



# TOWN OF LAKE COWICHAN

## Regular Meeting of Council

Tuesday, November 28<sup>th</sup>, 2017 at 6:00 p.m. – Council Chambers

	<b>Page #</b>
<b>1. AGENDA</b>	
<b><u>CALL TO ORDER</u></b>	
<b><u>INTRODUCTION OF LATE ITEMS</u></b> (if applicable)	
<b>2. APPROVAL OF AGENDA</b>	
<b>3. ADOPTION OF MINUTES</b>	
(a) Minutes of the Regular Meeting of Council held on October 24 <sup>th</sup> , 2017	<b>3</b>
(b) Minutes of the Special Meeting held on November 14 <sup>th</sup> , 2017	<b>9</b>
<b>4. BUSINESS ARISING AND UNFINISHED BUSINESS</b>	
(a) 127 North Shore Road.	
<b>5. DELEGATIONS AND REPRESENTATIONS</b>	
(a) (i) LC School Student Representatives Re: Youth PlaceMaking	
<b>6. CORRESPONDENCE</b>	
(a) <b>Action Items</b>	
(i) R. Bonanno, Executive Director, Vancouver Island Regional Library Re: Appointment to the 2018 VIRL Board	<b>12</b>
(b) <b>Information or Consent Items-</b> (a member may ask that an item be dealt with separately)	
(i) Jon Lefebure, Chair, CVRD Re: Appointment to the Community Safety Advisory Committee	<b>14</b>
<b>7. REPORTS</b>	
(a) <b><u>Council and Other Committee Reports</u></b>	
(i) Finance & Administration • November 14 <sup>th</sup> , 2017.	Councillor McGonigle <b>15</b>
(ii) Public Works & Environmental Services • November 7 <sup>th</sup> , 2017.	Councillor Austin <b>18</b>
(iii) Parks, Recreation & Culture • November 7 <sup>th</sup> , 2017.	Councillor Vomacka <b>21</b>
(iv) Economic & Sustainable Development • Cancelled.	Councillor Day
(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) <b><u>Other Reports</u></b>	
(i) Cowichan Valley Regional District Board Meeting – Councillor Day.	
(ii) Community Outreach Team Committee - Councillor Austin.	
(iii) Community Safety Advisory Commission – Councillor Austin	
(iv) Cowichan Lake Elder Care Initiative.	

(c) **Staff Reports**

- (i) None.

**8. BYLAWS**

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

- (b) "Town of Lake Cowichan Advisory Planning Commission Bylaw No. 997-2017" may be read a first, second and third time.  **24**

**9. NEW BUSINESS**

- (a) BC Hydro power outage-cancelled  
(b) Lake Cowichan School Senior Girls Volleyball Team-Request for Financial Assistance

**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, October 24<sup>th</sup>, 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: 4

**1. CALL TO ORDER**

Mayor Forrest called the meeting to order at 6:13 p.m.

**2. AGENDA**

No. R.00138/17

Moved: Councillor Day  
Seconded: Councillor Austin  
that the agenda be approved with the following additions under:  
**Other Reports:**  
7.(b)(v) Youth Place Making.

CARRIED.

**3. ADOPTION OF MINUTES**

No. R.00139/17

(a) Moved: Councillor McGonigle  
Seconded: Councillor Day  
that the minutes of the Regular Meeting of Council held on September 19<sup>th</sup>,  
2017 be adopted.

CARRIED.

No. R.00140/17

Moved: Councillor Day  
Seconded: Councillor Vomacka  
that the minutes of the Special Meeting of Council held on October 10<sup>th</sup>,  
2017 be adopted.

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

**5. DELEGATIONS AND REPRESENTATIONS**

(a) Candace Spilsbury, Chair School District #79, gave a verbal presentation on  
the Board of Education's strategic priorities for the school district.

**6. CORRESPONDENCE**

(a) **Action Items**

(i) None.

