



# TOWN OF LAKE COWICHAN

## Regular Meeting of Council

Tuesday, October 25<sup>th</sup>, 2016 at 6:00 p.m. – Council Chambers

### AGENDA

1. **CALL TO ORDER**

Page #

**INTRODUCTION OF LATE ITEMS** (if applicable)

2. **APPROVAL OF AGENDA**

3. **ADOPTION OF MINUTES**

- (a) Minutes of the Regular Meeting of Council held on September 20<sup>th</sup>, 2016.

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4. **BUSINESS ARISING AND UNFINISHED BUSINESS**

5. **DELEGATIONS AND REPRESENTATIONS**

- (a) Cindy Lise, Our Cowichan Communities Health Network, Re: Cowichan Citizens and tobacco related illness'.

6. **CORRESPONDENCE**

(a) **Action Items**

- (i) Peter and Youhi Richmond, Re: 87 South Shore Rd.  
(ii) Tara Faganello, Re: Green Communities Committee.

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

- (i) Rhonda Vanderfluit, Re: Youth Parliament of British Columbia, 88<sup>th</sup> Parliament.  
(ii) Mike Palecek, CUPW re: Federal Review of Postal Service.

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7. **REPORTS**

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

- (i) Finance & Administration Councillor McGonigle  
• October 11<sup>th</sup>, 2016.  
(ii) Public Works & Environmental Services Councillor Austin  
• October 4<sup>th</sup>, 2016.  
(iii) Parks, Recreation & Culture Councillor Vomacka  
• October 4<sup>th</sup>, 2016.  
(iv) Economic & Sustainable Development Councillor Day  
• October 11<sup>th</sup>, 2016.  
(v) Cowichan Lake Recreation Commission Mayor Forrest  
(vi) V.I.R.L Councillor Vomacka  
(vii) Ohtaki Twinning Committee Mayor Forrest  
• October 4<sup>th</sup>, 2016.

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- (viii) Advisory Planning Commission
- (ix) Community Forest Co-op

Councillor McGonigle  
Councillor McGonigle

(b) **Other Reports**

- (i) Cowichan Valley Regional District Board Meeting – Councillor Day.
- (ii) Community Outreach Team Committee - Councillor Austin.
- (iii) Seniors’ Care Facility Steering Committee – Councillor McGonigle.

(c) **Staff Reports**

- (i) Director of Finance Re: Property Insurance Renewal.

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**8. BYLAWS**

- (a) “Town of Lake Cowichan Revitalization Tax Exemption Programme Bylaw No. 981-2016” may be reconsidered and adopted.

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**9. NEW BUSINESS**

- (a) Application for a development permit for the Riverside Inn, Re: Report by James van Hemert. (See Report)

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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) (g) – of the litigation or potential litigation affecting the municipality.

**14. ADJOURNMENT**



**TOWN OF LAKE COWICHAN**  
Minutes of a Regular meeting of Council  
Tuesday, September 20<sup>th</sup>, 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:** 6

**1. CALL TO ORDER**

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

**2. AGENDA**

No. R.00120/16

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

**Correspondence**

- Unsightly premises; and

**Other Reports**

- Vancouver Island Coast Economic Developers  
Association (VICEDA) quarterly meeting.

CARRIED.

**3. ADOPTION OF MINUTES**

No. R.00121/16

**(a)** Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that the minutes of the Public Hearing of Council held on  
August 23<sup>rd</sup>, 2016 be adopted.

CARRIED.

No. R.00122/16

**(b)** Moved: Councillor Day  
Seconded: Councillor McGonigle  
that the minutes of the Regular Meeting of Council held on  
August 23<sup>rd</sup>, 2016 be adopted.

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

**5. DELEGATIONS AND REPRESENTATIONS**

None.

**6. CORRESPONDENCE**

**(a) Action Items**

No. R.00123/16

**(i)** Moved: Councillor Day  
Seconded: Councillor Vomacka  
that the Town of Lake Cowichan consent to the adoption of

"CVRD Bylaw No. 4035 – Transit Service Amendment Bylaw, 2016".

CARRIED.

No. R.00124/16

- (ii) Moved: Councillor McGonigle
- Seconded: Councillor Day
- that staff be directed to check the property on Neva Rd to determine its suitability for habitation.

CARRIED.

**(b) Information or Consent Items**

- (i) None.

**7. REPORTS**

No. R.00125/16  
Finance and Administration

Moved: Councillor McGonigle  
Seconded: Councillor Day  
that the minutes of the Finance and Administration Committee meeting held on September 13<sup>th</sup>, 2016 be approved with the following:

1- Lake Auxiliary Donation

that the Town recommend a donation of a weekend camping site at Lakeview during the off season for the Lake Auxiliary's silent auction;

2- Fire Department Incident Report

that Council approve the Lake Cowichan Fire Department's incident report for July, 2016 for expenditures totaling \$12,583.02;

3- Hazardous Materials

that the Committee recommend adoption of the policy on "Hazardous Materials Information for Employee Entry into Buildings and Building Permit Applicants"; and

4- Municipal Regional District Tax

that the Town of Lake Cowichan recommend support of the Municipal Regional District Tax.

CARRIED.

No. R.00126/16  
Public Works and  
Environmental Services

Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the minutes of the Public Works and Environmental Services Committee meeting held on September 6<sup>th</sup>, 2016 be approved with the following:

1- Councillor Day-Request for Absence

that Councillor Day's absence from the committee meetings of this day.

CARRIED.

No. R.00127/16  
Parks, Recreation and Culture

Moved: Councillor Vomacka  
Seconded: Councillor McGonigle  
that the minutes of the Parks, Recreation and Culture Committee meeting held on September 6<sup>th</sup>, 2016 be approved with the following:

1-Relocation of Community Garden

that the relocation of the community gardens to Ravine Park needs to occur soon subject to soil sample test and should not be needlessly protracted with the required in-kind initial assistance provided so the transition to the new site can occur

smoothly.

CARRIED.

No. R.00128/16  
Economic and Sustainable  
Development

Moved: Councillor Day  
Seconded: Councillor Austin  
that the minutes of the Economic and Sustainable Development  
Committee meeting held on September 13<sup>th</sup>, 2016 be approved  
with the following:

1-Vancouver Island Economic Alliance

that the committee recommend that two members of Council  
attend the Vancouver Island Economic Alliance conference  
scheduled for October 26<sup>th</sup> and October 27<sup>th</sup>, 2016.

CARRIED.

Cowichan Lake Recreation

Mayor Forrest advised the committee that there was no report  
for the Cowichan Lake Recreation Commission.

Vancouver Island Regional  
Library

Councillor Vomacka updated the committee on the library  
meeting.

Ohtaki Twinning Committee

The minutes of the Ohtaki Twinning Committee meeting from  
September 6<sup>th</sup>, 2016 was treated as information.

Advisory Planning Commission

Councillor McGonigle advised that the next meeting of the  
Advisory Planning Commission will occur on August 25<sup>th</sup>, 2016.

Community Forest Co-  
operative

Councillor McGonigle updated the committee on the last  
meeting of the Community Forest Co-operative.

Cowichan Valley Regional  
District Board

**(b) Other Reports**

(i) Councillor Day gave a verbal report to Council on his  
attendance at the September, 2016 Cowichan Valley Regional  
District's Board meeting.

Community Safety Advisory

(ii) Councillor Austin informed council on the last meeting held on  
September 8<sup>th</sup>, 2016.

Seniors' Care Facility

(iii) Councillor McGonigle explained that there was a conflict in the  
meeting time and no one from Council was able to attend the  
Seniors' Care Group meeting.

(iv) Councillor Austin updated the committee that the Vancouver  
Island Coast Economic Developers Association's (VICEDA)  
quarterly meeting met at Lake town Ranch with many in  
attendance.

**Staff Reports**

No. R.00129/16

**(b)** Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that the proposal to undertake detailed design, construction  
inspection and plant commissioning for the Lake Cowichan  
water treatment plant from Stantec Consulting Ltd. be accepted  
for the bid price of \$539,284.54, excluding taxes, with the  
successful proponent to be required to commence work on  
award of the contract.

