



## TOWN OF LAKE COWICHAN

### Regular Meeting of Council

*Tuesday, October 22<sup>nd</sup>, 2019 at 6:15 p.m. – Council Chambers*

<b>1. <u>AGENDA</u></b>	
<b>1. <u>CALL TO ORDER</u></b>	<b>Page #</b>
<b><u>INTRODUCTION OF LATE ITEMS</u></b> (if applicable)	
<b>2. <u>APPROVAL OF AGENDA</u></b>	
<b>3. <u>ADOPTION OF MINUTES</u></b>	
(a) Minutes of the Regular Meeting of Council held on September 17 <sup>th</sup> , 2019.	<b>3</b>
<b>4. <u>BUSINESS ARISING AND UNFINISHED BUSINESS</u></b>	
(a) Housing Needs Report Grant Application.	<b>8</b>
<b>5. <u>DELEGATIONS AND REPRESENTATIONS</u></b>	
(a) Douglas Knott, Fire Chief, Lake Cowichan Fire Department re: presentation.	
<b>6. <u>VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA</u></b> – (maximum 3 minutes per speaker and maximum time allotted 15 minutes)	
<b>7. <u>CORRESPONDENCE</u></b>	
(a) <b>Action Items</b>	
(i)	
(b) <b>Information or Consent Items-</b> (a member may ask that an item be dealt with separately)	
(i) Town of Lake Cowichan 75 <sup>th</sup> Anniversary Committee re: Hot Rod N' Bike Show and Shine.	<b>10</b>
(ii) Youth Parliament of British Columbia re: 91 <sup>st</sup> Parliament.	<b>11</b>
(iii) Mary Dolan, Leadership Team, Children and Family Council re: National Child Day Event.	<b>12</b>
<b>8. <u>REPORTS</u></b>	
(a) <b><u>Council and Committee Reports</u></b>	
(i) Finance & Administration	Councillor McGonigle
• October 8 <sup>th</sup> , 2019.	<b>13</b>
(ii) Public Works & Environmental Services	Councillor Vomacka
• October 15 <sup>th</sup> , 2019.	<b>16</b>
(iii) Parks, Recreation & Culture	Councillor Austin
• October 15 <sup>th</sup> , 2019.	<b>19</b>
(iv) Cowichan Lake Recreation Commission	Mayor Peters
(v) V.I.R.L.	Councillor Vomacka

- |       |                              |                      |
|-------|------------------------------|----------------------|
| (vi)  | Advisory Planning Commission | Councillor Austin    |
| (vii) | Community Forest Co-op       | Councillor McGonigle |

**(b) Other Reports**

- (i) Cowichan Valley Regional District Board Meeting – Councillor McGonigle
- (ii) Community Outreach Team Committee - Councillor Austin
- (iii) Our Cowichan - Councillor Sandhu
- (iv) LIFT meeting – Mayor Peters
- (v) Cowichan Watershed Board – Councillor Sandhu

**(c) Staff Reports**

- (i) None.

**9. BYLAWS**

- (a) "Town of Lake Cowichan Permissive Exemption from Taxation for Not-for-Profit and Places of Worship Properties Bylaw No. 1025-2019" may be reconsidered and adopted.
- (b) "Town of Lake Cowichan Zoning Amendment Bylaw No. 1028-2019" may be given third reading.
- (c) "Town of Lake Cowichan Zoning Amendment Bylaw No. 1028-2019" may be reconsidered and adopted.
- (d) "Town of Lake Cowichan Permissive Exemption from Taxation for North Shore Road Boat Launch Bylaw No. 1029-2019" may be reconsidered and adopted.

**21****24****See  
above****26****10. NEW BUSINESS**

- (a) Appointment of Deputy Mayor and term.

**11. MAYOR'S REPORT****12. NOTICES OF MOTION****13. QUESTION PERIOD (maximum 3 minutes per speaker and maximum time allotted 15 minutes)****- Limited to items on the agenda****14. 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) the acquisition, disposition or expropriation of land or improvements.

**15. ADJOURNMENT**



**TOWN OF LAKE COWICHAN**  
Minutes of a Regular meeting of Council  
*Tuesday, September 17<sup>th</sup>, 2019*

**PRESENT:**

Mayor Rod Peters  
Councillor Carolyne Austin  
Councillor Tim McGonigle  
Councillor Kristine Sandhu  
Councillor Lorna Vomacka

**STAFF:**

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

**PUBLIC:**

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**1. CALL TO ORDER**

Mayor Peters called the meeting to order at 6:01 p.m.

**2. AGENDA**

No. R.0122/19

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

**REPORTS –STAFF REPORTS**

(c)(ii) Chief Administrative Officer re: 2020 Community Resiliency Investment Program; and

**BYLAWS**

(e) "Town of Lake Cowichan Permissive Exemption from Taxation for the North Shore Road Boat Launch Bylaw No. 1029-2019".

CARRIED.

**3. ADOPTION OF MINUTES**

No. R.0123/19

Moved: Councillor McGonigle  
Seconded: Councillor Sandhu  
that the minutes of the Regular Meeting of Council held on August 27<sup>th</sup>, 2019 be adopted.

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

**5. DELEGATIONS AND REPRESENTATIONS**

None.

**6. VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA**

**7. CORRESPONDENCE**

**(a) Action Items**

- (i) The e-mail correspondence item received from Coralie Breen, Senior Planner, Cowichan Valley Regional District on the matter of its housing needs report was treated as information.

**(b) Information or Consent Items**

None.

**8. REPORTS**

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

No. R.0124/19  
Finance and  
Administration

- (i) Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that the minutes of the Finance and Administration Committee  
meeting held on September 3<sup>rd</sup>, 2019 be approved as presented.  
CARRIED.

