

TOWN OF LAKE COWICHAN

Minutes of a Regular meeting of Council held on
Tuesday, September 24th, 2013



PRESENT: Mayor Ross Forrest
Councillor Bob Day
Councillor Frank Hornbrook
Councillor Tim McGonigle

REGRETS: Councillor Jayne Ingram

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Ronnie Gill, Director of Finance
Roni-Lee Roach, Executive Secretary

PUBLIC: 6

1. CALL TO ORDER

Mayor Forrest called the meeting to order at 6:00 p.m.

2. AGENDA

No. R.0131/13 Moved: Councillor Hornbrook
Seconded: Councillor Day
that the agenda be approved.

CARRIED.

3. ADOPTION OF MINUTES

No. R.0132/13 (a) Moved: Councillor Hornbrook
Seconded: Councillor McGonigle
that the minutes of the Special Meeting of Council held on July
12th, 2013 be adopted.

CARRIED.

No. R.0133/13 (b) Moved: Councillor Day
Seconded: Councillor Hornbrook
that the minutes of the Regular meeting of Council held on July
23rd, 2013 be adopted.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) The Chief Administrative Officer reported on the May 28th Council resolutions with respect to derelict buildings and remedial works to be undertaken on four (4) properties in Lake Cowichan.

He reported that an entry warrant had been issued for two properties on Darnell Road and an inspection report would be forthcoming from staff on those properties. He further reported that a hazmat assessment had been done for 172 South Shore Road and a demolition permit has been issued for a start date of the end of September, 2013. Plans for remedial work on 92 Cowichan Avenue West are to be undertaken shortly thereafter by the same property owner.

5. DELEGATIONS AND REPRESENTATIONS

- (a) Jack Peake, 174 Elk Road, addressed Council on a number of matters:
- Offered congratulations on the improvements to the intersection of South Shore and North Shore Roads;
 - Expressed concern over the condition of property across from his residence and requested that the Town try to work with the developer to move this project forward;
 - Signs posted on public places, including telephone poles being removed and the need for consistency on enforcement of the Town's signage bylaw;
 - Water consumption being higher during the summer months and a notice from the Town indicating his higher consumption and he suggested that water use be averaged over the year; and
 - Expressed his dismay that the Regional Library was a stand alone building and that the new municipal facility was not included in the construction plans.

Councillor McGonigle addressed Mr. Peake and advised that the Regional Library's master facility plan was for ownership of facilities and through not leasing and that the Health Centre did not wish to be included in a combined facility due to need for confidentiality of users.

Those present were advised that any water user over the allowable monthly cubic metres would be notified in writing by the end of October, 2013 and that the matter of averaging would be discussed and dealt with during the implementation of the new rates and regulation bylaws for water and sewer.

- (b) Jack Smith, Treaty co-ordinator and Aaron Hamilton, Lake Cowichan First Nation were on hand to update Council on treaty negotiations and gave an overview of the treaty process across British Columbia.

6. CORRESPONDENCE

- (a) The correspondence item from the Cowichan Lake District Chamber of Commerce regarding clarification on its presentation at Public Works Committee meeting held September 3rd, 2013 was discussed with the staff report on the matter of the Info Centre and Terms of Fee for Service Agreement.

Council directed that a meeting be arranged with the Chamber's Executive, with a copy of the staff report to be forwarded to the Chamber for discussions of matters of mutual concern.

- (b) The following correspondence item was received and treated as information:
- Youth Parliament of British Columbia Alumni Society re: British Columbia Youth Parliament, 85th Parliament.

Councillor Day requested that the correspondence item be forwarded to the Lake Cowichan School for its possible action.

7. REPORTS

No. R.0134/13
Finance and
Administration

Moved: Councillor McGonigle
Seconded: Councillor Hornbrook
that the minutes of the Finance and Administration Committee meeting held on August 13th, 2013 be approved with the following recommendations:

1—Cowichan Lake District Chamber of Commerce – Fee for Service Agreement

that Council concur with staff recommendations on the matter of the Cowichan Lake District Chamber of Commerce – Fee for Service Agreement as follows:

- that the Cowichan Lake District Chamber of Commerce provide financial statements including both an income statement and balance sheet on a quarterly basis;
- that the quarterly contributions be only made when the financial statements reporting requirement is met;
- that a copy of the statements presented to the membership at the Annual General Meeting (AGM) be submitted annually;

with the Cowichan Lake District Chamber of Commerce being advised of these changes.

2—Smoking Regulations at Cowichan Lake Recreation Facilities

that Council support the Cowichan Lake Recreation Commission's no smoking policy for all recreational facilities to be implemented on its managed properties, including the Centennial Hall and parking lot.

CARRIED.