CARRIED.

**8. BYLAWS**

No. R.00130/16  
Bylaw No. 980-2016  
Park Closure

- (a) Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that the "Town of Lake Cowichan Park Closure Bylaw No. 980-2016" be reconsidered and adopted.

CARRIED.

No. R.00131/16  
No. 981-2016  
Revitalization Tax  
Exemption Programme

- (b) Moved: Councillor Day  
Seconded: Councillor McGonigle  
that the "Town of Lake Cowichan Revitalization Tax Exemption Programme Bylaw No. 981-2016" be read a first, second time and third time.

CARRIED.

**9. NEW BUSINESS**

None.

**10. MAYOR'S REPORT**

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

- The delegation from the sister city of Ohtaki –Date, Japan will be arriving in Lake Cowichan on October 6<sup>th</sup>, 2016 for a four day visit;
- Tenders were issued for the Cenntenial Park upgrades on August 31<sup>st</sup>, 2016;
- The Town received four proposals for the engineering work on the Water Treatment Plant upgrades with Stantec Consulting Ltd. being awarded the contract;
- Preparatory work has begun on Ravine Park to locate the Community Garden at that site;
- Congratulations to the Lake Cowichan Secondary School for being ranked as the top public secondary school in the Valley by the Fraser Institute; and
- It is very encouraging to hear that more people are respecting our precious river. The volunteers were happy to report that there was many things found that had been accidentally dropped like cell phones and sunglasses rather than garbage.

**11. NOTICES OF MOTION**

None.

**12. IN CAMERA**

None.

**13. ADJOURNMENT**

No. R.00132/16  
Adjournment

- Moved: Councillor McGonigle  
Seconded: Councillor Day  
that we adjourn (6:50 p.m.).

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

Mr. Joseph A. Fernandez  
Chief Administrative Officer  
Town of Lake Cowichan

October 17, 2016

Dear:

Mr. Fernandez,  
Mayor Ross Forrest,  
Council Members,  
Dennis Young

Re: September 26, 2016 regarding 87 South Shore Road Lake Cowichan

We are in receipt of Mr. Fernandez' September 26, 2016 letter re: zoning and building infractions at the above noted address in which we have been given until October 21<sup>st</sup> to address these infractions or the issue will be forwarded to the Council for action (including eviction notices for tenants).

Before we respond to the specifics in the letter we would like to express our disappointment that you felt it even necessary to send such a letter as we have been working for over two and half years with various Town employees to ensure the building is up to code and it's use is appropriate. This includes us undertaking major expenditures to upgrade the building in response to various inspections.

These discussions started February 3, 2014 when we made application for a B&B permit. The then inspector, Mr. Rick Brubaker, on a February 4, 2014 phone call informed us that you told him we could not proceed in that direction as the building is primarily commercial. We asked what was possible?. He said to go ahead and rent out the residential areas. We asked that he come and see what we have and how we could use it; we were told that it was not necessary. Notes were made to that effect. The fire chief asked this April if we had records of that conversation to which the reply was yes.

We further explained to the inspector Rick Brubaker that with the advent of the Dollars and Sense store closing our financial position was dire. As per the suggestion of the inspector we commenced accommodating short term tenants and now currently two long term tenants who wish to have disposal service. Hence, our call to you for direction on how to proceed and register.

You mentioned in our initial conversation this April that you could have a conversation with Rick in regard to the above.

April 18, 2016 we called you for direction in order to move forward with inspections. April 20, 2016 we arranged inspections with the current building inspector and fire chief. Further, at the meeting on April 20, 2016 with Dennis Young, the current inspector, it was suggested that in order to work toward multiple residences that we could possibly apply for some aspect of rezoning. We would wish to make that application if the need be. We believe C-3 includes residential use.

We have attempted on several occasions since this May to open dialogue with the inspector looking for direction in order to remedy and meet any requirements. On May 4, 2016 we called your inspector Dennis Young to ask for further guidance and assistance from your office on how to move forward. He said that he would get back to us that week or the next. We have yet to hear back .

Meanwhile we went ahead at the behest of the inspector and chief on that inspection day and called the Power Authority in May of this year to come and inspect. That Power Authority inspector provided us with a few updates (being as code had changed somewhat since 2015) which we took out a permit for and set about remedying with an electrician. All noted electrical updates (excluding hard wired alarms) are now satisfied and meet codes of 2016.

Within this context we would like to refer back to infractions listed in your September 26 letter. For clarity purposes we would request that your office provide the following information so that we can address the perceived infractions .

**Paragraph 1**

- *Provide written detail on which provisions of the BC Building code have been violated including reference to the specific section and subsection of the code that we reportedly violated.*
- *Provide written detail on which provisions of the BC Fire code have been violated including reference to the specific section and subsection of the code that we reportedly violated.*
- *Provide written details on what provisions of the BC Safety Authority Act have been violated including reference to the specific section and subsection of the Act that we reportedly violated.*

*If this information is not provided in a timely manner, including copies of any inspection reports and other relevant materials we will request copies of these materials formally through provisions of the Freedom of Information Legislation. As we are sure you are aware, this provincial legislation applies to all local governments.*

*In considering your position it should be noted that currently all fire alarms are battery operated (soon to be changed to hard wired). The batteries are changed annually; there is one in every room as well as fire extinguishers in each living area. Additionally there are fire extinguishers and alarms in the common hallway and the required lit emergency exit signs with battery backup flood lights in all emergency exit areas. Each sleeping area has at least 2 exits. Further we have taken the initiative where issues were pointed out to us. For example the the electrical codes changed last fall so we have spent a lot of money on upgrades to bring all up to codes of 2016. This includes changing all branch circuits to Arc Fault (only required in sleeping areas until now), installing all Tamper Proof receptacles, outside lighting, and also changing out a 200 amp main switch. In addition to the original electrical requirements we have decided to upgrade the last 300 amp main service switch. We also now have all new wire mains coming from the street to the building installed by BC Hydro. The hard wired alarm system recommended by the fire chief has been quoted and is waiting to be installed soon.*

**Paragraph 2**

*Our interpretation of the online data base that C-3 zoning includes residential and even hotel. If this is not accurate please clarify in writing Council's interpretation of application/enforcement of the zoning.*

*Further, could you also please advise us if it is possible that the designation of the zoning of buildings may be modified through the application process or variance provided by the Town Council. Any written information on this process would be greatly appreciated.*



*In consideration of our building's mixed commercial and residential use we would point out that in many forward thinking towns, cities and districts a suite in a single family and/or commercial zoned area is most often tolerated and now in many cases encouraged by the authorities so as to meet demand.*

***Your timely responses to the above will help us to continue with the remedial action that is now in process and that which you ask for in Paragraph 3 of your letter.***

It has been has 2.years and 7 months since we first made you and your inspector aware of our efforts. Now 5 months were allowed to go by since we arranged the inspections on April 28, 2016 until the letter you sent out dated September 26, 2016. Surely if the health, welfare and safety that you mention in your letter were "seriously compromised" we would have been contacted sooner.

The residential space in our building is well appointed, safe and professionally done and tenants are provided with off street parking. We feel it to be a great addition to the limited pool of rentals in Lake Cowichan. The Town of Lake Cowichan, as you all surely are aware of, has a high vacancy rate of commercial space but a very limited supply of clean, safe affordable residential rentals.

We invite you and any other members of the council to please come and see what we have to offer the housing community. Online photos are also an option.

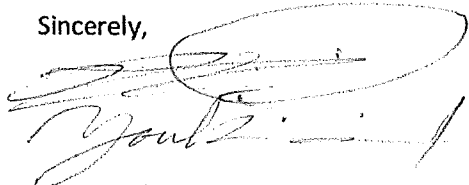
We concur that additional remedial steps should be taken and we are ready and prepared to do them. If rezoning is required or variances then we ask that you give us the opportunity to apply without the Town asking for the eviction of these upstanding, retired tenants.

Since my wife/partner and I bought this property nine years ago we have invested heavily to make it fully functional and attractive from the street. This is a good looking, well maintained building as encouraged by the Town. We need to be resourceful to keep it that way.

