

AGENDA

TOWN OF LAKE COWICHAN

**Regular meeting of Council to be held on
Tuesday, August 25th, 2015 at 6:00 p.m.**



Page #

1. CALL TO ORDER

INTRODUCTION OF LATE ITEMS (if applicable)

2. APPROVAL OF AGENDA

3. ADOPTION OF MINUTES

(a) Minutes of the Regular Meeting of Council held on July 28th, 2015.

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4. BUSINESS ARISING AND UNFINISHED BUSINESS

5. DELEGATIONS AND REPRESENTATIONS

(a) Mary Batyi re: The BC Ambassador Programme.

6. CORRESPONDENCE

(a) **Action Items**

(b) **Information or Consent Items**- (a member may ask that an item be dealt with separately)

7. REPORTS

(a) Council and Other Committee Reports

- | | |
|--|----------------------|
| 1. Finance & Administration | Councillor McGonigle |
| • August 11 th , 2015. | |
| 2. Public Works & Environmental Services | Councillor Austin |
| 3. Parks, Recreation & Culture | Councillor Vomacka |
| 4. Economic & Sustainable Development | Councillor Day |
| 5. Cowichan Lake Recreation Commission | Mayor Forrest |
| 6. V.I.R.L | Councillor Vomacka |
| 7. Ohtaki Twinning Committee | Mayor Forrest |
| 8. Advisory Planning Commission | Councillor McGonigle |
| 9. Community Forest Co-op | Councillor McGonigle |

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(b) Other Reports

1. Lake Cowichan Fire Department Incident Report for July, 2015.
2. Cowichan Valley Regional District Board Meeting – Councillor Day.
3. Social Planning Cowichan – Councillor Austin.
4. Community Safety Advisory Committee - Councillor Austin.

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(c) Staff Reports

8. BYLAWS

None.

9. NEW BUSINESS

10. MAYOR'S REPORT

11. NOTICES OF MOTION

**12. MEDIA / PUBLIC QUESTION PERIOD
- Limited to items on the agenda**

13. IN CAMERA

(a) Section 92 of the *Community Charter* requires that before a meeting or part of a meeting is closed to the public, the council must state, by resolution, that the meeting is to be closed, and

(b) The basis on which the meeting is to be closed falls under the following:
s.90 (1) (e) – land matters.

14. ADJOURNMENT

TOWN OF LAKE COWICHAN

Minutes of a Regular meeting of Council held on
Tuesday, July 28th, 2015



Reg
Aug. 25/15
3(a)

- PRESENT:** Mayor Ross Forrest
Councillor Bob K. Day
CouncillorCarolyn Austin
Councillor Lorna Vomacka
- ABSENT:** Councillor Tim McGonigle
- STAFF:** Joseph A. Fernandez, Chief Administrative Officer
Ronnie Gill, Director of Finance
Roni-Lee Roach, Executive Secretary
- PUBLIC:** 4

1. CALL TO ORDER

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

2. AGENDA

No. R.127/15

Moved: Councillor Austin
Seconded: Councillor Day
that the agenda be approved with the following additions:

Reports – Other Reports

- Councillor Austin re: Social Planning Cowichan;
- Councillor Austin re: Age-Friendly; and
- Councillor Austin re: Our Cowichan.

Reports – Staff Reports

- Chief Administrative Officer re: Infrastructure Planning Grants.

New Business

- Leave of Absence for Councillor McGonigle.

CARRIED.

3. ADOPTION OF MINUTES

No. R.128/15

(a) Moved: Councillor Day
Seconded: Councillor Vomacka
that the minutes of the Public Hearing held on June 23rd, 2015 be adopted.

CARRIED.

No. R.129/15

(b) Moved: Councillor Day
Seconded: Councillor Austin
that the minutes of the Regular Meeting of Council held on June 23rd, 2015 be adopted.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. DELEGATIONS AND REPRESENTATIONS

None.

6. CORRESPONDENCE

- (b) The correspondence received from the Peace River Regional District regarding the Order in Council No. 148 on the removal of lands from the Agriculture Land Reserve (ALR) was treated as information.

7. REPORTS

No. R.130/15
Finance and Administration

Moved: Councillor Austin
Seconded: Councillor Day
that the minutes of the Finance and Administration Committee meeting held on July 14th, 2015 be approved with the following recommendations:

1—Donation

that Council approve the donation to the Lake Auxiliary to Cowichan District Hospital for a two-night stay at Lakeview Park Campground in the shoulder season for 2016.

