



TOWN OF LAKE COWICHAN

Regular Meeting of Council

Tuesday, October 24th, 2017 at 6:15 p.m. – Council Chambers

	Page #
1. AGENDA	
<u>CALL TO ORDER</u>	
<u>INTRODUCTION OF LATE ITEMS</u> (if applicable)	
2. APPROVAL OF AGENDA	
3. ADOPTION OF MINUTES	
(a) Minutes of the Regular Meeting of Council held on September 19 th , 2017	3
(b) Minutes of the Special Meeting held on October 10 th , 2017	8
4. BUSINESS ARISING AND UNFINISHED BUSINESS	
None.	
5. DELEGATIONS AND REPRESENTATIONS	
(a) (i) Candace Spilsbury, Chair School District #79, re: Board of Education's Strategic Priorities.	
6. CORRESPONDENCE	
(a) Action Items	
(i)	
(b) Information or Consent Items- (a member may ask that an item be dealt with separately)	
(i) Lana Popham, Ministry of Agriculture, re: Lake Cowichan Fire Department and the BC Wildfires.	10
(ii) Mitchell Hahn, re: Provincial Flood Hazard Area Land Use Management Guidelines Amendment.	11
(iii) British Columbia Community Achievement Awards.	12
7. REPORTS	
(a) <u>Council and Other Committee Reports</u>	
(i) Finance & Administration • October 10 th , 2017.	Councillor McGonigle 13
(ii) Public Works & Environmental Services • October 3 rd , 2017.	Councillor Austin 15
(iii) Parks, Recreation & Culture • October 3 rd , 2017.	Councillor Vomacka 17
(iv) Economic & Sustainable Development • October 10 th , 2017.	Councillor Day 19
(v) Cowichan Lake Recreation Commission	Mayor Forrest
(vi) V.I.R.L	Councillor Vomacka
(vii) Advisory Planning Commission	Councillor McGonigle
(viii) Community Forest Co-op	Councillor McGonigle
(b) <u>Other Reports</u>	
(i) Cowichan Valley Regional District Board Meeting – Councillor Day.	
(ii) Community Outreach Team Committee - Councillor Austin.	
(iii) Community Safety Advisory Commission – Councillor Austin	

(iv) Seniors' Care Facility Committee.

(c) **Staff Reports**

(i) Chief Administrative Officer- Re: Council Approval for Certain Capital Projects

F/C

8. BYLAWS

(a) "Town of Lake Cowichan Cemetery and Columbarium Bylaw No. 991-2017" third reading may be rescinded.

(b) "Town of Lake Cowichan Cemetery and Columbarium Bylaw No. 991-2017" may be read a third time, as amended.

21

(c) "Town of Lake Cowichan Fees and Services Bylaw No. 992-2017" may be reconsidered and adopted.

27

(d) "Town of Lake Cowichan Official Community Plan Bylaw Amendment No. 994-2017" may be given third reading.

32

(e) "Town of Lake Cowichan Official Community Plan Bylaw Amendment No. 994-2017" may be reconsidered and adopted.

32

(f) "Town of Lake Cowichan Zoning Bylaw Amendment No. 995-2017" may be given third reading.

36

(g) "Town of Lake Cowichan Zoning Bylaw Amendment No. 995-2017" may be reconsidered and adopted

36

(h) "Town of Lake Cowichan Permissive Exemption from Taxation for King George Seniors Affordable Housing Society Bylaw No. 996-2017" may be reconsidered and adopted.

54

9. NEW BUSINESS

(a) Notice of Intent to Transfer AB Greenwell Elementary to the Town of Lake Cowichan.

55

(b) BC Hydro power outage – November 7th, 2017 from 11 pm to 6 am, November 8th, 2017.

(c) Public Meeting – Monday, November 20th, 2017

10. MAYOR'S REPORT

11. NOTICES OF MOTION

12. QUESTION PERIOD

- Limited to items on the agenda

13. IN CAMERA

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

(b) The basis on which the meeting is to be closed falls under the following:

s.90 (1) (c) labour relations or other employee relations; s.90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

14. ADJOURNMENT



TOWN OF LAKE COWICHAN
Minutes of a Regular meeting of Council
Tuesday, September 19th, 2017

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: 1

1. CALL TO ORDER

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

2. AGENDA

No. R.00122/17

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

Delegations and Representations:

Eric Gesinger, Island Soaring Society.

CARRIED.

3. ADOPTION OF MINUTES

No. R.00123/17

(a) Moved: Councillor Day
Seconded: Councillor McGonigle
that the minutes of the Regular Meeting of Council held on
August 22nd, 2017 be adopted.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. DELEGATIONS AND REPRESENTATIONS

(a) Eric Gesinger, Island Soaring Society, gave a powerpoint
presentation on hang gliding and paragliding activities and how
a new location at the Hill 60 ridge would benefit the society.

6. CORRESPONDENCE

No. R.00124/17

(a) Action Items

(i) Moved: Councillor McGonigle
Seconded: Councillor Day
that a letter of support be written for the Kaatza Historical
Society for submission with its gaming grant application to
assist with an addition to museum building.

CARRIED.

(b) Information or Consent Items

(i) The correspondence item from Jon Lefebure, CVRD Chair, on
the Tofino bus application No. 233-17- Route #2 was treated

as information.

- (ii) The correspondence item from Carolyn Prellwitz, Cowichan Valley Schools Heritage Society Secretary-Treasurer, on the Phase II signage program was treated as information.
- (iii) The Green Communities Committee's letter congratulating the Town on its efforts to reduce greenhouse gas emissions over the 2016 reporting year was treated as information.

7. REPORTS

No. R.00125/17
Finance and Administration

Moved: Councillor McGonigle
Seconded: Councillor Day
that the minutes of the Finance and Administration Committee meeting held on September 12th, 2017 be approved with the following:

1- Lake Cowichan Fire Department

that the Lake Cowichan Fire Department's incident report for August 2017 in the total amount totaling \$5,831.90 be approved;

2- Lake Health Care Auxillary

that a donation of an off-season weekend camping site at Lakeview campsite to the Lake Health Care Auxillary for its anniversary dinner and fundraiser night being held on October 21st, 2017 be approved;

3-One Cowichan Grant

that the Town apply for a for a grant under the One Cowichan Grant for Seniors Care Group (on behalf of the seniors) by the deadline date of September 30th, 2017; and

4- Boat Launch Upgrades

that Bob Crandall, Qualified Environmental Professional, be authorized to submit a Section 11 notification under the Water Sustainability Act on behalf of the Town.

CARRIED.

No. R.00126/17
Public Works and
Environmental Services

Moved: Councillor Austin
Seconded: Councillor Vomacka
that the minutes of the Public Works and Environmental Committee meeting held on September 5th, 2017, as presented.
CARRIED.

No. R.00127/17
Parks, Recreation and Culture

Moved: Councillor Vomacka
Seconded: Councillor Austin
that the minutes of the Parks, Recreation and Culture Committee meeting held on September 5th, 2017 be approved as presented.

No. R.00128/17
Economic and Sustainable
Development

Moved: Councillor Day
Seconded: Councillor Vomacka
that the minutes of the Economic and Sustainable Development Committee meeting held on September 12th, 2017 be approved as presented.
CARRIED.

Cowichan Lake Recreation

Mayor Forrest said that the next meeting of the Cowichan Lake Recreation Commission will be held on September 21st, 2017.

- Vancouver Island Regional Library
Councillor Vomacka updated Council on the last Vancouver Island Regional Library meeting that took place on September 16th, 2017. She said that some of the new library projects are being postponed in order so existing libraries can be upgraded to WorkSafe standards.
- Advisory Planning Commission
Councillor McGonigle said the next Advisory Planning Commission meeting will be held on Thursday September 21st, 2017.
- Community Forest Co-operative
Councillor McGonigle gave an update on the Community Forest Co-op which included the Patchedaat's signing of documents that will be forwarded on to the Minister.

(b) Other Reports

- Cowichan Valley Regional District Board
(i) Councillor Day gave a verbal report to the Council on his attendance at the last two regional district meeting. Highlights from the August 23rd, 2017 meeting included Amy Melmock stating that the building in Duncan that once housed Rona will now be used as a film studio. He also provided an update on the First Nations Forum on the "One Heart, One Mind" program where the goal is to include the 8 surrounding groups. Highlights from the September 13th, 2017 meeting included the adding of public input at the beginning of some meetings; a presentation by the new Procurement Officer; and updates on car allowance and conference policies.
- Community Outreach Team
(ii) Councillor Austin said the next Community Outreach Team meeting will be held Thursday September 21st, 2017 at 9:00am.
- Community Safety Advisory
(iii) Councillor Austin attended the Community Safety Advisory meeting on September 5th, 2017 where they discussed trying to get more youth involved on its board and committees. She attended the Youth Place Making event where she had the opportunity to speak with local youth and discuss their ideas on improving their community.
- Seniors Care Facility
(iv) Councillor McGonigle said there was nothing to report at this time on the Seniors` Care Facility Committee.

(c) Staff Reports

- No. R.00129/17
(i) Moved: Councillor Austin
Seconded: Councillor Vomacka
that Council appoint Janice New to fill the remaining vacancy on the Advisory Planning Commission.
CARRIED.

8. BYLAWS

- No. R.00130/17
Bylaw No. 992-2017
Fees and Services Bylaw
(a) Moved: Councillor McGonigle
Seconded: Councillor Day
that the "Town of Lake Cowichan Fees and Services Bylaw No. 992-2017" be read a third time.
CARRIED.

No. R.00131/17
Bylaw No. 993-2017
Development Approval
Procedures and Notifications
Bylaw

- (b) Moved: Councillor Austin
Seconded: Councillor McGonigle
that the "Town of Lake Cowichan Development Approval
Procedures and Notifications Bylaw No. 993-2017" be
reconsidered and adopted.

CARRIED.

No. R.00132/17
Bylaw No. 996-2017
Permissive Exemption for
Taxation Bylaw

- (c) Moved: Councillor Day
Seconded: Councillor McGonigle
that "Town of Lake Cowichan Permissive Exemption from
Taxation for King George Seniors Affordable Housing Society
Bylaw No. 996-2017" be read a first, second and third time.

CARRIED.

9. NEW BUSINESS

None.

10. MAYOR'S REPORT

The Mayor presented his report for August 2017 which included the following:

- His observation of the large turnout of about 500 – 600 people at the Laketown Ranch for the public showing of the TV show "Still Standing".
- Sunfest again was a huge success. Laketown Ranch and the people of the Town did a great job at managing an event of this magnitude
- The CLRSS river clean-up was held Saturday August 19, 2017 with over 100 volunteers participating in the clean-up; and
- We are inching closer to the establishment of our columbarium facility for the interment of cremated remains.

11. NOTICES OF MOTION

None.

12. PUBLIC RELATIONS

- (a) Mayor Forrest thanked all of the Town of Lake Cowichan employees for their hard work and dedication.
- (b) The Community Response Team is holding a meeting on September 21st, 2017 to discuss the homelessness issue in the Valley.

13. IN CAMERA

No. R.00133/17

- Moved: Councillor Day
Seconded: Councillor Austin
that pursuant to Section 90 of the Community Charter, Council closes the meeting to the public to deal with issues relating to the following relevant sections of the Community Charter: 90(1) (c) on labor relations or other employee relations, 90(1) (e) the acquisition, disposition or expropriation of land or improvements and 90(1)(g) on litigation or potential litigation affecting the municipality (7:42 p.m.).

CARRIED.

