

AGENDA

TOWN OF LAKE COWICHAN

**Regular meeting of Council to be held on
Tuesday, June 28th, 2016 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 May 24th, 2016.

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4. BUSINESS ARISING AND UNFINISHED BUSINESS

5. DELEGATIONS AND REPRESENTATIONS

None.

6. CORRESPONDENCE

(a) **Action Items**

None.

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

(i) Stephen Hunt, United Steelworkers- re: Move to End Old Growth Logging.

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(ii) Al Richmond, President, Union of BC Municipalities- re: Provincial Response to the 2015 Resolution.

9

(iii) Mike Palecek, CUPW re: Federal Review of Postal Service.

11

7. REPORTS

(a) **Council and Other Committee Reports**

1. Finance & Administration Councillor McGonigle

- June 14th, 2016.

12

2. Public Works & Environmental Services Councillor Austin

- June 7th, 2016.

14

3. Parks, Recreation & Culture Councillor Vomacka

- June 7th, 2016.

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4. Economic & Sustainable Development Councillor Day

- June 14th, 2016.

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5. Cowichan Lake Recreation Commission Mayor Forrest

6. V.I.R.L. Councillor Vomacka

7. Ohtaki Twinning Committee Mayor Forrest

- June 7th, 2016.

8. Advisory Planning Commission Councillor McGonigle

9. Community Forest Co-op Councillor McGonigle

(b) Other Reports

1. Cowichan Valley Regional District Board Meeting – Councillor Day.
2. Social Planning Cowichan – Councillor Austin.
3. Community Safety Advisory Committee - Councillor Austin.
4. Seniors' Care Facility Steering Committee – Councillor McGonigle.

Staff Reports

- (a) Director of Finance re: Statement of Financial Information for 2015.

F/C

8. BYLAWS

- (a) "Town of Lake Cowichan Road Closure and Removal of Dedication Bylaw No. 977-2016" may be reconsidered and adopted.
- (b) "Town of Lake Cowichan Fees and Charges for Services Bylaw No. 978-2016" may be reconsidered and adopted.

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9. NEW BUSINESS

- (a) Development Permit and Development Variance Permit for construction of addition and renovation to Town Hall.

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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) (c) – labour relations or other employee relations;
- s.90 (1) (e) – acquisition, disposition or expropriation of land or improvements.

14. ADJOURNMENT

TOWN OF LAKE COWICHAN

Minutes of a Regular meeting of Council held on
Tuesday, May 24th, 2016



PRESENT: Mayor Ross Forrest
Councillor Carolyne Austin
Councillor Bob K. Day
Councillor Tim McGonigle
Councillor Lorna Vomacka

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Ronnie Gill, Director of Finance
Kari Lingren, Recording Secretary

PUBLIC: 2

1. **CALL TO ORDER**

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

2. **AGENDA**

No. R.0062/16

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

New Business

- Councillor Day- Request for time off.

CARRIED.

3. **ADOPTION OF MINUTES**

No. R.0063/16

(a) Moved: Councillor Day
Seconded: Councillor McGonigle
that the minutes of the Regular Meeting of Council held on April
26th, 2016 be adopted.

CARRIED.

No. R.0064/16

(b) Moved: Councillor McGonigle
Seconded: Councillor Austin
that the minutes of the Special Council Meeting of Council held
on May 10th, 2016 be adopted.

CARRIED.

4. **BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

5. **DELEGATIONS AND REPRESENTATIONS**

None.

6. **CORRESPONDENCE**

(a) Action Items

None.

(b) Information or Consent Items

None.

7. **REPORTS**

No. R.0065/16
Finance and Administration

Moved: Councillor McGonigle
Seconded: Councillor Day
that the minutes of the Finance and Administration Committee meeting held on May 10th, 2016 be approved with the following:

1-Fire Department Incident Report

that Council approve the acceptance of the Lake Cowichan Fire Department's Incidents report for March, 2016 totaling \$7,639.18.

2-Grant-in-Aid

that Council approve the \$250.00 request for the sponsorship of the Community Forest Co-op from the Grants-in-Aid budget.

3-Fire Protection

that Council approve the two properties described under the PID 029-748-020 and PID 003-010-554 be included in the fire protection area of the Lake Cowichan Fire Department.

CARRIED.

No. R.0066/16
Public Works and
Environmental Services

Moved: Councillor Austin
Seconded: Councillor Day
that the minutes of the Public Works and Environmental Services Committee meeting held on May 3rd, 2016 be approved with the following:

1- Public Parking Spaces

that the Town offer up a few locations of property close to town to be used for parking during August long weekend to be managed by non-profit organizations through the Sunfest welcoming committee subject to final approval of Council.

CARRIED.

No. R.0067/16
Parks, Recreation and Culture

Moved: Councillor Vomacka
Seconded: Councillor Day
that the minutes of the Parks, Recreation and Culture Committee meeting held on May 3rd, 2016 be approved with the following:

1- Water Park

that Council support a water park in principle with a location still to be determined.

CARRIED.

No. R.0068/16
Economic and Sustainable
Development

Moved: Councillor Day
Seconded: Councillor McGonigle
that the minutes of the Economic and Sustainable Development Committee meeting held on May 10th, 2016 be approved as presented.

CARRIED.

Cowichan Lake Recreation

The minutes of the Cowichan Lake Recreation Commission meeting held in April, 2016 were not available.

Vancouver Island Regional
Library

Councillor Vomacka stated that there was no report at this time as the next meeting will be taking place on May 28th, 2016.

Ohtaki Twinning Committee

The minutes of the Ohtaki Twinning Committee from May 3rd, 2016 were treated for informational purposes.

Advisory Planning Commission

Councillor McGonigle reported the next meeting of the Advisory

Planning Commission will be on May 26th, 2016.

