		292,000		283,235	283,235	958,563		569,000	389,563		958,563

Cowichan Valley Regional District
Five Year Financial Plan (2012-2016)

SCHEDULE "B"

(Year 2012)

FUNCTION:	Funding Sources				Transfer from/(to)				Expenditures				Total Expenditures		
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Surplus of Prior Year	Total Transfers	Total Revenue	Principal & Interest	Capital		Other Purposes	Deficit prior year
652 Central Youbou Water Debt		36,850				36,850				36,850	36,850				36,850
653 Youbou Water		153,588	91,000	18,367		262,955		6,586	6,586	269,541	8,506	13,867	247,168		269,541
660 Honeymoon Bay Water		62,212	60,000	3,500		125,712		16,590	16,590	142,302	9,384		132,918		142,302
661 Honeymoon Bay (Sutton Cr.) Water Debt		2,623				2,623				2,623	2,623				2,623
670 Cherry Point Water		18,750	12,000			30,750		10,471	10,471	41,221			41,221		41,221
680 Shawnigan Lake North Water		175,254	138,954	646,159		960,367		45,995	45,995	1,006,362	19,139	639,000	348,223		1,006,362
681 Shawnigan Weir				13,210		13,210				13,210			13,210		13,210
690 Kerry Village Water		18,100	28,500	4,200		50,800		9,251	9,251	60,051			50,800	673	60,051
700 Twin Cedars Drainage						7,125		7,026	7,026	15,651			15,651		15,651
701 Wilnot Road Drainage						8,625		11,496	11,496	21,816			21,816		21,816
702 Sentinel Ridge Drainage						10,320		2,030	2,030	5,430			5,430		5,430
703 Shawnigan Lake East Drainage						3,400		18,814	18,814	31,114			31,114		31,114
705 Arbutus Mountain Drainage						12,300		3,665	3,665	9,665			9,665		9,665
707 Lanes Road Drainage						6,000		937	937	3,737			3,737		3,737
709 Cobble Hill Drainage #2						2,800		8,181	8,181	16,931			16,931		16,931
711 Bald Mountain Drainage System						8,750		8,181	8,181	16,931			16,931		16,931
714 Cobble Hill Drainage System						8,260		(2,000)	(2,000)	6,260			5,880	380	6,260
715 Arbutus Ridge Drainage System						32,037				32,037			31,911	126	32,037
799 Shawnigan Creek Cleanout System						13,500				13,500			13,500		13,500
800 Cowichan Bay Sewer		150,768	170,690	1,449,000		1,770,458	(1,340,246)	35,453	(1,304,793)	465,665	44,796	115,000	305,869		465,665
801 Brulett Sewer System		24,780	21,300	3,500		79,580		2,524	2,524	82,104	2,500	30,000	49,604		82,104
802 Sentinel Ridge Sewer		42,400	12,750	425,320		480,470		7,336	7,336	487,806		418,500	69,306		487,806
803 Twin Cedars Sewer		34,960	19,290	615,600		819,850	(3,000)	6,730	3,730	823,580		765,000	58,580		823,580
804 Lambourn Sewer		20,200	39,029	691,310		750,539	(1,000)	12,484	11,484	762,023		685,206	66,188		762,023
805 Arbutus Mountain Sewer		51,045	18,110	3,000		72,155		12,630	12,630	84,785			84,785		84,785
809 Cobble Hill Sewer		29,750	18,400	16,812		64,962	(250)	7,536	7,286	72,248			69,133		72,248
810 Messachie Lake Sewer		15,883	11,938	352,000		555,821		14,523	14,523	570,344		528,000	42,344		570,344
811 Bald Mountain Sewer System		31,500	3,250	10,000		44,750		11,723	11,723	56,473			56,473		56,473
813 Mill Springs Sewer System		60,000	55,000	100,000		215,000	(10,000)	42,592	(10,000)	205,000	1,000	100,000	104,000		205,000
815 Arbutus Ridge Sewer System			231,340			231,340	(15,000)	27,592	(844,767)	335,753	8,261	110,726	250,671	5,281	335,753
820 Eagle Heights Sewer			158,500	1,022,000		1,180,500	(844,767)	8,615	8,615	50,515	1,753		48,762		50,515
830 Maple Hills Sewer		25,000	16,900			41,900		39,282	39,282	46,330		175,000	218,290		437,620
840 Shawnigan Lake Sewer		135,338	147,000	116,000		398,338		68,250	68,250	60,324			60,324	1,639	68,250
850 Kerry Village Sewer		23,750	30,500	14,000		68,250		53,690	53,690	53,690			52,083	1,607	53,690
860 Youbou Sewer System		39,000	13,490	1,200		53,690		(2,000)	(2,000)	29,000	8,658	200,000	20,342		29,000
Shellwood Water System		17,000	14,000	150,000		31,000				233,100	1,723		31,377		233,100
Woodley Range Water System		25,900	7,200			233,100				23,500	4,329		19,171		23,500
Carlton Water System		15,500	11,500			27,000	(3,500)	(3,500)	(3,500)	23,500					23,500
TOTALS		28,129,120	1,706,854	10,296,753	27,452,366	4,573,000	(2,407,455)	3,853,501	1,446,046	73,604,139	6,479,046	13,886,974	52,874,509	363,610	73,604,139

Cowichan Valley Regional District
Five Year Financial Plan (2012-2016)

(Year 2013)

SCHEDULE "B"