14. ADJOURNMENT

No. R.00134/17
Adjournment

Moved: Councillor McGonigle
Seconded: Councillor Austin
that we arise and adjourn at 8.25 p.m. without report.

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2017.

Mayor

,



PRESENT: Mayor Ross Forrest
Councillor Carolyne Austin
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 5:00 p.m.

2. APPROVAL OF AGENDA

No R.00136/17

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

CARRIED.

3. ADOPTION OF MINUTES

None.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. DELEGATIONS

None.

6. CORRESPONDENCE

None.

7. REPORTS

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

None.

(b) **Other Reports**

None.

(c) **Staff Reports**

None.

8. BYLAWS

9. NEW BUSINESS

No R.00137/17

(a) Moved: Councillor McGonigle
Seconded: Councillor Austin
that Council award the Greendale Water Main contract to
Hazelwood Construction Inc. which had the next lowest bid for
the amount of \$685,245.57 before taxes and which bid materially
conformed to all of the bid requirements.

CARRIED.

10. MAYOR'S REPORT

11. MEDIA/PUBLIC QUESTION PERIOD

12. IN CAMERA

13. ADJOURNMENT

No R.00138/17
Adjournment

Moved: Councillor McGonigle
Seconded: Councillor Austin
that this meeting adjourn. (5:07 p.m.)

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2017.

Chair



Ref: 186797

September 19, 2017

Lake Cowichan Fire Department
#3 North Shore Road
PO BOX 860
Lake Cowichan BC V0R 2G0

Dear Lake Cowichan Fire Department:

I would like to extend my sincere appreciation to the Firefighters of Lake Cowichan Fire Department for their courageous and valiant service during their deployment to the BC Wildfire crisis of 2017.

Many of you have departed your own homes to help save the homes and livelihoods of your fellow citizens of British Columbia, leaving your family and friends to fight wildfires that have been described to me as nothing less than menacing in magnitude.

I have heard stories of tremendous ordeals and suffering that you and your fellow platoons likely encountered directly and no doubt, found distressing. Your bravery is apparent in your willingness to face the worst wildfire season this province has on record, head on.

The Agriculture sector in British Columbia has a diverse range of commodities that depend on the infrastructure, crops, animals and people that enable the sector to prosper and thrive. Please accept my heartfelt gratitude for your exemplary service and every effort made by each firefighter to extinguish the fires that threatened and continue to threaten the viability of our industry.

Sincerely,

Lana Popham
Minister

Joseph Fernandez

From: Siperka, Linda FLNR:EX <Linda.Siperka@gov.bc.ca>
Sent: October 18, 2017 2:34 PM
To: Joseph Fernandez
Subject: Provincial Flood Hazard Area Land Use Management Guidelines Amendment

October 18, 2017

File: 3500-20/Climate Chan-RAC02

Joseph A. Fernandez, CAO
Lake Cowichan, BC

Via Email: jfernandez@lakecowichan.ca

Dear Joseph A. Fernandez:

Re: Provincial Flood Hazard Area Land Use Management Guidelines Amendment

The Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) has amended **sections 3.5 and 3.6** of the provincial Flood Hazard Area Land Use Management Guidelines (the Guidelines) to allow for a sea level rise. This letter is to inform you that the amended Guidelines will come into effect on January 1, 2018. This amendment affects coastal communities only. Please distribute this information within your organization as applicable. The amendment may be found on our website:

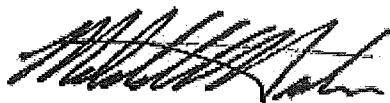
<http://www2.gov.bc.ca/gov/content/environment/air-land-water/water/drought-flooding-dikes-dams/integrated-flood-hazard-management/flood-hazard-land-use-management>

The amendment draws from the work completed in the 2011 reports by Ausenco Sandwell, "Climate Change Adaptation Guidelines for Sea Dikes and Coastal Flood Hazard Land Use – Guidelines for Management of Coastal Flood Hazard Land Use", and the 2011 companion reports, "Sea Dike Guidelines" and "Draft Policy Discussion Paper". These reports continue to supplement the amendment and are available on FLNRORD's website for informational purposes (same link as above).

The amendment recommends coastal communities to allow for 1.0m sea level Rise (SLR) to the year 2100 and 2.0m to the year 2200 (both relative to the year 2000 and to consider regional uplift and subsidence). The amendment provides updated definitions and approaches for determining flood construction levels and setbacks that local governments are to consider when creating relevant bylaws in designated SLR planning areas per the *Local Government Act*. Provincial agencies responsible for development in rural areas or on Crown land are also to consider the guidelines in subdivision approvals or in the sale and lease of Crown land.

A technical working group of twenty local governments and representation from the Union of BC Municipalities (UBCM) formed a technical working group (TWG) to review and provide input in drafting the amendment. Membership of the TWG was reviewed by the UBCM to ensure fair representation and adequate technical expertise was present. Public consultations were held, numerous qualified professionals and academic experts were engaged, First Nations notification and input was sought, and Engineers and Geoscientists BC carried out a final review. As recommended by the TWG, a power point presentation will be available shortly on FLNRORD's website (same link as above) for local governments to use in communication about the Guideline amendment.

Sincerely,



Mitchell Hahn, P.Eng.

PRESENTED BY
BRITISH COLUMBIA
ACHIEVEMENT FOUNDATION



British Columbia
Community Achievement
Awards

NOMINATION DEADLINE: JANUARY 15, 2018

*Celebrating the spirit, imagination,
dedication, and outstanding contributions
of British Columbians to their communities.*

Nominate Today!

Nominate a deserving individual who raises
the quality and character of your community for a
British Columbia Community Achievement Award.

"Give back to the people who give the most in your community"



*Cultural hero, spirited,
undaunted, fearless, bold
Raising our awareness to
a higher understanding
- Robert Davidson*

We are pleased to provide updates from time to time about the BC Community Achievement Awards. If you wish to update your subscription preferences or unsubscribe, please click below.

[unsubscribe from this list](#) [update subscription preferences](#)

Our mailing address is:
British Columbia Achievement Foundation
PO Box 3663, STN Terminal
Vancouver, Bc V6N 0A2
Canada

[Add us to your address book](#)



TOWN OF LAKE COWICHAN
Minutes of Finance & Administration Committee
Tuesday, October 10th, 2017

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

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

PUBLIC: 1

1. **CALL TO ORDER**

The Chair called the meeting to order at 5:09 p.m.

2. **AGENDA**

No. FA.0053/17

Moved: Councillor Day

Seconded: Councillor Austin

that the agenda be approved with the following additions:

Notice of Motion:

(a) The future of the Kasapi Centre.

CARRIED.

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

Ongoing Items Still Being Addressed:

- (a) The Chief Administrative Officer stated he had no update on the Municipal Hall upgrades.
- (b) The Chief Administrative Officer advised that a geotechnical assessment was required for the columbarium site and that the facility also had to be registered with the Province. He also said that the Advisory Planning Commission has made a recommendation regarding resident vs. non-resident rates for the columbarium niches.

4. **DELEGATIONS AND REPRESENTATIONS**

None.

5. **CORRESPONDENCE**

None.

6. **REPORTS**

- (a) The financial report for the period ending September 30th, 2017 was treated as information.
- (b) The Building Inspector's Service Report for September, 2017 was treated as information.

7. **NEW BUSINESS**

- (a) The Chief Administrative Officer provided a draft of the code of ethics for council. Councillor McGonigle asked that it be left on the agenda for further review.

- (b) A discussion was had on the process that would be needed for an evacuation order. The Chief Administrative Officer said it would be difficult to come up with only one evacuation plan as all situations are different. He explained that the authority to declare a state of emergency rests with the Mayor.

8. NOTICES OF MOTION

- (a) The future of the Kasapi building is to be referred to the Strategic Planning meeting.

9. PUBLIC RELATIONS ITEMS

- (a) Mayor Forrest said there were approximately 150 people that attended the Business Showcase on October 7th, 2017. He said it provided a good opportunity to interact with the public.
- (b) Councillor Day reminded the committee of the Business meeting that will take place on October 19th, at the Curling Lounge. Guest speakers will be in attendance .

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. FA.0054/17
Adjournment

Moved: Councillor Vomacka
Seconded: Mayor Forrest
that we adjourn (5:50 p.m.).

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____ , 2017.

Chair



TOWN OF LAKE COWICHAN
Minutes of Public Works and Environmental Services Committee
Tuesday, October 3rd, 2017

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

STAFF: Joseph 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.0023/17
Agenda

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

CARRIED.

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

(a) (i) The Superintendent, Public Works and Engineering Services reported that eight tenders were received for the Greendale Road water main. The tenders have been forwarded to the engineers for a recommendation.

(ii) The Superintendent, Public Works and Engineering Services said the Ohtaki footbridge and Greendale water main upgrades are close to being ready for tender. He also mentioned that the window of opportunity with Fisheries has been missed but that it would now be reflected in the tender documents.

(b) The Superintendent, Public Works and Engineering Services informed the committee that the water treatment plant project is on schedule. Today, they were quantifying how much blasting will be needed to remove the rock from the foundation area. He also noted that the tunneling under the highway will begin soon but will take some time to complete.

The Chief Administrative Officer said that the two lots would have to be consolidated in order for the Town to obtain a building permit from the Cowichan Valley Regional District.

(c) The Superintendent, Public Works and Engineering Services said the class 'D' estimates for the water main upgrades were still being completed.

(d) The Chief Administrative Officer suggested getting the 200 year flood plain mapped as a possible grant application under the National Disaster Mitigation Program. The deadline is the end of October, 2017.

(e) The planned BC Hydro power outage that was going to take place on October 21st, 2017, has been postponed a couple of weeks.

(f) Ongoing Items Still Being Addressed:

- (i)** There is no update on the North Shore Road sidewalk and trail plan as this is an ongoing item.
- (ii)** The Superintendent, Public Works and Engineering Services said that the cement panels have been installed at the boat ramp. With the installation of the cement panels, some damage has occurred to the existing ramp above the waterline. The repairs will have to be dealt soon.
- (iii)** The Superintendent, Public Works and Engineering Services discussed the CLEC water system upgrade and the possibility of hooking into the existing well. He also talked about the engineering fees for this project.

4. DELEGATIONS

None

5. CORRESPONDENCE

- (a)** The correspondence item from Beverly North in regards to the washrooms at Saywell Park was discussed. The Superintendent, Public Works and Engineering Services explained that the hours they are open after the September long weekend is from 8:30am-4:00pm. He also mentioned that once the temperature drops, the water lines would have to be winterized.

6. REPORTS

None.

7. NEW BUSINESS

None.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

- (a)** Councillor Austin mentioned that the Lake Health Care Auxiliary Society still has tickets available for its gala.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. PW.0024/17
Adjournment

Moved: Councillor McGonigle
Seconded: Councillor Day
that this meeting adjourn. (5:35 p.m.)

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2017.

Chair



TOWN OF LAKE COWICHAN
Minutes of Parks, Recreation and Culture Committee
Tuesday, October 3rd, 2017

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

STAFF: Joseph 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 5:59 p.m.

2. AGENDA

No. PR.0019/17 Moved: Councillor Austin
Seconded: Councillor McGonigle
that the agenda be approved with the following under:

Correspondence:

3. (a) The Great Trail;

New Business:

7. (a) Columbarium Park; and

(b) BC Hydro Tree Grant.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(i) The Superintendent, Public Works and Engineering Services reported that the Centennial Park upgrades schedule has been revised but that the project will be completed by the end of the month. He mentioned that ground water issues resulted in some extra work and costs.