No. R.0125/19  
Public Works and  
Environmental  
Services

- (ii) Moved: Councillor Vomacka  
Seconded: Councillor Austin  
that the minutes of the Public Works and Environmental Services  
Committee meeting held on September 10<sup>th</sup>, 2019 be approved as  
presented.  
CARRIED.

No. R.0126/19  
Parks, Recreation and  
Culture

- (iii) Moved: Councillor Austin  
Seconded: Councillor Sandhu  
that the minutes of the Parks, Recreation and Culture Committee  
meeting held on September 10<sup>th</sup>, 2019 be approved, as amended, with  
the following:

**1- Access Gate to Centennial Park**

that staff be directed to determine the feasibility of leaving Centennial  
Park ungated during the winter months.  
CARRIED.

Cowichan Lake  
Recreation

- (iv) Mayor Peters advised that the Cowichan Lake Recreation Commission  
would be meeting on Thursday, September 19<sup>th</sup>, 2019 at 7:00 p.m.  
  
Councillor Austin requested that the minutes of the Recreation  
Commission be forwarded to members of Council for its information.

Vancouver Island  
Regional Library

- (v) Councillor Vomacka reported that the Vancouver Island Regional  
Library Board would be meeting on Saturday, September 21<sup>st</sup>, 2019.

Advisory Planning  
Commission

- (vi) Councillor Austin reported that the Advisory Planning Commission  
would be meeting on Thursday, September 19<sup>th</sup>, 2019 at 4:00 p.m.  
and it would be reviewing the Zoning Bylaw.

Community Forest  
Co-operative

- (vii) Councillor McGonigle reported that Mayor Peters and he attended the  
quarterly dinner meeting of the Community Forest Co-operative. He  
further reported that the grant funding applications that were  
submitted for September 15<sup>th</sup>, 2019 would be reviewed by a 5-person  
panel. The Annual General meeting will be held in November, 2019.

Councillor Austin requested clarification on whether the shut down of  
forest company Teal Jones would affect the activity of the Forest Co-  
op. Councillor McGonigle replied in the negative and he stated that  
the Forest Co-op did not have any affiliation with Teal Jones.

**(b) Other Reports**

Cowichan Valley  
Regional District  
Board

- (i) Councillor McGonigle reported on his attendance at the following  
meetings:

**Regional District Board**

- Staffing changes and appointments;
- Presentation by Cermaq Canada on its regional operations;
- Private forest lands tour by elected official and members of the  
Watershed Board;
- Financial contribution of \$3,000 to the BC Agriculture and Food

Climate Action Initiative Regional Adaptation Strategies Project to assist with workshop costs;

- Development permit applications;
- Input request from the District of North Cowichan for the rezoning of the motorsports circuit; and
- 2020 budget public meeting calendar was endorsed.

Community Services Committee

- Wildfire interface project funding application;
- Park improvements in the electoral areas;
- Presentation by Earth Guardians Cowichan Valley participation on climate awareness activities and receipt of 200 transit tickets; and
- Cowichan Centre-upgrades to the arena chiller replacement project at a cost of \$415,000.

Community Outreach Team (ii) Councillor Austin reported that the Community Outreach Team would be meeting on Thursday, September 19<sup>th</sup>, 2019 at 9:00 a.m. She was however, unable to attend as she would be at another meeting.

Our Cowichan (iii) Councillor Austin read out her written report on her attendance at the Our Cowichan meeting. She advised that the Clements Centre would be looking for letters of support from the municipalities for its funding application for a child care facility.

(c) **Staff Reports**

No. R.0127/19  
Temporary Use  
Permit – 87 South  
Shore Road (i) Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that Council approve a Temporary Use Permit for Lot A, Plan VIP29793 (87 South Shore Road) for a three year period, subject to the following conditions:

- Use of designated crosswalk on South Shore road to access playground across the street;
- Full-time accompaniment of children by a day care worker for all crossings to the playground;
- Dedicated drop-off and pick-up spot (loading zone) on street adjacent to 75 South Shore Road that will require signage and loading area painting; and
- Meet all building, safety and fire code standards as set forth in the BC Building Code and BC Fire Code.

CARRIED.

No. R.0128/19  
Permissive Tax  
Exemption – Senior  
Citizen Housing  
Society (ii) Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that the staff report regarding the Cowichan Lake Senior Citizens Housing Society and its request for exemption from taxation be referred to the next Finance and Administration Committee meeting for further discussion.

CARRIED.

No. R.0129/19  
Grant Application -  
2020 Community  
Resiliency Investment  
Program (iii) Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that Council approve the making of a grant application under the 2020 Community Resiliency Investment (CRI) program through UBCM for an amount of up to \$150,000; and  
that it further provide assurance that it would support all of the proposed activities under the plan and would ensure the proper fiscal management of the grant.

CARRIED.

**9. BYLAWS**

No. R.0130/19 (a) Moved: Councillor McGonigle  
 Permissive Exemption Seconded: Councillor Vomacka  
 from Taxation – Not- that the "Town of Lake Cowichan Permissive Exemption from Taxation  
 for-Profit and Places for Not-for-Profit and Places of Worship Properties Bylaw No. 1025-  
 of Worship 2019" be read a first, second and third time.  
 No. 1025-2019 CARRIED.

Permissive Exemption (b) The "Town of Lake Cowichan Permissive Exemption from Taxation for  
 from Taxation – Cowichan Lake Senior Citizen Housing Bylaw No. 1026-2019" was  
 Senior Citizen referred to the next Finance and Administration Committee meeting  
 Housing for further discussion.  
 No. 1026-2019 CARRIED.

