



COWICHAN
VALLEY
REGIONAL
DISTRICT

2016

SECOND QUARTER REPORT

August 2016



MESSAGE from the CAO

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

Highlights of second quarter activities include:

- Launch of the new CVRD website and Living in the CVRD newspaper ad
- Cowichan Tourism Society Agreement
- Protocol Agreement with Lake Cowichan First Nation
- Adoption of Alternative Approval Process Policy
- Appointment of 2018 BC Summer Games President and Vice-President
- Recruitment of Economic Development Manager
- Launch of Recycle 2.0 campaign
- Cowichan First Nations gathering

As you will see in the following report, significant progress has been made in furthering the organization's priorities in the second quarter of the year.

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

Brian Carruthers
Chief Administrative Officer



COWICHAN
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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	Q2 update
Regional integrated planning strategy	Completion of a draft policy document	• Q1 2017	Initial scoping underway
	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	Q2 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	Currently working on a contractual agreements with PCIC to assist with downscaled climate projections. Draft risk assessment protocol developed pending discussion with technical team. Sea level rise risk assessment and modelling complete. Discussions with province re alignment with federal risk framework protocol underway.
Climate change adaptation strategy	Complete climate change adaption strategy	Q2 2018	Background materials, review of best available management information 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	Q2 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	RFP issued and proposals reviewed
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 priority based budget process with solid waste function	Q1 – Q4 2016	Overview of process presented to Corporate Services Committee
	Develop budget public engagement strategy	Q2 2016	Engagement strategy completed



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	Q2 update
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	Q2 update
Watershed management plans	Complete draft watershed analysis/characterization	Q1 2016	Draft watershed atlas complete – individual watershed characterization in process – 13 watersheds. Completed two workshops with staff and SMT. Scheduled to present draft atlas to Regional Services Committee and Lake Cowichan First Nation.
	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	Q2 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	Q2 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	Work has begun
Community engagement policy/guidelines	Develop AAP policy and procedures	Q1 2016	Complete
	Complete community engagement guidelines	Q3 2016	Work in progress
Enhancing communications capacity and tools	Implement Manager of Strategic Services position	Q1 2016	Complete
	Develop and deliver appropriate training	Q1 – Q3 2016	Q2 media relations and spokesperson training delivered to staff. Training calendar for fall under development.
	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	Q2 update
Commission roles and structure review	Proposed Commission bylaw amendments presented to the Board	Q3 2016	Preliminary work has been done
Conduct regular household surveys in 2016 and 2018	Develop and distribute household surveys	Q2 2016	Contract for service provider awarded and work on survey has begun. Survey to be conducted in Fall 2016.
		Q2 2018	2018 survey will reflect 2016 survey



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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	Q2 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, public consultation underway.
	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	Q2 update
Develop a welcome/information letter program for all new property owners in electoral areas	Develop format for each electoral area	Q2 2016	Draft letters distributed to Directors for input and letter template created.
	Distribute letter to all new property owners	Q3 2016	
Initiate targeted information campaigns for problematic	Research best practices for enforcement campaigns	Q3 2016	Launched PETE (planning and environment technical expert) communications program
Identify gaps in current enforcement powers and authorities and advocate for enhanced enforcement authority	Review current deficiencies in enforcement powers and authorities	Q4 2016	In progress, initial scoping
	Revise/meet CVRD regulatory bylaws as necessary	Q4 2017	No update
	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	Q2 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	Q2 update
Develop strategy and guidelines for use of volunteers in CVRD 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	Q2 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. Meetings with Ministry of Transportation and Infrastructure underway. Moving toward development of draft pathway specifications.
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

Q2 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. Tender issued.
3 Stream Upgrades at Bings Creek	Complete design preparation for the new three stream operation at Bings Creek Waste Solid Waste Management Complex.	<ul style="list-style-type: none"> Work is underway. Detailed design work is complete. Competitive contractor quotes will be obtained in July/August and construction project will start in September (Q3). Aim to finish the project on or before December 31, 2016 (Q4).
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. Design team (KWL) was selected and project initiation meeting was conducted (Q2). Final Detailed Design is aimed to be completed on or before December 31, 2016 (Q4).
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. 150 additional meter installations completed.
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

Q2 2016 status update

Project	Tasks	Status
Saltair Water System	4-3-2-1 Treatment Upgrade	<ul style="list-style-type: none">• Work underway. Preliminary design and Class C estimate work underway by consultant.
Shawnigan Lake North Water	4-3-2-1 Treatment Upgrade	<ul style="list-style-type: none">• Work underway. Preliminary design and Class C estimate work underway by consultant.
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 contract issued. Extension of work from 2015 agreed to.