Would it not benefit all concerned to create an environment, of collaboration in which the Town, the tenants and we come out winners instead of all of us losing?

In closing we would note that if you proceed as outlined in your September 26, 2016 letter we will seek an injunction and cease and desist order on the Town and consider suing for costs and damages. We believe that if this went to court, given our taking the initiative to contact you and our well documented efforts to work cooperatively with the Town, that the judgement would have a high probability of going in our favour. Further, from our perspective, the Town is open to substantial criticism that it has dealt with us in bad faith.

Sincerely,



Peter and Youhi Richmond

*Note: the content of this letter is intended only for those to whom it is addressed.*

Sent from my Samsung device

—— Original message ——

From: cowichancenter

Date: 2016-05-09 20:06 (GMT-08:00)

To: Dennis Young <[general@lakecowichan.ca](mailto:general@lakecowichan.ca)>

Subject: 87 South Shore

Hi Dennis

We want to be sure we have each others email addresses correctly.

As we genuinely wish to bring the building up to date we have initiated the following so far.....

We have given the doors temporary alphabetic identifiers..... A B C D as Doug made the point of identification.

We had the electrical inspection on April 29th. He said a few things need doing. He has to mark noncompliant until a permit is taken.

We have an electrician taking out a permit this week and he will attend to that old 200 amp switch which is of concern.

Our understanding of the inspection by talking to Steve Fisher is that he cannot tick anything compliant on the form until a permit has been taken and an electrician has been over it and made changes or approves.

We have quotes on the way for the alarm system this week.  
No scheduled alarm start date as of yet.

That's it for now.

Looking forward to hearing from you.

Pete and Youhi

Sent from my Samsung device



RICK CALLED FEB 4<sup>th</sup> 2:50 PM 2014

CANNOT PERMIT B+B AS MAIN PURPOSE OF BUILDING

IS COMMERCIAL, MUST BE PRIMARILY RESIDENTIAL

HE SAID THE ONLY THING WE COULD DO IS RENT IT OUT

HE SPOKE WITH J. FERNANDEZ ABOUT IT ALL

SAID TO CALL HIM (RICK) IF I NEEDED ANYTHING

ASKED HIM TO COME LOOK AT OUR PLACES - TOO BUSY

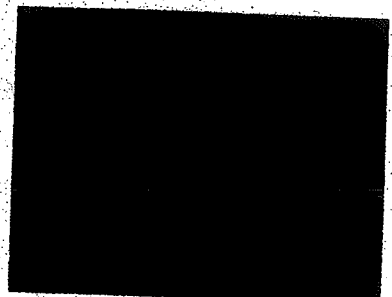
GO AHEAD AND RENT OUT

Date FEB 03 2014 No. 21

To TOWN OF LAKE CHARLES

For BUSINESS LIC. CYCLE INN

	Dollars	Cents
Balance Forward		
APPLIED FOR B+B X SHORT TERM RENTALS OK	Deposits	
	GST	
Total	100	00
This Cheque	100	00
Balance		





## Town of Lake Cowichan

Municipal office: PO Box 860, 39 South Shore Road, Lake Cowichan B.C. V0R 2G0

Phone: 250-749-6681

Fax: 250-749-3900

[www.town.lakecowichan.bc.ca](http://www.town.lakecowichan.bc.ca)

September 26, 2016

Peter Richmond  
Youhi Richmond

Dear Mr. and Mrs. Richmond:

**RE: Zoning and Building Infractions for building located at 87 South Shore Road - Lot A, Plan 29793 (P.I.D. 001-349-732)**

1 Further to inspections by the Doug Knott, the Fire Chief, and Dennis Young, the Building Inspector of the above premises; this is to provide you with written notice that the premises located at the above address, violate the provisions of the BC Building Code, the BC Fire Code and the BC Safety Authority Act. No building permit authorization was ever issued to you to allow the human habitation of the premises. Based on the inspection reports, the health, welfare and safety of your tenants and others appear to be seriously compromised.

2 In addition, you have contravened the permitted uses allowed under the Zoning Bylaw for the property which is located in the Lakefront and Riverfront Commercial – C-3 – zone.

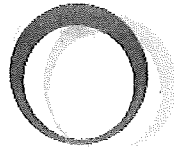
3 You are hereby given to no later than October 21<sup>st</sup>, 2016 to take remedial steps on the infractions which have been heretofore listed.

If the deadline date passes with no appropriate remedial action, the matter will be forwarded to council with notices served to each holder of a registered charge in relation to this property and any other person who is an occupier (tenant) on that land.

We trust we can count on your co-operation in promptly complying with the municipal order to have your premises vacated of all residential tenants and meet the requirements of the Zoning Bylaw.

Yours truly,

Joseph A. Fernandez  
Chief Administrative Officer



GREEN COMMUNITIES  
COMMITTEE

RECEIVED SEP 27 2016

September 21, 2016

Ref: 168781

His Worship Mayor Ross Forrest  
and Members of Council  
Mayor  
Town of Lake Cowichan  
PO Box 860  
Lake Cowichan, V0R 2G0

Dear Mayor Forrest and Councillors:

On behalf of the joint Provincial-Union of British Columbia Municipalities (UBCM) Green Communities Committee (GCC), we would like to extend our congratulations for your successful efforts to measure and reduce your corporate greenhouse gas emissions for the 2015 reporting year.

As a signatory to the Climate Action Charter, you have demonstrated your commitment to work with the Province of British Columbia and UBCM to take action on climate change and to reduce greenhouse gas emissions in your community and corporate operations.

The work that local governments are undertaking to reduce their corporate emissions demonstrates significant climate leadership and sets the stage for broader climate action in the community. With the recent release of the B.C. Climate Leadership Plan, your leadership and commitment continues to be essential to building on progress already made and ensuring the achievement of our collective climate action goals. For more information about B.C.'s Climate Leadership Plan, please go to:  
<https://news.gov.bc.ca/releases/2016PREM0089-001501>.

The GCC was established under the Charter to support local governments in achieving their climate goals. In acknowledgement of the efforts of local leaders, the GCC is again recognizing the progress and achievements of local governments such as yours through the multi-level Climate Action Recognition Program. A description of this program is enclosed for your reference.

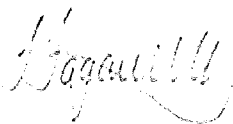
As a Charter signatory who has achieved Level 1 recognition and additionally completed a corporate carbon inventory for the 2015 reporting year and demonstrated familiarity with the Community Energy and Emissions Inventory, you have been awarded Level 2 recognition – 'Measurement.'

.../2

In recognition of your achievements, the GCC is very pleased to provide you with climate action community branding for use on official websites and letter heads. An electronic file with the 2015 logo will be provided to your Chief Administrative Officer. Also enclosed is a 2015 Climate Action Community window decal, for use on public buildings.

Congratulations again on establishing your corporate emissions inventory and your overall progress. We wish you continued success in your ongoing commitment to the goal of corporate carbon neutrality and your efforts to reduce emissions in the broader community.

Sincerely,



Tara Faganello  
Assistant Deputy Minister  
Local Government Division



Gary MacIsaac  
Executive Director  
Union of British Columbia Municipalities

Enclosures



## GCC Communiqué on the Climate Action Recognition Program

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B.C. local governments continue to play a critical role in reducing GHG emissions across the province. In acknowledgment of the ongoing efforts of local leaders, the joint Provincial-UBCM Green Communities Committee (GCC) is pleased to be continuing the Climate Action Recognition Program for B.C. local governments for the 2015 reporting year. This is a multi-level program that provides the GCC with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (*Charter*) signatory.

Recognition is provided on an annual basis to local governments who demonstrate progress on their *Charter* commitments, according to the following:

### *Level 1: Progress on Charter Commitments*

All local governments who demonstrate progress on fulfilling one or more of their *Charter* commitments will receive a letter from the GCC acknowledging their accomplishments.

### *Level 2: Measurement*

Local governments who achieve Level 1 recognition, have completed a corporate carbon inventory for the reporting year, and demonstrate that they are familiar with the Community Energy and Emissions Inventory (CEEI) will receive a 'Climate Action Community 2015' logo, for use on websites, letter head and similar.