The committee also had a discussion on backstops/fencing, bleachers, electrical, parking issues that still will have to be completed prior to the next playing season.

(ii) The 75th Birthday celebration for the Town of Lake Cowichan is an ongoing item with planning to begin early in the new year.

(iii) A brief discussion was had on the noise and dust issues with the beach access at Lakeview.

(b) Ongoing Items:

(i) There was no update on the trail connection plans for the Riverfront properties.

(ii) The water park proposal will remain on the agenda for consideration as a possible future project.

- (iii) Councillor Austin said that the art teacher from Lake Cowichan School will start on design work for lamppost banners early in the new year.

The Superintendent, Public Works and Engineering Services said that this year's banners will be taken down soon.

4. DELEGATIONS AND REPRESENTATIONS

None.

5. CORRESPONDENCE

- (a) Mayor Forrest read out the correspondence from the CEO of the Trans Canada Trail wherein the Town was thanked for its contributions in making the Great Trail a reality and wanted to recognize Lake Cowichan as a Community Champion.

6. REPORTS

None.

7. NEW BUSINESS

- (a) A discussion was held on the columbarium park, Councillor Day asked if there would be input into possibly reconfiguring how the existing trails and the new columbarium park work. The Chief Administrative said that they could possibly look into fencing that would segregate the columbarium park from the public trails.
- (b) The Chief Administrative Officer updated the committee on the Tree Grant and said that this year's grant money has been used to purchase trees that Public Works have planted at the sani dump, the bear sign, the library green space lot, heritage garden, Winter Park and the King George roundabout. He recommended that the Town make application under programme for 2018..

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

- (a) The Business Showcase will take place on Saturday October 7th, 2017. Council will be setting up a table at the event.
- (b) Councillor Day said a meeting with local businesses will take place on October 19th, 2017 at the Lake Cowichan curling lounge. Amy Melmock and Kathy Robertson will be available to answer questions and generate new ideas for our Town.

10. MEDIA/PUBLIC QUESTION PERIOD

None.

11. ADJOURNMENT

No. PR.0020/17
Adjournment

Moved: Councillor McGonigle
Seconded: Councillor Austin
that the meeting be adjourned. (7:01 p.m.)

CARRIED.

Certified correct _____.



TOWN OF LAKE COWICHAN
Minutes of Economic and Sustainable Development Committee
Tuesday, October 10th, 2017

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

STAFF: Joseph 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 6:02 p.m.

2. AGENDA

No. SPD.0024/17

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

CARRIED.

3. (a) BUSINESS ARISING AND UNFINISHED BUSINESS

- (i) There is to be a meeting on November 7th, 2017 at the municipal hall to discuss options on dealing with sustainable waste and composting.
- (ii) A discussion was had on the possibility of upgrading or the replacement of the weir. Mayor Forrest said that he was not sure if an upgrade was even possible. He also said that this project may be a few years away with the Regional District but other ideas needs to be incorporated at the time of the replacement.
- (iii) The committee wanted to explore possible options for additional lake and river access opportunities. Councillor Day asked that this item be left on the agenda.

The committee also discussed means to recover some of the costs on the upgrades to the ramp at the boat launch.

No. SPD.0025/17

Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that it recommend that \$25,000 be allocated for the installation of new cement slabs to replace the slabs that are in a poor state of repair.

CARRIED.

(b) Ongoing Items Still Being Addressed:

- (i) Mayor Forrest and Councillor Day had met with Amy Melmock and Kathy Robertson in regards to the business walkabout and said they would have more information on this matter in the near future.

4. DELEGATIONS AND REPRESENTATIONS

None.

5. CORRESPONDENCE

None.

6. REPORTS

None.

7. NEW BUSINESS

(a) An update on the Business Showcase held on October 7th, 2017 was already dealt with earlier this evening in the Finance and Administration committee meeting.

(b) Mayor Forrest attended the Cowichan Community Response meeting held on September 21st, 2017. The focus was on the mental health issues in the Cowichan Valley and the Warmland needle pick-up program.

Councillor Day and Councillor Vomacka added that they attended a very informative session where a paramedic was giving instructions on the proper technique for picking up needles.

(c) The committee talked about the Air Bnb discussions in that occurred at the UBCM conference in Vancouver, BC.

Mayor Forrest said we may need to come up with bylaws to regulate this use.

The matter will remain on the agenda.

(d) The committee looked at a downtown concept plan of San Luis Obispo to study possible ideas for our downtown area. Staff will look into available Community Planning grants.

(e) The readiness of the Town to accommodate development requirements will all be included in the Official Community Plan.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

None.

10. MEDIA/PUBLIC QUESTION PERIOD

None.

11. IN-CAMERA

12. ADJOURNMENT

No. SPD.0026/17
Adjournment

Moved: Councillor Vomacka
Seconded: Councillor Austin
that the meeting adjourn. (7:58 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

Chair

TOWN OF LAKE COWICHAN CEMETERY & COLUMBARIUM BYLAW NO. 991-2017

A Bylaw to operate and maintain the Town of Lake Cowichan Cemetery and Columbarium

WHEREAS the *Cremation, Interment and Funeral Services Act* states that Council may establish a bylaw to regulate, maintain, and operate municipal cemeteries and columbaria;

AND WHEREAS the *Cremation, Interment and Funeral Services Act* states that Council may, by bylaw establish an area to be used in perpetuity as a municipal cemetery and columbarium;

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

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 Cemetery Bylaw No. 991-2017".

2. DEFINITIONS

- a) "AUTHORIZED PERSON" means the person appointed by the Chief Administrative Officer to carry out any act or function under this Bylaw;
- b) "CARE FACILITY" means an assisted living facility or community care facility as defined by the Community Care and Assisted Living Act, as may be amended from time to time;
- c) "CARE FUND" means "care fund" as defined in the Act and specifically for the Cemeteries operated by the Town of Lake Cowichan;
- d) "LOT" means a discrete space used, or intended to be used in a Cemetery, for the Interment of Cremated Remains and includes a *Niche*; and
- e) "NICHE" means one designated space in the columbarium.

3. ESTABLISHMENT OF CEMETERY

- a) The land described below is set aside in perpetuity for the Municipal Cemetery:
Lot A Plan VIP 16660, Renfrew District

4. ESTABLISHMENT OF BOARD OF TRUSTEES

- a) The Council of the Town of Lake Cowichan shall serve as the Board of Trustees for the Cemetery.

5. ESTABLISHMENT OF CEMETERY CARE FUND

- a) The Council of the Town of Lake Cowichan in its role as the Board of Trustees shall establish a care fund for the care and maintenance of the cemetery pursuant to the *Cremation, Interment and Funeral Services Act*, as may be amended from time to time.
- b) All specified fees and charges for the Cemetery Care Fund will be held by the municipality and invested in accordance with the *Cremation, Interment and Funeral Services Act*, as may be amended from time to time, and the regulations under the Act as they apply to Municipal Cemetery Care funds.

- c) The interest and dividend income earned by the Cemetery Care Fund will only be used for the purpose of paying liabilities of the municipality arising out of the care and maintenance services provided by any person for the cemetery.
- d) The Financial Officer for the Corporation shall be responsible to ensure
 - i. that funds are collected and deposited as prescribed by the Act;
 - ii. that accounting records identify balances pertaining to each Cemetery;
 - iii. any investment of monies in the Care Fund is permitted under the Act; and
 - iv. that the Care Fund is, at all times, maintained in accordance with the Act.

6. ORGANIZATION, OPERATION AND MANAGEMENT OF CEMETERY

- a) The Authorized Person will be responsible for the following:
 - i) maintaining all records and files of the cemetery necessary for the administration and management of the cemetery as required under this Bylaw and the *Cremation, Interment, and Funeral Services Act*, as may be amended from time to time;
 - ii) reviewing and issuing Interment Permits and Exhumation Permits;
 - iii) upon issuing any Interment Permit or upon receiving authorization for exhumation from the proper authorities and issuing any Exhumation Permit, confirming and notifying Municipal Public Works employees of the time of the intended interment or exhumation, the name of the deceased, the number and location of the niche and any instructions of the Medical Health Officer, relative to the interment or exhumation; and
 - iv) maintaining an accounting of all monies received and expended under this Bylaw.
- b) The following duties and responsibilities will be performed by the Town of Lake Cowichan:
 - i) opening and sealing niches;
 - ii) directing all funerals in the cemetery to the correct columbarium niche;
 - iii) installing memorials on niches and constructing foundations and bases; and
 - iv) maintaining the cemetery in a neat and tidy condition, including maintaining fences, gates, paths, and other improvements.

7. FEES AND CHARGES

- a) The fees for niches, interment, exhumation, and all other applicable are set out in Schedule B of this Bylaw.

8. SALE OF NICHES

- a) Upon receipt of the applicable fees and charges, the Authorized person may sell an unsold niche and must issue an Interment Permit when the applicant completes the form in Schedule A 'Interment and Exhumation Permit' of this Bylaw.
- b) A Interment Permit Holder for a niche which has not yet been used may return the niche to the Town of Lake Cowichan for the amount the Interment Permit Holder paid for the niche, less any perpetual care reserve fund fees paid, and the Interment Permit may then be sold to another person.

9. TRANSFER OF NICHES

- a) The Interment Permit Holder for a niche, which has not been used, may transfer the niche to another person, upon providing the Authorized Person the following:
 - i) full name and address to whom the Interment Permit is being transferred;

- ii) the applicable perpetual care reserve fund contribution; and
 - iii) the Interment Permit issued for the niche space.
- b) Once the Authorized Person receives the necessary information and fees as described in Section 9 a) of this Bylaw, the Authorized person must cancel the original Interment Permit and issue a revised Interment Permit in the name of the transferee and record the transfer in the records of the cemetery.

10. PERMIT TO INTER

- a) No human cremated remains will be interred in the cemetery until an Interment Permit is obtained from the Town of Lake Cowichan and the applicable interment fees and charges are paid.
- b) All applications for an Interment Permit must be made to the authorized person at least two working days prior to the time of interment and must be made at the Municipal Office during regular municipal office hours.
- c) Any person making an application for an Interment Permit must complete Schedule A 'Interment Permit and Exhumation Permit' of this Bylaw.
- d) Upon the Authorized Person receiving a complete Schedule A and the applicable fees and charges being paid, the authorized Person may issue an Interment Permit.

11. PERMIT TO EXHUME

- a) No human cremated remains will be disinterred from the Cemetery unless:
 - i) the Authorized Person receives a written request to do so from the person who has the right to control the disposition of the cremated remains under the *Cremation Interment and Funeral Services Act*, as may be amended from time to time, and all applicable fees and charges are paid; and
 - ii) the Authorized Person issues an Exhumation Permit;
- b) The Town of Lake Cowichan is not responsible for damage to any urn or container sustained during exhumation.

12. INTERMENT

- a) No person may dispose of cremated remains within the boundaries of the municipality except in accordance with this Bylaw.
- b) No cremated remains of a deceased human body may be interred in the Cemetery and all interments shall be subject to and comply with this Bylaw.
- c) No Cemetery Interment Permit holder shall permit an interment to be made in a niche unless such interment is made pursuant to this Bylaw.
- d) No person shall inter any cremated remains in the Cemetery except between the hours of 8:00 a.m. and 4:00 p.m., Monday to Saturday, excluding Statutory Holidays, unless previous special arrangements have been made with the Authorized Person.
- e) No person shall open a niche except authorized municipal employees.

