



COWICHAN
VALLEY
REGIONAL
DISTRICT

2016

FIRST QUARTER REPORT

May 2016



MESSAGE from the CAO

I am pleased to provide the Board of Directors with the first quarter report of 2016.

Highlights of first quarter activities include:

- Final revisions to the Board's Strategic Plan
- Establishment of an Asset Management working group and development of an Asset Management policy
- Hiring of the Manager of Strategic Services position
- Initiation of a Priority Based budgeting process for Solid Waste function
- Successful BC Supreme Court ruling in the enforcement of zoning associated with the Shawnigan contaminated soil facility
- Community to Community Forum with Lake Cowichan First Nation

All of our departments have participated in finalizing the Board's draft strategic focus areas and are aligning work activities accordingly. As you will see in the following report, significant progress has been made in furthering the organization's priorities in the first quarter of the year.

A handwritten signature in black ink, appearing to be 'B. Carruthers'.

Brian Carruthers
Chief Administrative Officer



COWICHAN
VALLEY
REGIONAL
DISTRICT

Regional Strategic Focus Areas



Strategic Focus Area #1

Excellence in regional land use planning

Goal: Supporting sustainable and coordinated growth and development in the region.

Action	Measure	Target	Q1 update
Regional integrated planning strategy	Completion of a draft policy document	• Q1 2017	No update
	Adoption of Regional Integrated Plan by member municipalities and electoral area directors	• Q3 2017	No update



Strategic Focus Area #2

Response to climate change

Goal: Ensuring the impacts of climate change are understood and appropriate strategies and policies are developed to mitigate and adapt to a changing climate.

Action	Measure	Target	Q1 update
Climate change risk assessment	Establish climate change working group	Q2 2016	Technical Team terms of reference and membership established, approved participation from other local governments, province and other technical participants (forestry, Ministry of Transportation and Infrastructure, Island Health and Pacific Climate Impacts Consortium).
	Complete risk assessment	Q3 2017	Draft risk assessment protocol developed pending discussion with technical team. Sea level rise risk assessment and modelling complete.
Climate change adaptation strategy	Complete climate change adaption strategy	Q2 2018	Background materials review of best available management information review in process.
GHG reduction strategy	Authorize strategic energy management plan	Q1 2016	Complete
	Complete greenhouse gas reduction strategy	Q4 2016	No update



Strategic Focus Area #3

Sound fiscal management Goal: Striving for the highest degree of value, transparency and accountability in the management of the CVRD's resources.

Action	Measure	Target	Q1 update
Service delivery reviews	Develop priorities for future service delivery reviews	Q3 2016	Preliminary work done
	Complete external review of water and sewer utilities	Q4 2016	No update
Asset management plan	Collect and compile sufficient asset data	Q4 2016 – 25% Q4 2017 – 50% Q4 2018– 75%	No update
	Complete infrastructure condition assessments	Q4 2016 – 20% Q4 2017 – 40% Q4 2018– 75%	Complete
	Develop asset management strategies and plans	Q4 2017 – 20% Q4 2018– 50%	No update
Budget transparency	Refine the annual budget calendar	Q1 2016	Complete
	Initiate a trial zero based budget process with solid waste function	Q1 – Q4 2016	Work is ongoing, with Solid Waste leading
	Develop budget public engagement strategy	Q2 2016	Work is ongoing
Corporate performance measurement	Complete 2014-2018 Strategic Plan	Q1 2016	Approved by Board
	Initiate quarterly reporting	Q2 2016	Complete
	Complete 2016 Annual Report	Q2 2017	No update



Strategic Focus Area #4

Protection of water resources

Goal: Working in partnership with other stakeholders to better understand and protect the region's water resources and promote sustainable water use.

Action	Measure	Target	Q1 update
Watershed management plans	Complete draft watershed analysis/characterization	Q1 2016	Draft watershed characterization complete – 13 watersheds
	Contribute to prioritization of watershed management planning	Q4 2016	No update
	Complete value/risk assessment	Q2 2017	No update
	Consideration of values/risks in land use planning processes and decisions and develop environmental recommendations	Q4 2017	No update



Strategic Focus Area #4

Protection of water resources

Goal: Working in partnership with other stakeholders to better understand and protect the region's water resources and promote sustainable water use.

Action	Measure	Target	Q1 update
Cowichan Lake water storage	Support efforts to increase water storage on Cowichan Lake	2016	Ongoing discussions with Catalyst and other partners
	Work with Province and others to develop financial and legal frameworks for drought management and response plans	2016	Ongoing discussions with Forest Lands Natural Resource Operations re water resources and communications, ongoing work with Ministry of Agriculture. Additional information may be imbedded in the new Climate Leadership Plan expected in April.
	Undertake process for creation of a service establishment bylaw as necessary	2016-2017	No update



Strategic Focus Area #5

Engaging our communities

Goal: Enhancing the CVRD's engagement with residents and our communities and ensuring opportunities for local input to decision-making.

Action	Measure	Target	Q1 update
Formalize First Nations relationships	Hold community-to-community forum with Lake Cowichan First Nations	Q1 2016	Protocol signed April 29
	Hold community-to-community forum with Ditidaht First Nations	Q2 2016	No update
	Finalize framework for engagement protocols with First Nations	Q3 2016	No update
Community engagement policy/guidelines	Develop AAP policy and procedures	Q1 2016	Significant progress made
	Complete community engagement guidelines	Q3 2016	No update
Enhancing communications capacity and tools	Implement Manager of Strategic Services position	Q1 2016	Complete
	Develop and deliver appropriate training	Q1 – Q3 2016	Website training provided to appropriate staff
	Establish communications calendar	Q2 2016	Complete



Strategic Focus Area #5

Engaging our communities

Goal: Enhancing the CVRD's engagement with residents and our communities and ensuring opportunities for local input to decision-making.