### *Level 3: Achievement of Carbon Neutrality*

Local governments who achieve Level 1 and Level 2 recognition and achieve carbon neutrality in the reporting year will receive a 'Climate Action Community – Carbon Neutral 2015' logo, for use on websites, letter head and similar.

To be eligible for this program, local governments will need to complete a Climate Action Revenue Incentive Program (CARIP) Climate Action/Carbon Neutral Progress Survey and submit it online to the Province in accordance with the program guidelines. Determination of the level of recognition that each community will receive will be based on the information included in each local government's annual CARIP report. Additional information on CARIP reporting is available online at: [www.cscd.gov.bc.ca/lgd/greencommunities/carip.htm](http://www.cscd.gov.bc.ca/lgd/greencommunities/carip.htm) .

# Youth Parliament of British Columbia



# Alumni Society

509 – 1383 Marinaside Cr  
Vancouver, BC V6Z 2W9

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

Dear Sir or Madam:

8 September 2016

**Re: British Columbia Youth Parliament, 88th Parliament**

The British Columbia Youth Parliament's 88th Parliament will hold its parliamentary session in Victoria at the Provincial Legislative Chambers from December 27 to 31, 2016. 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. Youth Parliament is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community.

Each applicant who is accepted to attend as a member of BCYP must pay a **\$310** registration fee. Thanks to fundraising efforts, a portion of the cost of transportation and accommodation is covered for all members. Financial support is 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. We also provide resources for applicants attempting to secure funding from community sources, including schools and service clubs (see [www.bcyp.org/joinus.html](http://www.bcyp.org/joinus.html)).

Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Harbour Towers Hotel 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 two copies of 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. 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 our organization. A soft copy of the form is available from our website at [www.bcyp.org/joinus.html](http://www.bcyp.org/joinus.html), along with soft copies of the brochure and a promotional poster.

**All applications must be received by October 27, 2016.** Applicants will be notified whether they have been selected in early 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



September 7, 2016

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

Dear Joseph Fernandez,

**Re: Another Opportunity to Have Your Say in Canada Post Review**

I am following up on our June 6<sup>th</sup> correspondence about the Canada Post Review to provide you with additional information on phase 2 of the review.

This fall, a parliamentary committee will be consulting with Canadians on postal service and the options identified by a task force in phase 1. The committee will make recommendations to the government by year's end. The government expects to announce its decisions about Canada Post in the spring of 2017.

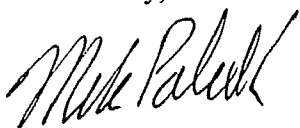
You may be interested to know that the options identified by the task force include major changes to the moratorium on post office closures in rural and small towns. The task force suggests "updating" or "refreshing" the moratorium. It outlines the cost savings that could be achieved by converting to franchises or closing all corporate outlets, or only the 800 highest yielding offices. You can see the full task force discussion paper at <http://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report/consult-eng.html>

CUPW would like to ensure that the views of municipalities are considered during each stage of the Canada Post Review. Therefore, we are urging you to fill out the parliamentary committee's online survey from September 26 to October 21 at [parl.gc.ca/OGGO-e](http://parl.gc.ca/OGGO-e) and encourage residents to do likewise. During this time, paper surveys will be available upon request. The committee will also hold public consultations across the country.

The union has attached information on how to provide input in phase 2, as well as a new resolution for your consideration. You can learn more about the review by going to [CUPW.ca/canadapostreview](http://CUPW.ca/canadapostreview) and [Canada.ca/canadapostreview](http://Canada.ca/canadapostreview)

Thank you for taking the time to read this letter and anything you can do to help us convince the parliamentary committee to recommend against further cuts at Canada Post in favour of building a 21<sup>st</sup> century post office that expands services, generates revenues and meets the needs of Canadians.

In solidarity,



Mike Palecek  
National President

c.c. National Executive Committee, Regional Executive Committees, National Union Representatives, Regional Union Representatives, Specialists, Campaign Coordinators, Negotiators

/bk cope 225

## **Public review on future of Canada Post**

**Whereas** Canada Post announced drastic cutbacks to our public postal service in December 2013, including plans to end home mail delivery in our country.

**Whereas** there was a huge public outcry in response to the cutbacks and stiff opposition from most federal parties, including the Liberal Party, which promised to halt the delivery cuts and conduct a review of Canada Post, if elected.

**Whereas** the delivery cuts were halted and our Liberal government is currently conducting a Canada Post Review, which started earlier this year with an independent task force to identify options for the future of postal service in this country.

**Whereas** a parliamentary committee will hold e-consultations and meetings in various locations across the country on postal service and the options that have been identified by the task force and then make recommendations to the government on the future of Canada Post.

**Whereas** it will be crucial for the parliamentary committee to hear our views on key issues, including the importance of maintaining the moratorium on post office closures, improving the Canadian Postal Service Charter, adding postal banking, greening Canada Post, keeping decent post office jobs in our communities, preserving daily delivery, restoring home mail delivery, developing services that help older Canadians remain in their homes and providing services that assist people with disabilities,

**Therefore be it resolved** that (name of municipality) 1) Fill out the parliamentary committee's on line survey about Canada Post from September 26 to October 21 at [parl.gc.ca/OGGO-e](http://parl.gc.ca/OGGO-e) and encourage residents to do likewise 2) Attend the public consultations being held across the country

/bk cope 225

## Have your say!

1) Fill out the parliamentary committee's on line survey from September 26 to October 21 at: [parl.gc.ca/OGGO-e](http://parl.gc.ca/OGGO-e). During this time, you can also request a paper version of the survey by phoning 613-995-9469 or writing to Standing Committee on Government Operations and Estimates, Sixth Floor, 131 Queen Street, House of Commons, Ottawa, Ontario, K1A 0A6 Canada.

2) Attend one of the public consultations being held across the country. For more information, go to:

<http://www.parl.gc.ca/HousePublications/Publication.aspx?Language=e&Mode=1&Parl=0&Ses=0&DocId=8391013> (Note: Information on western and northern locations to come)

You can get information on the process and key issues in the weeks to come at [CUPW.ca/canadapostreview](http://CUPW.ca/canadapostreview).

### What to say

Let the committee know what your key issues are:

- Getting your home mail delivery back?
- Keeping your public post office?
- Greening the post office?
- Creating services that support seniors and people with disabilities?
- Bringing back our postal bank for more inclusive, accessible financial services for everyone?

List of locations to be visited by the parliamentary committee:

Corner Brook and St. John's, Newfoundland  
Sydney and Halifax, Nova Scotia  
Charlottetown, Prince Edward Island  
Bathurst, New Brunswick  
Levis, Quebec City, Blainville and Montreal, Quebec  
Toronto, Kitchener, Windsor, Dryden, and Sandy Lake First Nation, Ontario  
(Following locations to be confirmed)  
Surrey, British Columbia  
Edmonton and Calgary, Alberta  
Yellowknife, Northwest Territories  
Regina and Moose Jaw, Saskatchewan  
Winnipeg, Manitoba

Please share your input with us at [Feedback@cupw-sttp.org](mailto:Feedback@cupw-sttp.org) or mail to Mike Palecek, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3



**TOWN OF LAKE COWICHAN**  
Minutes of Finance & Administration Committee  
Tuesday, October 11<sup>th</sup>, 2016

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

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: 0

**1. CALL TO ORDER**

The Chair called the meeting to order at 5:00 p.m.

**2. AGENDA**

No. FA.0051/16

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

- Email from Infrastructure re: Clean Water and Waterwaste Fund Project.

CARRIED.

**3. BUSINESS ARISING AND UNFINISHED BUSINESS**

**Ongoing Items Still Being Addressed:**

- (a) The Chief Administrative Officer informed the committee that there was no update on the policy on the community gardens at this time.
- (b) The Chief Administrative Officer highlighted revised sections of the draft bylaw for the Revitalization Tax Exemption Programme. The draft bylaw is to be forwarded to council.
- (c) The Chief Administrative Officer advised that we are awaiting on the finalization of the tender documents for the municipal hall upgrade.