**(b) Information or Consent Items**

(i) Mayor Forrest read out the correspondence item from Lana Popham, Ministry of Agriculture, which extended sincere appreciation for the valiant services provided by the Lake Cowichan Fire Department during its deployment to the BC Wildfire crisis earlier in the year.

(ii) The correspondence item from Mitchell Hahn on the provincial flood hazard area land use management guidelines amendment was for treated as information.

(iii) The correspondence from British Columbia Community Achievement Awards was treated as information. The item was referred to the next Finance and Administration meeting.

**7. REPORTS**

No. R.00141/17  
Finance and Administration

Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that the minutes of the Finance and Administration Committee meeting held on October 10<sup>th</sup>, 2017 be approved as presented.

CARRIED.

No. R.00142/17  
Public Works and  
Environmental Services

Moved: Councillor Austin  
Seconded: Councillor McGonigle  
that the minutes of the Public Works and Environmental Committee meeting held on October 3<sup>rd</sup>, 2017, be approved as presented.

CARRIED.

No. R.00143/17  
Parks, Recreation and  
Culture

Moved: Councillor Vomacka  
Seconded: Councillor Day  
that the minutes of the Parks, Recreation and Culture Committee meeting held on October 3<sup>rd</sup>, 2017 be approved as presented.

CARRIED.

No. R.00144/17  
Economic and Sustainable  
Development

Moved: Councillor Day  
Seconded: Councillor Austin  
that the minutes of the Economic and Sustainable Development Committee meeting held on October 10<sup>th</sup>, 2017 be approved with the following:

Boat Launch-

that \$25,000 be allocated for the installation on new cement slabs at the boat launch to replace those that are in a poor state of repair.

CARRIED.

Cowichan Lake Recreation

Mayor Forrest said that the next meeting of the Cowichan Lake Recreation Commission will be held on October 26<sup>th</sup>, 2017. He also reported that Ted Gamble has resigned and that Dave Darling will be back on the commission.

Vancouver Island Regional  
Library

Councillor Vomacka said there was no update for the Vancouver Island Regional Library.

Advisory Planning  
Commission

Councillor McGonigle said the next Advisory Planning Commission meeting will be held on Thursday October 26<sup>th</sup>, 2017. He said at the last meeting the

APC discussed the columbarium issue which had recommended one price for both residents and non-residents.

Community Forest Co-operative

Councillor McGonigle gave an update on the Community Forest Co-op's activities which included the submission of final documents to the Ministry of Forests, Lands & Natural Resource Operations on behalf of Qualy?it. He also noted that there is a new board of directors for Qualy?it.

**(b) Other Reports**

Cowichan Valley Regional District Board

(i) Councillor Day gave a verbal report to Council on his attendance at the last two regional district meetings. Highlights from the meetings included: \$30,000 being set aside tor for small grants in the community for tournaments; the draft budget being available online for public review; adoption by the board of an amendment to the Procedures bylaw to allow for public input; by-election results for Shawnigan Lake were revealed; and the proposed public engagements for recreation facilities.

Community Outreach Team

(ii) Councillor Austin gave a verbal update of the last Community Outreach Team meeting where the following were discussed: the "sharps" pick-up programme; the Duncan United Church receiving funding to help with its needs; "Their Future" foundation and the grants that have been made available for kids under 19 for an after school care programme; the Cowichan Lake Recreation offering new programs; and the Firesmart program being part of the Cowichan Lake Fire Protection Area.

Community Safety Advisory

(iii) Councillor Austin attended the Community Safety Advisory meeting and gave a verbal update to Council.

Seniors Care Facility

(iv) Councillor McGonigle said the next meeting will be held on November 1<sup>st</sup>, 2017.

No. R.00145/17

Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that Council approve the appointments of Don Beldessi, Terry Hale, and Marg McGillis to the Cowichan Lake Elder Care Initiative select committee.  
CARRIED.

(v) Councillor Austin gave an update on the Youth PlaceMaking plans. She said that Lake Cowichan Students are working to clear blackberry bushes to put in a crosswalk. Some kids are also going to fix up the area behind Subway for an area to 'hang out' at.