REPORT Capital Projects

Q2 2016 status update

Project	Tasks	Status
Cowichan Lake Recreation	Replace arena dehumidifier.	<ul style="list-style-type: none"> Work underway. Contract has been awarded. Completed construction expected by July 20, 2016.
Island Savings Centre	Parking lot pavement project.	<ul style="list-style-type: none"> Work underway. Project tender closes on June 30. Construction estimated from July 10 - September 5.
Island Savings Centre	Construction of an ice melt pit.	<ul style="list-style-type: none"> Work underway. Project completion of stage 1 construction of building expected for August 15, with completion of stage 2 construction of roof and north end cladding expected by September 15.
Island Savings Centre	Replace wooden floor in multi-purpose hall.	<ul style="list-style-type: none"> Not started. Fundraising status to be reviewed.
CVRD Head Office	Property improvements for previously demolished house at 148-1 st Street.	<ul style="list-style-type: none"> Work underway. Conceptual design completed. Development permit application with City of Duncan is being reviewed. Construction expected in Q3.
North Oyster Fire Department	Land purchase and new fire hall build.	<ul style="list-style-type: none"> Work underway. The Agricultural Land Commission application, rezoning & development permit, subdivision application and hazardous building material survey in progress.
YouBou Fire Department	Fire truck purchase.	<ul style="list-style-type: none"> Work underway. Contract awarded & construction commenced with delivery expected by April 2017.
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. Completion of front entrance and walkway improvements expected by July 4. Completion of replacement of the flat roof at front of facility expected by July 15. Contract awarded for the replacement of arena sports flooring with the completion date of August 1. Detailed design for the exterior facility cladding replacement is completed, with expectation that the tender and construction will be completed in Q3.

REPORTS Utilities

Summary Water Sample Results: April 1 – June 30

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	< 1	1,4, re-sample < 1
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	Total coliform	< 1	1, re-sample < 1
Satellite Park	Weekly	3	None	< 1	
Shawnigan Lake North	2 samples/weekly	8	None	< 1	
Shellwood	Weekly	4	None	< 1	
Youbou	2 samples/weekly	7	Total coliform	< 1	Est. 380, re-sample < 1
Woodley Range	Weekly	5	None	< 1	

* <1 = LESS THAN 1

A total of 291 water samples of CVRD water systems were completed in Q2



REPORTS Utilities

Summary Water Sample Results: April 1 – June 30

Boil Water Advisories

WATER SYSTEM	ADVISORY TYPE	DATE OF ADVISORY	REASON FOR ADVISORY
No Boil Advisories for Q2 2016			

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

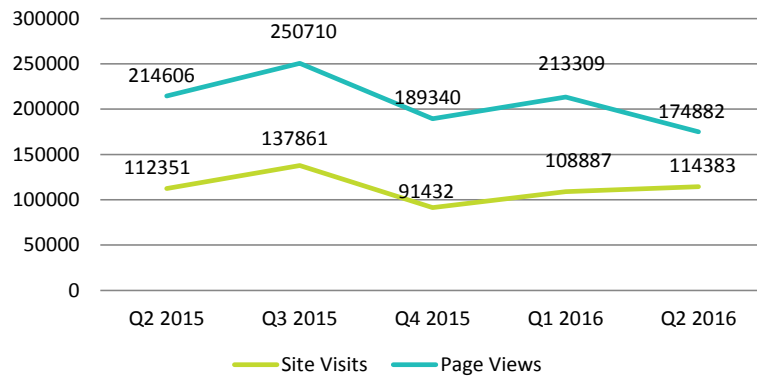
SEWER SYSTEM	SIGNIFICANT OPERATIONAL ISSUE	RESOLUTION TIMELINE
Arbutus Ridge	<ul style="list-style-type: none">Wastewater breakout occurring on Fairway 2 & 3. Temporary repairs completed; Major upgrade needed.	Consultation underway
Cowichan Bay/Eagle Heights	<ul style="list-style-type: none">Insufficient 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	Complete
Lambourn Estates	<ul style="list-style-type: none">No equalization storage capacity at WWTP to deal with wet weather flows	Q3-4
Maple Hills	<ul style="list-style-type: none">Odour issues	Complete
Shawnigan Beach Estates	<ul style="list-style-type: none">Insufficient wet weather capacity due to inflow and infiltration problems	Ongoing
Mesachie Lake Sewer	<ul style="list-style-type: none">Chronic system failures. Replacement required.	Ongoing