Community Forest Co-operative

Councillor McGonigle updated Council on the plans for the Forest Co-op Conference to be held this upcoming weekend. He updated the committee that there will be over 100 delegates attending the event and over 150 people attending the banquet.

Cowichan Valley Regional District Board

- (b) Councillor Day gave a verbal report to Council on his attendance at the May 11th, 2016 Cowichan Valley Regional District's Board meeting.

Social Planning Cowichan

Councillor Austin informed Council that the Social Planning Cowichan Committee had no meeting this month and was planning the AGM for June.

Community Safety Advisory

Councillor Austin advised that the Community Safety Advisory group that Michael Trickey is chair for that group with Carol Ann Rolls as the alternate Chair.

Seniors' Care Facility

Councillor McGonigle updated the committee on the Seniors' Care Group that Island Health's focus right now is the Elderly Program In Cowichan (EPIC).

8. BYLAWS

No. R.0069/16
Bylaw No. 974-2016
Subdivision, Works and Services.

- (a) Moved: Councillor McGonigle
Seconded: Councillor Austin
that the "Town of Lake Cowichan Subdivision, Works and Services Bylaw No. 974-2016" be reconsidered and adopted.
CARRIED.

No. R.0070/16
Bylaw No. 977-2016
Road Closure and Removal of Dedication

- (b) Moved: Councillor Day
Seconded: Councillor McGonigle
that the "Town of Lake Cowichan Road Closure and Removal of Dedication Bylaw No. 977-2016" be read a first, second and third time.
CARRIED.

No. R.0071/16
Bylaw No. 978-2016
Fees and Charges for Services

- (c) Moved: Councillor Day
Seconded: Councillor Austin
that the "Town of Lake Cowichan Fees and Charges for Services Bylaw No. 978-2016" be read a first, second and third time.
CARRIED.

9. NEW BUSINESS

No. R.0072/16

- (a) Moved: Councillor Vomacka
Seconded: Councillor Austin
that a leave of absence for Councillor Day from the Public Meeting to be held on May 30th, 2016 and the Committee meetings to be held on June 7th, 2016 be approved.
CARRIED.

10. MAYOR'S REPORT

The Mayor presented his report for May, 2016 with the following highlights:

- Sincere condolences offered to the family of Chief Cyril Livingstone. Cyril was Chief of Lake Cowichan First

Nations for 38 years and in that time provided a great service to his community and family.

- Tourism is one of B.C.'s leading sustainable industries with May 29 to June 4 to be recognized as National Tourism Week.
- Globally, tourism accounts for 1 out of every 11 jobs and generates \$1.5 trillion in exports and in 2014, tourism contributed more to the GDP than forestry, agriculture and fish primary resource industries.
- The Cowichan Lake Sports Arena did a great job hosting the Female U18 Invitational Selection Camp May 18-22.
- Thank you to all the volunteers who helped with the Heritage Days Celebrations.
- A drier than normal spring is causing concern regarding the lake levels and subsequent lowering of the river flow. The conservation of water here is most critical.

11. NOTICES OF MOTION

None.

12. IN CAMERA

No. R.0073/16
In Camera

Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that Council close the meeting to the public to deal with issues relating to labour relations or other employee relations and land matters under Section 90(1) (c) and (e) of the Community Charter respectively (6:45 p.m.).

13. ADJOURNMENT

No. R.0074/16
Adjournment

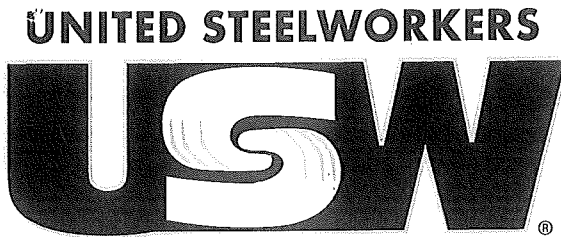
Moved: Councillor McGonigle
Seconded: Councillor Austin
that we adjourn (7:30 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

Mayor



UNITY AND STRENGTH FOR WORKERS

District 3

Western Provinces and Territories

RECEIVED JUN 16 2016

Stephen Hunt
District Director

June 14, 2016

Mayor & Councillors
Town of Lake Cowichan
PO Box 860, 39 South Shore Road
Lake Cowichan, BC
V0R 2G0

Dear Mayor & Councillors,

I'm writing to draw your attention to an issue of importance to members of the United Steelworkers working in the BC forest industry, particularly those employed on Vancouver Island.

It has come to our attention that certain organizations are lobbying for an end to old growth logging in the Walbran area of TFL 46, and more recently, some other areas of the Island. Such a move would inflict considerable harm to the thousands of workers employed in the forest industry throughout Coastal BC.

Our union believes strongly in the value of our province's working forests. Our forests are a renewable resource that requires proper management to ensure their sustainability for generations to come. We have not shied away from raising our concerns when actions are undertaken that threaten this sustainability; be it from companies that are not logging responsibly, governments that are allowing for record number of log exports or organizations which seek to lock up large areas of the working forest resulting in lost jobs, economic activity and reduced revenue for important government programs.

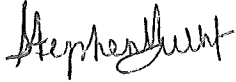
High value timber from old growth logging is an integral element of the forest industry that provides balance to the lower value strands of timber that are logged by our members.

As these issues are discussed, we ask you to consider the perspective of forest workers, their families and communities that rely upon a sustainable, working forest for their livelihoods.

Should Council be interested, our office would be pleased to present more information on this important topic for your consideration.

Page 2
June 14, 2016

Sincerely,



Stephen Hunt
Director

SH/SL/gt



Copy: Cowichan Valley Regional District
Bob Matters
USW Vancouver Island Local Unions

Our ref: 1980-136-1 Coast Locals Correspondence
1980-131- Steelworkers Wood Council Correspondence
1620-100 Timber Harvesting

RECEIVED JUN 22 2016



June 16, 2016

Mayor Ross Forrest
Town of Lake Cowichan
Box 860
Lake Cowichan BC V0R 2G0

Dear Mayor Forrest:

Re: 2015 Resolutions

Please find attached the provincial response to the 2015 resolution(s) put forward by your Council and endorsed by the UBCM membership at Convention.