2—Donation

that Council approve the donation to the Lake Cowichan Klmsmen for a two-night stay at Lakeview Park Campground in the shoulder season for 2016.

3—Saywell Park – Wayfinding Signage

that Council approve the recommendations of the Advisory Planning Commission Chair for the proposed wayfinding sign at Saywell Park with:

- 6-slats per side;
- The sign listings as proposed by the Advisory Planning Commission members;
- Use of larger font size on the signage;
- Sign to be located at the existing wooden Saywell Park signage; and
- With the dedication cairn to be relocated to the walkway entrance at Saywell Park adjacent to Lakeview Avenue.

CARRIED.

Public Works and Environmental Services

No Report.

Parks, Recreation and Culture

No Report.

Economic and Sustainable Development

No Report.

Cowichan Lake Recreation

Minutes of the Cowichan Lake Recreation Commission meetings held on June 26th, 2015 and July 16th, 2015 were treated as information.

Vancouver Island Regional Library

Councillor Vomacka reported that the Library Board would be meeting again in September, 2015. She also reported that a meeting was held at the Cowichan Lake branch to discuss strategic planning for the next five years with Mayor Forrest in attendance at that meeting.

Mayor Forrest thanked Councillor Vomacka and Mr. David Ridley for attending the meeting.

Ohtaki Twinning Committee

Councillor Vomacka reported on the recent trip by delegates to Ohtaki, Japan.

Mayor Forrest stated that he had received lots of positive feedback on the trip and that was very encouraging.

Advisory Planning Commission

The Chief Administrative Officer advised that the Advisory Planning Commission will be holding its next meeting on Thursday, August 27th, 2015.

Community Forest Co-operative

No Report.

Councillor Day indicated that the refurbishment of the signs at the Forest Workers' Memorial Park has been completed and they looked awesome.

No. R.131/15
Lake Cowichan Fire Department – Incident Report

(b) Moved: Councillor Day
Seconded: Councillor Austin
that the Fire Department Monthly Incident Report for June, 2015 and payment in the amount of \$8,757.08 be approved.
CARRIED.

Cowichan Valley Regional District Board

Councillor Day read out the Regional District Chairperson's monthly blog giving an update on the Board's activity over the last month which included the following:

- Suspension of the Economic Development Commission function;
- Water quality and quantity;
- Appointments to Our Cowichan; and
- Submission of three grants that will benefit the whole Cowichan region.

Councillor Austin advised that the Social Planning Cowichan Committee met recently and read out the first paragraph of a draft document.

Councillor Austin reported that a presentation on the Age-Friendly study was held on Monday, July 27th, 2015 and reported that the consultant James VanHemert would be reviewing action priorities at a public meeting to be held at the Seniors on Saturday, September 19th, 2015 from 2 to 4 pm.

Councillor Austin reported that the Our Cowichan organization was working on creating an online regional directory and encouraged people to register.

No. R.132/15
Infrastructure Planning Grants

(c) Moved: Councillor Day
Seconded: Councillor Vomacka
that Council authorize applications under the Infrastructure Planning Grant program and prioritized as follows:

1. Sewer CCTV Inspection and Smoke Testing	\$42,000
2. Water Utility Master Plan Update	\$10,150.

CARRIED.

8. BYLAWS

None.

9. NEW BUSINESS

No. R.133/15
Leave of Absence

(a) Moved: Councillor Austin
Seconded: Councillor Day
that a leave of absence be approved for Councillor McGonigle
from the meeting held this day.

CARRIED.

10. MAYOR'S REPORT

The Mayor presented his report for July, 2015 with the following highlights:

- Receipt of funding of \$500,000 from Canada 150 for planned upgrades to Centennial Park;
- Vancouver Island Regional Library continues to see improvements to its many programmes;
- Drought conditions currently being experienced in the community;
- Honoring of two (2) inductees into the Sports Wall of Fame on August 8th, 2015 – Randy Irving and Marg Radcliffe;
- Recent delegation visit to our sister city in Ohtaki, Japan; and
- Encouraging everyone to enjoy the August long weekend in a safe and responsible manner.

11. NOTICES OF MOTION

12. IN CAMERA

No. R.134/15
In-Camera

Moved: Councillor Vomacka
Seconded: Councillor Austin
that the Committee close the meeting to the public to deal with issues relating to labour relations and land matters under Section 90(1) (c) and (e) of the Community Charter (6:50 p.m.)