**(c) Staff Reports**

No. R.00146/17

(i) Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that Council approve the following capital projects:

- Paving of a portion of Sahtlam Avenue by Duncan Paving for \$29,260;
- Water system upgrade for the CLEC facility for engineering

services by Opus International for \$24,170;

- Electrical services to Centennial Park by BC Hydro for \$19,867; and
  - Construction of an electrical building at Centennial Park for \$20,000;
- with applicable taxes payable on the foregoing.

CARRIED.

**8. BYLAWS**

No. R.00147/17  
Bylaw No. 991-2017  
Cemetery and Columbarium

- (a) Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that the "Town of Lake Cowichan Cemetery and Columbarium Bylaw No. 991-2017" third reading be rescinded.

CARRIED.

No. R.00148/17  
Bylaw No. 991-2017  
Cemetery and Columbarium

- (b) Moved: Councillor Day  
Seconded: Councillor McGonigle  
that the "Town of Lake Cowichan Cemetery and Columbarium Bylaw No. 991-2017" be read a third time, as amended.

CARRIED.

No. R.00149/17  
Bylaw No. 992-2017  
Fees and Services Bylaw

- (c) Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the "Town of Lake Cowichan Fees and Services Bylaw No. 992-2017" be reconsidered and adopted.

CARRIED.

No. R.00150/17  
Bylaw No. 994-2017  
Official Community Plan  
Bylaw

- (d) Moved: Councillor McGonigle  
Seconded: Councillor Day  
that the "Town of Lake Cowichan Official Community Plan Bylaw No. 994-2017" be read a third time.

CARRIED.

No. R.00151/17  
Bylaw No. 994-2017  
Official Community Plan  
Bylaw

- (e) Moved: Councillor McGonigle  
Seconded: Councillor Day  
that the "Town of Lake Cowichan Official Community Plan Bylaw No. 994-2017" be reconsidered and adopted.

CARRIED.

No. R.00152/17  
Bylaw No. 995-2017  
Zoning Amendment Bylaw

- (f) Moved: Councillor Day  
Seconded: Councillor Vomacka  
that "Town of Lake Cowichan Zoning Bylaw Amendment No. 995-2017" be read a third time.

CARRIED.

No. R.00153/17  
Bylaw No. 995-2017  
Zoning Amendment Bylaw

- (g) Moved: Councillor McGonigle  
Seconded: Councillor Day  
that "Town of Lake Cowichan Zoning Bylaw Amendment No. 995-2017" be reconsidered and adopted.

CARRIED.

No. R.00154/17  
Bylaw No. 996-2017  
Permissive Exemption for  
Taxation Bylaw

- (h) Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that "Town of Lake Cowichan Permissive Exemption from Taxation for King George Seniors Affordable Housing Society Bylaw No. 996-2017" be reconsidered and adopted.

CARRIED.

**9. NEW BUSINESS**

No. R.00155/17

- (a) Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that Council approve the transfer of AB Greenwell Elementary School to the Town of Lake Cowichan from School District 79.

CARRIED.

- (b) The BC Hydro power outage that was planned for November 7<sup>th</sup>, 2017 to November 8<sup>th</sup>, 2017 from 11:00 pm – 6:00 am has been postponed to a later date.

- (c) The Town of Lake Cowichan public meeting will be held on November 20<sup>th</sup>, 2017. The Chief Administrative Officer said that the Lake Cowichan First Nations and the Advisory Planning Commission will also be making presentations at that meeting.