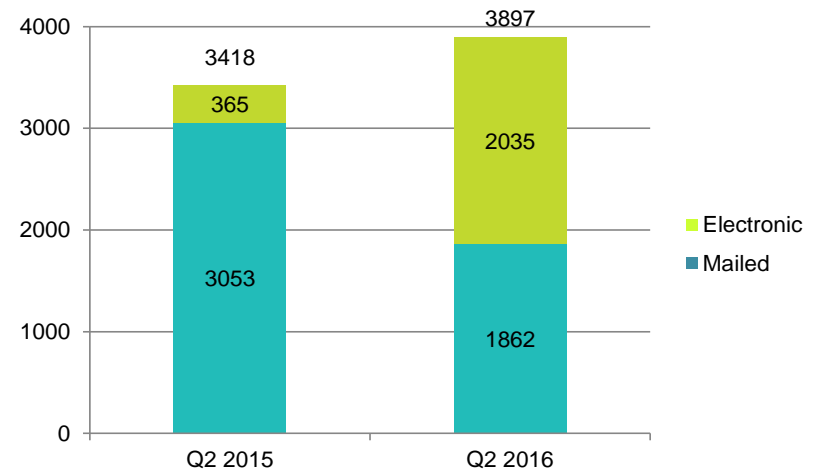
REPORT Corporate Services

Q2 Operating Statistics

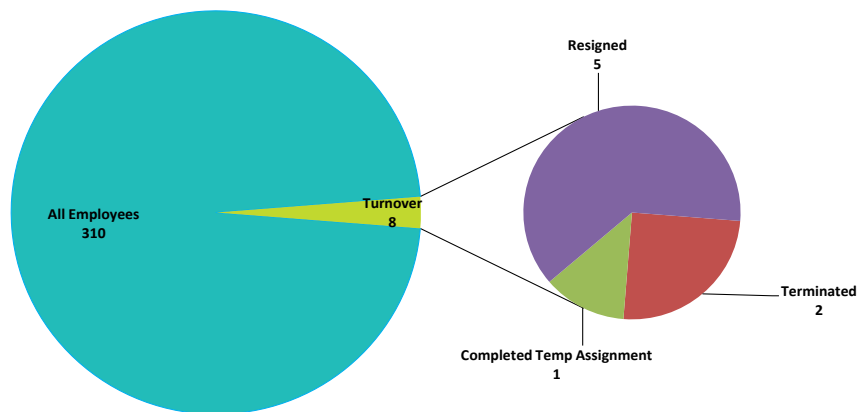
CVRD Website Use



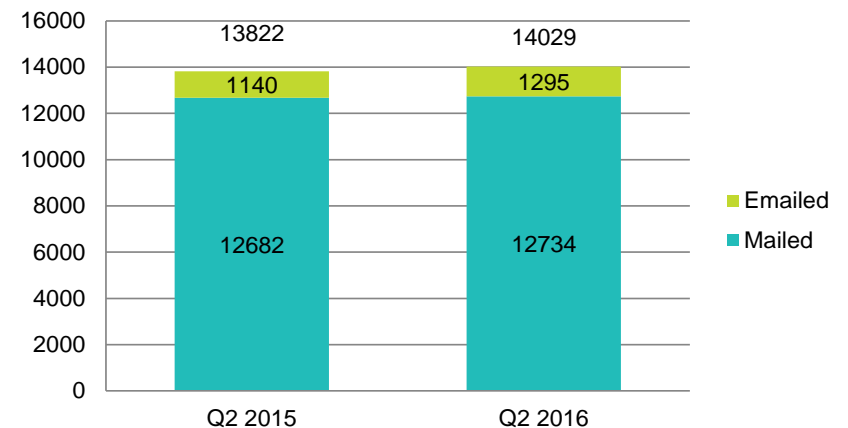
of Invoices Processed



Quarterly Turnover Stats April 1, 2016 - June 30, 2016



of Utility Bills Sent



REPORTS Public Safety

Quarter 2 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		5			5		5		2			4	21
Mesachie Lake VFD					2								2
North Oyster VFD	3	5			12		1	1	1	1		1	25
Youbou VFD	4				7		1					2	14
Sahtlam VFD		1		1	2		1		1		2	3	11
Honeymoon Bay VFD		1			1								2
Total	7	12		1	29		8	1	4	1	2	10	75