**4. DELEGATIONS AND REPRESENTATIONS**

None.

**5. CORRESPONDENCE**

No. FA.0052/16

- (a) Moved: Mayor Forrest  
Seconded: Councillor Day  
that council recommend that Councillor Austin be appointed as a council representative on the Community Outreach Team with Councillor McGonigle as the alternate representative.

CARRIED.

**6. REPORTS**

- (a) The financial report for the period ending September 30<sup>th</sup>, 2016 was treated as information.

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

No. FA.0053/16 (c) Moved: Councillor Vomacka  
Seconded: Councillor Austin  
that the Committee recommend approval of the Lake Cowichan Fire Department's incident report for August 2016 in the total amount totaling \$9,680.22.

CARRIED.

**7. NEW BUSINESS**

The article by Teri Clark on "making it Personal – your own social media plan" was discussed and treated as information.

**8. NOTICES OF MOTION**

None.

**9. PUBLIC RELATIONS ITEMS**

(a) Mayor Forrest stated that the Ohtaki delegation visit was a great success. New friendships were formed and everything went smoothly.

(b) Councillor McGonigle wanted to thank all the homestay families for opening their homes to the delegation and making their stay a memorable one.

(c) Mayor Forrest stated that he received an email from Brian Houle who said that the water levels should be okay for this year and the pumps would probably not have to be turned on this year.

**10. MEDIA/PUBLIC QUESTION PERIOD**

**11. ADJOURNMENT**

No. FA.0054/16  
Adjournment

Moved: Mayor Forrest  
Seconded: Councillor Vomacka  
that we adjourn ( 5:28 p.m.).

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_ , 2016.

\_\_\_\_\_  
Chair



TOWN OF LAKE COWICHAN  
Minutes of Public Works and Environmental Services Committee  
*Tuesday, October 4<sup>th</sup>, 2016*

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

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 5:01 p.m.

**2. AGENDA**

No. PW.0025/16

Moved: Councillor Vomacka  
Seconded: Councillor Day  
that the agenda be approved.

CARRIED.

**3. BUSINESS ARISING AND UNFINISHED BUSINESS**

- (a)** The Committee recommended that staff look into 2 hour parking signs for the business district part of town.
- (i)**
- (ii)** The Superintendent, Public Works and Engineering Services informed the committee that a new directional sign has been installed on Youbou Highway that should direct people attending functions at Laketown Ranch and beyond into the Town of Lake Cowichan.
- (b) Ongoing Items Still Being Addressed:**
  - (i)** There was no current update on the sidewalks and walking trail for North Shore Road at this time.
  - (ii)** The Superintendent, Public Works and Engineering Services updated the committee that Stantec Consulting Ltd. was awarded the contract. He also stated that the consultant needed to be contacted to go over a few more details.
  - (iii)** The Superintendent, Public Works and Engineering Services advised that he will provide an update on the amount of organic waste in tonnes that the Town collects.

**4. DELEGATIONS**

- (a)** Keith Lawrence from the Cowichan Valley Regional District made a presentation to council on the Cowichan Valley Watershed Atlas.

**5. CORRESPONDENCE**

The email from Liam Edwards in regards to the program launch of Clean Water and Wastewater Fund (CWWF) was distributed. The Chief Administrative Officer recommended that the Town

apply for two grants under the program.  
Mayor Forrest informed the committee on the grant money it has received for the different waterline upgrade projects.

No. PW.0026/16 (a)

Moved: Councillor McGonigle  
Seconded: Mayor Forrest  
that the committee recommend two grant applications one for a study grant for a sewer upgrade for Greendale Road and the other for Phase 2 of the Water Treatment Plant Upgrade.

CARRIED.

**6. REPORTS**

None.

**7. NEW BUSINESS**

(a) Councillor McGonigle suggested that a meeting be held on the free Tuesday of the month for prioritizing projects for infrastructure upgrades.

No. PW.0027/16 (b)

Moved: Mayor Forrest  
Seconded: Councillor McGonigle  
that the Committee recommend to support staff in their terms of acceptance while working with Catalyst on their temporary terms;

- (i) the current proposal as submitted for the modifications be accepted as a temporary measure only;
- (ii) the Town accepts no responsibility for the operation and maintenance of the installed equipment; and
- (iii) permanent modifications which would necessitate the lowering of the water intake inlet be completed by April, 2018 so long as these are acceptable to the Town and the responsible Approving Authorities.

CARRIED.

**8. NOTICES OF MOTION**

None.

**9. PUBLIC RELATIONS ITEMS**

None.

**10. MEDIA/PUBLIC QUESTION PERIOD**

**11. ADJOURNMENT**

No. PW.0028/16  
Adjournment

Moved: Councillor Vomacka  
Seconded: Councillor McGonigle  
that this meeting adjourn. (6:07 p.m.)

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Chair



**TOWN OF LAKE COWICHAN**  
Minutes of Parks, Recreation and Culture Committee  
Tuesday, October 4<sup>th</sup>, 2016

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

STAFF: 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 6:20 p.m.

**2. AGENDA**

No. PR.0029/16

Moved: Councillor Austin  
Seconded: Councillor McGonigle  
that the agenda be approved as presented.

CARRIED.

**3. BUSINESS ARISING AND UNFINISHED BUSINESS**

(i) The Chief Administrative Officer reported that the Lady of the Lake Society will be taking the Town truck for the nominal cost of \$1.00. The transfer is to take place on October 5<sup>th</sup>, 2016. He added that the society will be notified when to vacate the premises according to when the Town Hall upgrades are set to begin.

(ii) The Superintendent, Public Works and Engineering Services reported that the Centennial Park Upgrade has been tendered and Western Watershed Designs came in with the lowest bid.

No. PR.0030/16

Moved: Councillor Austin  
Seconded: Councillor McGonigle  
that it be recommended Western Watershed Designs Inc. be awarded the tender for the Centennial Park Upgrades at the amount of \$1,152,900.00 inclusive of all taxes.

CARRIED.

(iii) The Chief Administrative Officer informed the committee that the soil testing done at Ravine Park came back good and that the fencing is to be re-installed at the Community Garden at Town cost.

**(b) Ongoing Items:**

**(i) Riverfront Parkway and Trail Connections:**

There is no update on the trail connection plans.

(ii) The water park proposal will remain on the agenda.



**4. DELEGATIONS**

None.

**5. CORRESPONDENCE**

None.

**6. REPORTS**

None.

**7. NEW BUSINESS**

- No. PR.0031/16 (a) Moved: Councillor Austin  
Seconded: Councillor McGonigle  
that the Town of Lake Cowichan install the new signs for the  
Totem Pole at Ts'uubaa-asatx Square. CARRIED.

**8. NOTICES OF MOTION**

None.

**9. PUBLIC RELATIONS ITEMS**

- (a) Councillor Austin informed the committee that she will be attending the Day of Donation during Homeless Action Week on Thursday October 13<sup>th</sup>, 2016 and if anyone had any donations, she could take them with her.

**10. MEDIA/PUBLIC QUESTION PERIOD**

**11. ADJOURNMENT**

- No. PR.0032/16 Moved: Councillor Austin  
Adjournment Seconded: Councillor Day  
that the meeting be adjourned. (6:43 p.m.) CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_ Chair



## TOWN OF LAKE COWICHAN

Minutes of Economic and Sustainable Development Committee  
Tuesday, October 11<sup>th</sup>, 2016

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

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 6:00 p.m.

### 2. AGENDA

No. SPD.0026/16

Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that the agenda be approved with the following addition:

#### New Business-

- Canada 150 Nominations.

CARRIED.

### 3. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) The committee discussed the report on the Sunfest weekend by Bridget Horel, Island Coastal economic Trust; and it was in favor of arranging a meeting with the Chamber, LEAD group, and business owners to go over the report's findings.

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

(i) There was no update on the seasonal pay parking issue at this time.

(ii) The Committee had another discussion on plans for an in-house composting system.

Councillor Day requested a report on waste/organics the Town produces in tonnage.