No. R.0131/19 (c) Moved: Councillor McGonigle  
 Official Community Seconded: Councillor Austin  
 Plan Amendment that the "Town of Lake Cowichan Official Community Plan Amendment  
 No. 1027-2019 Bylaw No. 1027-2019" be read a first and second time.  
 CARRIED.

No. R.0132/19 (d) Moved: Councillor Vomacka  
 Zoning Amendment Seconded: Councillor Austin  
 No. 1028-2019 that the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1028-  
 2019" be read a first and second time.  
 CARRIED.

No. R.0133/19 (e) Moved: Councillor Austin  
 Permissive Exemption Seconded: Councillor McGonigle  
 from Taxation – that the "Town of Lake Cowichan Permissive Exemption from Taxation  
 North Shore Road for the Boat Launch Bylaw No. 1029-2019" be read a first, second and  
 Boat Launch third time.  
 No. 1029-2019 CARRIED.

**10. NEW BUSINESS**

None.

**11. MAYOR'S REPORT**

Mayor Peter's read out his report on the water treatment plant update on the following:

- Paving to start on October 2<sup>nd</sup>, 2019 with completion date of October 8<sup>th</sup>, 2019;
- Tritex will addressing deficiencies on September 19<sup>th</sup>, 2019;
- The crane way for the sand and salt filtering system will be undertaken with Island Health on site;
- Staff will undertake training at a later date;
- The soda ash velodine machine should arrive on site for October 14<sup>th</sup>, 2019; and
- The completion date for the water treatment plant is end of October, 2019.

**12. NOTICES OF MOTION**

Councillor Vomacka advised Council of the passing of Hitoshi Imai from Ohtaki, Hokkaido, Japan who has visited our community and who was an integral part of the town's twinning relationship. A service will be held in Japan on September 20<sup>th</sup>, 2019.

Council discussed the sending of condolences to his family in Japan and possible commemoration by way of a plaque at Ohtaki Park.

Mayor Peters shared a thank you letter he received from Sadie Coleman on the matter of signage at the Fire Hall on North Shore Road.

**13. QUESTION PERIOD**

**14. IN CAMERA**

No. R.0134/19  
Retire to In-Camera

Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that Council close the meeting to the public to deal with issues relating to labor relations or other employee relations which fall under Section 90(1) (c) of the *Community Charter* (6:48 p.m.)

CARRIED.

**16. ADJOURNMENT**

No. R.0135/19  
Arise/Report from In-Camera

Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that Council arise with no report and adjourn (7:28 p.m.)

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mayor



# Memo

**TO:** Mayor and Council

**SUBJECT:** Housing Needs Grant Application

**DATE:** October 18, 2019

**FROM:** Chief Administrative Officer

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## **Background**

A letter from the CVRD requesting support from member municipalities to make application for and to administer the grant funding on behalf of the electoral areas and municipalities was submitted to Council at the last regular meeting. Council simply treated as information (see attachment).

Council's support or non-support of the request is required.

## **Recommendation**

that Council support the Cowichan Valley Regional District's effort to make a joint application on a regional housing needs report and to manage the grant funding from the Union of BC Municipalities on behalf of the Town of Lake Cowichan and that the Town would be included in the project.

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Joseph A. Fernandez





175 Ingram Street  
Duncan, BC V9L 1N8  
www.cvrld.bc.ca

Office: 250.746.2500  
Fax: 250.746.2513  
Toll Free: 1.800.665.3955

September 17, 2019

File No.: 6520-02/LAK

Mayor Peters and Council  
Town of Lake Cowichan  
PO Box 860  
LAKE COWICHAN BC V0R 2G0

via email: [general@lakecowichan.ca](mailto:general@lakecowichan.ca)

Dear Mayor and Council:

**Re: Housing Needs Report Grant Application: Invitation to Participate**

Local governments in BC are required by legislation to complete housing needs reports by April 2022 and every five years thereafter. A funding opportunity through the Union of BC Municipalities (UBCM) exists to cover costs associated with the project. Applications with Council and Board Resolutions indicating support for the proposed projects are due by November 29, 2019. One combined application for Cowichan Valley local governments could realize potential benefits and efficiencies.

At its September 11, 2019 Regular Board meeting, the following resolution was passed:

***"That a letter be sent to the City of Duncan, Town of Ladysmith, Town of Lake Cowichan, and Municipality of North Cowichan Councils requesting support for the Cowichan Valley Regional District to apply for and administer grant funding from the Union of BC Municipalities to prepare a Regional Housing Needs Report on behalf of electoral areas and municipalities within the region."***

This coordinated approach is recommended on behalf of CVRD electoral and incorporated areas to maximize funding opportunities and additionally provide consistent data collection to inform multiple areas of common concern. Further information is reflected in the attached September 4, 2019, Electoral Area Services Committee meeting Staff Report.

Please submit your resolution and/or any queries to Coralie Breen, Senior Planner – Strategic Initiatives at [coralie.breen@cvrd.bc.ca](mailto:coralie.breen@cvrd.bc.ca) or 250.746.2526 by October 15, 2019. Following receipt of your resolution, CVRD staff will report back to the Board to obtain overall direction prior to submission of the grant application. A joint Request for Proposals (RFP) will be co-developed by all participants.