FUNCTION:	Funding Sources				Transfer from/(to)				Expenditures			Total Expenditures			
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Surplus of Prior Year	Total Transfers	Total Revenue	Principal & Interest		Capital	Other Purposes	Deficit prior year
	1,558,293		200,000			1,758,293				1,758,293		35,000	1,723,293		1,758,293
General Government	1,450,000					1,450,000		700,000	700,000	700,000			700,000		700,000
Cowichan Valley Health Projects						0									
V. I. Regional Library				1,797,646		1,797,646				1,450,000			1,450,000		1,450,000
M.A.H.A./M.L.A./G.I.S.			215,000	9,500		234,500				506,793			506,793		1,797,646
Malahat Transit			600,548	65,000		665,548				3,043,121			3,043,121		506,793
911						475,000	(25,000)	(25,000)		450,000			450,000		3,043,121
Grants-in-Aid						109,000				109,000			109,000		450,000
Economic Development				120,000		120,000				631,200	62,200		569,000		109,000
Regional Tourism				157,150		277,150				277,150			277,150		631,200
Electoral Feasibility Studies						35,000				35,000			35,000		277,150
Environmental Initiatives				4,490,995		5,004,995				5,004,995			5,004,995		35,000
Municipalities - M.F.A. Debt				371,454		371,454				2,936,183			2,936,183		5,004,995
Parks, Recreation, Culture & Facilities				572,786		572,786				371,454			371,454		2,936,183
Administration Building						514,041				489,041			489,041		371,454
Emergency Planning			16,601			16,601				29,835			29,835		572,786
Community Parks			7,500			7,500				1,517,712			1,517,712		489,041
Electoral Area Services						244,793				244,793			244,793		1,517,712
Parks & Trails						632,509				937,500			937,500		244,793
Regional Parks						937,500				126,500			126,500		937,500
Bright Angel Park			4,000			4,000				44,000			44,000		126,500
Cowichan Community Parks						60,000				60,000			60,000		44,000
of Trestle						11,000				11,000			11,000		60,000
Small Parkland Acquisition						782,340				649,760			649,760		11,000
Enforcement & Inspection				76,000		103,000				103,000			103,000		649,760
Community Planning				724,000		937,000				937,000			937,000		103,000
North Oyster Fire Protection				284,964		1,986,987				1,986,987			1,986,987		937,000
Mesachie Lake Fire Protection			67,427			423,285			25,000	448,285			298,285		1,986,987
Lake Cowichan Fire Protection						50,835			(4,495)	46,340			42,087		448,285
Salfair Fire Protection						156,191				156,191			156,191		46,340
Saltlam Fire Protection						137,000				137,000			137,000		156,191
Malahat Fire Protection				87,630		183,438			(15,244)	168,194			121,518		137,000
Eagle Heights Fire Protection						265,329			(15,533)	249,796			187,310		121,518
Honeymoon Bay Fire Protection				12,112		182,700			(20,000)	162,700			162,700		187,310
Youbou Fire Protection				29,180		225,098			20,800	245,898			145,898		162,700
Cowichan Lake Recreation				164,554		2,670,097				2,670,097			2,171,140		245,898
Kerry Park Recreation				6,540		3,872,305			(100,000)	3,772,305			3,140,347		2,171,140
Island Savings Centre				452,169		6,553,998			(468,000)	6,085,998			5,167,992		3,140,347
Theatre Loan						53,020				53,020			53,020		5,167,992
Theatre Grant - Area A						34,000				34,000			34,000		53,020
Theatre Grant - Area B						58,000				58,000			58,000		34,000
Theatre Grant - Area C						68,000				68,000			68,000		58,000
Theatre Grant N. Cowichan						120,000				120,000			120,000		68,000
Theatre Grant - Ladysmith						43,000				43,000			43,000		120,000
Recreation Mill Bay						10,000				10,000			10,000		43,000
Recreation Glenora						7,500				7,500			7,500		10,000
Recreation Salfair						20,000				20,000			20,000		7,500
Victim Services West						12,500				12,500			12,500		20,000
Cowichan Lake Activity Centre						55,000				55,000			55,000		12,500
Victim Services						80,000				80,000			80,000		55,000
Recreation N. Oyster						91,000				91,000			91,000		80,000
Cowichan Wooden Boat Society						10,000				10,000			10,000		91,000

Cowichan Valley Regional District
Five Year Financial Plan (2012-2016)

(Year 2013)

SCHEDULE "B"

FUNCTION:	Funding Sources				Transfer from/(to)				Expenditures						
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Surplus of Prior Year	Total Transfers	Total Revenue	Principal & Interest	Capital	Other Purposes	Deficit prior year	Total Expenditures
	631,240		526,689	1,300		1,159,229	(10,000)	(10,000)	(10,000)	1,149,229	36,142	32,000	1,081,087		1,149,229
Shawinigan Lake Community Centre	15,000					15,000				15,000			15,000		15,000
Cobble Hill Historical Society	16,500					16,500				16,500			16,500		16,500
Shawinigan Lake Historical Society	17,000					17,000				17,000			17,000		17,000
Cowichan Station Area Assoc. Area E	21,250					21,250				21,250			21,250		21,250
Frank Jameson Centre	40,000					40,000				40,000			40,000		40,000
Senior Centre Grant	16,000					16,000				16,000			16,000		16,000
Kaatza Society	30,000					30,000				30,000			30,000		30,000
Mill Bay/Malahat Historical Society	15,000					15,000				15,000			15,000		15,000
Cowichan Station Association Area B	5,000					5,000				5,000			5,000		5,000
Nature and Habitat - Area I		9,000		250		250				250			250		250
Thetis Island Wharf		1,000				1,000				1,000			1,000		1,000
Thetis Island Boat Launch				700		700				700			700		700
Environmental Fund						27,500				27,500			27,500		27,500
Safer Futures						50,000				50,000			50,000		50,000
Social Planning						45,000				45,000			45,000		45,000
South Cowichan Community Policing						100,000				100,000			100,000		100,000
Cowichan Community Policing						689,083				689,083			689,083		689,083
Engineering Services - Administration						1,620,000				1,620,000			1,579,781		1,620,000
Engineering Services Utilities						40,000				40,000			40,000		40,000
Thetis Island Solid Waste & Recycling		40,000				40,000				40,000			40,000		40,000
Waste Collection			1,107,464		1,746,600	2,854,064				2,854,064		1,746,600	1,061,004		2,854,064
Waste Complex	2,833,200		3,425,000	2,222,061	755,000	9,235,261	185,000	185,000	185,000	9,420,261		2,435,000	6,303,544		9,420,261
Cowichan Water Study Plan	100,000					100,000				100,000			100,000		100,000
Waste Plan South Sector						0				0			0		0
Street Lighting - Mesachie	5,141					5,141				5,141			5,141		5,141
Street Lighting - Youbout		24,570				24,570				24,570			24,570		24,570
Street Lighting - Brentwood			226	100		326				326			326		326
Street Lighting - Cowichan Bay	3,753					3,753				3,753			3,753		3,753
Street Lighting - Honeymoon Bay	21,716					21,716				21,716			21,716		21,716
Street Lighting - Mill Bay			3,021			3,021				3,021			3,021		3,021
Street Lighting - Cobble Hill		2,702				2,702				2,702			2,702		2,702
Critical Street Lighting A	1,533					1,533				1,533			1,533		1,533
Critical Street Lighting B	2,800					2,800				2,800			2,800		2,800
Critical Street Lighting C	3,513					3,513				3,513			3,513		3,513
Critical Street Lighting D	1,778					1,778				1,778			1,778		1,778
Critical Street Lighting E	4,261					4,261				4,261			4,261		4,261
Critical Street Lighting F						0				0			0		0
Critical Street Lighting I	582					582				582			582		582
Street Lighting - Wilnot Road	3,000					3,000				3,000			3,000		3,000
Street Lighting - Sentinel Ridge	4,050					4,050				4,050			4,050		4,050
Street Lighting - Twin Cedars	4,050					4,050				4,050			4,050		4,050
Street Lighting - Arbutus Mountain	4,050					4,050				4,050			4,050		4,050
Satellite Park Water		31,000	35,000			66,000				66,000	18,556		47,444		66,000
Douglas Hill Water		42,500	32,500			75,000	(3,063)	(3,063)	(3,063)	71,937			60,600		71,937
Laanhoun Water		35,000	37,500			72,500	(3,000)	(3,000)	(3,000)	69,500			62,412		69,500
Arbutus Mountain Water		37,000	25,000			62,000	(10,000)	(10,000)	(10,000)	52,000			52,000		52,000
Fern Ridge Water		14,000	13,500	50,000		77,500				77,500	1,735	50,000	25,765		77,500
Bald Mountain Water System		34,000	10,000	300,000		344,000	(53,000)	(53,000)	(53,000)	291,000			41,000		291,000
Dogwood Ridge Water System		17,000	19,000			36,000				36,000	5,312		30,688		36,000
Arbutus Ridge Water System			239,000	150,000		389,000	(20,000)	(20,000)	(20,000)	369,000	6,608	150,000	212,392		369,000
Mesachie Lake Water		31,000	13,000			44,000				44,000			44,000		44,000
Saltair Water		205,000	200,000			405,000				405,000	110,000		295,000		405,000