Quarter 2 Emergency Program Reports

Emergency Social Services Incidents: 6 Call-Outs Involving 30 Residents

Emergency Preparedness Presentations: 20 Presentations Reaching 510 Participants

FireSmart Workshops: 5 Workshops Reaching 115 Participants

Rapid Damage Assessment Workshops: 4 Workshops Reaching 51 Participants

Emergency Management Training: 10 Courses Reaching 120 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	13,850		
# of CPAC shows with more than half the house full	15 From 29 shows	23 From 35 shows		
# Volunteer hours	1139.75	1277.75		
# of days the Cowichan Performing Arts Centre is booked	Performance 52 Rehearsal Hall 21 Total = 73	Performance 49 Rehearsal Hall 4 Total = 53		



REPORT Cowichan Lake Recreation

Key Indicators and Statistics

Measure	Q1 2016	Q2 2016	Q3 2016	Q4 2016
# of visitors*	Not available	Not Available		
# of registered program users	479	296		
# Drop in program users	1738	983		
# of users served by the recreation access/ assistance program	4	2		
# of programs targeting ages 0 - 18 / # participants	27 / 148	22 / 91		
# of programs targeting adults & seniors / # participants	47 / 217	23 / 157		
# of recreation programs run	61	33		
# of ice arena hours booked	662	298		
# of arena dry floor hours booked	Not applicable	20.5		
# curling ice hours booked	132.45	329.25 Dry Floor		

* 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	Not available		
# of registered program users	1391	631		
# Drop in program users	4304	275		
# of users served by the recreation access/ assistance program	3	0		
# of programs targeting ages 0 – 18 / # participants	30/369	18/321		
# of programs targeting adults & seniors / # participants	62/1022	34/310		
# of recreation programs delivered	92	52		
# of ice arena hours booked	954	63		
# of arena dry floor hours booked	Not applicable	294		
# multi-purpose hall hours booked	813	416		



REPORT South Cowichan Recreation

Key Indicators and Statistics

Measure	Q1 2016	Q2 2016	Q3 2016	Q4 2016
# of visitors	N/A	N/A		
# of registered program users	1,595	859		
# Drop in program visits	7,137	3,273		
# of users served by the recreation access/ assistance program	9	1		
# of programs targeting ages 0-18 / # participants	93/1210	55/632		
# of programs targeting 19+ / # participants	45/291	42/65		
# of recreation programs run	138	97		
# of ice arena hours booked	1114.5	N/A		
# of arena dry floor hours booked	NA	159		
# curling ice hours booked	372	N/A		
# curling dry floor hours booked	NA	224		



REPORTS Development Services

Q2 Summary of Applications and Referrals

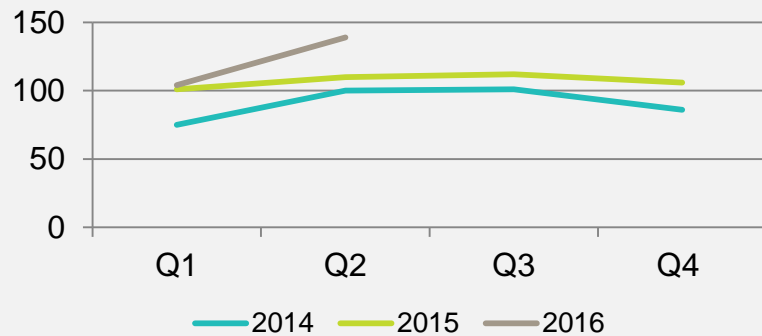
Electoral Area										
	A	B	C	D	E	F	G	H	I	Total
Rezoning and/or Official Community Plan Amendments	1	1		2			1	2		7
Temporary Use Permits										0
Development Permits	4	4	2	9	3	2	1	1		26
Development Permits - Signage	1				1					2
Development Variance Permits				1	1		1	1		4
ALR Applications							1	1		2
Subdivision Referrals	3	2		2	1	1		3		12
Lots Proposed (Includes Remainder)	51	4		4	9	2		9		79
Crown Referrals	1	1				1			2	5
Total Applications & Referrals	10	8	2	14	6	4	4	8	2	