13. COLUMBARIUM

- a) Each interment must be done in a niche in the columbarium in the cemetery.
- b) An urn to be placed in a niche must be made of metal, plastic, stone, porcelain, or wood and manufactured for the express purpose of containing cremated remains.
- c) All memorial plaques are supplied by the Town of Lake Cowichan and engraving is the responsibility of the Interment Permit holder.

- d) All memorials for niches must be installed by municipal employees once all associated fees and charges are paid.
- e) Each niche may contain the following:
 - i) one urn with maximum dimensions of 26.7 cm wide and 26.7 cm high x 30.0 cm deep; and
 - ii) two urns with individual maximum dimensions of 26.7 cm wide x 13.2 cm high and a combined 30.0 cm deep.

14. GENERAL

- a) No person may disturb persons assembled for a memorial service or visit.
- b) No person shall play any game or sport in the cemetery, unless authorized by the operator.
- c) No person shall discharge firearms in the cemetery, unless at a military funeral.
- d) No person shall drive a motorized device of any kind over any lawns, gardens or flower beds in the cemetery, unless authorized by the operator.
- e) No person shall deposit any trash or other waste in the cemetery.
- f) No person is allowed in the cemetery outside of the normal operating hours of 7:00 a.m. to 9:00 p.m. every day of the week.

15. FORCE AND EFFECT

That upon adoption of this bylaw, the "Town of Lake Cowichan Cemetery Bylaw No. 991-2017" shall hereby be enacted and take effect.

READ A FIRST TIME on the 22nd day of August, 2017.

READ A SECOND TIME on the 22nd day of August, 2017.

READ A THIRD TIME on the ___ day of ___, 2017.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ___ day of ___, 2017.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer

Schedule A

Interment Permit and Exhumation Permit

This Purchase Agreement is entered into between the Town of Lake Cowichan and the undersigned Purchaser, also known as the Interment Rights Holder, named herein;

Interment Rights Holder Information:

Last Name: _____
 First Name: _____
 Street Address: _____
 Street Address (2): _____
 City: _____
 Province: _____
 Postal Code: _____
 Phone: _____

Date: _____

Particulars:

Interment of cremated remains
 Exhumation of cremated remains
 Date of Interment or Exhumation: _____
 Location of Interment: Lot # _____

Fees as per Schedule B

Niche, inclusive of memorial plaque	\$
Care fund	\$
HST	\$
Total Paid	\$

Deceased Information:

Last Name: _____
 First Name: _____
 Street Address: _____
 Street Address (2): _____
 City: _____
 Province: _____
 Postal Code: _____
 Date of Birth: _____
 Date of Death: _____

Next of Kin Information:

Last Name: _____
 First Name: _____
 Street Address: _____
 Street Address (2): _____
 City: _____
 Province: _____
 Postal Code: _____
 Phone: _____

Death Certificate received

Payment Terms: For goods and services listed, payment in full is required at the time of entering into this agreement.

Payment method: Cash or Debit Cheque

In witness whereof, the parties executed this agreement on the ____ day of _____, 20__.

Interment Rights Holder

Relationship to the Deceased

Schedule B

Fees

Right of Interment	Right of Interment (\$)	Care Fund (\$)	Total Cost (\$)
Niche	1300	130	1,430
Cemetery Services	Preparation & Close		
Open & close niche wall	400	n/a	400
Exhume/disinter cremated remains	400	n/a	400
Memorial Installations	Installation		
Niche wall engraving	200	10	210
Removal & reinstallation	60	n/a	60
Other Fees (In Addition to Fees Above)			
Right of interment transfer or surrender	50	n/a	50
Niche wall installations after hours or late arrival fees – per quarter hour	15	n/a	15
Taxes will be added to all fees as applicable. Fees in effect as of August 2017			

**TOWN OF LAKE COWICHAN
Bylaw No. 992-2017**

Fees and Charges for Services

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

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

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

1. This bylaw may be cited for all purposes as "Town of Lake Cowichan Fees and Charges for Services Bylaw No. 992-2017".
2. Fees listed in Schedule "A" attached to and forming part of this bylaw shall apply for the use of the Lakeview Park Campground.

Notwithstanding the charges stipulated in the foregoing schedule, off-season rates and terms may be varied and approved by resolution of council.
3. Fees listed in Schedule "B" attached to and forming part of this bylaw shall apply for the use of the Cowichan Lake Outdoor Education Centre.

Notwithstanding the charges stipulated in the foregoing schedule, group rates may be varied through contract negotiations approved by Council.
4. Fees listed in Schedule "C" attached to and forming part of this bylaw shall apply to other goods and services provided by the municipality on a demand basis.
5. Fees listed in Schedule "D" attached to and forming part of this bylaw shall apply to miscellaneous development charges.
6. The fees and charges contained in this bylaw shall become effective on passage of this bylaw.
7. That the fees and charges contained in Bylaw 978-2016 being the "Town of Lake Cowichan Fees and Charges for Services Bylaw" and all amendments are hereby repealed.

READ A FIRST TIME on the 22nd day of August, 2017.

READ A SECOND TIME on the 22nd day of August, 2017.

READ A THIRD TIME on the 19th day of September, 2017.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ___th day of ___, 2017.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer



TOWN OF LAKE COWICHAN

Schedule "A"

(attached to and forming part of Bylaw No. 992-2017)

Lakeview Park Campground:

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

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

* a Site will accommodate the following:

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

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

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



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

(attached to and forming part of Bylaw No. 992-2017)

Cowichan Lake Outdoor Education Centre

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

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



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

(attached to and forming part of Bylaw No. 992-2017)

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

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



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

(attached to and forming part of Bylaw No. 992-2017)

Sign Fees

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

Other Fees

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

Miscellaneous Development Fees

The following charges apply for all miscellaneous development applications:

Subdivision	Preliminary Subdivision – strata and fee simple lots (excludes parent lot if principal structure exists)	\$100.00 per lot
	Final Subdivision – strata and fee simple lots	250.00 per lot
Strata Conversion	Per unit	300.00
Rezoning amendment	Bed and breakfast	750.00
	All other rezoning amendments	2,500.00
OCP Amendment	Application	1,000.00
Development Permit	Less than \$50,000 commercial value or up to 4 residential units	500.00
	More than \$50,000 commercial value or 5 or more residential units	1,000.00
Variance Permit	Application	300.00
Development Variance	Application	400.00



TOWN OF LAKE COWICHAN**BYLAW NO. 994-2017****A Bylaw to Amend Official Community Plan Bylaw No. 910-2011 in order to implement recommendations of the 2015 Age-friendly Action Plan**

WHEREAS the *Local Government Act* provides that a local government may adopt and amend one or more official community plans to guide decisions on planning and land use management;

AND WHEREAS the Council of the Town of Lake Cowichan has adopted an Official Community Plan cited as the 'Town of Lake Cowichan Official Community Plan Bylaw No. 910-2011';

AND WHEREAS the Council of the Town of Lake Cowichan deems it necessary to amend Bylaw 910-2011 in order to implement recommendations of the 2015 Age-friendly Action Plan;

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

1. TITLE

This bylaw may be cited for all purposes as the 'Town of Lake Cowichan Official Community Plan Amendment Bylaw No. xxx-2017'.

2. AMENDMENTS

- 2.1 The Official Community Plan Bylaw, cited as the 'Town of Lake Cowichan Community Plan Bylaw No. 910-2011' is hereby amended with the following:
- 2.1.1 the addition of a new Chapter 6, titled 'Community', which will follow the 'Climate Protection' chapter;
 - 2.1.2 text amendments to Chapter 6 'Housing' [to be renumbered as Chapter 7];
 - 2.1.3 a new Chapter 17, titled 'Accessibility', which will follow the 'Servicing' Chapter;
 - 2.1.4 text amendments to Chapter 10 'Recreation, Parks, and Institutions' [to be renumbered as Chapter 11];
 - 2.1.5 text amendments to Chapter 17 'Development Permit Areas' [to be renumbered as Chapter 19]; and
 - 2.1.6 text amendments to Chapter 19 'Definitions' [to be renumbered as Chapter 21].
- 2.2 A consolidated version of the Official Community Plan shall have renumbered Chapters and Subsections.
- 2.3 The amendments are as follows:

6. Community**6.1. Introduction**

A complete community is a community that meets people's needs for daily living throughout an entire lifetime by providing convenient access to an appropriate mix of jobs, local services, a full range of housing and community infrastructure including affordable housing, schools, services, public safety, recreation and open space for their residents.

An inclusive, diverse, and active community has housing, public services and amenities that are affordable, accessible and inclusive. Community activities and events generate intergenerational and intercultural interest, participation, and social integration.



6.2. Goal

Lake Cowichan is a complete community that is inclusive, diverse, and active.

6.3. Objective

- a) Town regulations, services, and infrastructure are aging supportive, child friendly, and support active and diverse lifestyles.
- b) Actively work towards creating a diverse economy and social environment that attracts young people, professionals, retirees and First Nations people in partnership with Cowichan Community Futures Cowichan and the BC Rural Dividend Fund.

6.4. Policies

- a) Seek 'Age-friendly Community' status through the Age-friendly B.C. (AFBC) Recognition Program.
- b) Host a workshop or child and youth engagement activity sponsored by the Society for Children and Youth of BC.

7. Housing

7.3.1. General Policies

- 12) All planning for new growth shall make provision for affordable housing, which may be achieved through any of the following:
 - v. Accessory dwellings
 - vi. Seniors housing
- 16) Aging in place, within existing housing, is supported and encouraged through home modifications (e.g. ramps).
- 17) New single and duplex unit home construction is encouraged to use adaptable design standards.
- 18) New multifamily residential construction approved through a rezoning process shall include adaptable design standards.

11. Recreation, Parks and Institutions

11.4.2. Park Policies

- 2) When considering parks development:
 - viii. include age-friendly design elements such as level and wide walkways, wheelchair accessible picnic tables, older adult playground with exercise equipment;
 - ix. all facilities and amenities provided by the Town must take into consideration the ability of all members of the community to access and enjoy them; and
 - x. the Town requires wherever feasible that public access be provided along key waterfront lands in order to achieve a linked multi-use trail system between major parks, greenbelts, and other recreational features throughout Lake Cowichan.
- 3) At existing parks, consider the following improvements and additions to facilities:
 - i. Centennial Park
 - o Install aging-supportive exercise and activity equipment.
 - ix. Saywell Park



- o Install wheelchair accessible picnic tables.

17. ACCESSIBILITY

17.1. Introduction

Accessibility is the ability of people regardless of age, health, and activity limitations to get around their community and lead active, healthy, fulfilling and engaged lives. This requires that mobility options, homes, buildings, public spaces, technology, programs, access to information, and support services are free of barriers, enabling all people to use them independently.

17.2. Goal

The Town is accessible in all public and private areas.

17.3. Objectives

- a) Public places and buildings will be accessible to all regardless of age, ability, and gender.
- b) Housing will over time become increasingly adaptable, accessible for people with disabilities, and enjoy universal design features.

17.4. Policies

- 1) Develop and implement universal design guidelines for the public realm, and ensure these are consistent with our other urban design goals.
- 2) Encourage universal design measures for private development in the public and private realms. Require accessible design of all new multi-family residential housing units.
- 3) All Town owned public buildings shall be constructed or renovated to meet universal design standards.
- 4) The town shall work with other government agencies to achieve full accessibility to all public facilities.
- 5) All public buildings, including town owned facilities, should be retrofitted to universal accessibility design standards by the year 2022.
- 6) Ensure accessibility and safety is considered for planning and design of buildings, the public realm and public parks.