Cowichan Valley Regional District
Five Year Financial Plan (2012-2016)

(Year 2013)

SCHEDULE "B"

FUNCTION:	Funding Sources				Transfer from/(to)				Expenditures						
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Surplus of Prior Year	Total Transfers	Total Revenue	Principal & Interest	Capital	Other Purposes	Deficit prior year	Total Expenditures
Central Youbou Water Debt		36,850				36,850				36,850					36,850
Youbou Water		160,000	100,000	7,000		267,000	(7,000)	(7,000)	(7,000)	260,000	8,506	251,494	251,494	260,000	
Honeymoon Bay Water		68,000	63,000	300,000		431,000	(5,000)	(5,000)	(5,000)	426,000	9,384	300,000	116,616	426,000	
Honeymoon Bay (Sutton Cr.) Water Debt	2,623					2,623				2,623				2,623	
Cherry Point Water		19,000	12,000	50,000		81,000	(14,000)	(14,000)	(14,000)	316,000	19,139	50,000	31,000	81,000	
Shawinigan Lake North Water		185,000	145,000			330,000				316,000			296,861	316,000	
Shawinigan Weir		19,000	26,000	13,210		13,210	(3,000)	(3,000)	(3,000)	42,000			13,210	13,210	
Kerry Village Water	7,300					7,300				7,300			7,300	7,300	
Twin Cedars Drainage	9,000					9,000				9,000			9,000	9,000	
Wilnot Road Drainage	10,500					10,500				10,500			10,500	10,500	
Sentinel Ridge Drainage	3,550					3,550				3,550			3,550	3,550	
Shawinigan Lake East Drainage	13,000					13,000				13,000			13,000	13,000	
Arbutus Mountain Drainage	6,300					6,300				6,300			6,300	6,300	
Lanes Road Drainage	2,900					2,900				2,900			2,900	2,900	
Cobble Hill Drainage #2	9,200					9,200				9,200			9,200	9,200	
Bald Mountain Drainage System	18,000					18,000				18,000			18,000	18,000	
Cobble Hill Drainage System		33,150				33,150				33,150			33,150	33,150	
Arbutus Ridge Drainage System	18,000					18,000				18,000			18,000	18,000	
Shawinigan Creek Cleanout System		160,000	170,000			330,000	(18,587)	(18,587)	(18,587)	311,413	44,796	15,000	251,617	311,413	
Cowichan Bay Sewer		25,000	22,000			47,000	(9,000)	(9,000)	(9,000)	38,000	2,500		35,500	38,000	
Brulett Sewer System		50,000	13,000			63,000	(2,000)	(2,000)	(2,000)	61,000			61,000	61,000	
Sentinel Ridge Sewer		22,000	42,000			64,000				64,000			53,371	64,000	
Arbutus Mountain Sewer		22,000	42,000			64,000				64,000			53,371	64,000	
Cobble Hill Sewer		52,000	21,000	200,000		273,000	(3,000)	(3,000)	(3,000)	270,000		200,000	70,000	270,000	
Mesachie Lake Sewer		30,000	19,000			49,000	(5,000)	(5,000)	(5,000)	44,000			40,885	44,000	
Mesachie Lake Sewer		30,000	12,000			42,000				42,000			29,261	42,000	
Bald Mountain Sewer System		33,000	6,000			39,000				39,000			39,000	39,000	
MIH Springs Sewer System		68,000	61,000			129,000				129,000		20,000	100,641	129,000	
Arbutus Ridge Sewer System			239,000			239,000	(15,000)	(15,000)	(15,000)	224,000	8,359		215,739	224,000	
Eagle Heights Sewer			168,000	14,000		182,000	(5,547)	(5,547)	(5,547)	176,453	8,261	15,000	161,453	176,453	
Maple Hills Sewer		26,000	18,000			44,000				44,000			42,247	44,000	
Shawinigan Lake Sewer		145,000	150,000			295,000	(20,000)	(20,000)	(20,000)	275,000	46,330		228,670	275,000	
Kerry Village Sewer		25,000	32,000			57,000				57,000			50,713	57,000	
Youbou Sewer System		40,000	16,000			56,000				56,000			56,000	56,000	
Shellwood Water System		17,000	14,000			31,000	(2,000)	(2,000)	(2,000)	29,000			20,342	29,000	
Woodley Range Water System		17,000	14,000			31,000	(1,000)	(1,000)	(1,000)	30,000	1,723		28,277	30,000	
Carlton Water System		15,500	11,500			27,000	(3,500)	(3,500)	(3,500)	23,500	4,329		19,171	23,500	
TOTALS	30,207,949	1,822,272	10,656,890	18,175,568	2,764,954	63,627,633	(800,965)	700,000	(100,965)	63,526,668	6,961,371	6,922,300	49,642,997		63,526,668

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Cowichan Valley Regional District
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(Year 2014)

SCHEDULE "B"