I trust this information will be of assistance to you. Please feel free to contact Reiko Tagami, UBCM Information & Resolutions Coordinator with any questions.

Tel: 604.270.8226 ext. 115 Email: rtagami@ubcm.ca

Sincerely,

A handwritten signature in cursive script that reads "Al Richmond".

Chair Al Richmond
President

Enclosure



WHEREAS local governments depend almost wholly on property taxation to fund municipal services and are currently facing infrastructure deficits of enormous proportions;

AND WHEREAS local governments and their taxpayers are unnecessarily burdened with sales tax charges on the purchase of all goods and services that include emergency equipment:

Therefore be it resolved that the Province be petitioned to provide local governments full rebates of sales taxes on all purchases made, as are provided by the federal government for the goods and services taxes (GST) paid by local governments, with no commensurate reduction of current revenue sharing programs.

Convention Decision: **Endorsed**

Provincial Response

Ministry of Finance

Local governments pay no more in Provincial Sales Tax (PST) under the Provincial Sales Tax Act than they previously paid under the Social Service Tax Act. The provincial rebate provided to municipalities under the harmonized sale tax (HST) of 75 per cent was to ensure that, on average, municipalities paid no more in tax under HST than was previously paid under the PST.

Sales tax exemptions complicate the tax system and set precedents that could ultimately reduce the effectiveness of the tax as an important provincial revenue source. The province has traditionally chosen to provide grants and other forms of financial assistance to help local governments meet their objectives.

Local governments are generally eligible for the same PST exemptions as other purchasers. Examples include certain kinds of emergency equipment and services, including work-related safety equipment worn by employees. Local governments are also eligible for PST exemptions specific to local government, such as certain types of emergency communications systems and machinery and equipment to generate electricity or heat and electricity at a co-generation facility.

June 6, 2016

Joseph Fernandez
CAO
Town of Lake Cowichan
PO Box 860 39 South Shore
Lake Cowichan, BC V0R 2G0

Joseph Fernandez,

Re: Federal government reviewing our public postal service - Have your say!

I am writing to let you know that the federal government is conducting a review of Canada Post. It says that everything but postal privatization is on the table. This means daily mail delivery, restoring home delivery, postage rates, the moratorium on post office closures and more.

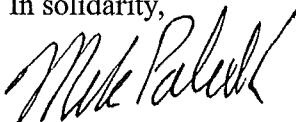
The review will have two phases. The government has appointed an independent task force to collect input from Canadians, do research, gather facts and identify options for the future of our postal service by September 2016. Following this, a parliamentary committee will consult with Canadians on the options identified by the task force and make recommendations to the government by year's end. The government expects to announce its decisions about Canada Post in the spring of 2017. For more information, go to CUPW.ca/canadapostreview and Canada.ca/canadapostreview

While CUPW welcomes the opportunity to look at the future of our public postal service, we have a number of concerns about the review. The review's first phase – the part that determines the options that will be examined – is being held over the summer. As well, there has been very little information and advertising about the review, except in social media. We are concerned people will not learn about the review until it's too late.

CUPW would like to ensure that the views of municipalities are considered. Therefore, we would like you, if at all possible, to provide input to the Canada Post Review. We have attached a resolution for your consideration, information on providing input and some fact sheets on key issues.

Thank you very much for considering our request. There's a lot at stake and we appreciate anything you can do to help. We would also like to take this opportunity to express our gratitude to the many municipalities that supported our campaign to stop the cuts that Canada Post announced in December 2013, including the end of home mail delivery. We had a major victory when Canada Post announced a temporary hold on its plan to eliminate door-to-door delivery. CUPW is confident that we can build on this success and convince the Canada Post Review to recommend against further cuts in favour of new services that generate revenues and allow us to build a universal, affordable and green public postal system for future generations.

In solidarity,



Mike Palecek
National President

c.c. National Executive Committee, Regional Executive Committees, National Union
Representatives, Regional Union Representatives, Specialists, Campaign Co-ordinators, Negotiators,
CUPW locals

TOWN OF LAKE COWICHAN

Minutes of Finance & Administration Committee held on
Tuesday, June 14th, 2016



PRESENT: Councillor Tim McGonigle, Chair
Mayor Ross Forrest
Councillor Bob K. Day
Councillor Lorna Vomacka

REGRETS: Councillor Carolynne Austin

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Ronnie Gill, Director of Finance
Nagi Rizk, Superintendent, Public Works and Engineering Services
Kari Lingren, Recording Secretary

PUBLIC: 3

1. CALL TO ORDER

The Chair called the meeting to order at 5:08 p.m.

2. AGENDA

No. FA.0031/16

Moved: Councillor Vomacka
Seconded: Councillor Day
that the agenda with the addition of the following:

New Business

- Agreement with BC Hydro to access the park by the roundabout be approved.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) Ongoing Items Still Being Addressed:
None.

4. DELEGATIONS AND REPRESENTATIONS

(a) Jim Humphrey, President, Chamber of Commerce attended the meeting for the signing of the new contract for services provided to the Town.

5. CORRESPONDENCE

None.

6. REPORTS

(a) The financial report for the period ending May 30th, 2016 was treated as information.

(b) The Building Inspector's Service Report for May, 2016 was treated as information.

7. NEW BUSINESS

(a) The Committee discussed the revival of the Revitalization Tax Exemption Programme. Mayor Forrest thought it might be a good thing to bring it back as an initiative for the revitalization of the downtown.

The Chief Administrative Officer explained the programme in more detail and also added that a longer than 5 year period

be considered.

