

**TOWN OF LAKE COWICHAN**

Minutes of a Regular meeting of Council held on  
Tuesday, November 26<sup>th</sup>, 2013



**PRESENT:** Councillor Tim McGonigle, Deputy Mayor  
Councillor Bob Day  
Councillor Frank Hornbrook  
Councillor Jayne Ingram

**REGRETS:** Mayor Ross Forrest  
(with prior notice)

**STAFF:** Ronnie Gill, Director of Finance  
Roni-Lee Roach, Executive Secretary

**1. CALL TO ORDER**

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

**2. AGENDA**

No. R.0163/13 Moved: Councillor Ingram  
Seconded: Councillor Hornbrook  
that the agenda be approved.

CARRIED.

**3. ADOPTION OF MINUTES**

No. R.0164/13 (a) Moved: Councillor Day  
Seconded: Councillor Ingram  
that the minutes of the Regular meeting of Council held on October 22<sup>nd</sup>, 2013 be adopted.

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

**5. DELEGATIONS AND REPRESENTATIONS**

None.

**6. CORRESPONDENCE**

No. R.0165/13 (a) Moved: Councillor Hornbrook  
Vancouver Island Seconded: Councillor Ingram  
Regional Library - Trustee that Councillor Bob Day be appointed as a Trustee on the Vancouver Island Regional Library Board for 2014.

CARRIED.

No. R.0166/13 Moved: Councillor Day  
Vancouver Island Seconded: Councillor Ingram  
Regional Library – that Councillor Franklin Hornbrook be appointed as an Alternate  
Alternate Trustee Trustee on the Vancouver Island Regional Library Board for  
2014.

CARRIED.

No. R.0167/13 Moved: Councillor Hornbrook  
Social Planning Cowichan Seconded: Councillor Day  
– Board Liaison that Councillor Jayne Ingram be appointed the Town’s  
representative on the Social Planning Cowichan Board for 2014.

CARRIED.

Council directed that the letter to Social Planning Cowichan reiterate the Town's concern with the conflict of interest issue that has arisen with the hope that these have been resolved.

No. R.0168/13  
Annual Membership

Moved: Councillor Ingram  
Seconded: Councillor Hornbrook  
that the Town of Lake Cowichan renew its annual membership with the Federation of Canadian Municipalities for 2014.  
CARRIED.

No. R.0169/13  
Order of British Columbia

Moved: Councillor Ingram  
Seconded: Councillor Day  
that the correspondence from the Honours and Awards Secretariat regarding the Order of British Columbia 2014 call for nominations be referred to the December 17<sup>th</sup>, 2013 Regular meeting of Council.  
CARRIED.

No. R.0170/13  
Safety Rules for  
Transporting Hazardous  
Materials

Moved: Councillor Hornbrook  
Seconded: Councillor Ingram  
that the correspondence from Teamsters Canada regarding the safety rules for transporting hazardous materials be treated as information.  
CARRIED.

## **7. REPORTS**

No. R.0171/13  
Finance and  
Administration

Moved: Councillor McGonigle  
Seconded: Councillor Ingram  
that the minutes of the Finance and Administration Committee meeting held on November 12<sup>th</sup>, 2013 be approved with the following recommendations:

### **1—Donation**

that Council approve the donation of an off-season two-night stay at Lakeview Park in 2014 to the Cowichan Lake District Chamber of Commerce for its annual Small Business Christmas dinner and silent auction.

### **2—Forest Ranger Station Building**

that Council consider the sale of the Ranger Station facility through a tender process after an upset price is established; and

that the caretaker of the facility be advised that the agreement for services would not be renewed after the expiration date of April 30<sup>th</sup>, 2014.

CARRIED.

No. R.0172/13  
Public Works

Moved: Councillor Hornbrook  
Seconded: Councillor Day  
that the minutes of the Public Works Committee meeting held on November 5<sup>th</sup>, 2013 be approved with the following recommendation:

### **1—Leave of Absence**

that the absence of Councillor Day and Councillor McGonigle from both of the day's committee meetings be approved.

CARRIED.

No. R.0173/13  
Parks, Recreation and  
Culture

Moved: Councillor Hornbrook  
Seconded: Councillor Ingram  
that the minutes of the Parks, Recreation and Culture  
Committee meeting held on November 5<sup>th</sup>, 2013 be approved  
with the following recommendation:

**1—Approval**

that the Cowichan ATV Club's request for permission to marshal  
ATV's at the hall parking lot for Jean Cozen's Memorial service  
on November 9<sup>th</sup>, 2013, be approved.

CARRIED.