FUNCTION:	Funding Sources				Transfer from/(to)			Expenditures			Total Expenditures				
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Surplus of Prior Year	Total Transfers	Total Revenue		Principal & Interest	Capital	Other Purposes	Deficit prior year
General Government	1,589,458			200,000		1,789,458				1,789,458		35,000	1,754,458	0	1,789,458
Cowichan Valley Health Projects															
V. I. Regional Library	1,494,000			1,832,961		1,494,000				1,494,000			1,494,000		1,494,000
H.R./I.T./M.L.A./G.I.S.			236,000	10,000		1,832,961				1,832,961			1,832,961		1,832,961
Malahat Transit	2,821,120		669,548	68,000		3,558,668				3,558,668			3,558,668		3,558,668
911	425,000					425,000	(25,000)		(25,000)	400,000			400,000		400,000
Grants-in-Aid	109,000			126,928		109,000				109,000	62,200		109,000		109,000
Economic Development	538,140			164,500		665,068				665,068			665,068		665,068
Regional Tourism	130,000					294,500				294,500			294,500		294,500
Electoral Feasibility Studies	35,000					35,000				35,000			35,000		35,000
Environmental Initiatives	525,000			259,648		784,648				784,648			784,648		784,648
Municipalities - M.F.A. Debt				2,898,933		2,898,933				2,898,933			2,898,933		2,898,933
Parks, Recreation, Culture & Facilities				378,884		378,884				378,884			378,884		378,884
Administration Building				579,172		579,172				579,172			579,172		579,172
Emergency Planning	507,389		16,601			523,990			(25,000)	498,990			470,100		498,990
Community Parks	1,509,962		8,000			1,517,962				1,517,962			1,052,092		1,517,962
Electoral Area Services	249,688					249,688				249,688			249,688		249,688
Parks & Trails	645,159					645,159				645,159	566		644,593		645,159
Regional Parks	937,500					937,500				937,500	126,500		690,000		937,500
Bright Angel Park	40,000		4,000			44,000				44,000			44,000		44,000
Cowichan Community Parks	60,000					60,000				60,000			60,000		60,000
of Trestle	11,000					11,000				11,000			11,000		11,000
Small Parkland Acquisition	782,340					782,340	(132,580)		(132,580)	649,760			649,760		649,760
Enforcement & Inspection	30,000			76,000		106,000				106,000			106,000		106,000
Community Planning	233,000			724,000		957,000				957,000		25,000	932,000		957,000
North Oyster Fire Protection	1,757,023			284,964		2,041,987				2,041,987			2,041,987		2,041,987
Mesachie Lake Fire Protection	310,671		67,427			378,098	(70,865)		(70,865)	307,233			307,233		307,233
Lake Cowichan Fire Protection	52,869					52,869	(5,495)		(5,495)	47,374			43,349		47,374
Saltlair Fire Protection	160,877					160,877				160,877			160,877		160,877
Saltlaim Fire Protection	141,000					141,000				141,000			141,000		141,000
Malahat Fire Protection	187,296		1,597			288,893	(27,053)		(27,053)	261,840		100,000	125,164		261,840
Eagle Heights Fire Protection	162,579			102,836		265,415	(50,000)		(50,000)	215,415			192,929		215,415
Honeymoon Bay Fire Protection	181,645					187,580	(20,000)		(20,000)	167,580			167,580		167,580
Youbou Fire Protection	201,796			57,567		259,363	(45,521)		(45,521)	213,842		60,000	135,993		213,842
Cowichan Lake Recreation	2,241,269		344,538	171,136		2,756,943				2,756,943			2,257,986		2,756,943
Kerry Park Recreation	2,893,104		822,289	6,540		3,721,933	(150,000)		(150,000)	3,571,933			3,194,627		3,571,933
Island Savings Centre	4,917,650		1,546,478	452,169		6,916,297	(702,000)		(702,000)	6,214,297			5,297,191		6,214,297
Island Savings Centre Theatre Loan	53,020					53,020				53,020			53,020		53,020
Theatre Grant - Area A	34,000					34,000				34,000			34,000		34,000
Theatre Grant - Area B	58,000					58,000				58,000			58,000		58,000
Theatre Grant - Area C	68,000					68,000				68,000			68,000		68,000
Theatre Grant N. Cowichan	120,000					120,000				120,000			120,000		120,000
Theatre Grant - Ladysmith	43,000					43,000				43,000			43,000		43,000
Recreation Mill Bay	10,000					10,000				10,000			10,000		10,000
Recreation Glenora	7,500					7,500				7,500			7,500		7,500
Recreation Saltair	20,000					20,000				20,000			20,000		20,000
Victim Services West	12,500					12,500				12,500			12,500		12,500
Cowichan Lake Activity Centre	55,000					55,000				55,000			55,000		55,000
Victim Services	80,000					80,000				80,000			80,000		80,000
Recreation N. Oyster	91,000					91,000				91,000			91,000		91,000
Cowichan Wooden Boat Society	10,000					10,000				10,000			10,000		10,000

Cowichan Valley Regional District
Five Year Financial Plan (2012-2016)

(Year 2014)

SCHEDULE "B"

FUNCTION:	Funding Sources				Transfer from/(to)				Expenditures						
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Surplus of Prior Year	Total Transfers	Total Revenue	Principal & Interest	Capital	Other Purposes	Deficit prior year	Total Expenditures
Shawigan Lake Community Centre	637,552		531,984	1,300		1,170,836	(10,000)		(10,000)	1,160,836	11,628	46,500	1,102,708	15,000	1,160,836
Cobble Hill Historical Society	15,000					15,000				15,000			15,000		15,000
Cobble Hill Hall	16,500					16,500				16,500			16,500		16,500
Shawigan Lake Historical Society	17,000					17,000				17,000			17,000		17,000
Cowichan Station Area Assoc. Area E	21,250					21,250				21,250			21,250		21,250
Frank Jameson Centre	40,000					40,000				40,000			40,000		40,000
Senior Centre Grant	16,000					16,000				16,000			16,000		16,000
Kaatza Society	30,000					30,000				30,000			30,000		30,000
Mill Bay/Malahat Historical Society	15,000					15,000				15,000			15,000		15,000
Cowichan Station Association Area B	5,000					5,000				5,000			5,000		5,000
Nature and Habitat - Area I				250		250				250			250		250
Theftis Island Wharf		9,000				9,000				9,000			9,000		9,000
Theftis Island Boat Launch		1,000				1,000				1,000			1,000		1,000
Environmental Fund				700		700				700			700		700
Safer Futures					27,500	27,500				27,500			27,500		27,500
Social Planning					50,000	50,000				50,000			50,000		50,000
South Cowichan Community Policing					45,000	45,000				45,000			45,000		45,000
Cowichan Community Policing					100,000	100,000				100,000			100,000		100,000
Engineering Services - Administration				732,115		732,115				732,115			732,115		732,115
Engineering Services - Utilities				1,630,000		1,630,000				1,630,000			1,630,000		1,630,000
Theftis Island Solid Waste & Recycling		40,000				40,000				40,000			40,000		40,000
Waste Collection			1,135,978			1,135,978				1,135,978			1,135,978		1,135,978
Waste Complex		2,889,864	3,425,000	996,468		7,311,332	(200,000)		(200,000)	7,111,332			6,429,615		7,111,332
Cowichan Water Study Plan		100,000				100,000				100,000			100,000		100,000
Waste Plan South Sector						0				0			0		0
Street Lighting - Mesachie					5,398	5,398				5,398			5,398		5,398
Street Lighting - Youbout					25,799	25,799				25,799			25,799		25,799
Street Lighting - Brentwood			242			342				342			342		342
Street Lighting - Cowichan Bay				100		342				342			342		342
Street Lighting - Honeymoon Bay						3,940				3,940			3,940		3,940
Street Lighting - Mill Bay						22,802				22,802			22,802		22,802
Street Lighting - Cobble Hill			3,172			3,172				3,172			3,172		3,172
Critical Street Lighting A		2,837				2,837				2,837			2,837		2,837
Critical Street Lighting B		1,610				1,610				1,610			1,610		1,610
Critical Street Lighting C		2,940				2,940				2,940			2,940		2,940
Critical Street Lighting D		3,689				3,689				3,689			3,689		3,689
Critical Street Lighting E		1,867				1,867				1,867			1,867		1,867
Critical Street Lighting F		4,474				4,474				4,474			4,474		4,474
Critical Street Lighting G						0				0			0		0
Critical Street Lighting H		611				611				611			611		611
Critical Street Lighting I		3,050				3,050				3,050			3,050		3,050
Street Lighting - Wilnot Road		4,100				4,100				4,100			4,100		4,100
Street Lighting - Seafinell Ridge		4,100				4,100				4,100			4,100		4,100
Street Lighting - Twin Cedars		4,100				4,100				4,100			4,100		4,100
Street Lighting - Arbutus Mountain		4,100				4,100				4,100			4,100		4,100
Satellite Park Water		33,000				33,000				33,000			33,000		33,000
Douglas Hill Water		43,000				43,000				43,000			43,000		43,000
Laubour Water		37,000				37,000				37,000			37,000		37,000
Arbutus Mountain Water		38,000				38,000				38,000			38,000		38,000
Fern Ridge Water		14,000				14,000				14,000			14,000		14,000
Bald Mountain Water System		34,000				34,000				34,000			34,000		34,000
Dogwood Ridge Water System		17,500				17,500				17,500			17,500		17,500
Arbutus Ridge Water System		32,000				32,000				32,000			32,000		32,000
Mesachie Lake Water		210,000				210,000				210,000			210,000		210,000
Saltair Water						810,000				810,000			810,000		810,000