Action	Measure	Target	Q1 update
Commission roles and structure review	Proposed Commission bylaw amendments presented to the Board	Q3 2016	No update
Conduct regular household surveys in 2016 and 2018	Develop and distribute household surveys	Q2 2016 Q2 2018	RFP for service provider has been issued.



COWICHAN
VALLEY
REGIONAL
DISTRICT

Electoral Strategic Focus Areas



Strategic Focus Area #1

Responsive Official Community Planning Goal: Enhancing the capacity for OCP reviews and updates as well as harmonizing language for common land use objectives and policies, where possible while respecting the character and aspirations of each community.

Action	Measure	Target	Q1 update
Gap analysis of existing OCPs and zoning bylaws	Review zoning bylaw general regulations for the electoral areas against best practice. Propose a priority list for identified amendment	Q4 2016	No update
Bylaw amendments as required	Adopt a minimum of three comprehensive zoning bylaw amendments	Q4 2017	No update
Develop a trial format for an accelerated review of Area F OCP	Complete OCP draft for Electoral Area F	Q4 2016	In progress
	Adopt new Area F OCP	Q3 2017	
Develop five-year OCP review strategy	Present a proposed five-year strategy to EASC	Q4 2016	No update
Conduct a review of Area I OCP	Complete OCP draft for Electoral Area I	Q4 2017	No update
	Adopt new Area I OCP	Q1 2018	



Strategic Focus Area #2

Proactive approach to bylaw compliance

Goal: Enhance public awareness of relevant regulatory bylaws in order to reduce the number of infractions and mitigate costs of pursuing enforcement and remediation.

Action	Measure	Target	Q1 update
Develop a welcome/information letter program for all new property owners in electoral areas	Develop format for each electoral area	Q2 2016	Underway
	Distribute letter to all new property owners	Q3 2016	
Initiate targeted information campaigns for problematic enforcement issues	Research best practices for enforcement campaigns	Q3 2016	No update
Identify gaps in current enforcement powers and authorities and advocate for enhanced enforcement authority	Review current deficiencies in enforcement powers and authorities	Q4 2016	No update
	Revise/meet CVRD regulatory bylaws as necessary	Q4 2017	
	Submit appropriate resolutions/recommendations to UBCM, AVICC and Province	Ongoing	



Strategic Focus Area #3

Electoral area director development

Goal: Develop Director's knowledge and capacity to fulfill their range of responsibilities as an elected official and community representative

Action	Measure	Target	Q1 update
Establish 12 month lunch and learn calendar	Complete calendar and have endorsed by EASC	Q1 2016	Under development
Professional development on public engagement and facilitation tools	Recommendations for appropriate professional development opportunities provided to EASC	Q3 2016	No update



Strategic Focus Area #4

Engaged communities

Goal: Support and empower volunteer involvement to ensure rewarding and beneficial relationships for the CVRD and its volunteers

Action	Measure	Target	Q1 update
Develop strategy and guidelines for use of volunteers in CVRD parks functions	Research volunteer delivery programs offered by other local governments	Q2 2016	No update
	Identify range of possible volunteer opportunities and administrative support requirements	Q4 2016	No update
	Present draft strategy and guidelines to EASC	Q2 2017	No update



Strategic Focus Area #5

Road safety/pedestrian pathways

Goal: Improve pedestrian/cycling safety on rural roads by developing a network of on-roadway and off-roadway pedestrian pathways and trail linkages

Action	Measure	Target	Q1 update
Develop inventory of critical pedestrian pathway requirements	Identify key roadside pathway community connections between Electoral Areas, member municipalities and adjacent regions	Q2 2016	Discussions underway with electoral area directors
Lobby AVICC for increased participation of MOTI in developing rural pedestrian pathways in highway RoWs	Attend Association of Vancouver Island and Coastal Communities (AVICC) workshop at annual convention as well as Minister meetings at annual conventions	Q2-Q3 2016	CVRD resolution passed at AVICC. Topics discussed at electoral area directors' forum.



REPORT Capital Projects

Q1 2016 status update

Project	Tasks	Status
Lambourn Wastewater Plant Upgrades	Complete the Lambourn wastewater treatment plant upgrade.	<ul style="list-style-type: none"> • Work underway. Upgrades to equalization tanks to be completed in summer/fall.
3 Stream Upgrades at Bings Creek	Complete design preparation for the new 3 stream operation at Bings Creek Waste Solid Waste Management Complex.	<ul style="list-style-type: none"> • Work is underway. Initiated preliminary meetings and gathering previous data/knowledge to support design work. • Detailed design work planned for spring/summer.
Meade Creek Transfer Station Upgrades	Complete the design of the Meade Creek transfer station upgrades and closure plan.	<ul style="list-style-type: none"> • Work is underway. Preliminary design completed; • Building Canada Fund application submitted February 18; Strategic Priorities Fund application submitted April 14. • Detailed design to be carried out spring/summer.
Shawinigan Lake North Water Metering	Complete the Shawinigan Lake North water metering project.	<ul style="list-style-type: none"> • Work underway. ¾ of services have been located. • Tender being issued for 175 meter installations.
Burnham Park Water System Upgrades	Design and construct the Burnham Park water system upgrades.	<ul style="list-style-type: none"> • Work underway. Crown lease application, and design for treatment building. Q1 2018
Tier II North Dike	Complete the Tier II north dike work closure requirements.	<ul style="list-style-type: none"> • Work is underway to finalize legal survey & compensation agreement with Department of Fisheries and Ocean.
Tier III Flood Protection Sediment Plan	Complete the Tier III flood protection sediment plan.	<ul style="list-style-type: none"> • Completed. Completion report to be submitted to funders.
Phase 2 dikes	Complete the 2014 Phase 2 dikes design and start construction.	<ul style="list-style-type: none"> • Work is underway. Detailed design is 75% complete. Tender scheduled for Q2.