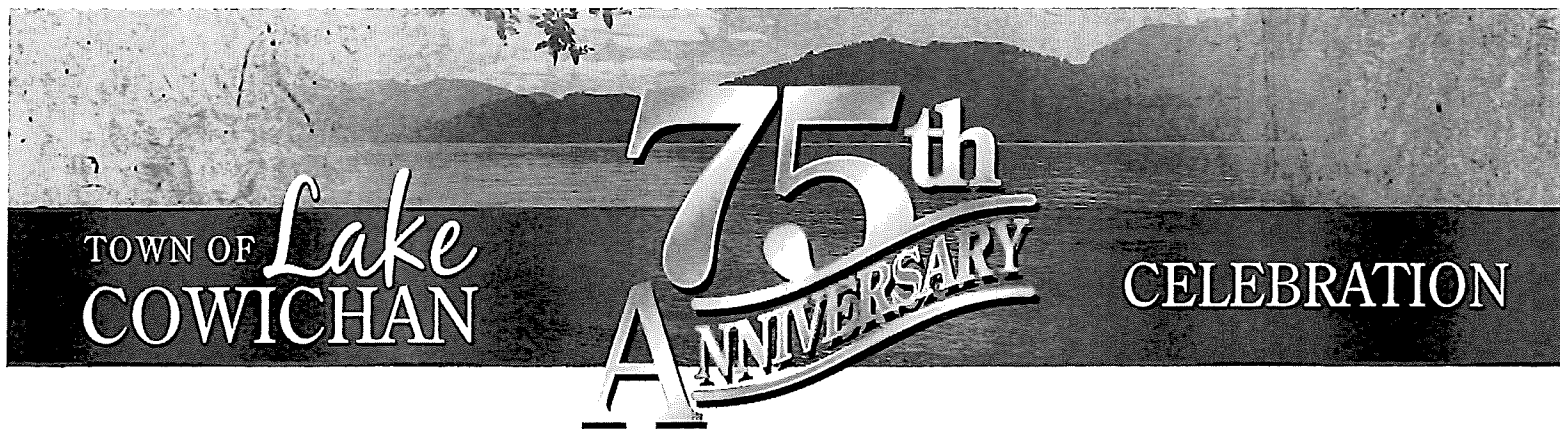
On behalf of the Board, we look forward to your consideration and participation.

Yours truly,

Ian Morrison  
Chair

Attachment  
CB/IM/lw

COWICHAN VALLEY REGIONAL DISTRICT



October 1, 2019

Mayor and Council,  
Town of Lake Cowichan

Dear Mayor Peters:

On behalf of all of us involved in the Lake Cowichan 75<sup>th</sup> Anniversary A&W Hot Rod n' Bike Show and Shine, I wish to thank you and members of Council sincerely for your support in permitting us the use of Saywell Park to accommodate the overflow of Show cars on September 8th. This additional space was a significant benefit and contributed greatly to making this a memorable and extremely successful event, drawing over 100 show vehicles in support of Cowichan Lake Community Services.

Once again, this demonstrates clearly that Lake Cowichan has excellent facilities and, with energy and creativity, the Town can attract high profile events to create an economic benefit to our businesses and community service organizations.

Thank you again,

Sincerely yours,

A handwritten signature in black ink, appearing to read "Paul R. Jordan".

Paul R. Jordan

On behalf of:

Town of Lake Cowichan 75<sup>th</sup> Anniversary Committee

A&W Lake Cowichan

Three Point Creative

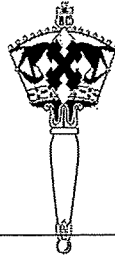
RBC Royal Bank, Lake Cowichan

Vancouver Island Motorsport Circuit

Swordfern Boutique, Lake Cowichan



# Youth Parliament of British Columbia



# Alumni Society

RECEIVED SEP 30 2019

509 – 1383 Marinaside Cr  
Vancouver, BC V6Z 2W9

(604) 604-646-6623  
registrar@bcyp.org

Dear Sir or Madam:

12 September 2019

## Re: British Columbia Youth Parliament, 91<sup>st</sup> Parliament

The British Columbia Youth Parliament's 91st Parliament will hold its parliamentary session in Victoria at the Provincial Legislative Chambers from December 27 to 31, 2018. The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the December parliamentary session and in community service activities throughout the year. **Youth Parliament is a one-year commitment.**

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. BCYP is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community. If your municipality sponsors a "youth of the year" award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for BCYP.

Each applicant who is accepted to attend as a member of BCYP must pay a **\$399** registration fee. Thanks to fundraising efforts, a portion of the cost of transportation and accommodation is reduced but we encourage your municipality to contribute to the fees for those applicants in need. Many municipalities are able to provide generous financial support by covering the registration fee. This is certainly something that we appreciate and encourage since we are only able to provide bursaries to a small number of applicants. If the approval of financial support causes any delay, we encourage the applicant to send in their forms on time along with a note saying that the cheque will arrive after the deadline. In this case, if we receive the completed form and personal statement before the deadline, it will be considered received on time. If you are not able to aid, a limited number of bursaries are available for applicants who cannot meet the expense of the registration fee. Requesting financial assistance will not affect an applicant's chance of being selected as a member.

Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Quality Inn in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

I have enclosed an application form and a brochure about BCYP. I encourage you to make the application form and brochure available to interested young people and to make copies of the forms as needed. A soft copy of the form, brochure and poster are available from our website at <https://bcyp.org/applying/>.

**All applications must be received by October 29, 2019.** Applicants will be notified whether they have been selected in mid-November. If you require more information, please contact me by telephone or e-mail as indicated above, or visit our website at [www.bcyp.org](http://www.bcyp.org).

Yours truly,

Rhonda Vanderfluit  
Registrar, Youth Parliament of B.C. Alumni Society



## **Children and Family Council of the Cowichan Region and Communities**

October 6, 2019

Dear Mayor Peters and Councillors:

We are very pleased to announce that our organization is planning a community event to be held on November 23 from 11 am to 3 pm at the Cowichan Community Centre.