19. Development Permit Areas

19.7. Downtown Development Permit Area (DPA 4)

19.4.3. Guidelines

- r) Universal design principles to facilitate barrier free pedestrian access shall be used for site, buildings, and structure design.

19.8. Highway Commercial, Neighbourhood Centre and Tourism Areas Development Permit Area (DPA-5)

19.8.4. Guidelines

- r) Universal design principles to facilitate barrier free pedestrian access shall be used for site, buildings, and structure design.

19.9. Multi-family Development Permit Area (DPA 6)



19.9.4. Guidelines

- h) Universal design principles to facilitate barrier free pedestrian access shall be used for site and building design.

21. Definitions

'accessible house' means one that includes features that meet the needs of a person with a disability; most accessible houses feature open turning spaces within rooms, wheel-in shower stalls and kitchen work surfaces with knee space below;

'adaptable house' means one that is designed to be adapted economically at a later date to accommodate someone with a disability; features include removable cupboards in a kitchen or bathroom to create knee space for a wheelchair user, or a knock-out floor panel in a closet to allow installation of an elevator;

'universal design' means the design approach of environments, products and services that are usable by all people regardless of age, size or ability;

'universal house design' means a design that recognizes that everyone who uses a house is different and comes with different abilities that change over time; features include lever door handles that everyone can use, enhanced lighting levels to make it as easy as possible to see, stairways that feature handrails that are easy to grasp, and easy-to-use appliances; and

'visitable house' means one that includes basic accessibility features that allow most people to visit, even if they have limitations such as impaired mobility; basic features of a visitable house include a level entry, wider doors throughout the entrance level and a washroom on the main floor.

3. FORCE AND EFFECT

That upon adoption of this bylaw, Bylaw No. xxx-2017, being the 'Town of Lake Cowichan Official Community Plan Bylaw No. 910-2011', shall hereby be amended and take effect.

READ A FIRST TIME on the ____th day of ____, 2017.

READ A SECOND TIME on the ____th day of ____, 2017.

PUBLIC HEARING held on the ____th day of ____, 2017.

READ A THIRD TIME on the ____th day of ____, 2017.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ____th day of ____, 2017.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer

TOWN OF LAKE COWICHAN**BYLAW NO. 995-2017****A Bylaw to Amend Zoning Bylaw No. 935-2013 for the purpose of implementing recommendations of the 2015 Age-friendly Action Plan, updating parking regulations and to rezone land in accordance with Official Community Plan policy.**

WHEREAS the Local Government Act authorizes a local government to enact bylaws, 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 implement recommendations of the 2015 Age-friendly Action Plan;

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 parking regulations;

AND WHEREAS the Council of the Town of Lake Cowichan deems it expedient to rezone land comprising Block 200 from R-1 Urban Residential to CD-1 Comprehensive Development in accordance with Official Community Plan policy;

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. 995-2017".

2. AMENDMENTS

- 2.1. Section 4 'General Regulations, Requirements and Provisions' is amended with the addition of the following new Subsection 'Community Care Facility' as follows:

4.21 Community Care Facility

a) All single family residential buildings may be used as a community care facility, licensed under the *Community Care and Assisted Living Act*, as may be amended from time to time, for the purpose of providing:

- i) A day care for no more than eight (8) persons;
- ii) A residence for no more than 10 persons, not more than 6 of whom are persons in care.

- 2.2. Section 5.1 'R-1 Urban Residential Zone', Subsection 5.1.2 'Permitted Uses', Accessory Use Table, is amended with the addition of 'Accessory Dwelling' as an additional optional use and the updated Accessory Use Table shall read as follows:

Accessory Use	
(i)	Secondary suite accessory to the principal use in (a)
OR	
(ii)	Home-based business, accessory to principal use in (a)
OR	
(iii)	B&B, accessory to principal use in (a) for Lot 3, Block 4, Section 5, Plan 1750 only.
OR	
(iv)	Accessory dwelling—garden suite accessory to the principal use in (a), subject to the provisions in Subsection 5.3.4 Accessory Dwelling—Garden Suite Standards.
(v)	Ancillary use for the development and care of forests for use permitted in (c)

- 2.3. Section 5.1 'R-1 Urban Residential Zone', Subsection 5.3 'Conditions of Use', Subsection 3.1 'Dimensional And Coverage Standards' is amended by:
- 2.3.1. clarifying Article (a) by specifying the maximum height of the **principal building** as 10.5 metres;
 - 2.3.2. increasing the maximum lot coverage in Article (b) to 40%;
 - 2.3.3. the new Table shall read as follows:

Dimensions and Coverage	Single or two unit principal dwelling	Accessory buildings and structures
Maximum height (in metres)	10.5	7.5
Maximum lot coverage (as a %)	40	

- 2.4. Section 5.1 'R-1 Urban Residential Zone', Subsection 5.3 'Conditions of Use', is amended with the addition of a new Subsection 5.3.3 'Secondary Suite Standards' which shall read as follows:

Secondary Suite Standards	
Maximum size	40% of gross floor area of principal dwelling, or 85 square metres, whichever is less
Minimum size	30 square metres
Maximum number of bedrooms	2 (two)
Entrance	Shall be a separate independent entrance form the principal dwelling entrance

- 2.5. Section 5.1 'R-1 Urban Residential Zone', Subsection 5.3 'Conditions of Use', is amended with the addition of a new Subsection 5.3.4 'Accessory Dwelling—Garden Suite Standards' which shall read as follows:

Accessory Dwelling—Garden Suite Standards	
Maximum size	40% of gross floor area of principal dwelling, or 60 square metres, whichever is less
Minimum size	30 square metres
Maximum number of bedrooms	2 (two)
Location	Shall be located in the rear yard of the principal dwelling

- 2.6. Schedule B Required Parking Spaces is deleted and replaced in its entirety with a new Schedule B, below.
- 2.7. A new SCHEDULE C DOWNTOWN CORE DISTRICT is added and attached as Schedule A to this amending Bylaw.
- 2.8. Part III Land Use Definitions is amended with the addition of the following terms:

"ACCESSORY DWELLING—GARDEN SUITE" means a single unit, independent suite in a free standing, single story accessory building located in the rear yard of a principal single family dwelling.

"CHILD CARE FACILITY" has the same meaning as defined by the Child Care Act as may be amended from time to time;

"CLASS 1 BICYCLE PARKING" means a secure, weather protected bicycle parking facility used to accommodate long-term parking such as for residents or employees, usually within a room or covered fenced area;

"CLASS 2 BICYCLE PARKING" means a short-term visitor bicycle parking facility that may offer some security, and may be partially protected from the weather such as a bike rack at a building's entrance;

"COMMERCIAL LOW INTENSITY" means a category of land uses with a low ratio of users to land use area such as automobile sales, garden nursery, marina equipment sales, boat and marine storage, building supplies, lumber yard, art studio and gallery, kennel, and similar uses;

"GROSS FLOOR AREA" (GFA) means the total floor area, exclusive of any portion of the building or structure below finished grade measured between the exterior faces of the exterior walls which is used for heating, the storage of goods or personal effects, laundry facilities, recreational areas, the storage or parking of motor vehicles, exclusive of any private garage, carport, basement, walkout basement, cellar, porch, veranda or sunroom unless such sunroom is habitable during all seasons of the year;

"LIGHT MANUFACTURING": means a use which is wholly enclosed within the building except for parking and loading facilities, and outside storage accessory to the permitted uses and which in its operation does not ordinarily result in emission from the building of odours, fumes, noise, cinder, vibrations, heat, glare or electrical interference and includes such uses as cabinet and furniture manufacturing, door & window manufacturing, metal fabrication, boat building and repair and modular or prefabricated home manufacturing;

"MOBILITY SCOOTER" means an electrically powered scooter with three or four wheels designed for people with restricted mobility, typically those who are elderly or disabled;

"PERSONAL SERVICES ESTABLISHMENT" means a business where professional or personal services are provided for gain and where the sale at retail of goods, wares, merchandise, articles or things is only accessory to the provisions of such

services, including but without limiting the generality of the foregoing, the following: barber shops, beauty shops, tailor shops, laundry or dry-cleaning shops, shoe repair shops, hair, nails, tax, bank, Laundromat, dry cleaning, etc.;

"*PUBLIC ASSEMBLY*" use means a facility where people congregate in seats to attend events such as sporting events, meetings, theatre, and live performance venues, but excludes worship centres;

"*SECONDARY SUITE*" means a self-contained living quarters, including cooking equipment and a bathroom, located within the structure of a single-family dwelling, and with its own separate entrance;

"*SOCIAL ORGANIZATION*" means a fraternal lodge, social hall, or activity centre;

"*SHOPPING CENTRE*" means a commercial development, containing at least three individual business establishments conceived and designed as a single, comprehensively planned development project with appropriate relationships between the shopping centres buildings, activities, open spaces, parking areas, loading areas, driveways, other shared facilities, public areas and adjoining streets, and held in single ownership or by participants in a condominium corporation or commercial cooperative;

"*UNBUNDLED PARKING*" means separate housing and parking costs in a residential apartment building; and

"*WAREHOUSE*" means a building used primarily for the storage of goods and materials and includes feed, seed and fertilizer storage, cold storage, and a frozen food locker.

- 2.9. PART III 'Land Use Definitions' is amended by deleting the following:

~~"*CHURCH*" means any assembly building used for public worship;~~

and replacing with the following definition:

"*WORSHIP CENTRE*" means any assembly building used for public worship of any faith.

- 2.10. Replacing the term 'church' with the term 'worship centre' in all instances used within the Zoning Bylaw.

- 2.11. PART III 'Land Use Definitions' is amended by replacing Senior's Care Facility definition with the following:

"*COMMUNITY CARE FACILITY*" means the same as defined in the Community Care and Assisted Living Act and includes a facility serving any age group, including a senior's assisted living facility.

- 2.12. Schedule 'A' 'Map' is amended by changing the designation of land described as Block 200, and shown in Schedule B to this Bylaw, from R-1 Urban Residential to CD-1 Comprehensive Development Zone.

Schedule B Parking Spaces

1. GENERAL PROVISIONS

- 1.1. The purpose of the required parking spaces is to provide enough on-site parking to accommodate the majority of traffic generated by the range of uses which might locate at the site over time. Opportunities for reducing vehicular parking requirements are provided through selected 'no minimum' requirements, cash-in-lieu of parking, shared parking for mixed use developments, and unbundling of parking spaces from the sale or lease of apartment dwelling units.

2. INTERPRETATION

- 2.1. The number of parking spaces required is calculated according to uses specified in Table B1 'Required On-site Parking Spaces' of this schedule.
- 2.2. When a type of use is not specified in Table B-1 'Required On-site Vehicular Parking Spaces', the number of spaces will be calculated on the basis of the requirements for the most similar class of use listed in the Table.
- 2.3. When the calculation of the required on-site parking or loading space results in a fraction, one parking space shall be provided with respect to the fraction.
- 2.4. Where seating accommodation is the basis for a unit of measurement under this schedule and consists of benches, pews, booths or similar seating accommodation, each one-half metre of width of such seating shall be deemed to be one seat.
- 2.5. When calculating parking spaces for single and two family residential uses, a garage, carport and driveway may be used.

3. REUSE OF BUILDINGS

- 3.1. Notwithstanding the provisions in Section 4, a change in use of a building to a different category of use within Table B-1 Required Vehicular Parking Spaces may require additional on-site parking, a Development Variance Permit, or cash-in-lieu in accordance with Section 5.