**10. MAYOR'S REPORT**

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

- Council's attendance at the UBCM conference that was held in Vancouver where meetings were had with different BC Ministers.
- UBCM was hugely beneficial for the continued education of all of council;
- Thank you to the Chamber of Commerce for hosting the annual Business Showcase which was held on October 7<sup>th</sup>, 2017. This provided a great opportunity for engagement with the citizens of Lake Cowichan;
- A special meeting of Council on October 2<sup>nd</sup>, 2017 awarded the Greendale Water Main upgrade project to Hazelwood Construction Inc. for a cost of \$685,245.57;
- The first phase of Centennial Park is nearing completion with the playing surfaces complete and the fencing and dugouts having to be installed before the next playing season;
- Cowichan Lake Recreation Commission is searching for volunteers to help with a local sports history display to showcase local talent;
- A number of individuals have organized themselves into a volunteer group to pick up "sharps". They may be contacted at 250-732-4100;
- Congratulations to our hospital Auxiliary on its 50<sup>th</sup> Anniversary. This is an amazing group of Lady volunteers who provide so much good to our community; and
- An information meeting regarding the Cowichan water use plan was held on Oct. 23<sup>rd</sup>, 2017.

**11. NOTICES OF MOTION**

None.

**12. PUBLIC RELATIONS**

None.

**13. IN CAMERA**

No. R.00156/17

Moved: Councillor Austin  
Seconded: Councillor McGonigle  
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, and 90(1) (e) the acquisition, disposition or expropriation of land or improvements (7:30 p.m.).

CARRIED.

**14. ADJOURNMENT**

No. R.00157/17  
Adjournment

Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that we arise and adjourn at 8:30 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  
Ronnie Gill, Director of Finance  
Kari Lingren, Recording Secretary

**1. CALL TO ORDER**

The Chair called the meeting to order at 5:07 p.m.

**2. APPROVAL OF AGENDA**

No R.00158/17

Moved: Councillor Austin  
Seconded: Councillor Vomacka  
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**

No R.00159/17

(i) Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that Council approve the issuance of a Development Permit for  
the property described as Lot 8, Block 14, Section 5, Plan VIP  
54940 – 276 Castley Heights – subject to the property owner  
ensuring that all proposed retaining walls and structures are  
designed and certified by a professional geoscientist and that all  
legal setbacks are duly met.

CARRIED.

No R.00160/17

(ii) Moved: Councillor Day  
Seconded: Councillor Austin  
WHEREAS Division 12 of Part 3 of the Community Charter (the  
"Charter") authorizes Council to impose a remedial action  
requirement on the owner or owners of a building including a  
requirement to remove or demolish the structures where:  
1. Council considers that the buildings are in or create an  
unsafe condition;

- 2) Council considers that the buildings contravenes the Provincial building regulations or a Town bylaw under s. 8(3) (1) (buildings and other structures); and
- 3) Council declares the buildings are a nuisance;

AND WHEREAS Daniel Wort is the registered owner (the "Owner") of the property at 127 North Shore Road, Lake Cowichan, British Columbia, PID # 006- 912-940 (the Property);

AND WHEREAS the buildings on the Property are in a state of disrepair and have been left vacant and unsecure for a considerable period of time and are a threat to public safety and have not been repaired or demolished, despite the Town's efforts;

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

1. that Council hereby consider that the buildings located at 127 North Shore Road and legally described as PID # 006-912-940, Lot C, Block 6, Section 5, Plan 1760 in a hazardous condition, within the meaning of Section 73(2)(b) of the Community Charter in that it contravenes the building regulations for British Columbia and the Town of Lake Cowichan Building Bylaw No. 987-2017 (the Building Bylaw) and the Town of Lake Cowichan Fire Protection Bylaw 865-2009 ;
2. that Council hereby considers that the Property is in an unsafe condition within the meaning of Section 73(2)(a) of the Community Charter, as a result of the buildings being vacant and insecure, the buildings being damaged or continuing to structurally deteriorate that the structures contravene the BC Fire Code;
3. that Council hereby declares that the entire Property is a nuisance, within the meaning of Section 74(2) of the Community Charter, as conditions on the Property are so dilapidated and offensive to the community and pose a risk to the health and welfare of residents adjacent to or visiting the property, and particularly children;
4. that Council hereby requires pursuant to its remedial action powers under Part 3, Division 12 of the Community Charter that the Owner:
  - (a) demolish or remediate buildings and the premises on the Property and remove all remnants of the demolished buildings no later than thirty (30) days after notice of this remedial action requirement under s. 77 of the Charter has been sent by the Town to the Owner;
  - (b) must follow all BC WorkSafe Hazardous Materials requirements for the safe removal of any and all hazardous materials on the property and provide evidence of such compliance; and
  - (c) fill in and level any hole created by the removal of the building no later than thirty (30) days after notice of this remedial action requirement under s. 77 of the Community Charter has been sent by the Town to the