REPORTS Building Inspection

Q2 Summary of Key Statistics

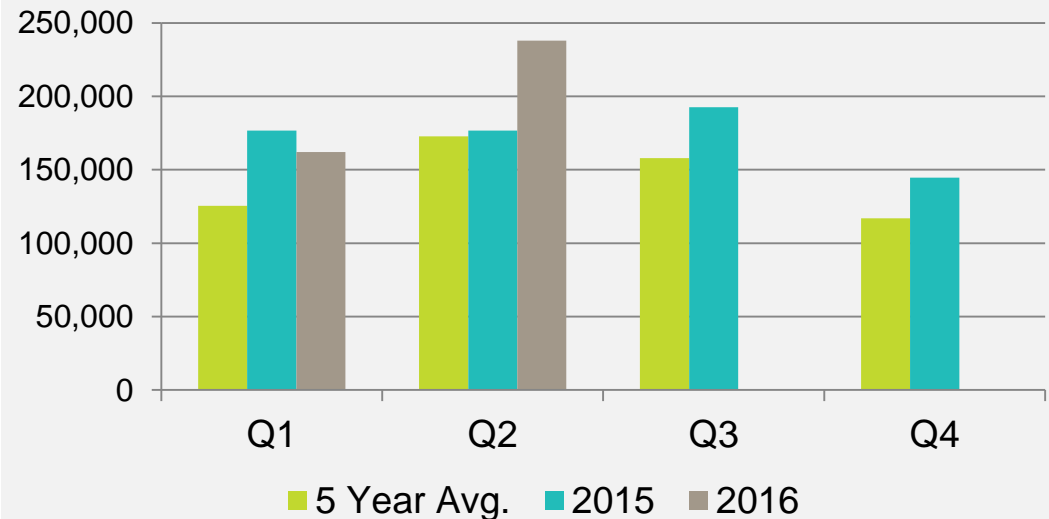
Building Permits Issued



Summary	2015 Q2	2015 Q3	2015 Q4	2016 Q1	2016 Q2	YTD
Residential permit values	16,569,727	14,866,462	11,753,253	13,691,115	17,780,855	31,471,970
Commercial permit values	204,000	1,208,500	364,750	422,340	948,280	1,370,620
Industrial permit values	725,000	1,247,000	145,000	316,350	1,889,378	2,205,728
Institutional permit values	295,000	0	121,280	431,720	1,350,000	1,781,720
Agricultural permit values	435,400	5,000	47,600	354,200	627,500	981,700
Total	18,229,127	17,326,962	12,431,883	15,215,725	22,596,013	37,811,738

Electoral Area	# of Permits	Construction Value (\$)	Permit Fees (\$)
A	27	4,081,825	45,387
B	24	4,699,255	50,426
C	23	4,616,578	41,241
D	11	1,829,500	20,603
E	18	2,453,695	26,039
F	4	110,840	1,183
G	10	1,259,650	13,624
H	6	938,930	10,070
I	16	2,605,740	29,350
Totals	139	22,596,013	237,923

Building Permit Revenue



REPORTS Bylaw Enforcement

Active Complaint Files

Year	Date Opened	Area	Infraction	Status
2016	May-12	A	Environment-noxious	Ongoing
	May-19	A	Environment-noxious	Concluded
	Apr-25	A	Zoning–sign	Concluded
	Apr-25	A	Zoning–R/V	Concluded
	Jun-22	A	Parks-camping	Concluded
	Jun-28	A	Parks-prohib moorage	Concluded
	May-03	A	Zoning – dwelling in bus	Concluded
	May-12	A	Zoning – setback	Concluded
	May-11	A	Dog – vicious warning	Concluded
	Jun-09	A	Dog – vicious warning	Concluded
	Jun-02	B	Zoning-R/V	Concluded
	Jun-23	B	Zoning-R/V	Ongoing
	Jun-23	B	Zoning-R/V	Ongoing
	Jun-30	B	Noise-party	Concluded
	Apr-28	B	Waste-smoke	Concluded
	May-06	B	Waste-smoke	Concluded
	Apr-19	B	Noise-equipment	Concluded
	Apr-20	B	Waste-smoke	Concluded
	Jun-13	B	Waste-smoke	Concluded
	May-31	B	Noise/Zoning – firewood business	Concluded
	Apr-07	B	Waste – smoke	Concluded

REPORTS Bylaw Enforcement

Active Complaint Files

Year	Date Opened	Area	Infraction	Status
2016	Apr-08	B	Waste – smoke	Concluded
	May-18	B	Waste – compost	Concluded
	Jun-07	B	Unsanitary	Concluded
	May-30	B	Dog – vicious	Concluded
	May-10	B	DPA – RAR	Open
	May-30	B	Zoning – road end dock	Open
	May-18	B	DPA – RAR	Open
	Jun-03	C	Waste-disposal	Concluded
	May-20	C	Unsanitary	Concluded
	Apr-04	C	Waste – smoke	Concluded
	Apr-04	C	Waste – smoke	Concluded
	Apr-16	C	Waste – smoke	Concluded
	Jun-13	C	Dog – vicious	Concluded
	Jun-30	C	Noise – party	Concluded
	Jun-22	C	Liquor licence	Open
	Apr-26	D	Building-permit	Concluded
	Apr-03	D	Waste-smoke	Concluded
	Apr-05	D	Parks-storage	Concluded
	Apr-08	D	Parks-prohib moorage	Concluded
	Apr-18	D	Waste-smoke	Concluded
	May-25	D	Parks-prohib moorage	Concluded
	May-27	D	Parks-prohib moorage	Concluded