4. DOWNTOWN CORE PROVISIONS

- 4.1. Parking requirements for buildings in the Downtown Core as defined in Schedule A to this Bylaw may be waived subject to Section 5 Cash-in-lieu, except where the following shall apply:
 - 4.1.1. One parking space shall be provided for each 100 m² of Office use where the Office use exceeds 3,000 m²;
 - 4.1.2. Premises used for hotel and motel shall be provided with on-site parking spaces for vehicles equal in number to not less than 50% of the number of hotel and motel units therein; and
 - 4.1.3. Premises for residential accommodation, which premises shall be provided with on-site parking spaces equal to the number required in Table B-1 'Required Vehicular On-site Parking spaces'.

5. CASH-IN-LIEU

- 5.1. Subject to Town approval, any owner or occupier of lands, buildings, or structures zoned commercial shall pay the Town a four thousand dollars (\$4,000) per on-site parking space to be waived.
- 5.2. Payment under Section 5. 1 shall be by cash or certified cheque and shall be made to the Town prior to issuance of a building permit, or issuance of a business licence for a new use of land, and prior to commencement of any new uses of land.
- 5.3. Payments collected under Section 5.1 shall be paid into a reserve fund established in accordance with the Local Government Act.

- 5.4. The allowed reduction of parking stalls without requiring a Development Variance Permit shall be to a maximum of 25% of the required on-site parking.
- 5.5. The Town Council may waive cash-in-lieu requirements for civic uses, affordable housing, senior citizens housing, supportive housing and community care facilities.

6. **PARKING SUPPLY RATES**

6.1. General by Use

- 6.1.1. Required vehicular On-site parking spaces are identified and organized by use categories in Table B-1 'Required On-site Parking Spaces'.

TABLE B-1 Required On-site Parking Spaces	
Use	Required Spaces
Residential	
Bed & breakfast accessory to single unit dwelling	1 per sleeping unit in addition to principal dwelling requirement
Dwelling units; apartment, townhouse, including units in buildings also used for commercial use	<ul style="list-style-type: none"> • 0.75 per bachelor unit • 1 per 1 bedroom unit • 1.5 per 2-bedroom unit • 1 guest parking space per 10 units
Single dwelling unit, including mobile & modular home	2 per unit
Dwelling unit, duplex	2 per unit
Dwelling unit, secondary suite	1 per unit
Lodging and boarding houses	1 per unit, including manager unit
Commercial	
Boat and marine storage	No minimum
Business and professional services, including call centres	2 per 100 m ² of GFA
Commercial, retail, including liquor sales and repair services, but excluding grocery store	2 per 100 m ² of GFA
Commercial, low intensity	1.4 per 100 m ² of GFA
Child care facility	2 per 100 m ² of GFA
Grocery store, including convenience store	5 per 100 m ² of GFA, or a minimum of 4 spaces
Hotel and tourist accommodation	1 per sleeping unit
Personal service establishment	Beauty salon/hair care: 1 space per service seat All other uses: 2.7 space per 100 square metres of GFA
Restaurant	2 per 10 seats
Service station	Greater of 1 per 100 m ² of GFA or 2 per service bay
Shopping centre, excluding grocery store	2 per 100 m ²
Institutional	
Civic use	No minimum
Columbarium	No minimum
Hospital	No minimum; based on site needs assessment
Institutional office space	2 per 100 m ² GFA
Medical and dental office or clinic	2.7 per 100 m ² GFA
Public assembly use or area, excluding worship centres	1 per 4 seats
School; kindergarten, elementary and junior secondary	No minimum requirements, based on School District need assessment
School; senior secondary	No minimum requirements, based on School District need assessment
Senior citizen housing	0.35 spaces per unit

TABLE B-1 Required On-site Parking Spaces	
Use	Required Spaces
Social organization	3 per 100m ² of GFA
Supportive housing and community care facility	1.25 spaces per 100 m ² GFA
Worship centre	1 per 10 seats
Recreation	
Campground, municipal	No minimum
Marina, exclusive of restaurant and retail space	1 per boat slip;
Park and playground	No minimum
Recreation facility, private	No minimum
Recreational facility, public (ice rink, pool)	1.6 per 100 m ² of rink surface plus 20 spaces per 100 square metres of pool surface
Industrial	
Aggregate processing	No minimum
Automotive repair and service shops	Greater of 1 per 100 m ² of gross floor area or 2 per service bay
Computer technology related enterprises and electronics research and development	2 per 100 m ² of GFA
Forest product processing and manufacturing including saw mill and log sorting, excluding pulp and paper production	1 for every 100 m ² of GFA devoted to processing or manufacturing
Light manufacturing	1 for every 100 m ² of GFA devoted to light manufacturing
Recycling depot	1 per recycle container
Warehouse, mini storage with individual uses	1 per 100 storage cubicles plus 2 spaces for caretaker residence
Warehouse	0.5 per 100 m ² GFA

6.2. Specialty Parking

6.2.1. Barrier Free Parking

- (a) Barrier Free parking for cars, vans, and buses shall be provided in accordance with Table B-2 'Required On-site Designated Barrier Free Parking Spaces'.
- (b) The minimum numbers of required spaces are cumulative within their respective columns in Table B-2 'Required On-site Designated Barrier Free Parking Spaces'.
- (c) Barrier free parking design standards are set forth in Section 7 'Design'.

Table B-2 Required On-site Designated Barrier Free Parking Spaces			
Car Spaces		Van Spaces and Bus Lay-bys	
All Uses Except Medical Office, Seniors' Housing, and Community Care Facilities	Medical Office, Seniors' Housing, Community Care Facilities	Seniors' Housing and Community Care Facilities	Medical Office
1 for 15-50 spaces	1 for 15-45 spaces	1 bus lay-by or parking space for 60 or more car spaces	1 van space for 30 or more car spaces
2 for 51 to 100 spaces	Above 45, 1 for every additional 30 spaces		1 bus lay-by for 45 or more car spaces
3 spaces plus 1 for every 50 required spaces in excess of 101			

6.2.2. Bicycle Parking

- (a) All Multi-family Residential, Office, Retail, Restaurant, Medical and Dental Office or Clinic, and Civic Facilities uses shall provide bicycle parking in accordance with Table B-3 'Required On-site Bicycle Parking'.

Table B-3 Required On-site Bicycle Parking		
Use	Class 1 Bicycle Facility (Long Term)	Class 2 Bicycle Facility (Short Term)
Multi-family Residential	1 space per unit	One 6 space rack at entrance
Office	1 space per 400 m ² GFA	1 space per 400 m ² GFA
Retail and Restaurant		1 per 250 m ² GFA: Minimum 4 spaces
Medical and dental office or clinic	1 per 500 m ² GFA	1 per 500 m ² GFA
Civic facilities such as Town Hall, Library, Community Centre	One space per 400m ² GFA of office space	Minimum one 6-space rack at entrance

6.3. Visitor Parking

- 6.3.1. Visitor parking shall be provided for all multi-residential, townhouse, seniors' housing, and affordable housing buildings, at a rate of a minimum one (1) space per 10 dwelling units.
- 6.3.2. A minimum of one (1) space shall be provided for any building containing between 4 and 9 dwelling units.
- 6.3.3. Visitor parking shall be in addition to parking stalls required in accordance with Table B-1 'Required Parking Spaces' and any supply rate adjustments made in accordance with Section 6.6 'Supply Rate Adjustments'.
- 6.3.4. In a mixed residential and commercial development, required visitor parking spaces may be assigned to commercial use parking spaces, but shall not account for more than 15% of the space required for

the commercial use component.

6.4. Commercial Vehicle Loading

- 6.4.1. Commercial, institutional and industrial uses shall provide commercial vehicle loading spaces in accordance with Table B-4 'Required On-site Commercial Vehicle Loading'.

Use of Building	Number of Loading Spaces
Less than 100 m ² floor space	0
100 m ² to 2000 m ² floor space	1
2000 to 4000 m ² in floor space	2
Greater than 4000m ² in floor space	3

6.5. Mobility Scooter Parking

- 6.5.1. Mobility scooter parking shall be provided in seniors' housing in accordance with the following:
- (a) A minimum of one (1) parking space per 5 units;
 - (b) Space may be provided using any one or a combination of the following options:
 - i. Within a dwelling unit;
 - ii. Within an enclosed storage unit with space for one or more scooters; or
 - iii. Within a sheltered parking area in which each space has the minimum dimensions of 1.2 metres width and 1.6 metres length.
 - (c) Any space not enclosed shall be level, protected from the elements by a roof, be in close proximity to a building entry, and have adequate charging facilities.

6.6. Supply Rate Adjustments

6.6.1. Mixed-use Development

- (a) Where there are two or more separate principal uses on a site, the required parking and loading for the site shall be the sum of the required parking and loading for each use, except as otherwise specified below:
 - i. The Chief Administrative Officer may approve a reduction of up to 20% of the total required parking and loading subject to a parking study undertaken by the development applicant that demonstrates the extent of overlap and lack of overlap for hours of operation between proposed uses in a mixed use development.

6.6.2. Transportation Demand Management

- (a) Unbundling of Parking Space from Dwelling Unit
 - i. Residential apartment buildings, with either rental or condominium ownership tenure, may offer for sale or rent separate parking spaces from the rental or ownership of a dwelling unit.

- ii. New residential apartment buildings that offer separate sale or lease of parking spaces may receive a 20% reduction in the minimum number of required On-site parking, subject to the provision of evidence satisfactory to the Town that all renters and buyers have the option to separately purchase or rent a parking space.

7. DESIGN

7.1. Access to Parking Facility

- 7.1.1. The point of access to a parking facility shall be at a location approved by the Town in accordance with traffic safety standards.

7.2. Location of Automobile Parking

- 7.2.1. Parking lots shall be located at the rear or side of buildings relative to the street.
- 7.2.2. If located to the side, in no case shall the linear width of the parking lot adjacent to the street exceed 50 percent of the lot frontage.

7.3. Location and design of Bicycle Parking

7.3.1. Class I Bicycle Parking (Long-Term)

- (a) Long-term bicycle parking shall be provided in a secure bicycle storage area that is accessible only to residents or employees of the building.
- (b) A minimum of 50 percent of the long-term bicycle parking spaces in a bicycle storage facility shall allow for a bicycle to be parked horizontally on the floor.
- (c) Long-term bicycle parking shall be located at building grade or within one storey of building grade in an area that provides convenient access to main entrances or well-used areas.

7.3.2. Class II Bicycle Parking (Short-Term)

- (a) Class II bicycle parking (Short-Term) shall be located in a well-lit, and convenient location no further than 15 metres distant of the main building entrance that is clearly visible and accessible by visitors.
- (b) Each Class II bicycle parking (Short Term) parking space shall be provided in the form of racks that are permanently anchored to the ground or a permanent structure.

7.4. Access to Parking Stalls and Pedestrian Circulation

- 7.4.1. Any area of a lot used for on-site parking shall be constructed to permit unobstructed access to and egress from each space at all times, clear of any access driveways, aisles, ramps, columns, signs or other similar obstructions.

7.5. Size of Parking Stalls and Aisle Widths

- 7.5.1. Parking stalls shall conform to the requirements as shown in Table B-5 and Table B-6 and Figure 1 'Parking Lot Stall, Aisle and Parking Bay Dimensions'.
- 7.5.2. Notwithstanding the dimensions in Table B-5, small car stalls and access aisles shall have the same dimensions as those of Table B-5 Parking Lot Stall, Aisle, and Parking Bay Dimensions, except the stall length may be 4.6 metres.
- 7.5.3. A maximum of 30% of parking stalls may be small car stalls.