Owner;

- 5. that human habitation or occupation of the property is to only occur after all remediation measures in conformance with municipal requirements are met;
- 6. and that Owner may request that Council reconsider the Remedial Action Requirement by providing the Town written notice within 14 days of the date on which notice under s. 77 of the Community Charter was sent and that if any or all of the actions required by the Remedial Action Requirement is not completed by the date specified for compliance, the Town may take action in accordance with Section 17 of the Community Charter and undertake any or all of the actions required by the Remedial Action requirement without further notice to and at the expense of the Owner.

CARRIED.

No R.00161/17

- (iii) Moved: Councillor Day  
 Seconded: Councillor McGonigle  
 that Council approve the renewal of the property insurance with Aon Reed Stenhouse in the amount of \$40,279.

CARRIED.

**8. BYLAWS**

**9. NEW BUSINESS**

**10. MAYOR'S REPORT**

**11. MEDIA/PUBLIC QUESTION PERIOD**

**12. IN CAMERA**

**13. ADJOURNMENT**

No R.00162/17  
Adjournment

- Moved: Councillor McGonigle  
 Seconded: Councillor Vomacka  
 that this meeting adjourn. (5:24 p.m.)

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Chair



Administration  
Box 3333 | 6250 Hammond Bay Road  
Nanaimo, BC Canada V9R 5N3  
t: 250.758.4697 f: 250.758.2482  
e: info@virl.bc.ca w: [www.virl.bc.ca](http://www.virl.bc.ca)

November 1, 2017

**Original sent via email**

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

Dear Mayor Forrest,

**Re: Appointment to the 2018 Vancouver Island Regional Library Board**

As the new year approaches, it is time to consider your representation on the Board of Trustees of Vancouver Island Regional Library – the fifth largest library system in British Columbia serving more than 410,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. Vancouver Island Regional Library enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

As per the *British Columbia Library Act*: "Each municipality and/or regional district that is party to the regional library district must, by resolution, appoint a representative and an alternate representative each December at the first meeting of the municipal council or regional district board. A member of the library board holds office for a term of one year: January 1 - December 31, or for the remainder of the year for which the appointment is made. A member is eligible for reappointment, but no member may serve for more than eight consecutive years. Reappointment of sitting members is encouraged in the interest of continuity..."

The *Library Act* also stipulates that "...members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act. (2) A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses."

Provincial legislation requires certified resolutions be submitted to Vancouver Island Regional Library by December 15, 2017. VIRL Board of Trustees also requires its members to complete a *Statement of Financial Disclosure* on an annual basis (a copy of the form on file with your municipality/district is acceptable). Thus, please find enclosed both a 2018 Appointment form and statement of financial disclosure form for your appointed Board member and Alternate member.

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland  
Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington  
Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen  
Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tsisis Tofino Ucluelet Union Bay Woss



Administration  
Box 3333 | 6250 Hammond Bay Road  
Nanaimo, BC Canada V9R 5N3  
t: 250.758.4697 f: 250.758.2482  
e: [info@virl.bc.ca](mailto:info@virl.bc.ca) w: [www.virl.bc.ca](http://www.virl.bc.ca)

**Please complete the enclosed forms and return with a copy of the certified resolution by December 15, 2017 to the attention of Heather Mink Zuvich, Executive Assistant, by mail, email: [hminkzuvich@virl.bc.ca](mailto:hminkzuvich@virl.bc.ca) or fax: 250.758.2482.**

If you require additional information, please contact Ms. Mink Zuvich by phone: 250-729-2310 or email. Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

A handwritten signature in cursive script that reads "Rosemary Bonanno".