Cowichan Valley Regional District
Five Year Financial Plan (2012-2016)

(Year 2014)

SCHEDULE "B"

FUNCTION:	Funding Sources				Transfer from/(to)				Expenditures						
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Surplus of Prior Year	Total Transfers	Total Revenue	Principal & Interest	Capital	Other Purposes	Deficit prior year	Total Expenditures
Central Youbou Water Debt		36,850				36,850				36,850	36,850				36,850
Youbou Water		165,000	105,000	250,000		520,000	(10,000)	(10,000)	(10,000)	510,000	8,506	250,000	251,494		510,000
Honeymoon Bay Water		70,000	65,000			135,000	(5,000)	(5,000)	(5,000)	130,000	9,384		120,616		130,000
Honeymoon Bay (Stutson Creek) Water Debt	2,623					2,623				2,623					2,623
Cherry Point Water		20,000	13,000	1,500,000	500,000	33,000	(2,000)	(2,000)	(2,000)	31,000		2,000,000	31,000		31,000
Shawnigan Lake North Water		195,000	150,000			2,345,000				2,345,000	19,139		325,861		2,345,000
Shawnigan Weir		20,000	27,000	13,210		13,210	(4,000)	(4,000)	(4,000)	43,000			13,210		13,210
Kerry Village Water	7,600					7,600				7,600	7,600		7,600		7,600
Twin Cedars Drainage	9,250					9,250				9,250	9,250		9,250		9,250
Wilnot Road Drainage	11,000					11,000				11,000	11,000		11,000		11,000
Sentinel Ridge Drainage	3,700					3,700				3,700	3,700		3,700		3,700
Shawnigan Lake East Drainage	13,500					13,500				13,500	13,500		13,500		13,500
Arbutus Mountain Drainage	6,500					6,500				6,500	6,500		6,500		6,500
Lanes Road Drainage	3,000					3,000				3,000	3,000		3,000		3,000
Cobble Hill Drainage #2	9,400					9,400				9,400	9,400		9,400		9,400
Bald Mountain Drainage System	18,500					18,500				18,500	18,500		18,500		18,500
Cobble Hill Drainage System		34,300				34,300				34,300	34,300		34,300		34,300
Arbutus Ridge Drainage System	18,000					18,000				18,000	18,000		18,000		18,000
Shawnigan Creek Cleanout System		165,000	177,000			342,000	(28,587)	(28,587)	(28,587)	313,413	44,796	15,000	253,617		313,413
Cowichan Bay Sewer		26,000	22,000	400,000	200,000	648,000	(10,000)	(10,000)	(10,000)	638,000	2,500	600,000	35,500		638,000
Brutlett Sewer System		50,000	15,000	600,000		665,000	(3,000)	(3,000)	(3,000)	662,000		600,000	62,000		662,000
Sentinel Ridge Sewer		23,000	43,000			66,000	(2,500)	(2,500)	(2,500)	63,500	10,629		52,871		63,500
Arbutus Mountain Sewer		23,000	43,000			66,000	(2,500)	(2,500)	(2,500)	63,500	10,629		52,871		63,500
Arbutus Mountain Sewer		55,000	22,000			77,000	(5,000)	(5,000)	(5,000)	72,000			72,000		72,000
Cobble Hill Sewer		31,000	21,000	45,000	50,000	147,000				147,000	3,115	100,000	43,885		147,000
Mesachie Lake Sewer		30,000	13,000			43,000				43,000	12,739		30,261		43,000
Bald Mountain Sewer System		33,000	10,000	800,000		843,000	(200,000)	(200,000)	(200,000)	643,000	600,000	43,000	103,641		643,000
Mill Springs Sewer System		70,000	64,000			134,000	(12,000)	(12,000)	(12,000)	122,000	8,359	10,000	103,641		122,000
Arbutus Ridge Sewer System			247,000	550,000	100,000	897,000	85,000	85,000	85,000	982,000	8,261	750,000	223,739		982,000
Eagle Heights Sewer			170,000	14,000		184,000	244,453	244,453	244,453	428,453	163,453		43,247		428,453
Maple Hills Sewer		28,000	19,000			47,000	23,000	23,000	23,000	70,000	1,753	25,000	43,247		70,000
Shawnigan Lake Sewer		150,000	158,000			308,000	(25,000)	(25,000)	(25,000)	283,000	46,330		236,670		283,000
Kerry Village Sewer		26,000	33,000			59,000	(2,000)	(2,000)	(2,000)	57,000	6,287		50,713		57,000
Youbou Sewer System		41,000	20,000			61,000	(5,000)	(5,000)	(5,000)	56,000			56,000		56,000
Shellwood Water System		17,000	14,000			31,000	(2,000)	(2,000)	(2,000)	29,000	8,658		20,342		29,000
Woodley Range Water System		17,000	14,000			31,000	(1,000)	(1,000)	(1,000)	30,000	1,723		28,277		30,000
Carlton Water System		15,500	12,000			27,500	(3,500)	(3,500)	(3,500)	24,000	4,329		19,671		24,000
TOTALS		31,233,920	1,878,786	10,936,854	1,150,000	62,831,940	(1,612,148)	(1,612,148)	(1,612,148)	61,219,792	6,694,566	8,491,700	46,033,526		61,219,792

Cowichan Valley Regional District
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(Year 2015)

SCHEDULE "B"