Councillor McGonigle pointed out that after this year we should have two full years of data available on organic collections. Once all the numbers were then looked at, then a decision could be made on how to move forward with the matter.

Councillor Day asked staff if a report could be ready for the February 2017 Economic and Sustainable Development committee meeting with tipping fees and amounts ( in tonnage) of waste/organics.

### 4. DELEGATIONS

(a) Cheryl McLay, Regional Vancouver Island/Coast Manager, Regional Economic Operations, Ministry of Jobs, Tourism and Skills Training; made a presentation of the Ministry's function and provided an overview of how growth goals could be met by

working together with other departments.

**5. CORRESPONDENCE**

None.

**6. REPORTS**

None.

**7. NEW BUSINESS**

- (a) The article by Doug Griffiths on "Building a Team, Building a Successful Community", was treated as information.
- (b) The Canada 150 nomination was discussed with Councillor Day showing interest in the position that could help promote local events. Councillor McGonigle suggested that John Elzinga would be a good candidate as a regional representative.

**8. NOTICES OF MOTION**

None.

**9. PUBLIC RELATIONS ITEMS**

**10. MEDIA/PUBLIC QUESTION PERIOD**

**11. ADJOURNMENT**

Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the meeting adjourn. (7:33 p.m.).

No. SPD.0027/16  
Adjournment

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Chair



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

ALSO

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

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:50 p.m.

**2. AGENDA**

No. OC.16/16

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

**Business Arising:**

- official meeting with the Ohtaki delegation.

CARRIED.

**3. ADOPTION OF MINUTES**

No. OC.17/16

Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that the minutes of the Ohtaki Twinning Committee meeting held  
on September 6<sup>th</sup>, 2016 be approved.

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

- (a) The Council was informed of a homestay that had a family medical emergency and was unable to host a delegation member. At the time of the meeting, a replacement homestay had not yet been found.

**5. CORRESPONDENCE**

None.

**6. OTHER REPORTS**

None.

**7. NEW BUSINESS**

- (a) **Planning of October Visit:**  
(i) Itinerary -

A Minor change was made to the itinerary with the addition of an official meeting with the adult members of the delegation to take place on Friday, October 7<sup>th</sup>, 2016. The time will be determined once the delegation has arrived.

(ii) Bussing Requirements -

The 2016 Ohtaki delegation co-ordinator updated the committee that the Community Services bus will be picked up on Friday by Mayor Forrest. Mayor Forrest is to drive the bus on Saturday for the planned events for that day.

(iii) Banquet-

The tender for the Ohtaki dinner banquet was awarded to the Cowichan Lake Arena which will include a traditional Thanksgiving dinner. Entertainment details have been worked out. Ian Morrison has kindly agreed to say grace before dinner.

**8. NEXT MEETING**

To be determined in the New Year.

**9. ADJOURNMENT**

No. OC.18/16

Moved: Councillor Vomacka  
Seconded: Councillor Day  
that the meeting be adjourned (7:20 p.m.).

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Chair



# Memo

**TO:** Chief Administrative Officer  
**FROM:** Director of Finance  
**DATE:** October 21, 2016  
**SUBJECT:** Property Insurance Renewal

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The current property, equipment, crime and group accident insurance expires on October 31, 2016. Aon Risk Solutions has provided the following renewal options:

## Property

- |                       |                         |
|-----------------------|-------------------------|
| 1. Royal Sun Alliance | \$ 25,277 (recommended) |
| 2. Intact Insurance   | \$ 25,736               |

While pricing for both policies is not materially different; the coverage with Royal Sun Alliance has a margin clause of 125% while Intact has a 115% margin clause. In addition, Royal Sun Alliance will remove the Margin clause on this blanket policy upon completion of appraisals on following four locations:

1. Water Reservoir
2. Fire Hall
3. Senior Centre
4. Office and Dining Hall at CLEC

Intact will remove margin clause with an appraisal of all properties with \$498,000 and above value.

*A "margin clause" would apply in the event of a loss; the maximum the insurance company will pay is the amount you have declared on your statement of values **plus** the margin percentage. For example, if one building burns to the ground with an insured value of \$100,000, with a 125% margin clause the maximum insurance pay-out would be \$125,000 even if actual replacement cost is \$200,000.*

Royal Sun Alliance also offers broader coverages based M10 wording developed by Aon for their municipal clients. This included \$1 million dollar coverage for unnamed locations. It is impossible to list all assets for coverage ie barriers at end of park etc.

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**Boiler and Machinery**

- 1. Boiler Inspection & Insurance \$ 1,250 (recommended)
- 2. Royal Sun Alliance \$ 1,360

BI&I offers enhanced coverages and sub-limits than RSA.

**Crime**

- 1. GCNA - Guarantee Co. of North America \$ 1,000 (recommended)
- 2. Royal Sun Alliance \$ 750

GCNA is a more specialized market with respect to crime coverage and therefore offers much broader coverage than RSA.

**Accidental Death and Dismemberment (AD&D) and Hull and Machinery**

- AIG Insurance Company of Canada \$ 440
- Fire Department Inflatable Boat \$ 660
- Account fee \$ 500


Aon provided the following two types of coverages, both of which we have declined:

- Legal expense insurance Premium \$2,776 – \$ 3,192
- Terrorism Insurance Premium \$1,000 – \$ 1,800

Total recommended coverage costs: \$ 29,127 (prior year \$29,119)

Recommendation:

That the Town re-insure with Aon Reed Stenhouse for the November 1, 2016 to November 1, 2017 term at a total cost of \$29,127.

 Ronnie Gill

**TOWN OF LAKE COWICHAN****Bylaw No. 981-2016**

A BYLAW TO ESTABLISH A REVITALIZATION TAX EXEMPTION PROGRAMME.

**WHEREAS** Council may, by bylaw, establish a revitalization tax exemption programme to encourage various types of revitalization to achieve a range of economic and environmental objectives, pursuant to the *Community Charter*;

**AND WHEREAS** Council has given notice of the proposed bylaw in accordance with the *Community Charter*;

**NOW THEREFORE**, the Council of the Town of Lake Cowichan ENACTS AS FOLLOWS:

**1. CITATION**

This Bylaw may be cited as "Town of Lake Cowichan Revitalization Tax Exemption Programme Bylaw No. 981-2016".

**2. SEVERABILITY**

2.1 If any part, section, subsection, clause, or sub clause of this Bylaw is, for any reason, held to be invalid by the decision of a Court of competent jurisdiction, such decision does not affect the validity or the remaining portions of this Bylaw.

**3. DEFINITIONS**

3.1 In this Bylaw:

**BROWNFIELD** means an abandoned, idle or underutilized commercial or industrial property where past actions have caused known or suspected environmental contamination, but where there is an "active potential" for redevelopment;

**BUILDING PERMIT** means a Town of Lake Cowichan building permit;

**BUILDING PERMIT VALUE** means the Construction value as stated on a printed building permit;

**COMMERCIAL** means a land use that is currently permitted as a commercial activity and professional, personal or other service for the purpose of gain or profit and classified as Business and Other under the *Assessment Act*;

**COMMERCIAL FAÇADE IMPROVEMENT** means the renovation, restoration or redesign of a commercial building façade/storefront located within the Town of Lake Cowichan within the area designated in Schedule "A";

**COMMERCIAL OR RESIDENTIAL RENOVATION** means the work regulated by the Town of Lake Cowichan Building Bylaw by the process of altering a building or portion thereof, to improve its functionality or performance beyond a level which currently exists and which improvements may also include additions, property improvements but shall not include repairs for wear and tear;

**COUNCIL** means the Municipal Council of the Town of Lake Cowichan;





**MUNICIPAL PROPERTY TAX** means the property taxes Council has imposed pursuant to the Town of Lake Cowichan Annual Rates Bylaw for the applicable taxation year;

**NON-MARKET CHANGE** means the change as determined by BC Assessment under the *Assessment Act*, to the improvements portion of a parcel's assessed value, after issuance of a building permit for construction that is eligible under Part 6 of this Bylaw, that is not due to real estate market fluctuations or conditions;