REPORT Capital Projects

Q1 2016 status update

Project	Tasks	Status
Saltair Water System	4-3-2-1 Treatment Upgrade	<ul style="list-style-type: none">• Work underway. Project Management RFP being prepared
Shawnigan Lake North Water	4-3-2-1 Treatment Upgrade	<ul style="list-style-type: none">• Work underway. RFP for preliminary design issued.
Youbou Water System	Tie-in Well No. 4	<ul style="list-style-type: none">• Work underway. Contract documents being prepared.
Saltair Water System	Annual distribution system replacement/upgrade	<ul style="list-style-type: none">• Work underway. Project management RFP being prepared



REPORT Capital Projects

Q1 2016 status update

Project	Tasks	Status
Cowichan Lake Recreation	Replace arena dehumidifier.	<ul style="list-style-type: none"> • Work underway. Contract has been awarded. Construction expected Summer 2016.
Island Savings Centre	Parking lot pavement project.	<ul style="list-style-type: none"> • Work underway. Commission approved conceptual design. Tender to be issued Q2.
Island Savings Centre	Construction of an ice melt pit.	<ul style="list-style-type: none"> • Work underway. Tender closes May 12. Construction expected for summer 2016.
Island Savings Centre	Replace wooden floor in multi-purpose hall.	<ul style="list-style-type: none"> • Not started. Fundraising status to be reviewed Q2.
CVRD Head Office	Property improvements for previously demolished house at 148-1 st Street.	<ul style="list-style-type: none"> • Work underway. Conceptual design being drafted. Application to City of Duncan planned for Q2.
North Oyster Fire Department	Land purchase and new fire hall build.	<ul style="list-style-type: none"> • Work underway. Legal survey complete and various applications submitted.
Sahtlam Fire Department	Fire truck build.	<ul style="list-style-type: none"> • Completed. The fire truck was delivered to Sahtlam April 21, 2016.
YouBou Fire Department	Fire truck purchase.	<ul style="list-style-type: none"> • Work underway. RFP closed. Construction commence expected by June 2016.
Kerry Park Upgrades	Design and complete phase one and two of facility upgrades	<ul style="list-style-type: none"> • Work is underway. Contract awarded for front entrance and walkway improvements. To be completed by Q2. • Q2 - Tender for replacement of flat roof at front of facility expected to be issued. Tender for replacement of arena sports flooring expected. • Detailed design for exterior cladding replacement is 50% complete.

REPORTS Utilities

Summary Water Sample Results: January 1 – March 31

Water System	Sample Frequency	No. of Sample Locations	Parameter Exceeded	Maximum Acceptable Concentration CDWG = <1	NOTES
Arbutus Mountain Estates	Weekly	5	None	< 1	
Arbutus Ridge	2 samples/weekly	6	None	< 1	
Bald Mountain	Weekly	7	None	< 1	
Burnum	Weekly	2	Total coliform	20	
Carlton	Weekly	3	None	< 1	
Cherry Point	Weekly	4	None	< 1	
Dogwood Ridge	Weekly	2	None	< 1	
Douglas Hill	Weekly	3	None	< 1	
Fern Ridge	Weekly	2	None	< 1	
Honeymoon Bay	Weekly	4	None	< 1	
Kerry Village	Weekly	3	None	< 1	
Lambourn Estates	Weekly	4	none	<1	
Mesachie Lake	Weekly	3	None	< 1	
Saltair Water	2 samples/weekly	9	None	< 1	
Satellite Park	Weekly	3	None	< 1	
Shawnigan Lake North	2 samples/weekly	7	None	<1	
Shellwood	Weekly	4	None	< 1	
Youbou	2 samples/weekly	7	None	< 1	
Woodley Range	Weekly	4	None	< 1	

* <1 = LESS THAN 1

A total of 299 water samples of CVRD water systems were completed in Q1



REPORTS Utilities

Summary Water Sample Results: January 1 – March 31

Boil Water Advisories

WATER SYSTEM	ADVISORY TYPE	DATE OF ADVISORY	REASON FOR ADVISORY
No Boil Advisories for Q1 2015			

Permanent Advisories

WATER SYSTEM	ADVISORY TYPE	DATE OF ADVISORY	REASON FOR ADVISORY
Burnum	No Permanent Advisory		



REPORTS Utilities

Significant Operational Issues: January 1 – March 31

WATER SYSTEM	SIGNIFICANT OPERATIONAL ISSUE	RESOLUTION/ TIMELINE
Burnum	<ul style="list-style-type: none">High Arsenic exceeding maximum acceptable Canadian Drinking Water Guidelines concentration of 10 ug/l .	Complete
Lambourn Estates	<ul style="list-style-type: none">Water quality issues (High Manganese levels).	Ongoing
Kerry Village	<ul style="list-style-type: none">Water quality issues; (High Manganese levels).	
Shawnigan Lake North	<ul style="list-style-type: none">Out of compliance with 4-3-2-1 surface water source standards.	Completion in 2019
Woodley Range	<ul style="list-style-type: none">Insufficient water supply during dry seasons, requiring bulk water delivery when production wells run dry due to no rain.	ongoing
Saltair Water	<ul style="list-style-type: none">Out of compliance with 4-3-2-1 surface water standards	Q2 2018