FUNCTION:	Funding Sources				Transfer from/(to)				Expenditures					
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Surplus of Prior Year	Total Transfers	Total Revenue	Principal & Interest	Capital	Other Purposes	Deficit prior year
General Government	1,621,247			200,000		1,821,247	0	0		1,821,247	35,000	1,786,247	0	1,821,247
Cowichan Valley Health Projects						1,538,000				1,538,000		1,538,000		1,538,000
V. I. Regional Library				1,874,764		1,874,764				1,874,764		1,874,764		1,874,764
H.R./J.T./M.L.A./G.I.S.			236,500	11,500		615,670				615,670		615,670		615,670
Malahat Transit	3,037,467		684,548	69,000		3,791,015				3,791,015		3,791,015		3,791,015
Transit						375,000	(25,000)	(25,000)		350,000		350,000		350,000
911						109,000				109,000		109,000		109,000
Grants-in-Aid				134,544		701,240				701,240		639,040		701,240
Economic Development				172,170		312,170				312,170		312,170		312,170
Regional Tourism						35,000				35,000		35,000		35,000
Electoral Feasibility Studies				250,000		785,000				785,000		785,000		785,000
Environmental Initiatives				2,745,086		2,745,086				2,745,086		2,745,086		2,745,086
Municipalities - M.F.A. Debt				386,461		386,461				386,461		386,461		386,461
Parks, Recreation, Culture & Facilities				585,685		585,685				585,685		585,685		585,685
Administration Building			16,601			534,137				509,137		27,769		509,137
Emergency Planning	517,536		8,000			1,517,962	(25,000)	(25,000)		1,517,962	217,886	1,052,420		1,517,962
Community Parks	1,509,962					254,682				254,682		254,682		254,682
Electoral Area Services						658,062				658,062		658,062		658,062
Parks & Trails						937,500				937,500	111,000	700,000		937,500
Regional Parks			4,000			44,000				44,000		44,000		44,000
Bright Angel Park						60,000				60,000		60,000		60,000
Cowichan Community Parks						11,000				11,000		11,000		11,000
of Trestle						782,340			(273,233)	509,107		509,107		509,107
of Small Parkland Acquisition						109,000				109,000		109,000		109,000
Enforcement & Inspection				76,000		977,000				977,000	25,000	952,000		977,000
Community Planning	253,000			724,000		2,096,987				2,096,987		2,096,987		2,096,987
North Oyster Fire Protection	1,812,023			284,964		381,298	(64,848)	(64,848)		316,450		316,450		316,450
Mesachie Lake Fire Protection	315,871		67,427			54,983	(10,333)	(10,333)		44,650		44,650		44,650
Lake Cowichan Fire Protection	54,983					165,700				165,700		165,700		165,700
Sallair Fire Protection	165,700					145,000				145,000		145,000		145,000
Saltlam Fire Protection	145,000		1,597			415,595				415,595		415,595		415,595
Malahat Fire Protection	213,998					575,391			50,000	625,391		198,717		625,391
Eagle Heights Fire Protection	171,634			68,757		192,600	(20,000)	(20,000)		172,600		172,600		172,600
Honeymoon Bay Fire Protection	192,600					433,412				433,412		433,412		433,412
Yonboun Fire Protection	187,095			46,317		254,784			300,000	554,784		154,784		554,784
Cowichan Lake Recreation	207,850					2,847,262				2,847,262		2,847,262		2,847,262
Kerry Park Recreation	2,310,961		358,320	177,981		3,786,497	(212,000)	(212,000)		224,461		2,348,305		2,847,262
Island Savings Centre	2,943,597		836,360	6,540		7,388,942	(936,000)	(936,000)		197,106		5,562,050		6,452,942
Island Savings Centre Theatre Loan	5,351,086		1,585,687	452,169		53,020				53,020		53,020		53,020
Theatre Grant - Area A	34,000					34,000				34,000		34,000		34,000
Theatre Grant - Area B	58,000					58,000				58,000		58,000		58,000
Theatre Grant - Area C	68,000					68,000				68,000		68,000		68,000
Theatre Grant N. Cowichan	115,000					115,000				115,000		115,000		115,000
Theatre Grant - Ladysmith	43,000					43,000				43,000		43,000		43,000
Recreation Mill Bay	10,000					10,000				10,000		10,000		10,000
Recreation Glenora	7,500					7,500				7,500		7,500		7,500
Recreation Salfair	20,000					20,000				20,000		20,000		20,000
Victim Services West	12,500					12,500				12,500		12,500		12,500
Cowichan Lake Activity Centre	55,000					55,000				55,000		55,000		55,000
Victim Services	80,000					80,000				80,000		80,000		80,000
Recreation N. Oyster	91,000					91,000				91,000		91,000		91,000
Cowichan Wooden Boat Society	10,000					10,000				10,000		10,000		10,000

Cowichan Valley Regional District
Five Year Financial Plan (2012-2016)

(Year 2015)

SCHEDULE "B"

FUNCTION:	Funding Sources				Transfer from/(to)				Expenditures						
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Surplus of Prior Year	Total Transfers	Total Revenue	Principal & Interest	Capital	Other Purposes	Deficit prior year	Total Expenditures
Shawningan Lake Community Centre	658,928		541,590	1,300	1,200,000	2,401,818	(60,000)	(60,000)	(60,000)	2,341,818	17,055	1,200,000	1,124,763	15,000	2,341,818
Cobble Hill Historical Society	15,000					15,000				15,000			15,000		15,000
Cobble Hill Hall	16,500					16,500				16,500			16,500		16,500
Shawningan Lake Historical Society	17,000					17,000				17,000			17,000		17,000
Cowichan Station Area Assoc. Area E	21,250					21,250				21,250			21,250		21,250
Frank Jameson Centre	40,000					40,000				40,000			40,000		40,000
Senior Centre Grant	16,000					16,000				16,000			16,000		16,000
Kaatza Society	30,000					30,000				30,000			30,000		30,000
Mill Bay/Malahat Historical Society	15,000					15,000				15,000			15,000		15,000
Cowichan Station Association Area B	5,000					5,000				5,000			5,000		5,000
Nature and Habitat - Area I		9,000		250		250				250			250		250
Theftis Island Wharf		1,000				1,000				1,000			1,000		1,000
Theftis Island Boat Launch				700		700				700			700		700
Environmental Fund						700				700			700		700
Safer Futures	27,500					27,500				27,500			27,500		27,500
Social Planning	50,000					50,000				50,000			50,000		50,000
South Cowichan Community Policing	45,000					45,000				45,000			45,000		45,000
Cowichan Community Policing	100,000					100,000				100,000			100,000		100,000
Engineering Services - Administration				712,571		712,571				712,571			712,571		712,571
Engineering Services - Utilities				1,640,000		1,640,000				1,640,000			1,627,963		1,640,000
Theftis Island Solid Waste & Recycling		40,000				40,000				40,000			40,000		40,000
Waste Collection			1,165,347			1,165,347				1,165,347			1,008,347		1,165,347
Waste Complex	2,947,661		3,425,000	1,049,762		7,422,423	(200,000)	(200,000)	(200,000)	7,222,423	664,216		6,558,207		7,222,423
Cowichan Water Study Plan	100,000					100,000				100,000			100,000		100,000
Liquid Waste Plan South Sector						0				0			0		0
Street Lighting - Mesachie	5,668					5,668				5,668			5,668		5,668
Street Lighting - Youbou		27,088				27,088				27,088			27,088		27,088
Street Lighting - Brentwood			259	100		359				359			359		359
Street Lighting - Cowichan Bay	4,137					4,137				4,137			4,137		4,137
Street Lighting - Honeymoon Bay	23,942					23,942				23,942			23,942		23,942
Street Lighting - Mill Bay			3,330			3,330				3,330			3,330		3,330
Street Lighting - Cobble Hill		2,979				2,979				2,979			2,979		2,979
Critical Street Lighting A	1,690					1,690				1,690			1,690		1,690
Critical Street Lighting B	3,000					3,000				3,000			3,000		3,000
Critical Street Lighting C	3,873					3,873				3,873			3,873		3,873
Critical Street Lighting D	1,960					1,960				1,960			1,960		1,960
Critical Street Lighting E	4,698					4,698				4,698			4,698		4,698
Critical Street Lighting F						0				0			0		0
Critical Street Lighting I	641					641				641			641		641
Street Lighting - Winnot Road	3,100					3,100				3,100			3,100		3,100
Street Lighting - Sentinel Ridge	4,150					4,150				4,150			4,150		4,150
Street Lighting - Twin Cedars	4,150					4,150				4,150			4,150		4,150
Street Lighting - Arbutus Mountain	4,150					4,150				4,150			4,150		4,150
Satellite Park Water		34,000				34,000				34,000			34,000		34,000
Douglas Hill Water	47,000					47,000				47,000			47,000		47,000
Launhour Water	37,000					37,000				37,000			37,000		37,000
Arbutus Mountain Water	40,000				45,000	85,000				85,000			85,000		85,000
Fern Ridge Water	15,000					15,000				15,000			15,000		15,000
Bald Mountain Water System	36,000					36,000				36,000			36,000		36,000
Dogwood Ridge Water System	18,000					18,000				18,000			18,000		18,000
Arbutus Ridge Water System			256,000			256,000				256,000			256,000		256,000
Mesachie Lake Water		33,000				33,000				33,000			33,000		33,000
Saltair Water		220,000				220,000				220,000			220,000		220,000
						425,000			(15,000)	410,000	110,000		300,000		410,000