No. R.0135/13
Finance and
Administration

Moved: Councillor McGonigle
Seconded: Councillor Day
that the minutes of the Finance and Administration Committee meeting held on September 10th, 2013 be approved with the following recommendation:

1—Inter-Community Licensing Programme

that Council approve, in principle, the Inter-Community Business License programme; and

that upon similar approval by all of the participating municipalities in the Cowichan Valley, staff be directed to commence the statutory notification process for changes to business regulations and to prepare the appropriate Inter-Community Business License Programme Bylaw for Council's consideration.

CARRIED.

No. R.0136/13
Public Works

Moved: Councillor Hornbrook
Seconded: Councillor McGonigle
that the minutes of the Public Works Committee meeting held on August 6th, 2013 be approved with the following recommendations:

1—Bus Shelter – North Shore Road

that the transit bus shelter be installed at the recommended location on North Shore Road adjacent to the Legion property, with additional parking spaces to be created along North Shore Road.

2 – Water Quality and Water Treatment Plant Study Award

that Council award the Water Quality and Water Treatment Plant Study project to Kerr Wood Leidal Associated Ltd. at a cost not to exceed \$23,814.00 plus applicable taxes with the additional lab costs, if required, estimated at \$5,940.00 plus taxes.

CARRIED.

No. R.0137/13
Public Works

Moved: Councillor Hornbrook
Seconded: Councillor Day
that the minutes of the Public Works Committee meeting held on September 3rd, 2013 be approved with the following recommendations:

1—On-Street Parking Regulation – 1-Hour Parking

that one-hour on-street parking regulations be implemented on both sides of South Shore Road and Cowichan Lake Road.

2 – Leave of Absence

that Council approve a leave of absence for Councillor Franklin Hornbrook from the Committee meetings being held on September 3rd, 2013.

3 – Leave of Absence

that Council approve a leave of absence for Mayor Ross Forrest from the Committee meetings to be held on September 10th, 2013.

4 – Streetlight Purchase - Award

that Council approve the award of a streetlight purchase to Inter-Lite Sales to supply 23 streetlights complete with hardware at a cost not to exceed \$76,200 plus applicable taxes.

5 – Contract for Recyclables and Organics Collection Services

that Council approve the award be made to BFI, the lowest bidder, if staff can work out lower rates for residential, toter and bin collection charges for recycling and taking into account the MultiSchedule Material British Columbia programme that is to be effective May, 2014;

and that the Town implement an organics programme through BFI effective the beginning of 2014, if a reasonable cost arrangement could be worked out with the company.

CARRIED.

No. R.0138/13
Parks, Recreation and
Culture

Moved: Councillor Day
Seconded: Councillor McGonigle
that the minutes of the Parks, Recreation and Culture
Committee meeting held on August 6th, 2013 be approved.

CARRIED.

No. R.0139/13
Parks, Recreation and
Culture

Moved: Councillor Day
Seconded: Councillor McGonigle
that the minutes of the Parks, Recreation and Culture
Committee meeting held on September 3rd, 2013 be approved.

CARRIED.

Councillor Day extended his thanks to his colleagues for participating in the Parks tour that was undertaken and advised that another tour would be conducted in the Spring of 2014 as not all parks were visited.

No. R.0140/13
CLEC, Lakeview and Fire
Department

Moved: Councillor Day
Seconded: Councillor Hornbrook
that the minutes of the CLEC, Lakeview and Fire Department
Committee meeting held on August 13th, 2013 be approved.

CARRIED.

Councillor Day advised Council that the walkway and viewing platform had been completed and the rampway was now installed at Saywell Park.

Sustainable, Planning and
Development

There was no report for the Sustainable, Planning and
Development Committee.

Cowichan Lake
Recreation Commission

The minutes of the Cowichan Lake Recreation Commission meeting held on Thursday, July 25th, 2013 were treated as information. The Mayor reported the next meeting of the Commission would be held on Thursday, September 26th, 2013.

Chamber of Commerce

There was no report for the Cowichan Lake District Chamber of Commerce.

Kaatza Historical Society

There was no report for the Kaatza Historical Society.

Vancouver Island
Regional Library

Councilor Day reported on the recent meeting of the Library Board held on September 21st, 2013 and the discussions on its strategic plan.

He further reported that he expected the official opening day for the Library was scheduled for November 7th, 2013.

Ohtaki Twinning
Committee

There was no report for the Ohtaki Twinning Committee.

Advisory Planning
Commission

Councillor Hornbrook reported that the Advisory Planning Commission would be hosting a public forum to receive input on the draft zoning bylaw on Thursday, September 26th, 2013 from 7:00 p.m. to 9:00 p.m. and Saturday, September 28th, 2013 from 1:00 p.m. to 3:00 p.m.