REPORTS Utilities

Significant Operational Issues: Jan 1 – March 31

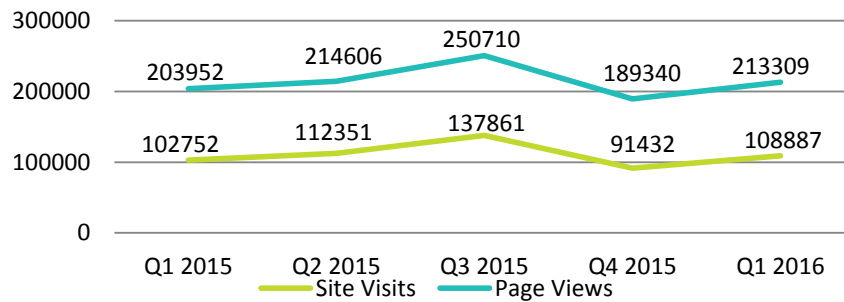
SEWER SYSTEM	SIGNIFICANT OPERATIONAL ISSUE	RESOLUTION TIMELINE
Arbutus Ridge	<ul style="list-style-type: none">Wastewater breakout occurring on Fairway 2 & 3. Temporary repairs completed; Major upgrade needed.	Complete
Cowichan Bay/Eagle Heights	<ul style="list-style-type: none">Insufficient wet weather capacity in collection system; swabbing forcemain for I/I reduction	Ongoing
Kerry Village	<ul style="list-style-type: none">No monitoring well - triggering MoE advisory	Q2-3
Lambourn Estates	<ul style="list-style-type: none">No equalization storage capacity at WWTP to deal with wet weather flowsNo registration under the MWR	Q3-4 Complete
Maple Hills	<ul style="list-style-type: none">Odour issues	Q2
Shawnigan Beach Estates	<ul style="list-style-type: none">Sludge accumulation in lagoons resulting in Insufficient storage capacityInsufficient wet weather capacity due to inflow and infiltration problems	Complete Ongoing
Mesachie Lake Sewer	<ul style="list-style-type: none">Chronic system failures. Replacement required.	Ongoing