Cowichan Valley Regional District
Five Year Financial Plan (2012-2016)

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SCHEDULE "B"

FUNCTION:	Funding Sources				Transfer from/(to)				Expenditures						
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Surplus of Prior Year	Total Transfers	Total Revenue	Principal & Interest	Capital	Other Purposes	Deficit prior year	Total Expenditures
Central Youbou Water Debt		36,850				36,850				36,850	36,850				36,850
Youbou Water		175,000	108,000			283,000	(20,000)		(20,000)	263,000	8,506	125,000	254,494		263,000
Honeymoon Bay Water		70,000	65,000		50,000	185,000				185,000	8,000		52,000		185,000
Honeymoon Bay (Sutton Cr) Water Debt	2,623					2,623				2,623	2,623				2,623
Cherry Point Water		21,000	14,000			35,000	(3,000)		(3,000)	32,000			32,000		32,000
Shawinigan Lake North Water		220,000	160,000			380,000				380,000	55,000		325,000		380,000
Shawinigan Weir				13,210		13,210				13,210			13,210		13,210
Kerry Village Water	8,000		28,000			50,000	10,000		10,000	60,000		15,000	45,000		60,000
Twin Cedars Drainage	9,700					9,700				9,700			9,700		9,700
Wilnot Road Drainage	11,500					11,500				11,500			11,500		11,500
Sentinel Ridge Drainage	3,800					3,800				3,800			3,800		3,800
Shawinigan Lake East Drainage	14,000					14,000				14,000			14,000		14,000
Arbutus Mountain Drainage	6,800					6,800				6,800			6,800		6,800
Lanes Road Drainage	3,100					3,100				3,100			3,100		3,100
Cobble Hill Drainage #2	9,800					9,800				9,800			9,800		9,800
Bald Mountain Drainage System	19,500					19,500				19,500			19,500		19,500
Cobble Hill Drainage System		35,500				35,500				35,500			35,500		35,500
Arbutus Ridge Drainage System	18,400					18,400				18,400			18,400		18,400
Shawinigan Creek Cleanout System		175,000	202,000			377,000	51,413		51,413	428,413	44,796	115,000	268,617		428,413
Cowichan Bay Sewer		29,000	25,000			54,000				54,000	18,000		36,000		54,000
Brulett Sewer System		52,000	20,000			72,000	(5,000)		(5,000)	67,000			67,000		67,000
Sentinel Ridge Sewer		25,000	45,000			220,000	(3,000)		(3,000)	217,000	10,629	150,000	56,371		217,000
Arbutus Mountain Sewer		25,000	45,000			220,000	(3,000)		(3,000)	217,000	10,629	150,000	56,371		217,000
Cobble Hill Sewer		58,000	22,000			80,000	20,000		20,000	100,000		25,000	75,000		100,000
Mesachie Lake Sewer		32,000	22,000			54,000	(3,000)		(3,000)	51,000	7,000	500,000	44,000		51,000
Bald Mountain Sewer System		30,000	14,000			54,000	(3,000)		(3,000)	46,000	12,739	31,261	46,000		54,000
MH Springs Sewer System		34,000	15,000			49,000	(8,000)		(8,000)	130,000	8,359	15,000	106,641		130,000
Arbutus Ridge Sewer System		72,000	66,000			138,000	(10,000)		(10,000)	246,000	15,000	231,000	231,000		246,000
Eagle Heights Sewer		29,000	180,000			194,000	(5,547)		(5,547)	188,453		15,000	173,453		188,453
Maple Hills Sewer		155,000	17,500			46,500				46,500	167		46,333		46,500
Shawinigan Lake Sewer		28,000	35,000			63,000	25,000		25,000	420,000	46,330	133,000	240,670		420,000
Kerry Village Sewer		41,000	22,000			63,000	(4,000)		(4,000)	59,000	6,287		52,713		59,000
Youbou Sewer System		18,000	15,000			33,000	(2,000)		(2,000)	31,000	8,658		22,342		31,000
Shellwood Water System		18,000	15,000			33,000	(1,000)		(1,000)	32,000	1,723		30,277		32,000
Woodley Range Water System		15,500	12,000			27,500	(3,500)		(3,500)	24,000	4,329		19,671		24,000
Carlton Water System		15,500	12,000			27,500	(3,500)		(3,500)	24,000	4,329		19,671		24,000
TOTALS		32,386,801	1,976,917	11,178,066	12,684,766	2,030,000	(1,425,048)		(1,425,048)	58,831,502	6,383,027	5,155,672	47,292,803		58,831,502

Cowichan Valley Regional District
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SCHEDULE "B"