CARRIED.

13. ADJOURNMENT

No. R.135/15
Adjournment

Moved: Councillor Austin
Seconded: Councillor Vomacka
that we arise without report and adjourn (8:20 p.m.).

CARRIED.

Certified correct _____

Confirmed on the _____ day of _____, 2015.

Mayor

TOWN OF LAKE COWICHAN

Minutes of Finance & Administration Committee held on
Tuesday, August 11th, 2015



Reg
Aug. 25/15
7(a)1

PRESENT: Councillor Tim McGonigle, Chair
Mayor Ross Forrest
Councillor Carolyne Austin
Councillor Lorna Vomacka

REGRETS: Councillor Bob K. Day

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

PUBLIC: 9

1. CALL TO ORDER

The Chair called the meeting to order at 5:03 p.m.

2. AGENDA

No. FA.036/15

Moved: Councillor Austin
Seconded: Councillor Vomacka
that the agenda, as amended, be approved.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) Councillor Vomacka presented Mayor Forrest with a crystal samurai helmet that was gifted to the Town of Lake Cowichan by Mayor Hideyoshi Kikuya, Date City Hokkaido during the cultural exchange trip made by the Lake Cowichan delegation in July, 2015.

No. FA.037/15
Leave of Absence

(b) Moved: Mayor Forrest
Seconded: Councillor Vomacka
that the Committee recommend that approval be given to Councillor Day for a leave of absence from the meetings to be held this day.

CARRIED.

4. DELEGATIONS AND REPRESENTATIONS

(a) Becca Shears, 140 MacDonald Road, advised that she had made a previous presentation on the matter of chickens being permitted within Lake Cowichan to Council and had presented a petition signed by 400 verified voters. She requested the new Council to once again consider changes to the current bylaws to allow for the harbouring of up to 6 laying hens in Lake Cowichan. She stated that chickens were pets and a food source.

The Chair afforded an opportunity for Committee members to ask questions of the delegate and advised those in attendance that a decision would not be made at this meeting on the matter.

Ms. Shears stated that she wanted Councillor Day in attendance to decide the matter. She forwarded her package for Council's information that included examples of the City of Duncan's application process.

Councillor Vomacka asked how many residential homes have chickens and what the cost of licensing fees in Duncan was. Ms. Shears stated that she is aware of at least 40 residences in the Town with chickens and that the application fee in Duncan was \$5 per chicken.

Ms. Shears stated that the Town should be the first to put a policy in place for chickens and that Honeymoon Bay and Youbou could follow suit in allowing backyard chickens.

Mayor Forrest asked how many complaints on chickens have been received by the bylaw enforcement office to which the Chief Administrative Officer responded one or two over the years.

The Chair requested that the matter of backyard chickens be brought forward to the next Finance and Administration Committee meeting for further discussion.

5. CORRESPONDENCE

No. FA.038/15
Letter of Support

- (a) Moved: Mayor Forrest
Seconded: Councillor Austin
that the Committee recommend sending a letter of support for the application by Tourism Vancouver Island to the Island Coastal Economic Trust for the Vancouver Island Trails Strategy Phase 2 project.

CARRIED.

6. REPORTS

- (a) The financial report for the period ending July 31st, 2015 was treated as information.
- (b) The Building Inspector's Service Report for July, 2015 was treated as information.

7. NEW BUSINESS

No. FA.039/15
Letter of Support

- (a) Moved: Mayor Forrest
Seconded: Councillor Vomacka
that the Committee recommend approval of closing a portion of the parking area at Saywell Park for September 5th, 2015 from 9:00 a.m. to 12 noon to accommodate visitors to the raising of the pole event to be held at the Ts'uubaa-asatx Town Square at 10:00 a.m..

CARRIED.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

Councillor McGonigle spoke on the recent visit by Canadian delegates to Ohtaki, Japan and the discussion of potential business opportunities and education exchange programmes with the local school district.

Mayor Forrest advised of the river cleanup event that is to be held on Saturday, August 15th, 2015 and that volunteers were being sought for the event.

10. IN CAMERA

No. R.127/15
In-Camera

Moved: Councillor Vomacka
Seconded: Mayor Forrest
that the Committee close the meeting to the public to deal with issues relating to law enforcement under Section 90(1) (f) of the Community Charter (5:33 p.m.)

CARRIED.