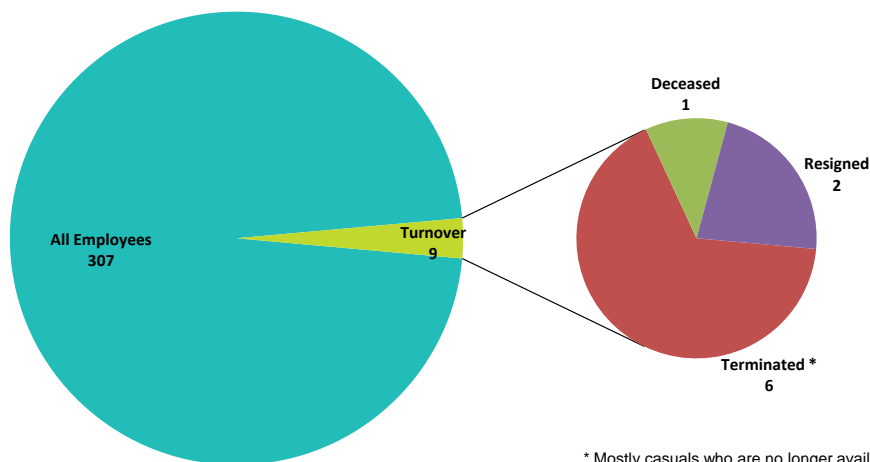
REPORT Corporate Services

Q1 Operating Statistics

CVRD Website Use

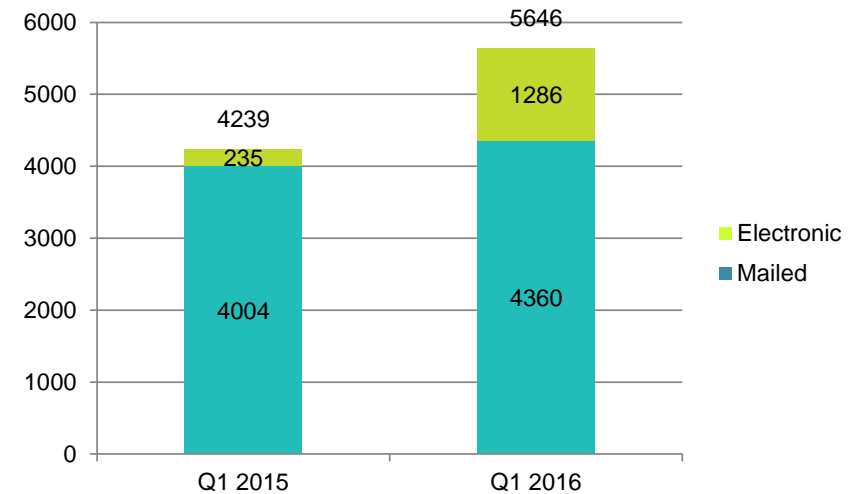


Quarterly Turnover Stats January 1, 2016 - March 31, 2016

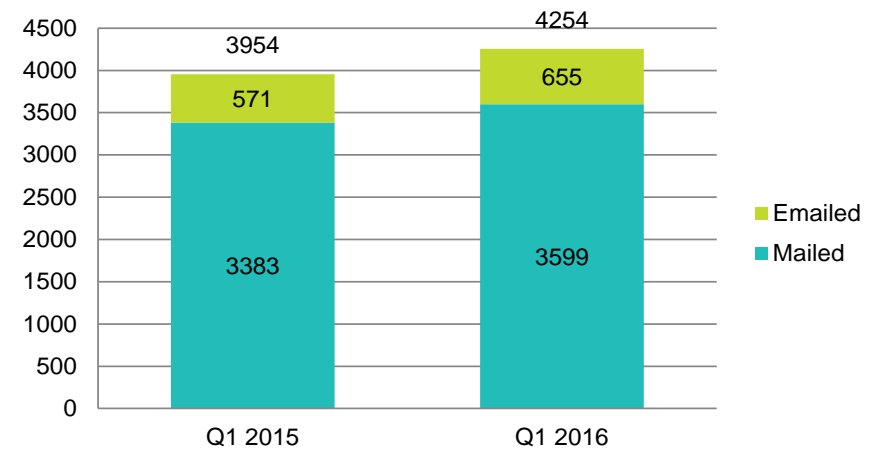


* Mostly casuals who are no longer available to work

of Invoices Processed



of Utility Bills Sent



REPORTS Public Safety

1st Quarter Incidents by Fire Department

Departments	Alarms	Burn Complaints	Rescue	Hydro Lines	Medical Aid	Hazmat-Gas/Fuel Leak	MVI	Mutual Aid	Assistance	Structure Fire	Wildland Fire	Other Fire	Total
Malahat VFD	3	2			6		9		2	1		3	26
Mesachie Lake VFD					2							1	3
North Oyster VFD	2	1			17		8	4		4		2	38
Youbou VFD	2				6				1				9
Sahtlam VFD	1	1		1	5		7			2		1	18
Honeymoon Bay VFD				1	11							1	13
Total	8	4		2	47		24	4	3	7		8	107
1st Quarter Public Safety Reports													

Emergency Social Services Incidents: 4 Call-Outs For 5 Individuals

Emergency Management Training: 4 Sessions For 76 Participants

Emergency Preparedness Sessions: 11 Presentations For 252 Participants



REPORT Arts & Culture

Key Indicators and Statistics

Measure	Q1 2016	Q2 2016	Q3 2016	Q4 2016
# of patrons attend Cowichan Performing Arts Centre (CPAC) shows	10,135			
# of CPAC shows with more than half the house full	15 From 29 shows			
# Volunteer hours	1139.75			
# of days the Cowichan Performing Arts Centre is booked	Performance 52 Rehearsal Hall 21 Total = 73			



REPORT Cowichan Lake Recreation

Key Indicators and Statistics

Measure	Q1 2016	Q2 2016	Q3 2016	Q4 2016
# of visitors*	Not available			
# of registered program users	479			
# Drop in program users	1738			
# of users served by the recreation access/ assistance program	4			
# of programs targeting ages 0 - 18 / # participants	27 / 148			
# of programs targeting adults & seniors / # participants	47 / 217			
# of recreation programs run	61			
# of ice arena hours booked	662			
# of arena dry floor hours booked	Not applicable			
# curling ice hours booked	132:45			

* Applies only to Cowichan Lake Sports Arena



REPORT Island Savings Centre

Key Indicators and Statistics

Measure	Q1 2016	Q2 2016	Q3 2016	Q4 2016
# of visitors	Not available			
# of registered program users	1391			
# Drop in program users	4304			
# of users served by the recreation access/ assistance program	3			
# of programs targeting ages 0 – 18 / # participants	30/369			
# of programs targeting adults & seniors / # participants	62/1022			
# of recreation programs delivered	92			
# of ice arena hours booked	954			
# of arena dry floor hours booked	Not applicable			
# multi-purpose hall hours booked	813			



REPORT South Cowichan Recreation

Key Indicators and Statistics

Measure	Q1 2016	Q2 2016	Q3 2016	Q4 2016
# of visitors	NA			
# of registered program users	1,595			
# Drop in program visits	7,137			
# of users served by the recreation access/ assistance program	9			
# of programs targeting ages 0-18 / # participants	93/1210			
# of programs targeting 19+ / # participants	45/291			
# of recreation programs run	138			
# of ice arena hours booked	1114.5			
# of arena dry floor hours booked	NA			
# curling ice hours booked	372			

REPORTS Development Services

Summary of Q1 Land Use Applications

E.A.	PID	Type / File #	Applicant	Proposal	Location
A	029-743-168	01-A-16DP	Gordon & Leslie Smith	Drainage & shoreline erosion works	Mill Bay Road
A	029-743-168	02-A-16DP	Gordon & Leslie Smith	Development of a 2 lot subdivison	Mill Bay Road
A	002-078-694	03-A-16DP	Holly Lalande & Louise Ketilson	To build a residential accessory building	Cameron-Taggart Road
A	028-296-818	04-A-16DP/VAR	Christopher & Wendy Sadler	Proposed beach access through a foreshore riparian area	Whiskey Point Road
B	008-577-943	01-B-16DP	Telegraph Tree Services for Salsbury Holdings Ltd.	Removal of hazard tree	Shawnigan Lake Road
B	000-449-466 & 024-488-275	02-B-16DP	Kenyon Wilson Professional Land Surveyors for Brian Kean	Development of a 3 Lot Subdivision	Silver Mine Road
B	024-823-775	03-B-16DP	Richard Jansen	Development of a 3 Lot Subdivision	Courtney Way
B	001-600-125	04-B-16DP	Jackie Ngai for Francis & Clara Leonard	Development of a 2 Lot Subdivision	West Shawnigan Lake Road
B	025-781-685	05-B-16DP	Carola Alder for 0959281 B.C. LTD.	To resolve current issue with fill on wetland - work on possible car park has stopped	West Shawnigan Lake Road
B	025-776-185	06-B-16DP	Kevin Parker for Malahat Industrial Centre Inc.	Subdivide parcel into 3 lots, add industrial buildings	Shawnigan Lake Road

REPORTS Development Services

Summary of Q1 Land Use Applications (continued)