Community Forest
Co-op

Councillor McGonigle reported that the Forest Co-op had two blocks for harvesting approximately 23,000m³ to be completed by the end of October, 2013 and that the contract had been awarded to Island Fibre.

Lake Cowichan
Seniors Association

There was no report for the Lake Cowichan Seniors' Association.

No. R.0141/13
Lake Cowichan Fire
Department – Incident
Report

(b) Moved: Councillor Day
Seconded: Councillor Hornbrook
that the Fire Department Monthly Incident Report for July, 2013 and payment in the amount of \$7,074.66 be approved.
CARRIED.

No. R.0142/13
Mutual Aid Call-outs and
Medical Assists

Moved: Councillor Day
Seconded: Councillor Hornbrook
that the Town of Lake Cowichan forward a resolution to the Association of Vancouver Island Coastal Communities membership on the matter of the financial burden imposed on local fire departments and the financial ability of small municipalities to attend to mutual aid and medical assist call-outs.
CARRIED.

No. R.0143/13
Lake Cowichan Fire
Department – Incident
Report

Moved: Councillor Day
Seconded: Councillor Hornbrook
that the Fire Department Monthly Incident Report for August, 2013 and payment in the amount of \$4,592.54 be approved.
CARRIED.

Cowichan Valley Regional
District Board

Councillor McGonigle reported on his attendance at the Board meeting held on September 11th, 2013. He reported on the matter of Electoral Area "1"'s reversal of funding for a truck wash and the application by South Island Aggregate for soil contamination remediation with an appeal forwarded to the Environment Board.

No. R.0144/13
2013 Sewer CCTV and
Smoke Testing Program -
Tender

Moved: Councillor Hornbrook
Seconded: Councillor Day
that Council award Contract No. D-28512.00 – 2013 Sewer CCTV Inspection and Smoke Testing Program to Coast Pipeline Inc. in the amount not to exceed \$19,111.74, plus GST.
CARRIED.

(c) The staff report on the matter of Info Centre and Terms of Fee for Service Agreement was referred to the meeting being scheduled between Council and the Chamber of Commerce Executive.

No. R.0145/13
Multi-Material British
Columbia Programme

Moved: Councillor Hornbrook
Seconded: Councillor Day
that Council accept, in principle, entering into a Service Agreement on the proposed Multi-Material British Columbia programme for the provision of curbside recycling collection services for residential packaging and printed paper within the Town of Lake Cowichan.
CARRIED.

8. BYLAWS

No. R.0146/13
Bylaw No. 933-2013
Permissive Exemption
from Taxation for the
Royal Canadian Legion,
Lake Cowichan Branch
210

- (a) Moved: Councillor McGonigle
Seconded: Councillor Hornbrook
that the "Town of Lake Cowichan Permissive Exemption from
Taxation for the Royal Canadian Legion, Lake Cowichan Branch
210 Bylaw No. 933-2013" be read a first, second and third
time.

CARRIED.

No. R.0147/13
Bylaw No. 934-2013
Inter-Community
Business Licence

- (b) Moved: Councillor Day
Seconded: Councillor McGonigle
that the "Town of Lake Cowichan Inter-Community Business
Licence Bylaw No. 934-2013" be read a first and second time.

CARRIED.

9. NEW BUSINESS

None.

10. MAYOR'S REPORT

The Mayor presented his report for September with the following highlights:

- Commencement of the Town Square project after completion of the Library Facility;
- Issue of adequate health care for the residents in the Cowichan Lake area;
- The new Lakeside Medical Clinic opening and the nurse practitioner proposed for the area;
- The Town's resolution on the provision of health care was endorsed by the members of the Union of BC Municipalities;
- Meeting with the Minister of Health, the Honorable Terry Lake on the Town's health care needs;
- Public concerns with parking along South Shore Road during the busy summer months;
- Public input for landscaping plans for the centre of the South Shore Road roundabout;
- Congratulations to Gord Tuck for his 5th place finish in the Men Slalom of the 2013 World Disabled Water Ski Championship; and
- Extension of thanks to residents and visitors for being patient and understanding while the street improvements were undertaken.

11. NOTICES OF MOTION

None.

12. MEDIA / PUBLIC QUESTION PERIOD

13. IN CAMERA

No. R.0148/13
In-Camera

Moved: Councillor McGonigle
Seconded: Councillor Hornbrook
that Council close the meeting to the public to deal with issues relating to labour relations, acquisition, disposition or expropriation of land or improvements, and law enforcement matters which falls under Section 90(1) (c), (e), and (f) of the Community Charter (7:42 p.m.).

CARRIED.

14. ADJOURNMENT

No. R.0149/13
Adjournment

Moved: Councillor McGonigle
Seconded: Councillor Hornbrook
that we arise with no report and adjourn. (9:28 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2013.

Mayor