No. R.0174/13  
CLEC, Lakeview and Fire  
Department

Moved: Councillor Day  
Seconded: Councillor Ingram  
that the minutes of the CLEC, Lakeview and Fire Department  
Committee meeting held on November 12<sup>th</sup>, 2013 be approved.

CARRIED.

No. R.0175/13  
Sustainable, Planning and  
Development

Moved: Councillor Ingram  
Seconded: Councillor Hornbrook  
that the minutes of the Sustainable, Planning and Development  
Committee meeting held on November 19<sup>th</sup>, 2013 be approved  
with the following recommendation:

**1—Water Conservation Goals**

that the current bylaws be amended to reduce the water and  
sewer charges for use over the allotted monthly consumption  
to \$0.48 per cubic meter for water and \$0.42 per cubic meter  
for sewer, effective for 2013 and 2014 for all metered users;  
and

that Council approve an increase to the non-metered water and  
sewer rates by 4% for 2014.

CARRIED.

Council members discussed the need to discuss water meters  
and consumption as a result of the public meeting held on  
Monday, November 25<sup>th</sup>, 2013 and public input received.

Cowichan Lake  
Recreation Commission

There was no report for the Cowichan Lake Recreation  
Commission.

Chamber of Commerce

Councillor Ingram reported on Chamber activities as follows:

- Wine and cheese event held on Saturday,  
November 2<sup>nd</sup>, 2013 with 56 in attendance;
- Preparations for Santa's visit on Friday, November  
29<sup>th</sup>, 2013 and the annual tree light-up; and
- Christmas dinner to be held on Saturday,  
December 14<sup>th</sup>, 2013.

Kaatza Historical Society

Councillor Hornbrook's written report was received as  
information and referred to the next Public Works Committee  
meeting.

Vancouver Island  
Regional Library

Councillor Day gave a verbal report of the Board meeting held  
on Saturday, November 23<sup>rd</sup>, 2013 where he extended his  
thanks to the Board and staff for their work on the Town of  
Lake Cowichan's new facility. He also reported that a policy  
had been adopted about local artisans showcasing their work at  
the library to help add warmth and a local flavor to the facility.

No. R.0176/13  
Ohtaki Twinning  
Committee

Moved: Councillor Ingram  
Seconded: Councillor Hornbrook  
that the minutes of the Ohtaki Twinning Committee meeting held on November 19<sup>th</sup>, 2013 be approved.

CARRIED.

Advisory Planning  
Commission

Councillor Hornbrook's written report on the Advisory Planning Commission's meeting of November 7<sup>th</sup>, 2013 was treated as information.

Community Forest  
Co-op

Councillor McGonigle reported that he had been re-appointed as the Vice-Chair of the Forest Co-op and that harvesting near the Mount Bolduc was still ongoing and that a new crash site had been discovered by Teal Jones engineers. The matter was currently under investigation with the location not being made public at this time.

Councillor Ingram requested clarification on where the profits of the Forest Co-op go. Councillor McGonigle advised that 10% goes to reserve, 10% to legacy and the remainder is used for community projects, local bursary and scholarships, Forest Workers Memorial Park and other projects such as the restoration of the newly discovered crash site.

Lake Cowichan  
Seniors Association

Councillor Ingram reported on Seniors Association activities as follows:

- Frank Hornbrook stepping down as the Manager;
- The new "Nickels for Nicole" fundraising drive for the Variety Show;
- Jackie Jack re-elected as president of the Association with four new executive members;
- Purchase of new round tables, chairs, cloths and covers for the Centre; and
- Christmas banquet to be held on Saturday, December 14<sup>th</sup>, 2013.

Councillor Day asked if consideration was being given to involving the local schools and students with activities at the Seniors Centre.

No. R.0177/13  
Lake Cowichan Fire  
Department – Incident  
Report

**(b)** Moved: Councillor Day  
Seconded: Councillor Ingram  
that the Fire Department Monthly Incident Report for October, 2013 and payment in the amount of \$5,214.71 be approved.

CARRIED.

Council members raised a number of matters arising from the incident report as follows:

- Need for the Town to pen some letters to other municipalities and regional districts, to get collaborative assistance on volunteer fire departments being called out for medical assists and motor vehicle accidents with no compensation from BC Ambulance, Ministry of Health and Insurance Corporation of BC;
- Continued lobbying of the Province for compensation for call-outs;
- Meeting to discuss the Fire Department budget after adjournment of the Parks and Recreation Committee meeting on December 3<sup>rd</sup>, 2013;

- Purchase of survival suits by the Fire Department;
- Training of Fire Department personnel for the newly acquired fire rescue boat; and
- Charge outs of personnel for fire prevention at Palsson, Fire Chief for a Day programme, and meeting with Main Road.