E.A.	PID	Type / File #	Applicant	Proposal	Location
C	029-000-831	01-C-16DP/VAR	Curtis P. Miles, Architect for 1056430 BC Ltd.	Construct new warehouse with variance	Fisher Road
C	000-972-622	02-C-16DP	Gerald & Diane Quenville	Construct a Garage with Suite	Cheeke Road
D	005-490-227	01-D-16DP	Henry Van Hell for Walter & Sonia Van Hell, Jillian Purves & Henry Van Hell	Development of a 2 Lot Subdivision and single family dwelling (SFD)	Cowichan Bay Road
D	026-783-754	02-D-16DP	Derek Shewchuk for Coastal Dynamics Construction Ltd.	Construct a SFD	Falcon Crescent
D	016-034-333	03-D-16DP	Helmut Blanken, HBHE Consulting for Joerg & Marianne Goessl	To construct a car port	Wilmot Road
D	027-206-971	04-D-16DP	Brian Stone for Doug & Ann Stone	Construction of a SFD	Cowichan Bay Road
D	028-024-664	05-D-16DP	Sheena Hiles	Turn coachhouse into a secondary suite and build a new SFD	Antoine View Place
D	004-127-081	06-D-16DP	Rod & Heather Schneider	Proposed 2 lot Subdivision	Wilmot Road
D	028-063-627	07-D-16DP	David & Wendy Hicks	To construct an accessory building	Polo Field Place
E	000-415-863 & 000-415-871	01-E-16DP	Norm Olive (CVRD) for Riverside Auto Court	CVRD Flood Management Project Dike "C" - Landscaping berm	Allenby Road

REPORTS Development Services

Summary of Q1 Land Use Applications (continued)

E.A.	PID	Type / File #	Applicant	Proposal	Location
E	000-626-121	02-E-16DP	Randy Traynor for Burnwash Enterprises Ltd.	Construct building for marine repairs	Polkey Road
E	003-602-524	03-E-16DP	John & Mila Main	Construct a new SFD within the ALR	Howie Road
E	004-154-614	04-E-16DP	AAE Structural Ltd. (Alex Apostoli) for Buckerfields Ltd.	Addition of a 36' x 60' ATCO office trailer at the rear of property	Trans Canada Highway
E	027-219-721	05-E-16DP	Dan Merchant for Kirk Stobbart	To construct an attached garage	Inwood Creek Road
F	005-839-289	01-F-16DP/VAR	Deborah Peet	Construct gazebo; add rock for support of creek and gazebo; vary overall footprint for an addition (mud room) and the gazebo by extending an additional 3 ft.	Cowichan Lake Road
F	027-241-777	02-F-16DP	Swordfern Environmental for James & Leslie Duncan and Nicole & Ian Roberts.	To construct a SFD	Stin-Qua Road
G	003-784-941	01-G-16DP	Pheasant Hill Homes Ltd. for Stewart & Janet Wilson	To construct a SFD	Chemainus Road
G	024-067-652	02-G-16DP	B. Gallant Homes for Quentin & Ruth Goodbody	To construct a SFD	Chemainus Road
H	012-311-545	01-H-16DP	David & Rosemary Evans	To construct a SFD	Aho Road
I	005-999-405	01-I-16DP/VAR	Citta Construction Ltd. for 1853557 Ontario Inc.	To construct a SFD (recreational), with a Height relaxation from 10 metres to 13.778 metres.	Marble Bay Road

Agricultural Land Use (ALR)/Zoning Amendment (ZA)/Development Permit (DP)/Development Variance Permit (DVP)/Temporary Use Permit (TUP)

REPORTS Development Services

Summary of Q1 Land Use Applications (continued)

E.A.	PID	Type / File #	Applicant	Proposal	Location
I	001-033-611	02-I-16DP/VAR	North Shore Recreation Ltd. for Donald Fern	To develop a non-commercial recreational campground with variances to use existing driveways, and to waive the signage requirement.	North Shore Road
A	028-296-842	01-A-16DVP	Ron Sharpe for John & Elaine Lichtenwald	Increase allowable lot coverage by 71.94 sq. m. for new accessory building.	Whiskey Point Road
H	003-260-062 & 003-472-400	01-H-16DVP	Keith Yonge & Bettina Bobsien	Boundary adjustment with variance to allow reduction of 20% or more of one parcel.	Yellow Point Road
A	003-185-648	01-A-16DP/S	Landmark Sign Ltd. for Brookstone Properties Ltd.	Sign for Great Canadian Dollar Store in Mill Bay Centre	Mill Bay Road
A	000-697-770	01-A-16RS	Duane Shaw for 1002726 BC Ltd.	Requesting to add parking and office use to the permitted uses.	Handy Road
E	000-528-064	01-E-16RS	Albert & Juliska Hols	Rezoning from R-2 to RF-50/50 to change minimum parcel size to allow subdivision to create one new lot	Sahtlam Estates Road
I	000-222-348	01-I-16RS	Jim Dias for Carly Cove Co-owners"	Rezone to permit subdivision into 10 lots	Youbou Road

Agricultural Land Use (ALR)/Zoning Amendment (ZA)/Development Permit (DP)/Development Variance Permit (DVP)/Temporary Use Permit (TUP)