**OWNER** in respect to real property means the registered owner of an estate in fee simple and includes:

- (a) the registered holder of the last registered agreement for sale; and
- (b) the holder or occupier of land held in the manner mentioned in Section 5 of the *Local Government Act*; and

**PARCEL** means a lot, block or other area in which land is held or into which land is subdivided;

**PROGRAMME** means the programme established by The Town of Lake Cowichan Revitalization Tax Exemption Programme Bylaw No. 981-2016;

**PROJECT** means a project as outlined in Part 6 of this Bylaw, and does not include any construction that is outside the scope of this Bylaw;

**TAX EXEMPTION** means a revitalization tax exemption pursuant to this Bylaw.

#### **4. ESTABLISHMENT OF AN INVESTMENT INCENTIVE AREA AND A REVITALIZATION TAX EXEMPTION PROGRAMME**

- 4.1 Pursuant to the *Community Charter*, there is hereby established the Commercial and Brownfield Investment Incentive Area as outlined on Schedule "A", which is attached to and forms part of this Bylaw. Schedule "A" is a representation of Town of Lake Cowichan Commercial and Brownfield Investment Incentive Area; if there is any discrepancy, the official version shall prevail.
- 4.2 Pursuant to the *Community Charter*, there is hereby established a Revitalization Tax Exemption Programme for the Commercial and Brownfield Investment Incentive Area, providing a Revitalization Tax Exemption for parcels with projects meeting programme requirements.

#### **5. PROGRAMME REASONS AND OBJECTIVES**

- 5.1 The Town of Lake Cowichan has made significant investments in the community over the last several years, in keeping with Council's vision to create a vibrant and dynamic community.

An incentive programme has been established to encourage accelerated private sector investment in residential and commercial projects to help achieve Council's vision, and this Revitalization Tax Exemption Programme Bylaw is one element of that incentive programme.



- 5.2 A Revitalization Tax Exemption Programme is established under this Bylaw to:
- Encourage commercial investment to create a strong local economy and expand employment opportunities for citizens;
  - Encourage the remediation of existing properties; and
  - Encourage the remediation and redevelopment of brownfield sites.

## 6. ELIGIBLE PROJECTS

- 6.1 The Project must be situated on either a Parcel located within the Commercial Investment Incentive Area.
- 6.2 A Building Permit must have an issue date of not before October 25<sup>th</sup>, 2016, to qualify.
- 6.3 The Project must meet all Programme criteria and comply with all applicable land use and other Town of Lake Cowichan regulations.
- 6.4 The Project must be one or more of the following types:
- (a) New Commercial construction with a Building Permit Value greater than or equal to 100,000;
  - (b) ;New Residential construction of at least 4 units;
  - (c) Commercial Renovation with a Building Permit Value greater than or equal to \$10,000; and
  - (d) Commercial Façade Improvement with a Building Permit Value greater than or equal to \$10,000.
- 6.5 The Council will determine eligibility for those Commercial Façade Improvements where a Building Permit is not required.
- 6.6 Projects shall demonstrate that materials used are sustainable and enhance energy conservation or incorporate renewable energy.

## 7. TAX EXEMPTION

- 7.1 The terms and conditions upon which a Revitalization Tax Exemption Certificate may be issued are as set out in this Bylaw, the Revitalization Tax Exemption Agreement (as shown in Schedule "B") and the Revitalization Tax Exemption Certificate (as shown in Schedule "C") which are attached to and form part of this bylaw.
- 7.2 A Revitalization Tax Exemption Certificate shall apply to a Parcel after the following conditions are met:
- (a) The Owner of the Parcel has met all applicable provisions of this Bylaw;
  - (b) The Owner of the Parcel has entered into a Revitalization Tax Exemption Agreement with the Town of Lake Cowichan;
  - (c) The Owner of the Parcel has met all terms and conditions as set out in the Revitalization Tax Exemption Agreement; and
  - (d) The Owner has applied for a Revitalization Tax Exemption Certificate and a Revitalization Tax Exemption Certificate has been issued for the Parcel.
- 7.3 The Tax Exemption is equivalent to 100% of the Municipal Property Tax payable on the amount of Non-Market Change attributed to the Project, as specified in Part 6 of this Bylaw, and where all the conditions as stated in Part 7 of this Bylaw have been met for a total of five (5) calendar years



for projects with a Building Permit Value of up to \$50,000 and for ten (10 years) for projects with a Building Permit Value of over \$50,000 pursuant to this Bylaw.

7.4 For a Tax Exemption to commence in a given year, an Owner must submit an Application for a Revitalization Tax Exemption Certificate to the Town of Lake Cowichan by July 1<sup>st</sup> of the preceding year.

7.5 A Revitalization Tax Exemption Programme Certificate may be revoked by Council by means of any of the following infractions:

- (a) The Owner breaches any covenant, condition or obligation as set out in the Revitalization Tax Exemption Agreement;
- (b) The Parcel is put to any use that is not permitted or fails to meet any of the Project eligibility requirements as outlined in Part 6 of this Bylaw;
- (c) The Owner breaches:
  1. Any enactments, laws, statutes, regulations and orders by any authority having jurisdiction, including bylaws of the Town of Lake Cowichan; and
  2. Any federal, provincial, municipal, and environmental licences, permits and approvals.

7.6 For a Revitalization Tax Exemption Programme Certificate that is revoked due to the infractions noted in Part 7, Section 7.5 of this Bylaw, the Town of Lake Cowichan may recapture the value of the Tax Exemption provided on the Parcel, for the current and any previous taxation years to which the Revitalization Tax Exemption Programme Certificate applies. Failure on the part of the Owner to remit the recaptured amount within thirty (30) days will result in the amount being placed on the general property tax bill for the Parcel.

READ A FIRST TIME on the 20<sup>th</sup> day of September, 2016.

READ A SECOND TIME on the 20<sup>th</sup> day of September, 2016.

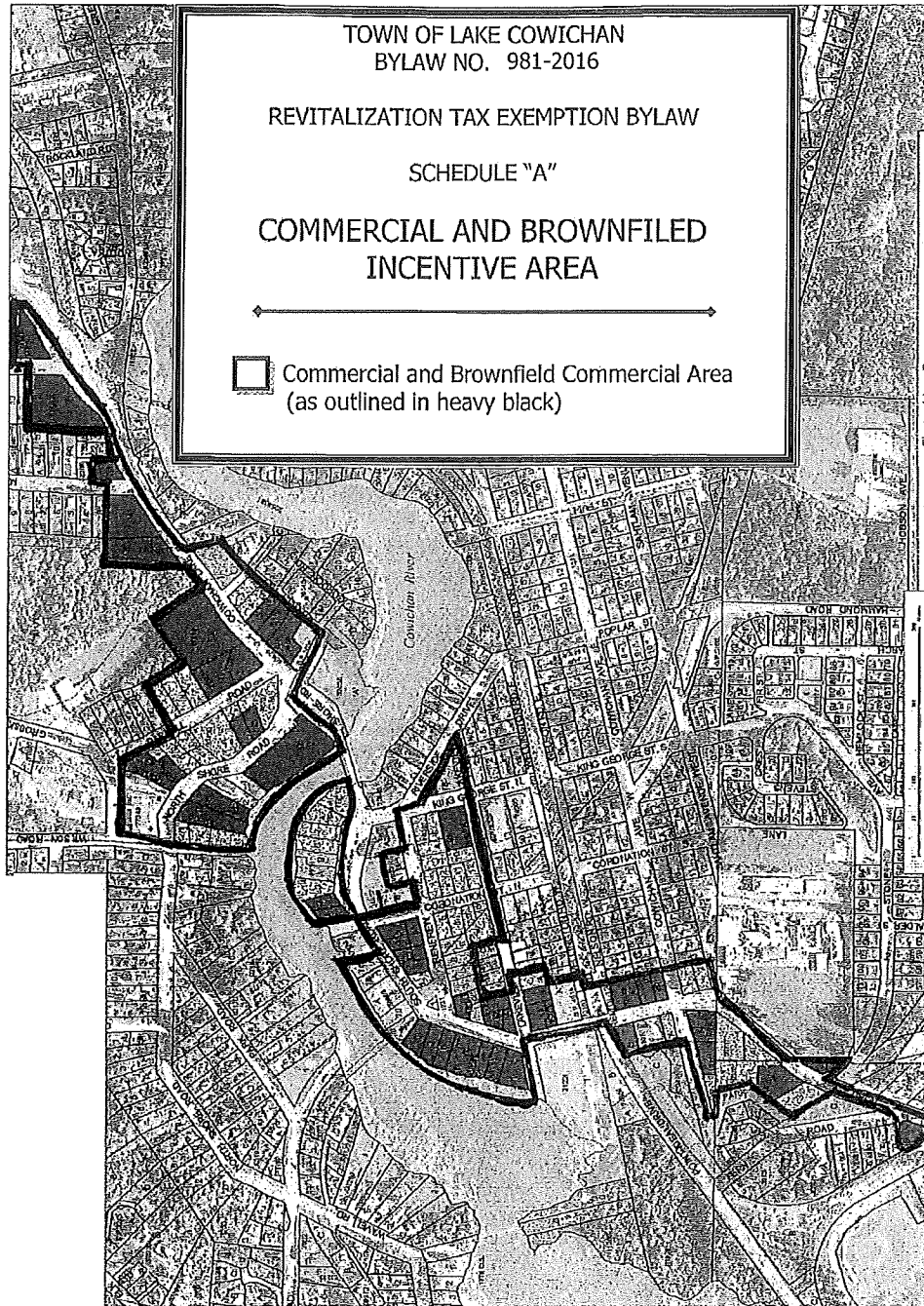
READ A THIRD TIME on the 20<sup>th</sup> day of September, 2016.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the \_\_\_\_\_<sup>t</sup> day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Ross Forrest  
Mayor

