

**TOWN OF LAKE COWICHAN**

Minutes of a Regular meeting of Council held on  
Tuesday, August 26<sup>th</sup>, 2014



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

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

PUBLIC: 9

**1. CALL TO ORDER**

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

**2. AGENDA**

No. R.118/14

Moved: Councillor Hornbrook  
Seconded: Councillor Ingram  
that the agenda be approved with the following additions:

**Correspondence – Action Items**

- BC Hydro re: Community Hero.

**New Business**

- Councillor McGonigle re: Opening of Town Square.

**In-Camera**

- under Section 90(1) (c) of the Community Charter relating to labour relations or other employee relations.

CARRIED.

**3. ADOPTION OF MINUTES**

No. R.119/14

(a) Moved: Councillor McGonigle  
Seconded: Councillor Ingram  
that the minutes of the Regular meeting of Council held on July 22<sup>nd</sup>, 2014 be adopted.

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

**5. DELEGATIONS AND REPRESENTATIONS**

None.

**6. CORRESPONDENCE**

No. R.120/14  
Community Works Fund  
(CWF) Agreement 2014-  
2024

(a) Moved: Councillor Ingram  
Seconded: Councillor Hornbrook  
that Council approve signing of the Community Works Fund (CWF) Agreement 2014 – 2024 under the Administrative Agreement on the Federal Gas Tax Fund in British Columbia.

CARRIED.

The correspondence item received from BC Hydro regarding Community Heroes was treated as information.

Staff was directed to forward to local not-for-profit organizations for their possible action.

- (b) The correspondence item received from Green Communities Committee regarding BC Climate Action Community 2013 recognition was treated as information.

The correspondence item received from Cowichan Valley Regional District (CVRD) regarding the proposed CVRD annual financial contribution services for the Cowichan Sportsplex was treated as information.

**7. REPORTS**

No. R.121/14  
Finance and  
Administration

Moved: Councillor McGonigle  
Seconded: Councillor Ingram  
that the minutes of the Finance and Administration Committee meeting held on August 12<sup>th</sup>, 2014 be approved with the following recommendations:

**1—75 Stone Avenue**

that staff be directed to work with Mr. Earl LaForge to allow for the sale of a four meter strip of Parkland from the Town of Lake Cowichan, subject confirmation of municipal services.

**2—Referendum – Cowichan Sportsplex**

that the matter of funding for the Cowichan Sportsplex be taken to the electors by way of a referendum during the November, 2014 municipal elections, with the wording of the referendum question to be brought forward for approval.

CARRIED.

No. R.122/14  
Public Works

Moved: Councillor Hornbrook  
Seconded: Councillor Ingram  
that the minutes of the Public Works Committee meeting held on August 5<sup>th</sup>, 2014 be approved with the following recommendations:

**1—Sewage Treatment Plant Upgrades – Tender Award**

that both the tenders be rejected as there are no funds to legally complete the project as per the budget for the project; and  
that Council consider earlier tendering and completion date for the next fiscal year.

**2—Drought Mitigation Measures on the Cowichan River**

that the Cowichan Valley Regional District be advised that the Town of Lake Cowichan is not able to contribute funds for the drought mitigation measures at this time due to budgetary constraints with a request for additional clarification on the matter.

**3—User Fees – Sani-dump**

that the Town of Lake Cowichan investigate the feasibility of implementing user fees for the sani-dump station.

**4—Stage 3 Water Restriction Order**

that a Stage 3 Water Restriction Order be issued by the Town of Lake Cowichan which would include no sprinkling of lawns and boulevards and washing of vehicles.

**5—Conference**

that approval be given for Councillor Bob Day and a staff member to attend the Alternatives to incinerators and landfills, zero waste international conference and dialogue conference to be held October 2<sup>nd</sup> to 4<sup>th</sup>, 2014 in Nanaimo, BC.

CARRIED.

No. R.123/14  
Parks, Recreation and  
Culture

Moved: Councillor Day  
Seconded: Councillor Hornbrook  
that the minutes of the Parks, Recreation and Culture Committee meeting held on August 5<sup>th</sup>, 2014 be approved with the following recommendations:

**1—Letter of Support**

that Council send a letter of support, in principle, for the Vancouver Island Tourism Trails Strategy Project with the financial contribution of \$2,500 to be allocated from the 2015 budget.

**2—Letter of Support**

that Council send a letter of support to the Vancouver Island Spine Trail Association for its extensive trail network project.

CARRIED.

No. R.124/14  
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 August 12<sup>th</sup>, 2014 be approved with the following recommendation:

**1—False Alarm Bylaw**

that the proposed false alarm bylaw include charges that are applicable to a maximum of three (3) false alarm call-outs per parcel for 2015; and  
that for any subsequent false alarm call-outs, in the following years will result in incremental fees being levied against the affected property.

CARRIED.

Cowichan Lake  
Recreation Commission

The minutes of the Cowichan Lake Recreation Commission meeting held on July 24<sup>th</sup>, 2014 was treated as information.

No. R.125/14  
Ohtaki Twinning

Moved: Councillor Ingram  
Seconded: Councillor McGonigle  
that the minutes of the Ohtaki Twinning Committee meeting held on August 12<sup>th</sup>, 2014 be approved with the following recommendations:

**1—Ohtaki Twinning Committee Membership**

that Wanda Wiersma be appointed as a member of the Ohtaki Twinning Committee;

that Lisa Giles be appointed as an alternate member of the Ohtaki Twinning Committee; and

that Kristy Convery be appointed as an alternate member of the Ohtaki Twinning Committee.