REPORTS Development Services

Summary of Q1 Land Use Referrals

EA	Referral Entity	Applicant	General Location	Intended Use
A	Ministry of Transportation and Infrastructure	Gordon & Leslie Smith	Mill Bay Road	Conventional 2 Lot Subdivision
B	Ministry of Transportation and Infrastructure	Cowichan Engineering Services Ltd. for Cowichan Valley Kitchens Ltd. Inc.	Meadowview Road	Conventional 5 Lot Subdivision
D	Ministry of Transportation and Infrastructure	Rod & Heather Schneider	Wilmot Road	Conventional 2 Lot Subdivision
D	Ministry of Transportation and Infrastructure	Roland & Emily Morgan	Pritchard Road	Conventional 3 Lot Subdivision
E	Ministry of Transportation and Infrastructure	Alex & Jennifer Apostoli	Cavin Road	Boundary adjustment to include well and shed in Lot 1
F	Ministry of Transportation and Infrastructure	Orchard & Co. for Allan & Lorena Lamont	White Road	Proposed Boundary Adjustment
F	Ministry of Transportation and Infrastructure	Darcy & Dale Mayo, Sherrie & Richard Brubaker and Robinder & Teresa Mayo	Paldi Road	Section 946 Subdivision (Subdivision for a relative)
H	Ministry of Transportation and Infrastructure	REB Development Services for Leonard Birtwistle, and Raymond & Robin Smith	Cameron Road	Proposed 2 Lot Boundary Adjustment
F	Forests, Lands and Natural Resource Operations	Robert Crandall of Swordfern Environmental for Nicole Roberts et al	Stin-Qua Subdivision	Installation of spawning gravel suitable for trout & kokanee salmonids.

Natural Resource Operations/Surveyor General/ Local Government/First Nation/MoTI

REPORTS Development Services

Summary of Q1 Land Use Referrals (continued)

EA	Referral Entity	Applicant	General Location	Intended Use
F	Forests, Lands and Natural Resource Operations	Robert Crandall of Swordfern Environmental for Nicole Roberts et al	Stin-Qua Subdivision	Installation of spawning gravel suitable for trout & kokanee salmonids.
A	Forests, Lands and Natural Resource Operations	Alex & Patricia Spezowka	Seaview Road	Domestic Water Use - 2.273 m ³ /day from Wilkin Creek
H	Forests, Lands and Natural Resource Operations	Warren & Arlene Lance (Rob Waters - Agent)	Evening Cove, off the end of Cove Road	Private Moorage purposes
A/B & CRD	Forests, Lands and Natural Resource Operations	Cowichan Valley Regional District - Parks & Trails Division	South & East of Shawnigan Lake, East of Goldstream Heights Drive, South of Stebbings Road	Construction of a new 2.3 km trail – a Trans Canada Trail connection
A/B & CRD	Forests, Lands and Natural Resource Operations	Cowichan Valley Regional District - Parks & Trails Division	South & East of Shawnigan Lake, East of Goldstream Heights Drive, South of Stebbings Road	To include additional section of trail (part of the Trans Canada Trail connection)

Natural Resource Operations/Surveyor General/ Local Government/First Nation/MoTI



REPORTS Development Services

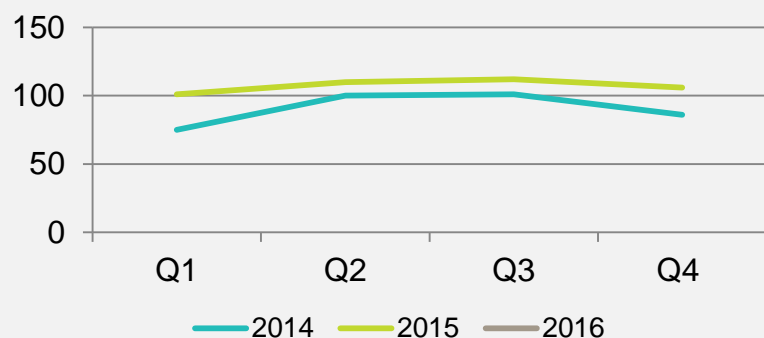
Q1 Summary of Applications and Referrals

Electoral Area										
	A	B	C	D	E	F	G	H	I	Total
Rezoning and/or Official Community Plan Amendments	1				1				1	3
Temporary Use Permits										0
Development Permits	4	6	2	7	5	2	2	1	2	31
Development Permits - Signage	1									1
Development Variance Permits	1							1		2
ALR Applications										0
Subdivision Referrals	1	1		2	1	2		1		8
Lots Proposed (Includes Remainder)	2	5		5		2				14
Crown Referrals	2	1				1		1		5
Total	12	13	2	14	7	7	2	4	3	64

REPORTS Building Inspection

Q1 Summary of Key Statistics

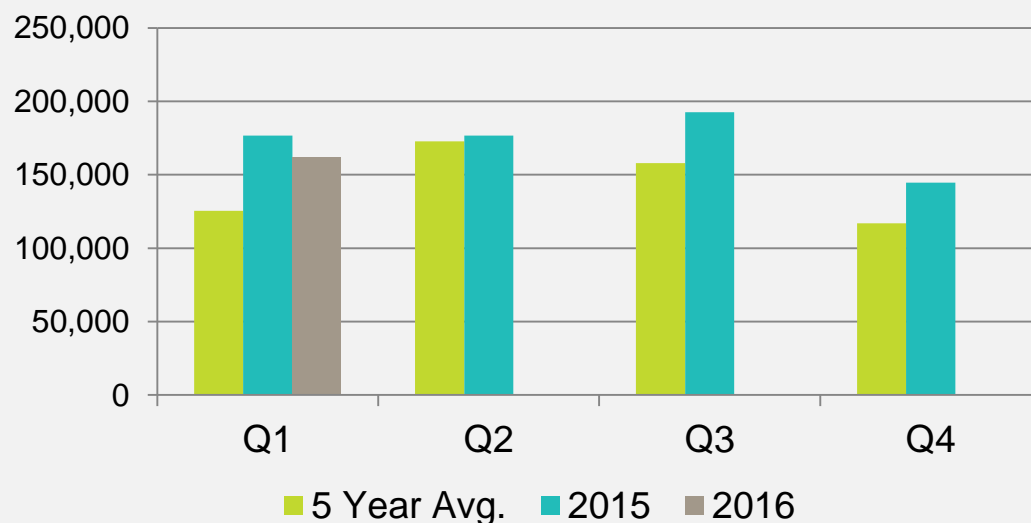
Building Permits Issued



Summary	2015 Q1	2015 Q2	2015 Q3	2015 Q4	2016 Q1	YTD
Residential permit values	11,500,772	16,569,727	14,866,462	11,753,253	13,691,115	13,691,115
Commercial permit values	83,000	204,000	1,208,500	364,750	422,340	422,340
Industrial permit values	75,000	725,000	1,247,000	145,000	316,350	316,350
Institutional permit values	5,500,000	295,000	0	121,280	431,720	431,720
Agricultural permit values	295,800	435,400	5,000	47,600	354,200	354,200
Total	17,454,572	18,229,127	17,326,962	12,431,883	15,215,725	15,215,725