Rosemary Bonanno, BA MLS  
Executive Director

CC: Joseph Fernandez, CAO, Town of Lake Cowichan

RB/hmz

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss



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November 14, 2017

File No.:

Councillor Carolyne Austin  
Town of Lake Cowichan  
PO Box, 39 South Shore Road  
**LAKE COWICHAN BC V0R 2G0**

Dear Councillor Austin:

**Re: Appointment to the Community Safety Advisory Commission**

The Board, at its regular meeting of October 25, 2017 passed resolution 17-448 as follows:

***"It was moved and seconded that Councillor Carolyne Austin be appointed to the Community Safety Advisory Commission as the Town of Lake Cowichan representative; and that Councillor Tim McGonigle be appointed as the alternate."***

As Chair, I would like to welcome you as a new member on the Community Safety Advisory Commission.

The Commission advises the Board on community safety issues of regional, sub-regional and interagency importance. The Commission has a leading role in providing advice and support to safer communities' initiatives across the region.

Thank you in advance for your participation on the Commission.

Yours truly,

A handwritten signature in black ink that reads "Jon Lefebure".

Jon Lefebure  
Chair

/ge



**TOWN OF LAKE COWICHAN**  
Minutes of Finance & Administration Committee  
Tuesday, November 14<sup>th</sup>, 2017

**PRESENT:** Councillor Tim McGonigle, Chair  
Mayor Ross Forrest  
Councillor Carlyne 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 5:25 p.m.

**2. AGENDA**

No. FA.0055/17

Moved: Councillor Vomacka

Seconded: Councillor Day

that the agenda be approved with the following additions:

**Ongoing Items Still Being Addressed:**

(a) Achievement Awards.

**New Business:**

(c) Canada Flag at Lake Cowichan Fire Department.

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 said that a geotechnical assessment was done last week. The next step will be to register it with the province and then look into the purchase of columbarium monuments.

No. FA.0056/17

(c) Moved: Councillor Austin

Seconded: Councillor Day

That council recommends that the code of ethics policy for Council and Committee Members be adopted by Council.

CARRIED.

(d) Committee members were asked to think about names they could put forward for the British Columbia Community Achievement Awards. The committee will bring forward nominations to the next In-camera meeting for review.

**4. DELEGATIONS AND REPRESENTATIONS**

None.

**5. CORRESPONDENCE**

None.

**6. REPORTS**

- (a) The financial report for the period ending October 31<sup>st</sup>, 2017 was treated as information.
- (b) The Building Inspector's Service Report for October, 2017 was treated as information.

No. FA.0057/17

- (c) Moved: Councillor Vomacka  
Seconded: Councillor Day  
that the Committee recommend approval of the Lake Cowichan Fire Department's incident report expense for September 2017 in the total amount of \$7,916.87.

CARRIED.

No. FA.0058/17

- (d) Moved: Councillor Day  
Seconded: Mayor Forrest  
that the Committee recommend approval of the Lake Cowichan Fire Department's incident report expense for October 2017 in the total amount of \$11,865.71.

CARRIED.

**7. NEW BUSINESS**

- (a) The Chief Administrative Officer explained that the Emergency Operations Centre Workshops will be taking place on November 23<sup>rd</sup> and November 27<sup>th</sup>, 2017. There will be all day events with a test at the end of the session.
- (b) A discussion was held on the employment code of ethics. The Chief Administrative officer said that this code of ethics would differ from that used by council members. He stated that this was only in a preliminary level draft stage.
- (c) Why the Canadian flag is not flown at the Fire Department premises.

**8. NOTICES OF MOTION**

None.

**9. PUBLIC RELATIONS ITEMS**

- (a) Mayor Forrest said the Lake Cowichan Hamper lunch will take place on December 19<sup>th</sup>, 2017.
- (b) Councillor Day reminded the committee of the Public Meeting on November 20<sup>th</sup>, 2017 at the upper Centennial Hall at 6:30-8:30pm.