We cordially invite you to attend this family and community-centred event. The purpose of the event is to recognize National Child Day, a day set aside by Canada to recognize the rights of children as a signatory of the United Nations Convention on the Rights of the Child.

It is also a time to celebrate the children and families of our communities, to recognize the many individuals and organizations who contribute to upholding children's rights, and to build community through social interaction.

The event will offer physical literacy and financial literacy activities, information about services in our communities, and opportunities for children aged birth to 18 to have fun, interact and spend time with their families and community supporters. We will be making a "Stone Soup" with contributions to the soup by participants.

We encourage you to attend and to bring your family members. Please RSVP regarding your attendance and/ or with any questions to 250-246-1735.

Yours Sincerely,

*Mary Dolan*

Mary Dolan, Leadership Team  
Children and Family Council



## TOWN OF LAKE COWICHAN

Minutes of Finance & Administration Committee

Tuesday, October 8<sup>th</sup>, 2019

PRESENT: Councillor Tim McGonigle, Chair  
Mayor Rod Peters  
Councillor Carolyne Austin  
Councillor Kristine Sandhu  
Councillor Lorna Vomacka

STAFF: Joseph Fernandez, Chief Administrative Officer  
Ronnie Gill, Director of Finance  
Dalton Smith, Manager, Cowichan Lake Education Centre  
Roni-Lee Roach, Executive Secretary

PUBLIC: 2

1. **CALL TO ORDER**

The Chair called the meeting to order at 6:01 p.m.

2. **AGENDA**

No. FA.0053/19

Moved: Councillor Vomacka

Seconded: Mayor Peters

that the agenda be approved with the following additions under:

**In-Camera**

Mayor Peters re: matter relating to labor relations or other employee relations which fall under Section 90(1)(c) of the *Community Charter*.

CARRIED.

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

**Ongoing Items Still Being Addressed:**

- (a) The Committee reviewed the Chief Administrative Officer report on the municipal hall upgrades.

Mayor Peters asked if there was an update on the new siren. The Chief Administrative Officer advised that the matter will be addressed when the siren hub is relocated.

- (b) The Committee reviewed the Chief Administrative Officers report on the public input regarding retail cannabis and discussed the following:

- Confusion between retail sales and medical – the input was being sought on retail only;
- Consideration of distance and the 600 metres suggested by the School District may be unrealistic;
- Village of Cumberland has a policy that Council may wish to review and consider;
- Keeping discussions open with the School District on the possibility of the Town's policy and consideration of 100 metre distance from schools; and
- The application for a retail cannabis store which was brought forward to Council has been withdrawn.

- (c) The Mayor spoke on the water treatment plant update received from Stantec and advised that a deadline date of October 31<sup>st</sup>, 2019 has been established for completion of the project.

4. **DELEGATIONS AND REPRESENTATIONS**

- (a) Sybille Sanderson, Emergency Coordinator for the Cowichan Valley Regional District was on hand to speak to Council on implementing an emergency management for Lake Cowichan.

Ms. Sanderson spoke on the recent windstorm and power outage experienced in the community last year and stated that neighbors should be helping neighbors should be promoted and that individuals should be more personally prepared for an emergency. She stated that the next step is for the local government to get ready for emergencies and any requirements leading up to an evacuation with the local police and fire departments. She encouraged the Town to initiate training of

more staff through some table top exercises to prepare for emergency situations.

The Chair offered an opportunity for Committee members to ask questions of Ms. Sanderson.

**5. CORRESPONDENCE**

None.

**6. VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA**

**7. REPORTS**

- (a) The Financial Report for the period ending September 30<sup>th</sup>, 2019 was treated as information.

Mayor Peters asked clarification from the Chief Administrative Officer on the Fire Departments budget being submitted to the Cowichan Valley Regional District.

Mayor Peters also requested that monthly reports be provided from the department heads in writing from the Cowichan Lake Education Centre and Lakeview Park and Public Works.

Dalton Smith advised that he has submitted reports to the Chief Administrative Officer which will be brought forward to the next Parks and Recreation Committee meeting.

- (b) The Building Inspector's reports for August and September, 2019 were treated as information.

No. FA.0054/19  
Incident  
Report

- (c) Moved: Councillor Austin  
Seconded: Councillor Sandhu  
that the Committee recommend approval of the Lake Cowichan Fire Department's incident report for August, 2019 in the total amount of \$9,118.48.

CARRIED.

- (d) The staff report on the matter of cannabis retail stores in Lake Cowichan was treated as information.

No. FA.0055/19  
Policy -  
Cannabis  
Retail Sales  
in Lake  
Cowichan

Moved: Councillor Austin  
Seconded: Councillor Sandhu  
that staff be directed to establish a policy to address the retail sales of cannabis in Lake Cowichan through the use of Temporary Use Permit (TUP) application process which will include limitations of the number of and site specific locations of the retail storefronts.

CARRIED.

- (e) The Chief Administrative Officer advised that the application for permissive taxation from the Senior Citizen Housing Society has been withdrawn.

**8. NEW BUSINESS**

- (b) Councillor Austin requested consideration be given to obtaining a membership with CivicInfo at a cost of \$235 annually.

The matter was referred to the next Finance meeting.

**9. NOTICES OF MOTION**

None.

**10. PUBLIC RELATIONS ITEMS**

- (a) Councillor Austin reported on an Open House for "Neighbors connecting Neighbors" to be held on October 27<sup>th</sup>, 2019 from noon to 3:00 pm at the lower Centennial Hall.

Councillor McGonigle spoke on the meeting Council had with the Deputy Minister of Forests, Lands & Natural Resource Operations with respect to the curve and management of the weir and the need for leniency of the opening and closing of it.