Councillor McGonigle stated that the matter should be brought forward to the next Finance Committee meeting for further discussion.

- (b) The Chief Administrative Officer explained the process of road and park closures which was for information purpose only.

No. FA.0032/16 (c) Moved: Councillor Day
Seconded: Councillor Vomacka
that the Council give authorization to BC Hydro to allow it to access the greenspace at the roundabout by King George Rd. for work on the relocation of transmission lines required for the BC Hydro power upgrades.

CARRIED.

8. NOTICES OF MOTION

- (a) Availability of funding for the website for the Cowichan Lake Care Facility Steering Committee.

9. PUBLIC RELATIONS ITEMS

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. FA.0033/16
Adjournment Moved: Mayor Forrest
Seconded: Councillor Day
that we adjourn (6:13 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

Chair _____

TOWN OF LAKE COWICHAN

Minutes of Public Works and Environmental Services

Committee held on

Tuesday, June 7th, 2016



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

REGRETS: Councillor Bob K. Day

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Nagi Rizk, Superintendent, Public Works and Engineering Services
Ronnie Gill, Director of Finance
Kari Lingren, Recording Secretary

1. CALL TO ORDER

The Chair called the meeting to order at 5:12 p.m.

2. AGENDA

No. PW.0015/16

Moved: Councillor Vomacka
Seconded: Mayor Forrest
that the agenda with the following addition:

New Business

- Request for Time Off;
be approved.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

- (a) The Chief Administrative Officer updated the Committee that BC Hydro's planned power outage for June 26th, 2016 may only be for 11 hours now. The information has been posted to the website and social media, and has been sent out to those on our e-mail contact list.

(b) Ongoing Items Still Being Addressed:

(i) Gateway Signage:

The Superintendent, Public Works and Engineering Services updated the committee that he met with the successful tenderer for the gateway signage project but advised the work will have to begin a bit later than originally planned. To avoid traffic problems at the wye intersection, the project is now slated to begin the second week in August of this year.

The Chief Administrative Officer also added that a hazmat assessment to the old sign still has to be conducted as per Worksafe regulations. He said that Northwest Environmental has been retained to do this work.

(ii) Sidewalks and Walking Trail for North Shore Road:

The Chief Administrative Officer advised that a response to the BC Rural Dividend Fund grant application has not been received.

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. REPORTS

None.

7. NEW BUSINESS

- (a)** The Superintendent, Public Works and Engineering Services updated the committee on the crosswalk, sign re-positioning and traffic calming issues at the corner of Stone Ave. and South Shore Road which had been previously assessed by the Town's consultants and the Ministry of Highways.

Councillor McGonigle indicated that a traffic study be included in a future budget to determine if a crosswalk is warranted at the intersection.

- (b)** Mayor Forrest updated the committee on his recent visit to the Forks, Winnipeg and his tour of the in-vessel composting site. He said it was very informative for both Councillor Day and he.

- No. PW.0016/16 **(c)** Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that a part of the Park by the King George be recommended for closure for a right-of-way for BC Hydro's new power lines.
CARRIED.

The Chief Administrative Officer explained the park closure process for the new power lines which is meant to will give BC Hydro an easement through the park and would not physically prevent the use of the park.

- No. PW.0017/16 **(d)** Moved: Councillor McGonigle
Seconded: Mayor Forrest
that a leave of absence for Councillor Austin from the Committee meetings to be held on June 14th, 2016 be approved.
CARRIED.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

- (a)** A letter of thanks is to be issued to the Forest Co-operative for its donation of trees, one to the Town and the other in memory of Chief Livingstone.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

- No. PW.0018/16
Adjournment
Moved: Councillor Vomacka
Seconded: Councillor McGonigle
that this meeting adjourn. (6:18 p.m.)

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

Chair

TOWN OF LAKE COWICHAN

Minutes of Parks, Recreation and Culture Committee held on
Tuesday, June 7th, 2016



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

REGRETS: Councillor Bob K. Day

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Nagi Rizk, Superintendent, Public Works and Engineering Services
Ronnie Gill, Director of Finance
Kari Lingren, Recording Secretary

PUBLIC: 1

1. CALL TO ORDER

The Chair called the meeting to order at 6:27 p.m.

2. AGENDA

No. PR.0019/16

Moved: Councillor McGonigle

Seconded: Councillor Austin

that the agenda with the addition of the following items:

New Business

- Duck Pond-Re: Dock Anchoring.
be approved.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

- (a) The Superintendent, Public Works and Engineering Services reported that the consultants for the Centennial Park project are still working on the required plans. He said that the engineers are attempting to ensure everything fits on the existing land. The Chief Administrative Officer asked if natural turf or an artificial turf is being proposed for the fields. The Superintendent, Public Works and Engineering Services said that the engineers have recommended that natural turf be used.
- (b) The Chief Administrative Officer reported that Bob Crandall would have to speak with Timberwest in order to have permission to fix the Beaver Creek Bridge.
- (c) Councillor McGonigle updated the Committee that the committee re-iterate its support for the Water Park project in principle and that the next step would be to invite Tara Bushby for further discussions.
- (d) **Ongoing Items:**
- (i) **Riverfront Parkway and Trail Connections:**

The Chief Administrative Officer advised that there is no update on the trail connection plans as the matter is still ongoing.

4. DELEGATIONS

None.

5. CORRESPONDENCE

- (a) Denise Allen's correspondence re: Cowichan Lake Lady of the Lake Society float was referred for discussion. Councillor McGonigle explained that with the planned refurbishing of the Town Hall, the Lady of the Lake float would not be able to be stored there any longer.

The Chief Administrative Officer also brought up the usage of the Town truck to pull the float and wonders if this should still continue. He also advised that for liability reasons only municipal employees or officials may drive municipal equipment.

Councillor Austin suggested that the Cowichan Lake Lady of the Lake Society contact Areas "F" and "I" for storage space as it represents the Cowichan Lake and not just Lake Cowichan.