**10. MEDIA/PUBLIC QUESTION PERIOD**

**11. ADJOURNMENT**

No. FA.0059/17  
Adjournment

Moved: Councillor Vomacka  
Seconded: Councillor Austin  
that we adjourn ( 5:48 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, November 7<sup>th</sup>, 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

PUBLIC: 3

1. **CALL TO ORDER**

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

2. **AGENDA**

No. PW.0025/17  
Agenda

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

**New Business:**

(d) 2017 Meeting Schedule for November 14<sup>th</sup>, 2017.

CARRIED.

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

(a) (i) The Superintendent, Public Works and Engineering Services reported that the Greendale Road water main contract has been awarded to Hazelwood Construction Services Inc. and the project construction will commence in November, 2017.

(ii) The Superintendent, Public Works and Engineering Services said the tender has been issued for the Ohtaki footbridge and Greendale water main upgrade project and will close on November 22<sup>nd</sup>, 2017. There was a discussion on possibly extending the grant deadline. The Superintendent, Public Works and Engineering Services said we would have to wait on how to proceed until the tender closes.

(b) The Superintendent, Public Works and Engineering Services informed the committee that the water treatment plant project is still on schedule: the pipes are in in the ground under the slab, and the site drains well. BC Hydro is proceeding with electrical work on this project.

No. PW.0026/17 (c)

Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that the cost estimate reports for watermain upgrades for Arbutus Street and MacDonald Road be moved to budget discussions.

CARRIED.

(d) The planned BC Hydro power outage will be taking place on December 7<sup>th</sup>, 2017 from 11:00 pm to 6:00 am.

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

- (i)** The Chief Administrative Officer said the boat ramp is almost complete now but the remainder of the cement slab will have to be completed next year when the water level is at its lowest.
- (ii)** The Superintendent, Public Works and Engineering Services said that the CLEC water system upgrade will have to be phased. He said that the desktop work for the project will be completed by the end of 2017, with design work, followed by the construction phase.

**4. DELEGATIONS**

None

**5. CORRESPONDENCE**

- (a)** The correspondence item from Glenda Osbourne-Burg regarding speeding through the school zone was discussed. Council asked if the information retained from the speed reader board could be downloaded and passed on to the RCMP as speeding is a policing issue.

**6. REPORTS**

None.

**7. NEW BUSINESS**

- (a)** Councillor Day asked if a crosswalk could be installed near the business area on King George Street. The Superintendent, Public Works and Engineering Services said that due to the width of the road now, a crosswalk is not feasible. He suggested alternatives like bump outs or speed bumps for traffic calming.

The Chief Administrative Officer said there has been discussions on beautifying King George in the past and maybe a median could be incorporated into those plans.

Mayor Forrest suggested seeking a professional opinion on options for this street.

- (b)** The Chief Administrative Officer said that many residents do not put their garbage out the morning of their pickup which can contribute to the problem with bears and other wildlife getting into the garbage receptacles. The bylaws are not being complied with and enforcement of the bylaws could help alleviate residents' concerns.

Mayor Forrest added that the garbage that is being spread by the bears is obviously contaminated. Residents are not taking the time to properly utilize the Town's organics or recycling programs.

Councillor McGonigle said that conservation is able to apply fines to offenders as well.

Councillor Vomacka asked if restaurants and the apartments had large bins that were capable of being locked.

- (c) Councillor McGonigle stated that a prioritized list of sidewalks in need of repair could be updated to plan for the future upgrades these sidewalks in the Town of Lake Cowichan.

No. PW.0027/17

- (d) Moved: Councillor McGonigle  
Seconded: Councillor Day  
that the Economic and Sustainable Development meeting for November 14<sup>th</sup>, 2017 be cancelled.

CARRIED.

**8. NOTICES OF MOTION**

None.

**9. PUBLIC RELATIONS ITEMS**

- (a) The Chamber of Commerce and Country Grocer Christmas Parade will be taking place on November 26<sup>th</sup>, 2017 and Council will be taking part in the event.
- (b) Councillor Austin informed Council that Port Renfrew will be getting a gas station. An announcement will be made on November 9<sup>th</sup>, 2017.