REPORTS Bylaw Enforcement

Active Complaint Files

Year	Date Opened	Area	Infraction	Status
2016	Jun-29	D	Waste-smoke	Concluded
	Apr-18	D	Zoning – dwelling in RV	Concluded
	Jun-20	D	DPA – sensitive Lands	Concluded
	Jun-28	D	DPA – sensitive Lands	Concluded
	Jun-29	D	DPA – sensitive lands	Open
	Jun-29	DNC	Parks – camper	Concluded
	Jun-21	E	Parks-M/V	Concluded
	Apr-01	E	Waste-smoke	Concluded
	Apr-20	E	Noise-equipment	Concluded
	Apr-28	E	Noise-rooster	Concluded
	May-20	E	Parks-fence damage	Concluded
	May-26	E	Waste-smoke	Concluded
	May-26	E	Noise-equipment	Concluded
	Apr-07	E	Waste – smoke	Concluded
	Apr-17	E	Waste – smoke	Concluded
	Apr-17	E	Waste – smoke	Concluded
	Apr-17	E	Waste – smoke	Concluded
	Jun-09	E	Noise – motorbike	Concluded
	May-24	E	Zoning – suite	Open
	Jun-07	F	Zoning-R/V	Ongoing
	Apr-09	F	Parks-M/V	Concluded
	Jun-17	F	DPA – RAR	Concluded



Year	Date Opened	Area	Infraction	Status
2016	Apr-12	G	Zoning – suite	Concluded
	Apr-27	H	Waste-facility	Concluded
	Apr-21	H	Zoning – events	Concluded
	Apr-16	I	Waste-LCD burn	Concluded
	Jun-03	I	Parks-storage	Concluded
	Apr-13	I	DPA – RAR	Concluded
	May-03	I	DPA – RAR	Concluded
	Jun-20	I	DPA – RAR	Concluded
	Jun-22	I	Zoning – boat shelter	Open
	Jun-22	I	Zoning – boat shelter	Open
	Jun-22	I	Zoning – boat shelter	Open

REPORTS Development Services

Summary of Q2 Land Use Applications

E.A.	PID	Type / File #	Applicant	Proposal	Location
A	017-913-896	05-A-16DP	Alair Victoria for Jean-Marc Levrat (A&W)	Renovations and new signage at the Mill Bay A & W.	Deloume Road
A	027-684-393	06-A-16DP/VAR	Scott Murray for Brentwood College Association	Replace existing sports plex	Mount Baker Road
A	000-839-205	07-A-16DP	James Madsen	Construction of a residential accessory building	Shawnigan-Mill Bay Road
A	006-987-885	08-A-16DP	REB Development Services for Spectacle Lake Developments Ltd.	Development of a 2 lot subdivision	Trans Canada Highway
A	003-185-648	02-A-16DP/S	Blanchett Neon Ltd. for Brookstone Properties Ltd.	Signage for Thrifty Foods Liquor	Mill Bay Centre
A	005-079-136	02-A-16RS	Brian & Sharon Holowaychuk	Requesting to Rezone from RR-2 to I-1F, and OCP Designation from Rural Residential to Light Industrial to enable a relocation and expansion of Colonial Railings Ltd.	Shawnigan Lake Road
B	010-336-397	07-B-16DP	Polaris Land Surveying Inc. for Linda & Hanford Wallace, Sandra Drozdiak and Louise Drozdiak	Development of a 2 Lot Subdivision	Riverside Road
B	000-325-635	08-B-16DP	Denise & Rod Mayhew	Development of a 2 Lot Subdivision	Riverside Road
B	026-225-956	09-B-16DP	Cowichan Engineering Services Ltd. for Cowichan Valley Kitchens Ltd.	Development of a 5 Lot Subdivision	Meadowview Road
B	009-251-251	10-B-16DP	Peter Greenway for Ronaele Hahn	To build a SFD	Lakewood Road

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

REPORTS Development Services

Summary of Q2 Land Use Applications (continued)