Mayor Peters spoke on his meeting with representatives of the Cowichan Lake River Stewardship.

Councillor Sandhu stated that the Town needs representation with respect to the construction of a new weir. Mayor Peters shared that he has been invited by Paper Excellence to represent the Town's interests.

Councillor Austin congratulated Councillor Sandhu on her recent appointment to the executive of the Watershed Board.

Councillor Austin further reported that Council had met with the representatives of BC Hydro and that it has a plan in place to log trees along the highway corridor on Highway 18.

**11. MEDIA/PUBLIC QUESTION PERIOD**

**12. IN-CAMERA**

No. FA.0056/19

Retire to In-Camera

Moved: Councillor Vomacka

Seconded: Mayor Peters

that the Committee close the meeting to the public to deal with issues relating to labor relations or other employee relations which fall under Section 90(1)(c) of the Community Charter (6:45 p.m.).

CARRIED.

No. FA.0057/19

Arise/Report from  
In-Camera

Moved: Councillor Austin

Seconded: Mayor Peters

that the Committee arise with the following:

that it be recommended that Councillor Sandhu be reimbursed in the amount of \$94.50 for Union of BC Municipalities convention costs;

And that it be also recommended that a process be adopted for bookings for future conference attendances.

CARRIED.

**13. ADJOURNMENT**

No. FA.0058/19

Adjournment

Moved: Councillor Austin

Seconded: Mayor Peters

that the Committee adjourn (8:10 p.m.)

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Chair



## TOWN OF LAKE COWICHAN

Minutes of Public Works and Environmental Services Committee held on  
Tuesday, October 15<sup>th</sup>, 2019

PRESENT: Councillor Lorna Vomacka, Chair  
Mayor Rod Peters  
Councillor Carolyne Austin  
Councillor Tim McGonigle  
Councillor Kristine Sandhu

STAFF: Joseph Fernandez, Chief Administrative Officer  
Kam So, Superintendent, Public Works and Engineering Services  
Dalton Smith, Manager, Cowichan Lake Education Centre  
Ronnie Gill, Director of Finance  
Skye Olender, Executive Secretary

PUBLIC: 4

1. **CALL TO ORDER**

The Chair called the meeting to order at 6:00 p.m.

2. **AGENDA**

Moved: Councillor Austin

Seconded: Mayor Peters

that the agenda be approved with the following addition:

**NEW BUSINESS**

(c) Leave of Absence for Councillor McGonigle from the Parks,  
Recreation and Culture Meeting of this day.

CARRIED.

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

(a)

(i)

The Committee reviewed the staff report on the update on deficiencies at the water treatment plant. The soda ash system should be installed by the end of October. The paving will be completed by October 20<sup>th</sup>, 2019. There are 8 minor deficiencies that would not affect the commissioning of the water treatment plant. Mayor Peters expressed his concerns regarding the lifting of the salt bags.

(b) **Ongoing Items Still Being Addressed:**

(i)

There was no update available for the CLEC Water System.

(ii)

A delegation may attend the November 19<sup>th</sup>, 2019 Public Works meeting to address the issue of speed limit signs on the river. The Superintendent, Public Works and Engineering will address the parking signage at the Royal Canadian Legion.

(iii)

There was no update on the in vessel composting system. The item will be moved to the 2020 budget discussions.

4. **DELEGATIONS**

None.

5. **CORRESPONDENCE**

None.

6. **VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA**

None.

No. PW.026/19  
Agenda



**7. REPORTS**

- (a) The Committee reviewed the October Public Works summary report for the last month.
- (b) The Superintendent, Public Works and Engineering reviewed the Hydraulic Capacity and Modeling analysis report. The water storage capacity and hydraulic pressure requirements are sufficient for current and future growth of the town. There are concerns regarding sufficient fire flow for certain areas.
- (c) The Superintendent, Public Works and Engineering reported on the water siphon that has been installed at the North Shore pump station. The use of the siphon to receive water ended up not being necessary this because the lake's water level returned to higher levels due to this month's rain.
- (d) The Superintendent, Public Works and Engineering reported on the Ministry of Environment and Client Change Strategy warning letter. The recommendation is to target the replacement of the highest priority sewage lines for rehabilitation.
- (e) The Superintendent, Public Works and Engineering reported on the Town Water Reservoir. The recommendation is to use a remotely operated (ROV) to clean the Town reservoir.

**8. NEW BUSINESS**

No. PW.027/19  
Soda Ash System  
Installation  
Contract

- (a) Moved: Mayor Peters  
Seconded: Councillor Austin  
that the contract for the soda ash system installation at the Water Treatment Plant be recommended for award to Archie Johnstone Plumbing for the amount of \$115,614 plus taxes.

CARRIED.

- (b) Public Works will address the issue of the Crosswalk on Cowichan Ave. W. for school crossing and no parking across on South Shore Road.

No. PW.028/19  
Councillor  
McGonigles  
Absence

- (c) Moved: Councillor Austin  
Seconded: Mayor Peters  
that Councillor McGonigle's absence from the next Parks, Recreation and Culture Meeting be approved.

CARRIED.

**9. NOTICES OF MOTION**

None.

**10. PUBLIC RELATIONS ITEMS**

- Councillor McGonigle reported that the bricks at the Forest Workers Memorial Park are deteriorating. There are 63 bricks currently being replaced.

**11. QUESTION PERIOD**

**12. ADJOURNMENT**

No. PW.029/19  
Adjournment

Moved: Councillor Vomacka  
Seconded: Councillor Austin  
that this meeting be adjourned. (6:50 p.m.)