Dimensions (in metres)	Parking Angle			
	0° (Parallel)	90°	60°	45°
Stall width (C-1)	2.8	2.6	2.6	2.6
Stall length(C-2)	6.0	5.5	5.5	5.5
Parking bay depth	n/a	5.5 (D-3)	6.3 (D2)	5.9 (D-1)
Aisle width—one way	4.0	6.7 (A-1)	5.2 (A-2)	4.0 (A-1)
Aisle width—two way	6.1	7.6 (B-3)	6.1 (B-2)	6.1 (B-1)

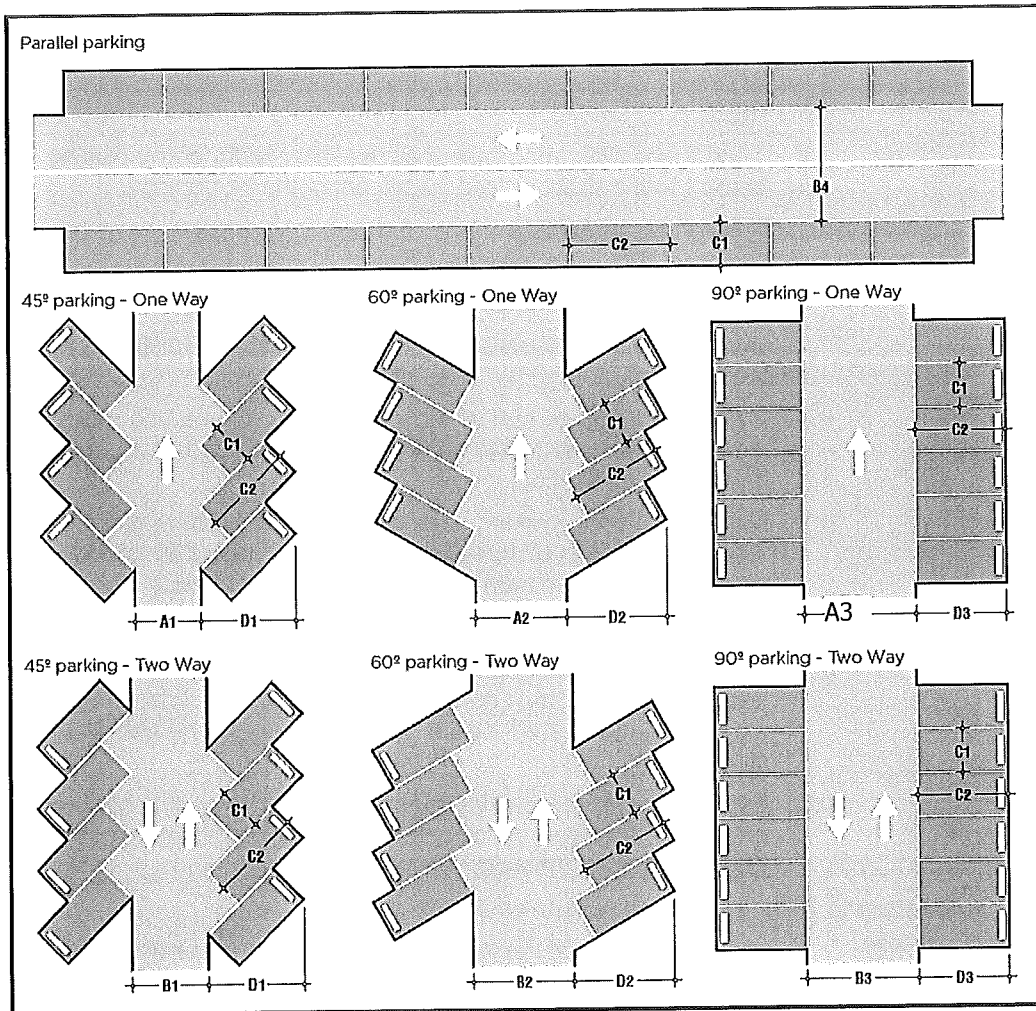


Figure 1 Parking Lot Stall, Aisle and Parking Bay Dimensions

7.6. Barrier Free Parking

- 7.6.1. The design and location of barrier free parking stalls shall be in accordance with the following standards:
- (a) Stall dimensions for cars, vans and lay-bys shall be in accordance with Table B-6 Barrier Free Stall Dimensional Standards;
 - (b) Where two barrier free car stalls are provided side-by-side, the additional width (1.1 metre) may be shared between the two spaces (refer to Figure 2);
 - (c) Stalls and lay-bys for custom transit vehicles such as HandyDART shall be located as close as possible to a building entrance that accommodates wheelchair access; and
 - (d) All other design standards are subject to the BC Building Code.

Table B-6 Barrier Free Stall Dimensional Standards			
All Dimensions Expressed In Metres and for 90° Parking, Except for Lay-by	Stall Width Parallel to Aisle (SW) (in meters)	Stall Depth Perpendicular to Aisle (PD) (in meters)	Height Clearance (in meters)
Car stall	3.7	5.5	n/a
Car—adjacent stalls	2.6 m each plus shared 1.1 m walkway	5.5	n/a
Van stall	4.8	7.6	2.3
Bus lay-by	3	8	2.5

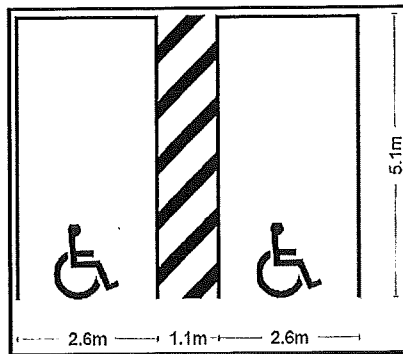


Figure 2 Barrier Free Parking with Shared Access Space

7.7. Landscaping and Screening

- 7.7.1. For all uses other than industrial uses, no less than 15% of a surface parking area shall be provided as perimeter and/ or interior landscaped areas comprising a landscape buffer, landscape median, or landscaped islands.
- 7.7.2. Parking lots adjacent to a highway shall be screened with either:
- (a) A landscaping buffer (see Figure 3) and landscaping screen (see Figure 4) comprising evergreen plantings of a minimum 1 (one) meter in width, a minimum height of 0.75 metres, and a maximum height of 1.5 metres; or

- (b) A decorative screen (see Figure 4) comprising stone, brick, metal and/or wood of a minimum height of 0.75 metres.

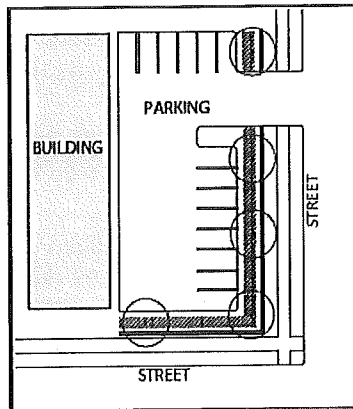


Figure 3 Landscaping Buffer with Evergreen Plantings—Plan View

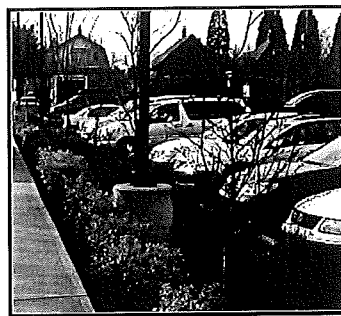


Figure 4 Landscaping Screen with Evergreen Plantings -Perspective View

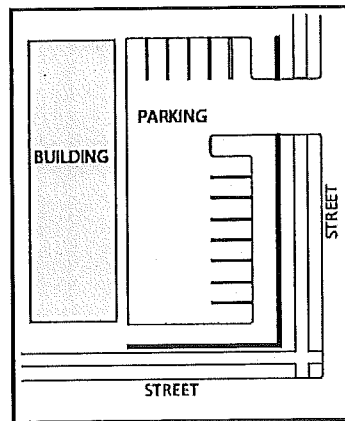


Figure 5 Decorative Screen Plan View

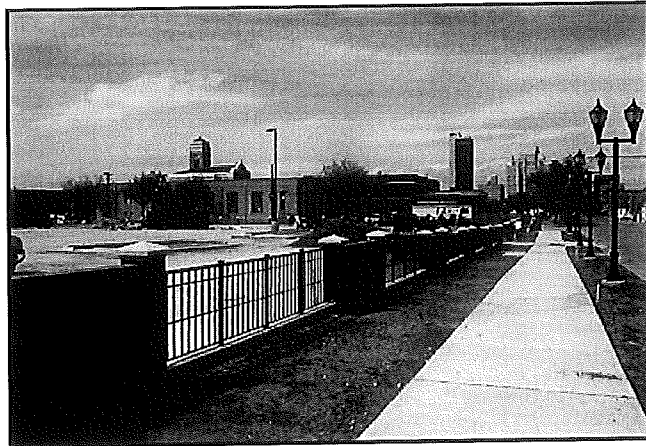


Figure 6 Decorative Screen Perspective View

- 7.7.3. Parking lots adjacent to a residential land use shall be screened with:
- (a) A landscaping buffer of a minimum 2 (two) metres in width;
 - (b) Tree plantings at the rate of one per 6 lineal metres; and
 - (c) A wood privacy fence of a minimum height of 1.5 metres and a maximum height of 2 (two) metres.
- 7.7.4. A parking lot shall have planting islands (see Figure 7) in accordance with the following:
- (a) a minimum width of 3 (three) metres between every 10 stalls to avoid long rows of parked cars; and
 - (b) a minimum of one shade tree accompanied with low shrubs and/or ground cover.

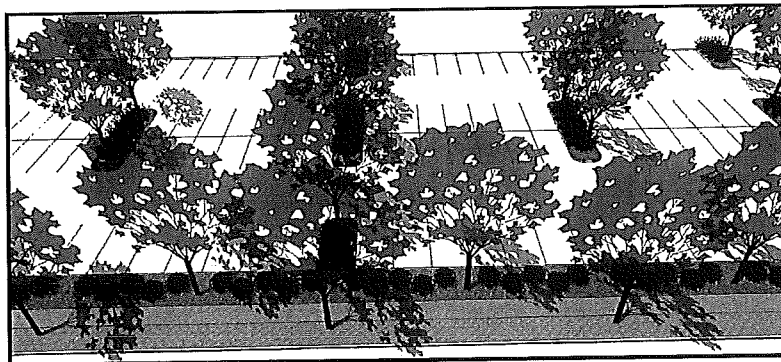


Figure 7 Planting Islands Illustration

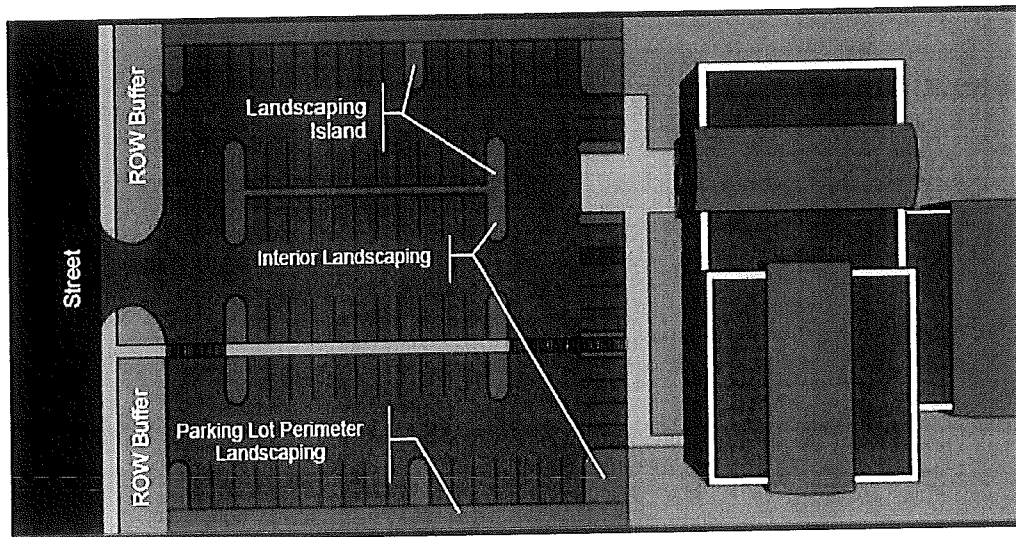


Figure 8 Island, Interior, and Perimeter Landscaping Plan View Illustration

- 7.7.5. Within the interior of the parking lot, circulation and signage design shall:
- (a) delineate vehicular and pedestrian circulation patterns using different colour and texture paving materials;
 - (b) provide clear and legible signs;
 - (c) provide raised areas, and other appropriate techniques to direct the flow of both vehicular and pedestrian traffic within the lot.
 - (d) Non-residential or mixed-use sites with fifty (50) or more parking spaces shall provide separated pedestrian walkways to enable pedestrian access between the parking area and building entrances.