Electoral Area	# of Permits	Construction Value (\$)	Permit Fees (\$)
A	18	4,604,740	48,044
B	16	2,438,830	26,974
C	7	517,700	5,854
D	14	919,650	10,126
E	22	3,032,390	29,734
F	6	324,620	3,830
G	4	561,780	6,094
H	5	697,000	7,972
I	12	2,119,015	23,401
Totals	104	15,215,725	162,029

Building Permit Revenue



REPORTS Bylaw Enforcement

Active Complaint Files

Year	Date Opened	Area	Infraction	Status
2016	Feb. 26	A	Smoke nuisance	Concluded
	Feb. 29	A	Building w/o permit	Concluded, ticket paid
	Mar. 11	A	Dog – vicious warning	Concluded
	Mar. 7	A	Dog – at large warning	Concluded
	Mar. 30	A	Noise – construction	Concluded
	Jan. 19	B	Dog – Vicious	Concluded
	Jan. 27	B	Smoke nuisance	Concluded
	Feb. 25	B	Dumping	Concluded
	Mar. 2	B	Unsightly	Concluded
	Mar. 9	B	Zoning/Noise – wood processing	Concluded
	Mar. 31	B	Unsightly	Concluded
	Jan. 7	C	Dog – Vicious	Concluded
	Jan. 26	C	Zoning – Kennel	Concluded, kennel licence issued
	Feb. 4	C	Dog – at large warning	Concluded
	Feb. 24	C	Unsightly	Concluded
	Feb. 29	C	Smoke nuisance	Concluded
	Mar. 2	C	Smoke nuisance	Concluded
	Mar. 14	C	Noise	Concluded
	Jan. 4	D	Smoke nuisance	Concluded
	Mar. 5	D	Smoke nuisance	Concluded
	Jan. 20	E	Zoning/Noise – kennel	Concluded, kennel use ceased

REPORTS Bylaw Enforcement

Active Complaint Files

Year	Date Opened	Area	Infraction	Status
2016	Feb. 17	E	Smoke nuisance	Concluded
	Feb. 18	E	Dumping	Concluded, Crown Land
	Feb. 22	E	Smoke nuisance	Concluded
	Feb. 29	E	DPA – RAR	Concluded, unfounded
	Mar. 29	E	Smoke nuisance	Concluded
	Mar. 30	E	Smoke nuisance	Concluded
	Feb. 18	F	DPA – RAR	Concluded, unfounded
	Jan. 19	G	Zoning – suite	Ongoing
	Jan. 26	G	Noise	Concluded
	Feb. 9	G	Zoning – RV use	Concluded
	Mar. 22	G	Unightly	Concluded
	Jan. 11	H	Dog – at large warning	Concluded
	Feb. 1	H	Noise	Concluded
	Jan. 11	I	Dog – at large warning	Concluded
	Mar. 8	I	Landclearing	Concluded
	Mar. 2	I	Unightly	Concluded
	Jan. 18	A	Zoning – RV storage	Ongoing
	Mar. 16	F	Dog – Vicious	Ongoing, ticket issued
	Jan. 6	I	DPA – RAR	Ongoing
	Jan 06	DNC	Parks – Dog at Large, CVT	Concluded
	Feb 19	A	DPA / RAR	Ongoing
	Mar 05	A	Waste - Smoke	Concluded

REPORTS Bylaw Enforcement

Active Complaint Files

Year	Date Opened	Area	Infraction	Status
2016	Mar 22	A	Parks – Encroachment	Concluded
	Mar 22	A	Parks – Camping	Concluded
	Jan 19	B	Waste – Illegal Dump	Concluded
	Feb 09	B	Waste – Smoke	Concluded
	Feb 01	B	Waste – Smoke	Concluded
	Mar 03	B	Noise – Pump	Concluded
	Mar 29	B	Noise – Party	MTI Issued
	Mar 29	B	Unsightly	Ongoing
	Mar 01	B	Zoning – Setbacks	Concluded
	Jan 11	B	DPA / RAR	Ongoing
	Feb 09	C	Waste – Smoke	Concluded
	Mar 16	C	Noise – Water Pump	Concluded
	Mar 17	C	Waste – Smoke	Concluded
	Jan 28	D	Waste – Smoke	Concluded
	Feb 25	D	Waste – Illegal Dump	Concluded
	Mar 03	D	Parks – Storage	Concluded
	Mar 11	D	Waste – Smoke	Concluded
	Mar 31	D	Waste – Smoke	Concluded
	Mar 02	D	Zoning – Truck Parking	Ongoing
	Mar 10	D	Zoning – Vehicles	Concluded
	Mar 03	E	Waste – Smoke	Concluded
	Mar 31	E	Waste – Smoke	Concluded



REPORTS Bylaw Enforcement

Active Complaint Files

Year	Date Opened	Area	Infraction	Status
2016	Mar 14	F	Parks – Camping	Concluded
	Mar 14	F	Parks – Torched Vehicle	Concluded
	Mar 11	F	Parks – Encroachment	Concluded
	Feb 23	H	Unsightly	Concluded