Council directed staff to write a letter to the society advising that the float may be stored on at the municipal hall until such time as the demolition of the bays are begun and the society would be given a week's notice to vacate its current premises..

6. REPORTS

None.

7. NEW BUSINESS

- (a) The Chief Administrative Officer advised that an application for funding is being submitted under the Canada 150 Community Infrastructure Program to include the Pickle ball/ tennis courts in Phase Two of the Centennial Park project.
- (b) Mayor Forrest requested clarification on who is responsible for repairing the dock anchors at the Duck Pond Park because they had come loose. The Superintendent, Public Works and Engineering Services stated that the docks are not owned by the Town and that repairs to the docks must be done by the Kinsmen.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

None.

10. MEDIA/PUBLIC QUESTION PERIOD

11. IN CAMERA

12. ADJOURNMENT

No. PR.0020/16
Adjournment

Moved: Councillor Austin
Seconded: Councillor McGonigle
that the meeting be adjourned. (7:07 p.m.)

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

Chair

TOWN OF LAKE COWICHAN

Minutes of Economic and Sustainable Development Committee held on
Tuesday, June 14th, 2016



PRESENT: Councillor Bob K. Day, Chair
Mayor Ross Forrest
Councillor Lorna Vomacka
Councillor McGonigle

REGRETS: Councillor Carolyne Austin

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Nagi Rizk, Superintendent, Public Works and Engineering Services
Ronnie Gill, Director of Finance
Kari Lingren, Recording Secretary

OTHER: 2

1. **CALL TO ORDER**

The Chair called the meeting to order at 6:20 p.m.

2. **AGENDA**

No. SPD.0014/16 Moved: Councillor Vomacka
Seconded: Councillor McGonigle
that the agenda be approved.

CARRIED.

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

- (a) Mayor Forrest said that the state of Airbnb's is being a matter that is currently being dealt with by the province.
- (b) **Ongoing Items Still Being Addressed:**
None.

4. **DELEGATIONS**

None.

5. **CORRESPONDENCE**

None.

6. **REPORTS**

- (a) James van Hemert's report done on seasonal pay parking and the regulations of available parking within the Town of Lake Cowichan generated discussion.

The Committee agreed that is more of an issue in the summer months. It was decided to table the topic until the next committee meeting in order to come up with some parking strategies.

7. **NEW BUSINESS**

- (a) The committee discussed in-vessel composting and the possible future plans on this matter for Lake Cowichan.

Councillor Day asked that the matter be tabled to the next committee meeting.

8. **NOTICES OF MOTION**

None.

9. PUBLIC RELATIONS ITEMS

None.

10. MEDIA/PUBLIC QUESTION PERIOD

11. IN CAMERA

No. SPD.0015/16
In Camera

Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that the Committee close the meeting after the next committee meeting to the public to deal with issues relating to land matters under Section 90(1) (e) of the Community Charter; and to deal with issues relating to law enforcement under Section 90(1) (f) of the Community Charter (7:05 p.m.)

CARRIED.

12. ADJOURNMENT

No. SPD.0016/16
Adjournment

Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that the meeting adjourn without report (8:05 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

Chair

TOWN OF LAKE COWICHAN

**A Bylaw to authorize the Road Closure and Removal of the Highway Dedication of a
Part of a Road**

Bylaw No. 977-2016

WHEREAS pursuant to Section 40 of the Community Charter, SBC, 2003, c. 26, as amended, the Council of the Town of Lake Cowichan may by bylaw close to traffic a portion of all or part of a portion of a highway that is vested in a municipality and to remove its dedication as a highway;

AND WHEREAS the Council deems it expedient to provide for the closure to traffic and removal of the dedication of that portion of highway referred to in this bylaw and which is adjacent to the property located at Lot A, Plan VIP55855;

AND WHEREAS Council considers it desirable to close up a portion of a highway to enable its disposition and consolidation with the adjacent property for the purpose of creating a new parcel;

NOW THEREFORE, the Municipal Council of the Town of Lake Cowichan, in open meeting assembled, ENACTS as follows:

1. TITLE

This bylaw may be cited as the "Town of Lake Cowichan Road Closure and Removal of Dedication Bylaw No. 977-2016".

2. GENERAL PROVISIONS

The Council hereby authorizes the closure of part of Kenvir Road dedicated by Plan EPP59899, Section 6, Renfrew District (situate in Cowichan Lake District) and shown on reference plan EPP60519, prepared by Island Surveying Ltd., BCLS, on the 10th day of May, 2016 and described as follows:

Part Section 6, Renfrew District, (Situate in Cowichan Lake District), Plan EPP60519, Closed Road, containing 389.6 square metres and outlined in heavy black line in a reference plan, a copy which is attached hereto as Schedule "A".

3. The dedication as highway of the Closed Road is hereby removed.

4. The Mayor and Chief Administrative Officer are hereby authorized to execute all deeds of land, plans and other documentation necessary to effect this road closure and to transfer title of the Closed Road to the owner of the adjacent parcel for the purpose of consolidation of the closed road with the said parcel.

READ A FIRST TIME on the 24th day of May, 2016.

READ A SECOND TIME on the 24th day of May, 2016.

READ A THIRD TIME on the 24th day of May, 2016.

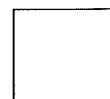
NOTICE OF INTENTION ADVERTISED in the Lake Cowichan Gazette on the 15th day of June, 2016 and 22nd day of June, 2016.