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





TOWN OF LAKE COWICHAN  
BYLAW NO. 981-2016

REVITALIZATION TAX EXEMPTION BYLAW

SCHEDULE "B"

TOWN OF LAKE COWICHAN

Date: \_\_\_\_\_

DEVELOPMENT SERVICES DEPARTMENT

APPLICATION FOR TAX EXEMPTION



FOLIO NO.: \_\_\_\_\_

EXEMPTION NO.: \_\_\_\_\_

APPLICANT INFORMATION		OWNER INFORMATION	
NAME OF APPLICANT(S):		NAME OF OWNER(S):	
APPLICANT'S ADDRESS:		OWNER'S ADDRESS:	
CITY: POSTAL CODE:		CITY: POSTAL CODE:	
PHONE: FAX:		PHONE: FAX:	

PROPERTY INFORMATION
CIVIC ADDRESS OF PROPERTY: _____
LEGAL DESCRIPTION OF PROPERTY: _____

CERTIFICATION AND SIGNATURE
<p><b>I hereby certify that:</b></p> <p>a) A building has been constructed, renovated or received façade improvements upon the above referenced lands and is fully operational; and/or</p> <p>b) That the total cost of construction was \$ _____ [attach documentary evidence in support].</p>
<p>_____ Applicant's Signature</p> <p>_____ Date</p> <p style="text-align: center;"><b>THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT</b></p> <p>_____ Registered Owner of Subject Property</p> <p>_____ Date</p> <p>Where the applicant is not the REGISTERED OWNER, the application must be signed by the REGISTERED OWNER</p>



TOWN OF LAKE COWICHAN  
BYLAW NO. 981-2016

REVITALIZATION TAX EXEMPTION BYLAW

SCHEDULE "C"



TOWN OF LAKE COWICHAN

Date: \_\_\_\_\_

DEVELOPMENT SERVICES DEPARTMENT

TAX EXEMPTION CERTIFICATE

FOLIO NO.:

CERTIFICATE NO.:

TERM:

DATE OF EXPIRY.:

ELIGIBLE LAND AND IMPROVEMENTS
CIVIC ADDRESS OF PROPERTY: _____
LEGAL DESCRIPTION OF PROPERTY: _____

CERTIFICATION
<p><b>This Certificate is transferable upon the sale of the eligible land and improvements.</b></p> <p>Conditions:</p> <ol style="list-style-type: none"> <li>This certificate is subject to the condition that:           <ol style="list-style-type: none"> <li>The owner of the eligible land continually meets all other terms and conditions of this Bylaw, the tax exemption agreement and this revitalization tax exemption certificate.</li> </ol> </li> <li>If this certificate is cancelled during a year in which the owner of a parcel has received an exemption from municipal property taxes, a recapture amount is payable calculated as equal to a percentage of the amount of the exemption with the percentage derived from the period of the taxation year remaining from the date of cancellation.</li> </ol> <p>The term: "municipal property taxes" and as used in this certificate have the same meaning as under the Town of Lake Cowichan Revitalization Tax Exemption Bylaw.</p> <p>Effective Date: this certificate does not apply to taxation in a calendar year unless it is issued on or before October 31<sup>st</sup> of the preceding year.</p>
<p>_____ Chief Financial Officer OR Director of Finance Town of Lake Cowichan</p>



# Staff Report



Date: October 18, 2016  
To: Chief Administrative Officer  
From: James van Hemert, Consulting Planner  
Re: Application for a Development Permit for the Riverside Inn located on North Shore Drive, Parcel B (DD330191), Section 6, Renfrew District.

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## APPLICATION:

The applicant proposes to upgrade and reface the Riverfront Inn. This development permit application is reviewed under the requirements of DPA 4—Downtown Development Permit Area.

## BACKGROUND:

### *Subject property and neighbouring property characteristics*

The subject property is zoned C1 General Commercial and is developed as an inn, restaurant, bar, and liquor store.

The Cowichan River lies to the west, South Shore Drive and Central Park to the south, North Shore Drive and several commercial establishments to the east, and an undeveloped parcel to the north.

### *Notice to neighbours*

Neighbouring property owners were notified of this permit application and no concerns were communicated to the Town.

## RELEVANT TOWN BYLAW

### *Official Community Plan (2012)*

The subject property is located within the 17.7 Downtown Development Permit Area (DPA 4). In accordance with Section 919 of the Local Government Act, the plan establishes objectives for the “form and character” and “revitalization.” Selected relevant guidelines with commentary follow.

#### 17.7.4 Guidelines

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 finish is required for all uses —.e.g., timber, board and battens, clapboard (hardiplank permitted), shingles, shakes, stone, bricks etc.

f) Vinyl siding is prohibited.

**Commentary:** The proposed exterior modifications using stone finish and cedar timbers is consistent with a “natural resources and outdoor recreation” theme and the use of natural materials. The proposed modifications reflect a sensitive redevelopment of an existing historic building.

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

**Commentary:** Colours proposed must reflect the natural environment colours. As described only generally in the application, there is no way to confirm this. The roof colour, and the wall cream and red colours need to be identified by manufacturer and paint name.

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.

**Commentary:** The applicant has not provided details on any replacement signage, except to show a roof sign on the liquor store. Roof signs are prohibited by the Town’s Sign Bylaw. Any new signage must be reviewed in accordance with these guidelines and reviewed through the sign permitting process.

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.

**Commentary:** No details have been provided on the type of new or replacement light fixtures. All outdoor lighting must be shielded.

#### **STRATEGIC SIGNIFICANCE:**

Approval of development permit in accordance with the Development Permit Area guidelines will serve to enhance the form and character of this particular

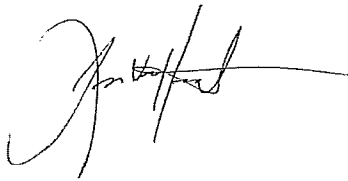


facility and the Town in general.

**RECOMMENDATION:**

Approval a Development Permit with the following conditions:

- 1) Paint colours for wall, trim and the roof (use manufacturer's name and colour name) must be submitted to the Chief Administrative Officer for approval in accordance with the Downtown Development Permit Guidelines (DPA 4);
- 2) Approval of the Development Permit does not constitute approval of the roof sign shown in the illustration contained in the application; and
- 3) Any new or replacement exterior light fixtures shall be shielded.



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James van Hemert, MCIP, RPP  
Consulting Planner

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