**2—2014 Homestay Listing**

that the Committee recommend the acceptance of the homestay listing from Ohtaki, Japan for 26 delegates to the Lake Cowichan homestay families as presented.

**3—Delegate – Student**

that Council approve Brentyn Hill as a student delegate for the 2015 Ohtaki Exchange.

**4—Delegate – Supervisor**

that Council approve Kristy Convery as the Student Supervisor for the 2015 Ohtaki Exchange.

**5—Delegate – Adult**

that Council approve Margaret Davis as an adult delegate for the 2015 Ohtaki Exchange.

CARRIED.

Advisory Planning  
Commission

Councillor Hornbrook reported on the Advisory Planning Commission's meeting that was held to discuss the following:

- Redefining definitions in the signage bylaw;
- Zoning changes for some commercial properties;  
and
- Pedestrian signage.

Council and Other  
Committee Reports

There were no reports on the following:

- Sustainable Planning and Development;
- Vancouver Island Regional Library; and
- Community Forest Co-op.

No. R.126/14  
Lake Cowichan Fire  
Department – Incident  
Report

**(b)** Moved: Councillor Day  
Seconded: Councillor Ingram  
that the Fire Department Monthly Incident Report for July, 2014 and payment in the amount of \$6,054.11 be approved.

CARRIED.

Councillor Day requested clarification on the matter of the July 26<sup>th</sup>, 2014 call for a backyard fire on Johel Road and if fines can be levied due to the fact that a provincial campfire ban was in place. The Chief Administrative Officer advised that the Fire Chief was working on this issue.

Cowichan Valley Regional  
District Board

Councillor McGonigle reported on his attendance at the recent Board meeting with the following highlights:

- Purchase of property in Saltair for \$300,000;
- Elector nominations packages are available;
- Sandy Pool and Department of Fisheries concerns with the sandbar removal;
- Cowichan River drought update; and
- New Chief Administrative Officer begins his tenure on Tuesday, September 2<sup>nd</sup>, 2014.

Choose Cowichan

Councillor Day reported that a flyer would be circulated to all Cowichan Lake residents through Canada Post on Choose Cowichan Lake and the Primary Health Team in Lake Cowichan.

No. R.127/14  
Referendum – Cowichan  
Sportsplex

- (c) Moved: Councillor Day  
Seconded: Councillor McGonigle  
that Council approve the tentative wording of the referendum question for the Cowichan Sportsplex as follows:  
"Are you in favour of the Town of Lake Cowichan funding the Cowichan Sports Society (Cowichan Sportsplex) through an annual tax requisition contribution through the Cowichan Valley Regional District?", subject to wording change to reflect that used by the Regional District.

Councillor Day Opposed  
CARRIED.

8. **BYLAWS**

None.

9. **NEW BUSINESS**

- (a) Councillor McGonigle requested an update on when the official opening of the Renfrew Town Square would be held to allow for stakeholders to be invited to the event.

10. **MAYOR'S REPORT**

The Mayor presented his report for August, 2014 entitled "State of the Town of Lake Cowichan" with the following highlights:

- Financial health of the Town;
- Pride on the infrastructures that have been undertaken;
- No debt incurred to do South Shore Road improvements due to partnerships with the Ministry of Transportation and Infrastructure and ICBC;
- Confidence for small businesses instilled in Lake Cowichan;
- Completion of the Vancouver Island Regional Library branch and Renfrew Town Square;
- Downtown revitalization important to the Town and are a catalyst for investment;
- Thanks to the local business owners for their input on the Town Square and for getting Island Corridor Economic Trust (ICET) funding;
- Number of capital projects completed through grants; water metering, trees, Job Creation Programme in 2013, \$1.35 million for phase 1 of the sewer and \$172,000 for rainwater strategy;
- Minimized borrowing with implementation of parcel taxes;
- Receipt of close to \$3 million in grants during the Council's tenure;
- Dedication of senior management;
- Citizens and volunteers involved with assistance with river cleanup, litter, riparian restoration, various committee and not-for-profit organization, and Lake Cowichan 2013 Grad Class;
- Need for Council to look at prioritizing road capital projects; and residents encouraged to participate in future plans of the Town.

**11. NOTICES OF MOTION**

None.

**12. MEDIA / PUBLIC QUESTION PERIOD**

Wendy Klyne asked for clarification on the changes to zoning discussed with the Advisory Planning Commission. The Chief Administrative Officer advised that new designations were being created to accommodate the required changes for residential permitted use. Ms. Klyne then asked if input would be sought for the new zone designations which the Chief Administrative Officer responded in the affirmative.

David Ridley requested information on the following:

- If the Town had available funds for emergency situations such as drought;
- False alarm increments and who decides those rates;
- If the Sportsplex referendum is binding;
- Full packages of the agendas being made available online for viewing; and
- Minutes of all Committee and Commission meetings to be made available online for viewing.

**13. IN CAMERA**

No. R.128/14  
In-Camera

Moved: Councillor McGonigle  
Seconded: Councillor Hornbrook  
that Council close the meeting to the public to deal with issues relating to labour relations or other employee relations, acquisition, disposition or expropriation of land or improvements and litigation or potential litigation affecting the municipality under Section 90(1) (c), (e) and (g) of the Community Charter (6:56 p.m.).

CARRIED.

**14. ADJOURNMENT**

No. R.129/14  
Adjournment

Moved: Councillor McGonigle  
Seconded: Councillor Day  
that we arise with no report and adjourn ( 7:50 p.m.).

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Mayor