FUNCTION:	Funding Sources				Transfer from/(to)				Expenditures						
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Surplus of Prior Year	Total Transfers	Total Revenue	Principal & Interest	Capital	Other Purposes	Deficit prior year	Total Expenditures
Shawning Lake Community Centre	710,445		554,328	1,300		1,266,073	(10,000)		(10,000)	1,256,073	88,815	20,000	1,147,258		1,256,073
Cobble Hill Historical Society	15,000					15,000				15,000			15,000		15,000
Cobble Hill Hall	16,500					16,500				16,500			16,500		16,500
Shawning Lake Historical Society	17,000					17,000				17,000			17,000		17,000
Cowichan Station Area Assoc. Area E	21,250					21,250				21,250			21,250		21,250
Frank Jameson Centre	40,000					40,000				40,000			40,000		40,000
Senior Centre Grant	16,000					16,000				16,000			16,000		16,000
Kaatza Society	30,000					30,000				30,000			30,000		30,000
Mill Bay/Malahat Historical Society	15,000					15,000				15,000			15,000		15,000
Cowichan Station Association Area B	5,000					5,000				5,000			5,000		5,000
Nature and Habitat - Area I		9,000		250		250				250			250		250
Thefts Island Wharf		1,000				1,000				1,000			1,000		1,000
Thefts Island Boat Launch				700		700				700			700		700
Environmental Fund															
Safer Futures	27,500					27,500				27,500			27,500		27,500
Social Planning	50,000					50,000				50,000			50,000		50,000
South Cowichan Community Policing	45,000					45,000				45,000			45,000		45,000
Cowichan Community Policing	100,000					100,000				100,000			100,000		100,000
Engineering Services - Administration				711,736		711,736				711,736		20,000	691,736		711,736
Engineering Services - Utilities				1,650,000		1,650,000				1,650,000	12,037		1,637,963		1,650,000
Thefts Island Solid Waste & Recycling		40,000				40,000				40,000			40,000		40,000
Waste Collection			1,195,598			1,195,598				1,195,598	157,000		1,038,598		1,195,598
Waste Complex	3,006,614		3,425,000	1,080,824		7,512,438	(200,000)		(200,000)	7,312,438	623,067		6,689,371		7,312,438
Cowichan Water Study Plan	100,000					100,000				100,000			100,000		100,000
Waste Plan South Sector															
Street Lighting - Mesachie	5,951					5,951				5,951			5,951		5,951
Street Lighting - Youbout		28,443				28,443				28,443			28,443		28,443
Street Lighting - Brentwood			277	100		377				377			377		377
Street Lighting - Cowichan Bay	4,344					4,344				4,344			4,344		4,344
Street Lighting - Honeymoon Bay	25,139					25,139				25,139			25,139		25,139
Street Lighting - Mill Bay			3,497			3,497				3,497			3,497		3,497
Street Lighting - Cobble Hill		3,127				3,127				3,127			3,127		3,127
Critical Street Lighting A	1,775					1,775				1,775			1,775		1,775
Critical Street Lighting B	3,000					3,000				3,000			3,000		3,000
Critical Street Lighting C	4,067					4,067				4,067			4,067		4,067
Critical Street Lighting D	2,058					2,058				2,058			2,058		2,058
Critical Street Lighting E	4,933					4,933				4,933			4,933		4,933
Critical Street Lighting F															
Critical Street Lighting G															
Critical Street Lighting H	673					673				673			673		673
Street Lighting - Wilnot Road	3,150					3,150				3,150			3,150		3,150
Street Lighting - Sentinel Ridge	4,200					4,200				4,200			4,200		4,200
Street Lighting - Twin Cedars	4,200					4,200				4,200			4,200		4,200
Street Lighting - Arbutus Mountain	4,200					4,200				4,200			4,200		4,200
Satellite Park Water		36,000	41,000			77,000	(4,000)		(4,000)	73,000	18,556		54,444		73,000
Douglas Hill Water		49,000	38,000			87,000	(7,000)		(7,000)	80,000	14,000		66,000		80,000
Lambourn Water		40,000	44,000			84,000	(7,000)		(7,000)	77,000	7,088		69,912		77,000
Arbutus Mountain Water		43,000	30,000		110,000	183,000				183,000		125,000	58,000		183,000
Fern Ridge Water		15,000	16,000	45,000		76,000	5,000		5,000	81,000	1,735	50,000	29,265		81,000
Bald Mountain Water System		37,500	25,000			62,500	68,000		68,000	130,500		75,000	55,500		130,500
Dogwood Ridge Water System		19,000	21,000			40,000				40,000	5,312		34,688		40,000
Arbutus Ridge Water System		35,000	265,000			265,000	(35,000)		(35,000)	230,000	6,608		223,392		230,000
Mesachie Lake Water		245,000	17,000			52,000	(3,000)		(3,000)	49,000			49,000		49,000
Saltair Water			210,000			455,000	50,000		50,000	505,000	110,000	85,000	310,000		505,000

Cowichan Valley Regional District
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SCHEDULE "B"

FUNCTION:	Funding Sources				Transfer from/(to)				Expenditures						
	Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Special Funds	Surplus of Prior Year	Total Transfers	Total Revenue	Principal & Interest	Capital	Other Purposes	Deficit prior year	Total Expenditures
Central Youbou Water Debt		36,850				36,850				36,850	36,850				36,850
Youbou Water		184,000	110,000			294,000				294,000	8,506	30,000	255,494		294,000
Honeymoon Bay Water		71,000	65,000			136,000				136,000	11,250		124,750		136,000
Honeymoon Bay (Sutton Cr) Water Debt	2,623					2,623				2,623	2,623				2,623
Cherry Point Water		23,000	14,000			37,000	6,000	6,000		43,000		10,000	33,000		43,000
Shawinigan Lake North Water		220,000	165,000			385,000				385,000	55,000		330,000		385,000
Shawinigan Weir				13,210		13,210				13,210			13,210		13,210
Kerry Village Water	8,500		32,000			56,000				56,000		10,000	46,000		56,000
Twin Cedars Drainage	10,300					8,500				8,500			8,500		8,500
Wilnot Road Drainage	12,300					10,300				10,300			10,300		10,300
Sentinel Ridge Drainage	4,000					12,300				12,300			12,300		12,300
Shawinigan Lake East Drainage	14,500					4,000				4,000			4,000		4,000
Arbutus Mountain Drainage	7,200					14,500				14,500			14,500		14,500
Lanes Road Drainage	3,300					7,200				7,200			7,200		7,200
Cobble Hill Drainage #2	10,400					3,300				3,300			3,300		3,300
Bald Mountain Drainage System	21,000					10,400				10,400			10,400		10,400
Cobble Hill Drainage System	18,400					21,000				21,000			21,000		21,000
Arbutus Ridge Drainage System		36,700				36,700				36,700			36,700		36,700
Shawinigan Creek Cleanout System		183,000	202,000			385,000	(53,587)	(53,587)		331,413	44,796	15,000	271,617		331,413
Cowichan Bay Sewer		30,000	25,000			55,000	25,000	25,000		80,000	18,000	25,000	37,000		80,000
Brulett Sewer System		55,000	25,000			80,000	25,000	25,000		105,000		35,000	70,000		105,000
Sentinel Ridge Sewer		26,000	46,000			72,000	(2,000)	(2,000)		70,000	10,629		59,371		70,000
Arbutus Mountain Sewer		59,000	23,000			82,000	(2,000)	(2,000)		80,000			80,000		80,000
Cobble Hill Sewer		33,000	24,000			57,000	15,000	15,000		72,000	7,000	20,000	45,000		72,000
Mesachie Lake Sewer		30,000	15,000			45,000				45,000	12,739		32,261		45,000
Bald Mountain Sewer System		38,000	20,000			58,000	94,000	94,000		152,000		100,000	52,000		152,000
MH Springs Sewer System		72,000	66,000			138,000	(8,000)	(8,000)		130,000	8,359	15,000	106,641		130,000
Arbutus Ridge Sewer System		265,000	265,000			530,000	(10,000)	(10,000)		520,000	15,000		240,000		520,000
Eagle Heights Sewer		190,000	190,000	14,000		394,000	(10,547)	(10,547)		383,453		15,000	178,453		383,453
Maple Hills Sewer		30,000	21,000			51,000	(4,000)	(4,000)		47,000			47,000		47,000
Shawinigan Lake Sewer		163,000	175,000			338,000	(15,000)	(15,000)		323,000	46,330	30,000	246,670		323,000
Kerry Village Sewer		29,000	36,000			65,000	9,000	9,000		74,000	6,287	35,000	52,713		74,000
Youbou Sewer System		42,000	23,000			65,000	9,000	9,000		74,000		15,000	59,000		74,000
Shellwood Water System		18,000	15,000			33,000	(2,000)	(2,000)		31,000	8,658		22,342		31,000
Woodley Range Water System		18,000	15,000			33,000	(1,000)	(1,000)		32,000	1,723		30,277		32,000
Carlton Water System		15,500	12,000			27,500	(3,500)	(3,500)		24,000	4,329		19,671		24,000
TOTALS	33,405,332	2,064,120	11,532,732	11,808,678	740,000	59,550,862	(1,930,175)	(1,930,175)	(1,930,175)	57,620,687	6,227,177	2,812,897	48,580,613		57,620,687