11. ADJOURNMENT

No. R.128/15
Adjournment

Moved: Councillor Austin
Seconded: Councillor Vomacka
that we arise without report and adjourn (7:20 p.m.).

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____ , 2015.

Chair



Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

(250)749-3522

Reg
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7(b)1

July 2015 Monthly Incident Report

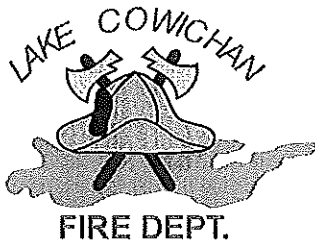
- ✓ 1 Business Meeting
- ✓ 3 Practices
- ✓ 1 Truck Check
- ✓ 2 Burning Complaint
- ✓ 2 Reports of Smoke Smell
- ✓ 3 Reports of Campfire
- ✓ 2 Bush Fires
- ✓ 1 Supply Water Tender
- ✓ 1 Structure Fire
- ✓ 1 Arson Investigation with RCMP
- ✓ 2 Vehicle Fires
- ✓ 1 MVA
- ✓ 4 Medical Assist
- ✓ 1 Mutual Aid Call (Sahtlam)
- ✓ 1 NFPA Test
- ✓ 1 Officer Call Out
- ✓ 5 Officer/Member Duty Sheets
- ✓ 1 Sec/Treasurer Monthly Stipend

Total Call Outs & Practices

\$12894.85

Grand Total

\$12894.85



Lake Cowichan Fire Department
P.O. Box 31
Lake Cowichan, BC
V0R 2G0
(250)749-3522

Fire Stats July 2015

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Men</u>	<u>Hrs</u>	<u>Cost</u>
07/01	5:41 PM	Skutz Falls/Riverbottom Rd	MVA	8	2	\$147.81
07/01	11:06 PM	37 Cowichan Ave W	Car Fire	18	1	\$296.87
07/04	10:40 PM	Marble Bay/Meades Cr	Report of Campfire	5	1	\$93.52
07/05	8:30 AM	7785 Cowichan Lake Rd	Report of Smoke	1	1	\$19.28
07/06	1:38 PM	Nitnat Ave/Nelson Rd	Medical Assist	13	1	\$239.70
07/07	6:55 PM	Fire Hall	Practice	22	2	\$819.34
07/11	3:40 AM	192 MacDonald Rd	Structure Fire	20	4	\$1477.92
07/11	8:00 AM	192 MacDonald Rd	Arson Investigation with RCMP	4	5	\$380.80
07/11	7:15 PM	346 South Shore Rd	Burning Complaint	8	2	\$298.88
07/13	7:00 PM	Fire Hall	Business Meeting	21	2	\$747.40
07/15	7:50 PM	326 Grants Lake Rd	Medical Assist	10	1	\$168.72
07/16	9:23 PM	HWY 18/Skutz Falls Rd	Truck Fire	18	2	\$595.08
07/18	11:00 PM	Bald Mountain/Sandy Beach	Report of Campfire	1	1	\$19.28
07/19	6:00 PM	8682 North Shore Rd	Report of Smoke	1	1	\$19.28
07/20	4:15 PM	HWY 18 Duncan Fire	Mutual Aid-Sahtlam	21	5	\$1875.20
07/20	7:00 PM	Fire Hall	Practice	21	2	\$750.08
07/21	6:00 PM	Fire Hall	Truck Check	11	2	\$331.50
07/27	6:00 AM	7304 Peri Rd	Report of Campfire	1	1	\$19.28
07/27	11:38 PM	75 South Shore Rd	Officer Call Out	2	1	\$38.56

07/27	7:00 PM	Fire Hall	Practice	21	2	\$747.40
07/28	4:26 PM	HWY 18/Skutz Falls Rd	Bush Fire	24	6	\$2456.28
07/29	1:25 PM	HWY 18/Skutz Falls Rd	Supply Water Tanker	2	9	\$219.84
07/29	2:30 PM	146 Quamichan Ave	Medical Assist	9	1	\$151.36
07/29	6:41 PM	7778 Sunset Dr	Medical Assist	10	1	\$166.42
07/30	11:54 PM	Lakeview Park Campsite	Bush Fire	14	1	\$223.97
07/31	9:23 PM	7304 Peri Rd	Burning Complaint	2	1	\$37.60
			NFPA Test	1	2	\$36.64
			Officer/Duty Sheets	4	17.5	\$366.84
			Sec/Treasurer Stipend			\$150.00
		Total				\$12894.85