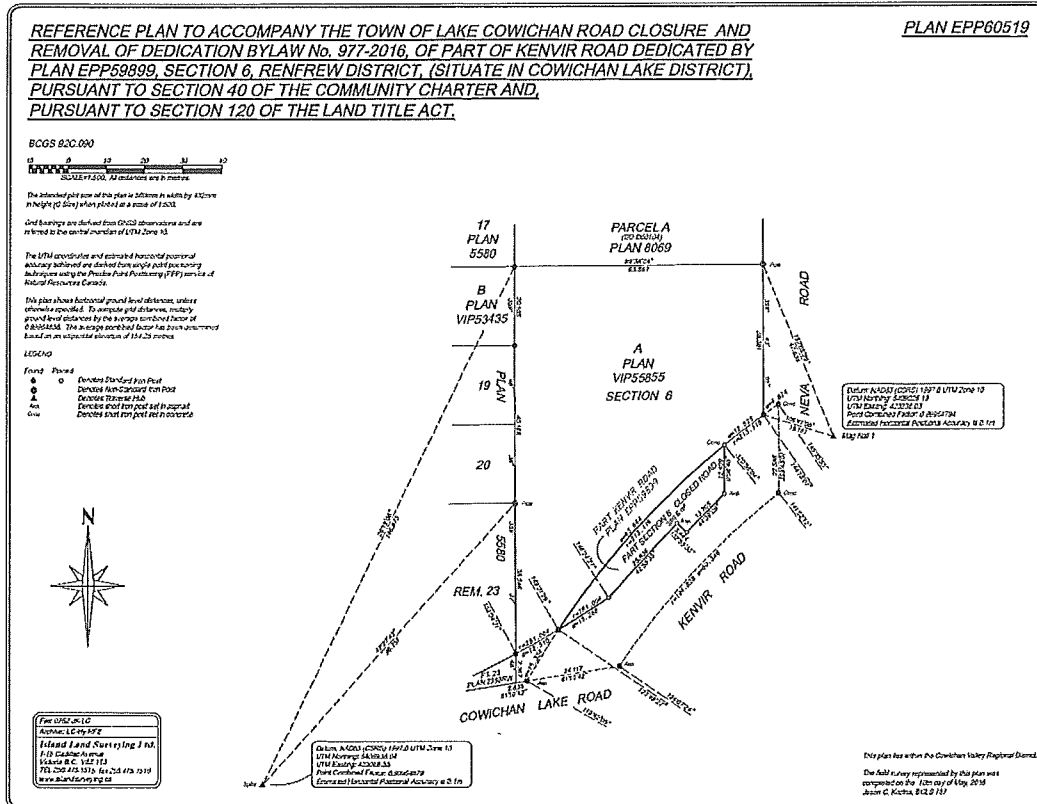
RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ____th day of _____, 2016.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer



Schedule "A"



TOWN OF LAKE COWICHAN
Bylaw No. 978-2016

Fees and Charges for Services

WHEREAS the Council of the Town of Lake Cowichan is empowered to establish fees and charges for various services under Section 194 of the Community Charter;

AND WHEREAS Council deems the fees and charges useful and necessary to recover costs incurred in the provision of these services;

NOW THEREFORE the Council of the Town of Lake Cowichan in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as "Town of Lake Cowichan Fees and Charges for Services Bylaw No. 978-2016".
2. Fees listed in Schedule "A" attached to and forming part of this bylaw shall apply for the use of the Lakeview Park Campground.

Notwithstanding the charges stipulated in the foregoing schedule, off-season rates and terms may be varied and approved by resolution of council.

3. Fees listed in Schedule "B" attached to and forming part of this bylaw shall apply for the use of the Cowichan Lake Outdoor Education Centre.

Notwithstanding the charges stipulated in the foregoing schedule, group rates may be varied through contract negotiations approved by Council.

4. Fees listed in Schedule "C" attached to and forming part of this bylaw shall apply to other goods and services provided by the municipality on a demand basis.
5. Fees listed in Schedule "D" attached to and forming part of this bylaw shall apply to miscellaneous development charges.
6. The fees and charges contained in this bylaw shall become effective on passage of this bylaw.
7. That the fees and charges contained in Bylaw 960-2015 being the "Town of Lake Cowichan Fees and Charges for Services Bylaw" and all amendments are hereby repealed.

READ A FIRST TIME on the 24th day of May, 2016.

READ A SECOND TIME on the 24th day of May, 2016.

READ A THIRD TIME on the 24th day of May, 2016.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ___th day of ___, 2016.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer



TOWN OF LAKE COWICHAN**Schedule "A"**

(attached to and forming part of Bylaw No. 978-2016)

Lakeview Park Campground:

The following rates, inclusive of applicable taxes, apply to all rentals of camp sites in Lakeview Park:

• In-season site fee per night *	\$ 33.00
• Off-season site fee per night **	\$ 23.00
• Tenting site fee per night	\$ 20.00
• Serviced site fee - water and electrical services	\$ 8.00
Call-in Reservations booking fee (non-refundable) — per camp site per night to a maximum of 3 nights.	\$ 11.00
***Cancellations made at least 10 days prior to reservation date shall receive a refund of the campsite fee, less \$22 per site per reservation.	\$ 22.00
Additional person(s) 19 years and over in camp site per night	\$ 11.00
Additional vehicle per night	\$ 16.00
Moorage per night	\$ 16.00
Fire wood sales	\$ 6.00
Ice for resale	Cost plus \$ 1.00
Campsite clean-up fee	\$ 100.00
Daily rental of propane powered campfire unit (deposit required)	\$ 12.00

* a Site will accommodate the following:

- One to four persons 19 years of age or older. Additional fees for adults apply as set above.
- A maximum of eight persons including children (18 years of age and younger).
- Vehicles per Camp Site:
One vehicle and trailer. Either one (but not both) may be an RV.
A second vehicle (non-RV) may be allowed for the additional nightly charge of \$16.00.
Additional Vehicle(s) and/or person(s) will be charged according to fees set above.
There will be NO exceptions to Camp Site size and vehicle numbers.