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Chair



## TOWN OF LAKE COWICHAN

Minutes of Parks, Recreation and Culture Committee held on  
Tuesday, October 15<sup>th</sup>, 2019

PRESENT: Councillor Carolyne Austin, Chair  
Mayor Rod Peters  
Councillor Tim McGonigle  
Councillor Kristine Sandhu  
Councillor Lorna Vomacka

STAFF: Joseph Fernandez, Chief Administrative Officer  
Kam So, Superintendent, Public Works and Engineering Services  
Dalton Smith, Manager, Cowichan Lake Education Centre  
Ronnie Gill, Director of Finance  
Skye Olender, Executive Secretary

PUBLIC: 3

### 1. CALL TO ORDER

The Chair called the meeting to order at 7:00 p.m.

### 2. AGENDA

No. PR.0032/19  
Agenda

Moved: Mayor Peters  
Seconded: Councillor Vomacka  
that the agenda be approved with the following additions under:  
Business Arising and Unfinished Business  
(b)(ii) Jet skis on the Cowichan River.

CARRIED.

### 3.(a) BUSINESS ARISING AND UNFINISHED BUSINESS

(i) The issue of Stone Park will be referred to the 2020 budget discussions.

#### (b) Ongoing Items:

(i) The issue of the Riverfront Walkway and Trail Connections will be referred to the 2020 budget discussions.

(ii) The Chief Administrative Officer spoke with a representative of Transport Canada who advised that speed signs can't be enforced. A delegation may make a presentation regarding speed signs on the Cowichan River at the next meeting.

### 4. DELEGATIONS AND REPRESENTATIONS

No. PR.0033/19  
Duck Pond  
Upgrades

(a) Moved: Mayor Peters  
Seconded: Councillor Vomacka  
that the Kin Club work with staff on upgrades to the Duck Pond Playground equipment.

CARRIED.

### 5. CORRESPONDENCE

None.

### 6. VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA

None.

### 7. REPORTS

(a) The Superintendent, Public Works and Engineering recommended that the gates at Centennial Park be left locked until the remedial work on the fields is completed.

(b) The Superintendent, Public Works and Engineering discussed the steps needed to be taken to return the ball fields to a playable state.

- (c) Dalton Smith, Manager, Cowichan Lake Education Centre discussed his reports. Mayor Peters thanked him for the updates.

**8. NEW BUSINESS**

- (a) Councillor Austin would like to see a two-sided sign at the Trans Canada Trail to better guide trail users.

**9. NOTICES OF MOTION**

None.

**10. PUBLIC RELATIONS ITEMS**

- (a) Councillor Austin reported that on Sunday October 27<sup>th</sup>, 2019 from 12:00-3:00 pm at the lower community hall the Lake Cowichan Community Preparedness Team will be hosting an open house.

**11. QUESTION PERIOD**

None.

**12. ADJOURNMENT**

No. PR.0034/19  
Adjournment

Moved: Councillor Vomacka  
Seconded: Mayor Peters  
that that the meeting be adjourned. (7:34 p.m.)

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Chair

**TOWN OF LAKE COWICHAN**

**PERMISSIVE TAX EXEMPTION BYLAW NO. 1025-2019**

**WHEREAS** Section 224 of the Community Charter permits Council, by by-law, to exempt from taxation certain buildings, the lands on which the buildings stand and the lands surrounding certain buildings to the extent, for the period and subject to the conditions provided in the bylaw;

**AND WHEREAS** the Community Charter allows tax exemptions to be provided for the following:

- 224 (2) (a) land or improvements that
- (i) are owned or held by a charitable, philanthropic or other not for profit corporation, and
  - (ii) the council considers are used for a purpose that is directly related to the purposes of the corporation;

**AND WHEREAS** such exemptions may also be granted to properties used in relation to those already exempted for buildings used for public worship under Section 220(1) (h), which meets the qualifications as prescribed below:

- 224 (2) (f)
- (i) an area of land surrounding the exempt building,
  - (iii) a hall that the council considers is necessary to the exempt building and the land on which the hall stands, and
  - (iii) an area of land surrounding a hall that is exempt under subparagraph (ii);

**AND WHEREAS** the Town of Lake Cowichan deems it expedient and useful to exempt certain properties from taxation;

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

1. This Bylaw may be cited as "Town of Lake Cowichan Permissive Tax Exemption for Not-for-Profit and Places of Worship Properties Bylaw No. 1025-2019".
2. All properties owned by a public authority and occupied by Not-for-Profit entities are listed under Schedule 'A' and are hereby exempted from taxation for the calendar years 2020 to 2024, inclusive.
3. All properties that receive statutory tax exemptions and are eligible for additional exemptions for ancillary properties surrounding the places of public worship are listed under Schedule 'B' and are hereby also exempted from taxation for the calendar years 2020 to 2024, inclusive
4. Schedules 'A' and 'B' are attached hereto and form part of this bylaw.
5. That upon adoption of this bylaw prior to October 31 the properties listed in Schedules 'A' and 'B' shall be effectively exempt from taxation for the period as provided for in this bylaw.

READ A FIRST TIME on the 17<sup>th</sup> day of September, 2019.

READ A SECOND TIME on the 17<sup>th</sup> day of September, 2019.

READ A THIRD TIME on the 17<sup>th</sup> day of September, 2019.

RECONSIDERED, FINALLY PASSED AND ADOPTED on the \_\_\_<sup>th</sup> day of October, 2019.