E.A.	PID	Type / File #	Applicant	Proposal	Location
C	001-928-287	03-C-16DP	Wendy & Glenn Robb	Development of a 2 Lot Subdivision	Fairfield Road
C	003-644-553	04-C-16DP	Dave & Karen Kennedy	Construction of a single family dwelling	Hutchinson Road
D	029-746-876	08-D- 16DP/VAR	James Douglas Best	To construct a retaining wall with a variance to increase height from 1.2m to 2.4m at highest point.	Vee Road
D	009-579-257	09-D-16DP	Worthy Real Estate Developments Ltd. for Jing Yuan Liu & Hong Ye	Construction of a new residence, decommission existing	Lanes Road
D	029-384-575	10-D-16DP	David Conner	To construct a new residential dwelling	Lanes Road
D	029-384-583	11-D-16DP	David Conner	To build an addition to residential dwelling	Lanes Road
D	026-694-981	12-D-16DP	Kenneth Child	To construct an Accessory Dwelling	Cowichan Bay Road
D	005-848-971	13-D-16DP/VAR	Bill Thompson for Miracle Creek Contracting Ltd.	To make existing rental houses conforming and need variance for 3 metre setbacks for 3 new buildings and barns.	Trans Canada Highway
D	028-063-511	14-D-16DP	Clifford & Cathay Edwards	To construct a hobby shed	Royal Island Terrace
D	000-334-804	15-D-16DP	REB Development Services for 446351 BC Ltd	To construct an office building	Trans Canada Highway

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

REPORTS Development Services

Summary of Q2 Land Use Applications (continued)

E.A.	PID	Type / File #	Applicant	Proposal	Location
D	000-973-891	16-D-16DP	Damien Neufeld for Alan & Freda Beckerman	Removing old mobile home & replacing with a moved in home	Cherry Point Road
E	006-097-472	06-E-16DP	(David) Brian Hedley	To build a workshop and small suite	Wheatley Road
E	027-219-704	07-E-16DP	Randy Traynor Construction for Chris & Michelle Singleton	Proposed workshop/garage and storage building	Inwood Creek Road
E	027-854-281	08-E-16DP	Gerald John & Parichart Sucaromn	To develop vacant land to include a residence, carriage house, garage, garden shed, green house and a barn	Sunrise Road
E	000-255-432	01-E-16DP/S	Devlin Electric Sign Co. for 1047225 B.C. LTD.	Signage	Allenby Road
E	001-799-339	01-E-16DVP	Ken Hutton for David Kopf & Glen Hepting	Requesting a variance to Section 5.2 (e) of Bylaw 1840 (an accessory building not to exceed 100m ²) to build a 1200 ft ² (111.48m ²) shop.	Jefferies Road
F	025-743-392	03-F-16DP	Laine May & Jessica Knowles	Construction of a single family dwelling	Wentworth Road
F	023-606-665	04-F-16DP	Shawn Buttle	Construct an Accessory Building	Jenny Place
G	005-908-418	03-G-16DP	Derek Leik	Construct retaining walls	Gardner Road

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

REPORTS Development Services

Summary of Q2 Land Use Applications (continued)

E.A.	PID	Type / File #	Applicant	Proposal	Location
G	005-131-961	01-G-16DVP	Al Shillito for Chadd Peters and Raymond & Michelle Peters	Requires a variance to Section 5.3(4), of Bylaw 2524. Requesting a relaxation of rear setback from 7.5m to 1.524m, to be able to build a garage as far back as possible so that it does not interfere with the septic field.	Chemainus Road.
G	005-636-477	01-G-16RS	Gary & Kathleen Smith	To build a second home on the property	Chemainus Road
G	002-695-227	01-G-16ALR	William & Joan Stacey and Susan Stacey	Subdivision - to build a secondary house for a family member	Saltair Road
H	000-623-814 001-024-761 001-097-709	01-H-16ALR	Tectonica Management Inc. for Roger Griffin & Joanne Spilsbury	The proposal is to subdivide, by boundary adjustment,	Yellow Point Road
H	024-928-496	02-H-16DP	Nadene Henderson	To construct a residential residence on	Aho Road
H	000-623-814	02-H-16DVP	Tectonica Management Inc. for Roger Griffin & Joanne Spilsbury	Requesting a variance to Section 10.2(b) of Bylaw 1020 by reducing the side yard set back from 6.0 metres to 1.2 metres and the rear yard set back from 6.0 metres to 2.875 metres.	Yellow Point Road
H	000-623-814	01-H-16RS	Tectonica Management Inc. for Roger Griffin & Joanne Spilsbury	Requesting to rezone the subdivided parcel to P-2 in order to add 970 sq. meters to increase site of North Oyster Fire Department to facilitate construction of a new fire hall.	Yellow Point Road
H	008-477-043	02-H-16RS	Dick Deschamps for 0394357 B.C. Ltd.	Requesting to rezone the property from R-2 to C-2, the same as the adjacent property to the south.	Trans Canada Highway