** Off-Season is from the end of the Labour Day long weekend in September, to prior to the May long weekend.

*** Cancellations made less than 10 (ten) days prior to reservation date will receive no refund.



TOWN OF LAKE COWICHAN**Schedule "B"**

(attached to and forming part of Bylaw No. 978-2016)

Cowichan Lake Outdoor Education Centre

The following rates, exclusive of applicable taxes, apply to all rentals of space at the Cowichan Lake Outdoor Education Centre:

		<u>Off-Season</u>	<u>In Season</u> July & August
Adult	per person, double occupancy, inclusive of 3 meals and overnight accommodation, minimum group size 20	\$ 111.00	\$ 118.00
School	per student, inclusive of 3 meals and shared dormitory-style accommodation, no bedding provided, two and one-half day package inclusive of all on-site programmes.	\$ 179.00	\$ 190.00
Youth / School	3 meals and shared overnight accommodation, no bedding provided	\$ 73.00	\$ 78.00
Exclusive Day Use	per day, meals not included	\$ 675.00	\$ 1,425.00
Other Uses	Small meeting room	\$ 87.00	\$ 100.00
	Programming charges will be levied on a cost recovery basis	\$ 132.00	\$ 150.00



TOWN OF LAKE COWICHAN**Schedule "C"**

(attached to and forming part of Bylaw No. 978-2016)

The following charges, inclusive of taxes where applicable, apply:

Photocopies	8 ½" X 11"	\$ 0.75/page
	8 ½" X 14"	1.50/page
	11" X 17"	2.00/page
	Town documents	.50/page
Faxes	Outgoing	1.50/page
Email	Locate and send digital copy	5.00/document
	Produce digital copy	2.00/page
Maps	Zoning Map – Large	28.00
	Official Community Plan Map	28.00
	Town Street Map	28.00
Tax Certificates	(Except for those making a request under Section 249(1) of the <i>Community Charter</i>)	25.00
Tax Certificates	Commissioned through BC Online	15.00
Building Permit Register	Per Monthly Report	15.00
Zoning Compliance	Confirmation	100.00
Non Sufficient Funds	Per returned cheque	20.00
Mortgage Lenders bank fees	Recovery of bank charges (wire transfer fees) on property tax payments by mortgage companies	up to \$4.00/folio
Digital Property Tax Information	Per request made	100.00
Replicate Town Document	To recreate an original document	10.00
Garbage/organics totes: 80L 120L	Replacement costs	At cost – minimum \$70.00
		At cost – minimum \$90.00

TOWN OF LAKE COWICHAN**Schedule "D"**

(attached to and forming part of Bylaw No. 978-2016)

Sign Fees

Sign fee	As per the sign bylaw	\$50.00
Portable sign fee	Sign placed in front of premises	25.00
Portable sign fee	Not fronting business or on public right of way	50.00
Wayfinding sign (Directional)	Business / company sign plate - cost varies depending on location	Max \$100 / year

Other Fees

Use of public facilities is as per Town Policies and Regulations, and fees are applicable for-profit entities.

Miscellaneous Development Fees

The following charges apply for all miscellaneous development applications:

Subdivision	Preliminary Subdivision – strata and fee simple lots (excludes parent lot if principal structures exist)	\$100.00 per lot
	Final Subdivision – strata and fee simple lots	250.00 per lot
Strata Conversion	Per unit	300.00



Staff Report



Date: June 7, 2016

To: Chief Administrative Officer

From: James van Hemert, Consulting Planner

Re: Development Permit and Development Variance Permit application to vary the front lot line & east side lot line setbacks (Section 5.15.3.2 of the Town of Lake Cowichan Zoning Bylaw 935-2013) and to vary the off-street parking requirements (Table B-1 of the Zoning Bylaw 935-2013) to accommodate an expansion to the Town Hall at 38 South Shore Road (Lot A Block 1474 Plan 47938 DL 12 LD 17 PID 013-242-024)

REQUEST:

The Town of Lake Cowichan is processing this application on its own behalf to permit the construction of an expansion to the Town Hall of 269 square metres to accommodate a new council chambers, entrance hall, reception area, and washrooms.

BACKGROUND& ANALYSIS:

Applicable Zoning Regulations

The subject property is zoned P-1 Public Use and C-3 Lakefront & Riverfront Commercial. The Town Hall facility sits on the P-1 zoned portion of the property, the parking lot on the C-3 zoned portion of the property. The proposed expansion is a permitted use and subject to a front lot line setback of 6 m, an interior side lot line building setback of 3.0 metres and off-street parking requirement of 22 spaces.

Development Permit

The subject property is subject to Development Permit Areas 1, 2, 3, and 4.

Watercourse and Streamside Protection Development Permit Area– (DPA 1)

c) Additional measures may also be required depending on the degree of potential impacts of the development on the SPEA and the condition of the SPEA including, but not limited to:

- i planting of native vegetation and removal of invasive non-native vegetation within the SPEA in accordance with an approved restoration plan;
- ii maintaining hydrologic characteristics that emulate the pre-development state of land:
- iii minimize impervious surfaces;

Comment

The proposed addition to the Town Hall does not cause any further encroachment into the “Streamside Protection and Enhancement Area” (SPEA) adjacent to the Cowichan River. A review has been conducted by qualified environmental professionals (QEP), Bob Crandall and Ted Burns.

The plan notes “riparian plantings” between the top of bank and the future pedestrian pathway. Suggested plantings have been forwarded to the landscape architect for inclusion in the plan:

- Indian plum (*Omeleria cerasiformis*)
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- Black twinberry (*Lonicera involucrate*)
- Common snowberry (*Symphoricarpos albus*)
- Red elderberry (*Sambucus racemosa*)
- Nootka rose (*Rosa nutkana*)

Downtown Development Permit Area (DPA 4)

17.6.4.3 Landscape Guidelines

- a) Vegetation should require minimal irrigation.
- b) Enhanced landscaping should be located along the south and west facing site boundaries to create shade.
- c) If possible, opportunities for rainwater recycling should be included in landscape design.
- d) Maximize the use of porous materials throughout landscaping.

e) Water features must use recirculation systems as opposed to once through systems.

f) Large-scale developments and subdivisions should incorporate opportunities for local food production

Comment

Landscape Architect was requested to install a rain garden on the north end of the building near the river.