7.8. Surfacing, Painting, Curbs, , Lighting

- 7.8.1. All on-site parking areas shall be surfaced in with asphalt, concrete pavers, or permeable material that provides a surface that is durable and dust-free and shall be designed to properly drain all surface water.
- 7.8.2. Notwithstanding provision 7.8.1, a parking lot may be surfaced with gravel, grasscrete, or similar permeable surface as part of a rainwater management plan prepared in accordance with standards set forth in the Subdivision, Works & Services Bylaw.
- 7.8.3. All parking spaces, manoeuvring aisles, entrances and exits shall be clearly marked by painted lines or other appropriate means and such markings shall be maintained to ensure legibility.
- 7.8.4. The gradient of an on-site parking area shall not exceed 8% grade in parking space areas and shall not exceed 15% grade on any internal ramp area.
- 7.8.5. A surface parking space that abuts a pedestrian walkway or landscaped area without barrier curb shall have a wheel stop not less than 0.9 metres from the end of the parking space, except when the parking space is configured parallel to the curb, shares a common front boundary with another parking space, or is associated with a single dwelling unit or duplex.
- 7.8.6. On-site parking areas consisting of four or more spaces shall include lighting that is arranged and shielded so that no direct light is oriented upward or shines beyond the boundaries of the site.

7.9. Drive-Through Facilities

- 7.9.1. The number of inbound queuing spaces required for vehicles

approaching a drive up service area is 11.

- 7.9.2. The number of outbound queuing spaces on the exit side of each service position is 2 (two).

8. FORCE AND EFFECT

That upon adoption of this bylaw, Bylaw No. 935-2013 being the "Town of Lake Cowichan Zoning Bylaw No. 935-2013" shall hereby be amended and take effect with the amendments hereto attached.

READ A FIRST TIME on the ____th day of ____, 2017.

READ A SECOND TIME on the ____th day of ____, 2017.

PUBLIC HEARING held on the ____th day of ____, 2017.

READ A THIRD TIME on the ____th day of ____, 2017.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ____ day of ____th, 2017.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer

Schedule A to this amending Bylaw

Schedule C to Zoning Bylaw xxxx-2017

Downtown Core District

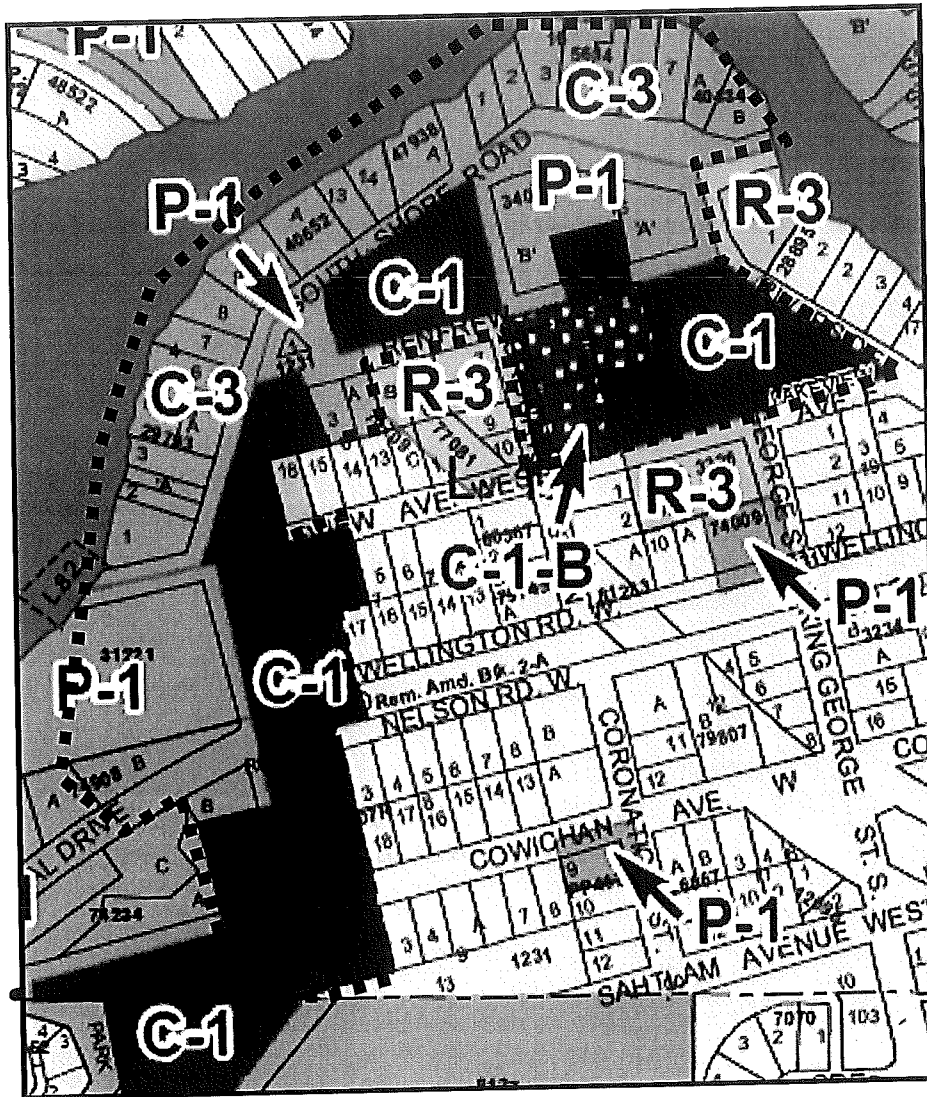
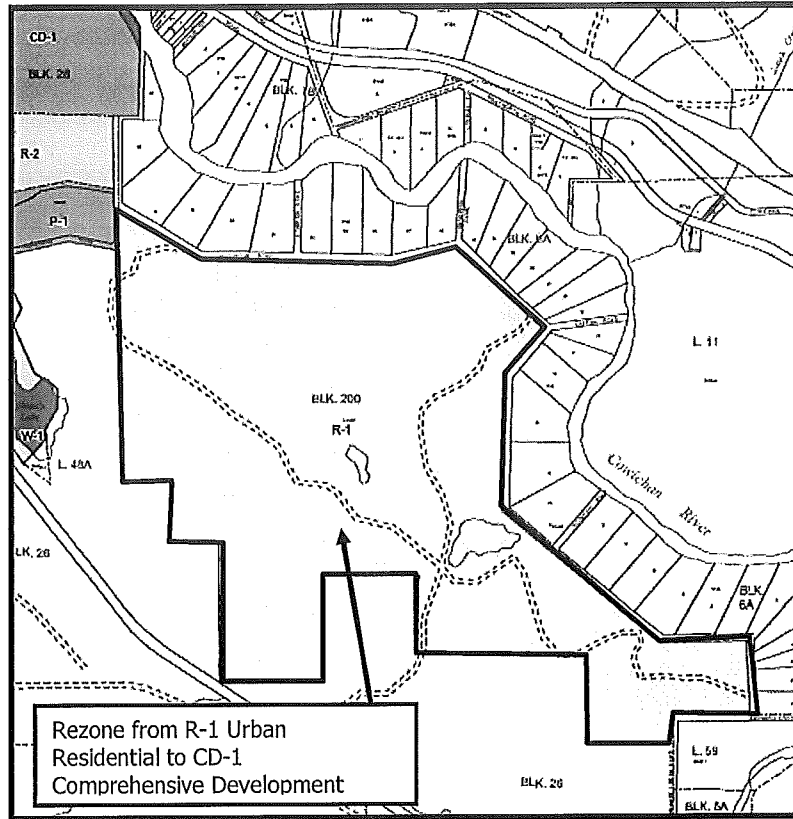


Figure 9 Downtown Core District

Legend for Downtown Core District

District boundary ■ ■ ■ ■ ■

Schedule B to this Amending Bylaw



TOWN OF LAKE COWICHAN

BYLAW NO. 996-2017

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 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 Exemption from Taxation for King George Seniors Affordable Housing Society Bylaw No. 996-2017".
2. The property located at 20 South Shore Road owned by King George Seniors Affordable Housing Society is hereby exempted from taxation for the calendar years 2018 to 2020, inclusive.
3. The property located at 20 South Shore Road, Lot A, District Lot 12, Plan 34057, except part B of Plan 38015, PID 000-272-230, is hereby exempted from taxation on 50% of its land and improvement assessments for the calendar years 2018 to 2020, inclusive.
4. That upon adoption of this bylaw prior to October 31 the property located at 20 South Shore Road shall be effectively exempt from 50% of taxation for the period as provided for in this bylaw.

READ A FIRST TIME on the 19th day of September, 2017.

READ A SECOND TIME on the 19th day of September, 2017.

READ A THIRD TIME on the 19th day of September, 2017.

RECONSIDERED, FINALLY PASSED AND ADOPTED on the ___th day of _____, 2017.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer

Notice of Intent to Transfer AB Greenwell Elementary to the Town of Lake Cowichan

School District 79 (Cowichan Valley) is expressing formal interest in transferring the vacant AB Greenwell Elementary School and a portion of the lands to the Town of Lake Cowichan.

In 2008, the District temporarily closed AB Greenwell Elementary, located in Lake Cowichan, because of mould. AB Greenwell was formally closed by a Bylaw of the Board on May 15, 2013 because it was determined to be surplus to the District's facility needs.

The property is a grant of crown land given to the School District in trust for educational purposes. In order to return the property to the Crown, any buildings constructed by the school district must be demolished and the property returned to its original state. This cost of the site restoration would be in the \$500,000 range.

In the Fall of 2015, the Town of Lake Cowichan expressed interest in the property as a potential site for a new Public Works Yard. The benefit to the Town would be the avoidance of costs in developing a facility and in land acquisition.

School District 79 (Cowichan Valley) and the Town of Lake Cowichan are jointly requesting permission to transfer the property from the School District to the Town through the Crown which would benefit both public institutions and ensure the continuity in public ownership of said property and continued protection of the adjacent wetlands.

Candace Spilsbury,
Board Chair,
School District 79 (Cowichan Valley)

Ross Forrest,
Mayor,
Town of Lake Cowichan

Jason Sandquist, CPA, CGA, BAccS,
Secretary-Treasurer,
School District 79 (Cowichan Valley)

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