REPORTS Development Services

Summary of Q2 Land Use Referrals

EA	Referral Entity	Applicant	General Location	Intended Use
A	Ministry of Transportation and Infrastructure	WSP Surveys (BC) Limited Partnership for Elizabeth Daniel, Mary Wisnia & Diana Aldcroft	Kilmalu Road	Boundary Adjustment
A	Ministry of Transportation and Infrastructure	JE Anderson & Associates for Malahat Properties Ltd.	Benko Road	Proposed 11 Lot Conventional (Fee Simple) Subdivision
A	Ministry of Transportation and Infrastructure	JE Anderson & Associates for Malahat Properties Ltd.	Benko Road	Proposed 38 Lot Bare Land Strata Subdivision
B	Ministry of Transportation and Infrastructure	Rod & Denise Mayhew	Riverside Road	Proposed 2 Lot conventional subdivision
B	Ministry of Transportation and Infrastructure	GW Lindberg Professional Land Surveying Inc. for CVRD Parks	Empress Road	Boundary Adjustment
D	Ministry of Transportation and Infrastructure	McElhanney Consulting Services LTD for Kevin MacCullough & Elizabeth De Jesus Maco	Pritchard Road	Proposed 2 Lot conventional subdivision
D	Ministry of Transportation and Infrastructure	Cowichan Engineering Services Ltd. for Bernard Falt	Pritchard Road	Proposed 2 Lot conventional subdivision
E	Ministry of Transportation and Infrastructure	Kenyon Wilson Professional Surveyors for Wake Lake Enterprises Ltd.	Between Sunrise Road & Barnjum Road	Proposed 9 Lot conventional subdivision
F	Ministry of Transportation and Infrastructure	Allan & Lorena Lamont	White Road	Proposed 2 Lot (Section 514) subdivision

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

REPORTS Development Services

Summary of Q2 Land Use Referrals (continued)

EA	Referral Entity	Applicant	General Location	Intended Use
H	Ministry of Transportation and Infrastructure	JE Anderson & Associates for Alphonse & Margaret Gallant	Bruce Road	Proposed 2 Lot conventional Subdivision
H	Ministry of Transportation and Infrastructure	Jane McKie	Christie Road	Proposed 3 Lot conventional Subdivision
H	Ministry of Transportation and Infrastructure	JE Anderson & Associates for Louis & Joanne Plazzer	Filipana Road	Proposed 4 Lot conventional Subdivision
A	Ministry of Energy and Mines	Malahat Investment Corporation	Trans Canada Highway	Area of Disturbance in ha. (approx.): 39.3 Ha +/- Amendment to permitted Area to include new Phases 1 through five.
B	Forests, Lands and Natural Resource Operations	Marnie Hare & Jonathan Reis,	Chipmunk Road	Intended Domestic Water Use - 4 m ³ /day from Shawnigan Lake
I	Forests, Lands and Natural Resource Operations	Balance Industries Inc.	Miracle Way	2 Section 11 Approvals for Pile Driving / Pier or Warf Construction
I	Forests, Lands and Natural Resource Operations	George and Beverly de Lure	Miracle Way	Section 11 for Pile Driving/Pier or Warf Construction
F	Forests, Lands and Natural Resource Operations	Honeymoon Bay Resort Association	Sutton Creek below Southshore Road Bridge	Section 11 Approval for Gravel removal
IR 1	Forests, Lands and Natural Resource Operations	Cowichan Tribes	Cowichan River – South of Duncan	Conservation - Use of Water – 0.04 m ³ /sec

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

REPORTS Development Services

Q2 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		2			1	2		7
Temporary Use Permits										0
Development Permits	4	4	2	9	3	2	1	1		26
Development Permits - Signage	1				1					2
Development Variance Permits				1	1		1	1		4
ALR Applications							1	1		2
Subdivision Referrals	3	2		2	1	1		3		12
Lots Proposed (Includes Remainder)	51	4		4	9	2		9		79
Crown Referrals	1	1				1			2	5
Total Applications & Referrals	10	8	2	14	6	4	4	8	2	