Plantings should in accordance with the trees and shrubs identified in the recently awarded grant from Tree Canada.

17.7.4 Guidelines

a) New development should be brought as close to the street line as possible to take advantage of the street frontage, thereby making the use and the street an active and dynamic place. Where possible, commercial buildings with residential uses located on an upper floor, should have access from the front and side. Side access should be primarily for residential uses above commercial, except where a lot is situated on a corner.

b) Additional site and building design requirements may be imposed through the Development Permit process to provide for improved traffic and pedestrian circulation and to comply with the community objectives set out in the Plan

c) All new or renovated structures, signs, street lighting and other streetscaping features shall maintain the natural resources and outdoor recreation theme.

d) Development shall generally reflect the bulk, mass, character, shape and form of adjacent buildings and acknowledging architectural, design and historic features of the area.

e) The extensive use of natural materials for exterior finishing is required for all uses. e. g., timber, board and battens, clapboard (hardiplank permitted), shingles, shakes, stone, bricks etc

Comment

Building should maintain a strong relationship to the main street and have a prominent entry on the street.

Building materials proposed are primarily glass and concrete panels with some limited use of gluelam posts. Natural wood cladding is incorporated in selected high profile, high impact locations near the street.

f) Vinyl siding is prohibited.

g) Buildings shall be designed in keeping with the west coast climate with particular attention given to rain related design with overhangs to protect walls and windows and covered walkways to protect clientele from the elements.

Comment

Substantial roof overhangs are provided at front and north facing entrances only. No other overhangs are presented.

h) Colours shall reflect the natural environment of the Cowichan Lake area. Primary and bright neon colours may only be used for trim and accents;

i) The design of buildings should acknowledge the varying influence of sunlight during the day and seasonally, and should take advantage of natural lighting.

Comment

Use of large windows takes advantage of natural light.

j) Hand-crafted signage of professional quality is encouraged whereas roof mounted signs are prohibited. Permitted signs are to be constructed from individually raised, externally illuminated and non-illuminated letters and shall conform to the Town's Sign Bylaw.

Comment

The submitted proposal uses stainless steel lettering, and does not indicate hand crafted signage. The Advisory Planning Commission may want to review the signage with an eye to design advice.

k) Exterior storage, service and refuse areas shall be landscaped and should be fenced and buffered so as to minimize intrusions on adjacent uses.

l) The preferred surface areas for pedestrians and parking areas include stamped paving, brick, or stone.

Comment

Pedestrian pathways should in stamped concrete.

m) Parking and other works and service requirements may be reduced or altered in special circumstances through the Development Variance Permit process where strict compliance with the bylaws would unduly restrict appropriate development or would undermine the character of the area. Modified building setbacks may be required for development through the Development Permit process to provide for improved visual building massing and traffic and pedestrian circulation.

Comment

Plans to show black powdered finish for bike rack that accommodates at least 6 bicycles.

o) Vehicular and pedestrian access shall be safe, clearly articulated, and pedestrian and vehicular traffic movements should be separated.

p) Creation of sidewalk extensions into the parking lanes of the street to create mini public spaces shall be encouraged where pedestrian crossings are located.

Comment

Parking lot should provide for two handicap spaces: one adjacent to the pathway, one adjacent to the public sidewalk and ramp to the front door

Sidewalk extension is shown on east side.

q) Provide for the planting of vegetation, decorative street furniture (i.e. lighting, benches, and refuse containers) and appropriate landscaping.

Comment

Benches should be rearranged to provide for views to the river, and angling at 90 degrees to facilitate conversation and conviviality. Refuse receptacles for recyclables and trash should be included, along with a picnic table or similar surface to facilitate relaxation and eating lunch for employees.

r) Barrier free design principles shall be used, for buildings, structures and uses in the Downtown.

Comment

Access ramp from sidewalk is noted. Add on plans or note as a condition of approval an automatic door button either on the left side of the entrance doors or in a visible location on the concrete barrier wall on the west side of the ramp.

s) The guidelines of the Cowichan Valley Safer Futures Program shall be used in reviewing development proposals (See Appendix C for a project review checklist). Issues covered include:

i) public consultation process;

ii) overall design; and

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t) All development shall use on-site, low-impact, shielded lighting to provide for safety and security as well as to reduce glare and spillage onto adjacent sites.

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All building exterior lighting should be shielded. Parking lot lighting should be shielded to prevent glare and trespass and provided with sufficient lumens for safety. Details on lighting fixtures will be provided to the Town for review and acceptance prior to the issuance of a building permit.

RELEVANT LEGISLATION:

Authority is granted to the Town to vary provisions of the Zoning Bylaw in Section 498 of the Local Government Act. The town has broad discretion to vary the bylaw under Section 922 and is not bound by considerations of hardship.

PUBLIC NOTICE:

Notice of the application and the public hearing is required under the Town's development approval procedures bylaw (Bylaw No. 747-2002)¹ for all properties within 50 metres of the subject property.

RECOMMENDATION:

that Council approve a Development Permit for construction of an addition to the Town Hall and grant a Development Variance Permit to allow a front lot line building setback of 0.6 m-- a variance of 5.4 m; allow a side lot line building setback for the eastern

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property line of 0.8 m—a variance of 2.2 m; and allow 15 off-street parking spaces, a reduction of 7 and such approval be conditional on design modifications as noted on the submitted drawings be made prior to the issuance of a building permit.

**James van Hemert,
Consulting Planner**

Staff Report



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To: Chief Administrative Officer
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