Cowichan Valley Regional District Board

Councillor McGonigle reported on his attendance at the Board meeting held on November 13<sup>th</sup>, 2013. He reported on the following:

- Proposed wage freeze for remuneration of Directors, Chief Administrative Officer and Managers;
- \$10 per child care proposal was endorsed;
- Raw sewage discharge from houseboats at Cowichan Bay;
- Proposed increase to the Parkland Acquisition; and
- Changes to zoning uses in light of the recent Federal changes with the Marijuana Act.

He further reported that the Regional Services Committee would be holding its meeting on Wednesday, November 27<sup>th</sup>, 2013.

Councillor Day gave Council an update on the recent activities of the Choose Cowichan Lake Committee and reported that a nurse practitioner has been hired with a total of 3.7 health care positions being created at the Kaatza Health Unit in early February, 2014. He further advised that a press release will be issued in the near future with some exciting news for the area.

Choose Cowichan Lake will be holding a health fair on March 1<sup>st</sup>, 2014 at the Centennial Hall.

No. R.0178/13  
Closure of Municipal Facilities

- (c) Moved: Councillor Day  
Seconded: Councillor Hornbrook  
that Council approve the closure of municipal facilities, so long as operational conditions permit, with staff and employees to use vacation time or unpaid leave for Friday, December 27<sup>th</sup>, 2013.

CARRIED.

**8. BYLAWS**

No. R.0179/13  
Bylaw No. 934-2013  
Inter-Community Business Licence

- (a) Moved: Councillor Day  
Seconded: Councillor Ingram  
that the "Town of Lake Cowichan Inter-Community Business Licence Bylaw No. 934-2013" be reconsidered and adopted.

CARRIED.

No. R.0180/13  
Bylaw No. 935-2013  
Zoning

- (b) Moved: Councillor Hornbrook  
Seconded: Councillor Ingram  
that the "Town of Lake Cowichan Zoning Bylaw No. 935-2013" be read a first and second time.

CARRIED.

No. R.0181/13  
Bylaw No. 936-2013  
Water Regulations and Rates

- (c) Moved: Councillor Day  
Seconded: Councillor Ingram  
that the "Town of Lake Cowichan Water Regulations and Rates Bylaw No. 936-2013" be read a first, second and third time.  
CARRIED.

No. R.0182/13  
Bylaw No. 937-2013  
Sewer Regulations and Rates

- (d) Moved: Councillor Hornbrook  
Seconded: Councillor Ingram  
that the "Town of Lake Cowichan Sewer Regulations and Rates Bylaw No. 937-2013" be read a first, second and third time.  
CARRIED.

No. R.0183/13  
Bylaw No. 938-2013  
Waste Collection Regulations and Rates

- (e) Moved: Councillor Ingram  
Seconded: Councillor Hornbrook  
that the "Town of Lake Cowichan Waste Collection Regulations and Rates Bylaw No. 938-2013" be read a first, second and third time.  
CARRIED.

No. R.0184/13  
Bylaw No. 939-2013  
Fees and Charges for Services

- (f) Moved: Councillor Ingram  
Seconded: Councillor Day  
that the "Town of Lake Cowichan Fees and Charges for Services Bylaw No. 939-2013" be read a first, second and third time.  
CARRIED.

**9. NEW BUSINESS**

None.

**10. MAYOR'S REPORT**

None.

**11. NOTICES OF MOTION**

The "Town of Lake Cowichan Water Regulations and Rates Bylaw No. 936-2013 and Town of Lake Cowichan Sewer Regulations and Rates Bylaw No. 937-2013 is to be referred to the next Public Works Committee meeting to be held on December 3<sup>rd</sup>, 2013 for discussions with the public input received at the Public meeting held on Monday, November 25<sup>th</sup>, 2013 be reviewed at the Public Works Committee meeting to be held on December 3<sup>rd</sup>, 2013.

**12. MEDIA / PUBLIC QUESTION PERIOD**

Councillor Ingram reported that the United Way breakfast would be held on December 6<sup>th</sup>, 2013 from 7:00 a.m. to 9:00 a.m. at the Shaker Mill restaurant. She requested that the podium speaker be available for use by organizers of the Cowichan United Way.

**13. IN CAMERA**

None.

**14. ADJOURNMENT**

No. R.0185/13  
Adjournment

Moved: Councillor Ingram  
Seconded: Councillor Day  
that we adjourn. (7:19 p.m.).

CARRIED.

Certified correct \_\_\_\_\_.

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Deputy Mayor