\_\_\_\_\_  
Rod Peters  
Mayor

\_\_\_\_\_  
Joseph A. Fernandez  
Corporate Officer

**Schedule "A"**

**Not-For-Profit Entities**

**Attached to and forming part of Bylaw No. 1025-2019**

Folio	Address	Occupied By	Legal Description	PID
909006	131 Oak Lane	Cowichan Lake Lions Club	66 x 765.77 road allowance lying to the east of PL 15590 "Beadnell Hatchery"	N/A (Road)
59002	125 A & B South Shore Rd.	Kaatza Historical Society	Lot 1, Block 3, DL 12, Plan 31221, Except Plan PLR2121	001-170-317
165007	55 Coronation St.	Cowichan Lake District Seniors' Assoc.	Lot B, DL 12, Plan 31221, except Plan 38015	000-272-248
1229103	Abandoned rail corridor	Island Corridor Foundation	DL 16, that part outlined in red on PL attached to DD 27585 containing 3.237 ac more or less. Except Lease GCMK 075-0001 (BC Tel)	014-945-134
1229104	Abandoned rail corridor	Island Corridor Foundation	DL 16, that part outlined in red on PL attached to DD 27585 containing 3.237 ac more or less. Except Lease GCMK 075-0001 (BC Tel)	014-945-134

**Schedule "B"**

**Places of Worship**

**Attached to and forming part of Bylaw No. 1025-2019**

Folio	Address	Description	Legal Description	PID
1002	62 Fern Rd.	Bishop of Victoria Catholic Church	Lot A, DL 7, Plan VIP 77475	009-021-366
134001	70 Cowichan Ave.	Anglican Church	Lot 7 & 8, Block 9, DL 12, Plan 1231	007-657-587 007-657-609
153000	10 King George St. N.	Pentecostal Assemblies of Canada Pentecostal Church	Lot A, DL 12, Plan VIP74009	025-450-581
469015	9 Boundary Road	Lake Cowichan Khalsa Diwan Society Sikh Temple	Lot A & B, DL 48, Plan 13114	004-717-589 004-717-597
469050	93 Cowichan Ave. E.	Lake Cowichan Khalsa Diwan Society Sikh Temple Lot	Lot 12, DL 48, Plan VIP55193	017-953-642

**TOWN OF LAKE COWICHAN**

**BYLAW NO. 1028-2019**

A Bylaw to Amend Zoning Bylaw No. 935-2013

WHEREAS the Local Government Act authorizes a local government to enact bylaws, pursuant to Section 903 which would designate different zones pertaining to land use and development of the Town of Lake Cowichan;

AND WHEREAS the Council of the Town of Lake Cowichan deems it expedient to amend Bylaw 935-2013 to allow for changes with respect to land use and zoning regulations;

AND WHEREAS the passage of this bylaw has met all of the requirements pursuant to the Local Government Act;

NOW THEREFORE the Council of the Town of Lake Cowichan in open meeting assembled, enacts the following:

1. TITLE

This bylaw may be cited for all purposes as the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1016-2018".

2. AMENDMENTS

- 1) Schedule "A" to Zoning Bylaw No. 935-2013 is amended by rezoning a property from Public Use (P-1) to Limited Commercial and Residential Use (C-1-B), which is outlined in heavy black ink and identified on Schedule "A" to this Bylaw and legally described as:

Lot 15, VIP8069 – PID 005-641-837.

3. FORCE AND EFFECT

That upon adoption the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1028-2019", the "Town of Lake Cowichan Zoning Bylaw No. 935-2013" shall hereby be amended and take effect with the amendment hereto attached.

READ A FIRST TIME on the 17<sup>th</sup> day of September, 2019.

READ A SECOND TIME on the 17<sup>th</sup> day of September, 2019.

PUBLIC HEARING held on the \_\_\_\_\_ day of \_\_\_\_\_ 2019.

READ A THIRD TIME held on the \_\_\_\_\_ day of \_\_\_\_\_ 2019.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the \_\_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
Rod Peters  
Mayor

\_\_\_\_\_  
Joseph A. Fernandez  
Corporate Officer



Attached to and Forming Bylaw No. 1028-2019



**TOWN OF LAKE COWICHAN**

**BYLAW NO. 1029-2019**

**WHEREAS** under Section 225 of the Community Charter, property providing a municipal service under a partnering agreement is eligible for a tax exemption;

**AND WHEREAS** the Town of Lake Cowichan has entered a partnering agreement with Paper Excellence Group (previously Catalyst Paper Corporation) for the operation of a boat launching facility for general public and recreational use;

**AND WHEREAS** the Town of Lake Cowichan deems it expedient and useful to exempt land and improvements used for public purposes;

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

1. This bylaw may be cited for all purposes as "Town of Lake Cowichan Permissive Exemption from Taxation for the Boat Launch Bylaw No. "1029-2019".

2. The properties described as:

Roll No. 714.000 Lots 2 & 3, Block 3, Section 5, Cowichan Lake Land District, Plan 1750, PID# 006-912-516 and 006-915-524, and

Roll No. 715.000 Lot 4, Block 3, Section 5, Cowichan Lake Land District, Plan 1750, PID# 006-912-567

are hereby exempted from taxation for all of the lands and improvements located therein for the calendar years 2020 to 2024, inclusive.

3. That upon adoption of this bylaw prior to October 31 the land and improvements on the properties described in section 2 of this bylaw shall be effectively exempted from taxation for the period as provided for in this bylaw.

READ A FIRST TIME on the 17<sup>th</sup> day of September, 2019.

READ A SECOND TIME on the 17<sup>th</sup> day of September, 2019.

READ A THIRD TIME on the 17<sup>th</sup> day of September, 2019.

RCONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the \_\_\_<sup>rd</sup> day of October, 2019.

\_\_\_\_\_  
Rod Peters  
Mayor

\_\_\_\_\_  
Joseph A. Fernandez  
Corporate Officer