**10. MEDIA/PUBLIC QUESTION PERIOD**

**11. ADJOURNMENT**

No. PW.0028/17  
Adjournment

- Moved: Councillor Vomacka  
Seconded: Councillor McGonigle  
that this meeting adjourn. (6:20 p.m.)

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Chair



## TOWN OF LAKE COWICHAN

Minutes of Parks, Recreation and Culture Committee

Tuesday, November 7<sup>th</sup>, 2017

PRESENT: Councillor Lorna Vomacka, Chair  
Mayor Ross Forrest  
Councillor Carlyne 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 6:30 p.m.

2. **AGENDA**

Moved: Councillor Austin

Seconded: Councillor Day

that the agenda be approved as presented.

No. PR.0021/17

CARRIED.

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

- (i) The Superintendent, Public Works and Engineering Services said that 90% of the Centennial Park upgrades have been completed. He reported the irrigation system has now been winterized, the previous parking lot is usable for now, and the purchase and installation of the fencing should cost approximately \$300,000.

A discussion was also held on the options of installing a permanent pitching mound or having movable mounds available if needed. Movable mounds were considered a suitable option.

- (ii) The Town of Lake Cowichan will start planning the 75<sup>th</sup> Birthday celebration in January 2018.

(b) **Ongoing Items:**

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

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

- (iii) Councillor Austin has not heard back from the art teacher at Lake Cowichan School on designs for banners. The committee hoped that the school could submit its banner designs by January 5<sup>th</sup>, 2018 in order to ensure banners would be ready for installation in the spring.

The Superintendent, Public Works and Engineering Services said that this year's banners have been taken down and they are in storage until he is notified on how to proceed. A discussion was then held on the possibility of

selling some of the banner Canada 150 to residents that may want one. Mayor Forrest suggested keeping some to give away for auctions on behalf of the town. Another suggestion was to have two mounted at the newly upgraded Centennial Park.

**4. DELEGATIONS AND REPRESENTATIONS**

None.

**5. CORRESPONDENCE**

None.

**6. REPORTS**

None.

**7. NEW BUSINESS**

(a) A discussion was held on the possible relocation of the floating walkway to the other side of the lake to connect the Town with the new construction that is being done by the Lake Cowichan First Nations. Councillor McGonigle said we would have to work with Timberwest to get the illegal docks removed prior to building a walkway. Councillor Day and the Manager of Cowichan Lake Education Centre both suggested talking with the Lake Cowichan First Nations about a possible partnership with them for building a floating walkway. Councillor Day suggested getting that project shovel ready.

(b) Councillor Day asked if old trails around Lakeview to Cowichan Lake Education Centre can be upgraded. The Manager of Cowichan Lake Education Centre said that a Qualified Environmental Professional assessment would have to be done prior to work in the sensitive area.

(c) Councillor Day asked that a discussion of a potential dog park be moved to the next strategic planning meeting.

**8. NOTICES OF MOTION**

None.

**9. PUBLIC RELATIONS ITEMS**

(a) The Remembrance Day Service will be taking place on Saturday, November 11<sup>th</sup>, 2017 at 11:00 am. at the cenotaph.

(b) Councillor Day announced he may be nominated for the position of Chair to the Cowichan Valley Regional District board at its meeting on November 8<sup>th</sup>, 2017.

**10. MEDIA/PUBLIC QUESTION PERIOD**

None.

**11. ADJOURNMENT**

No. PR.0022/17  
Adjournment

Moved: Councillor McGonigle  
Seconded: Councillor Day

**Minutes of Parks, Recreation and Culture Committee held on November 7<sup>th</sup>, 2017 Page 3**

that the meeting be adjourned. (7:33 p.m.)

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_ Chair

**TOWN OF LAKE COWICHAN**

**ADVISORY PLANNING COMMISSION**

**Bylaw No. 997-2017**

**WHEREAS** pursuant to Section 461 of the *Local Government Act*, a bylaw may be enacted to establish an advisory planning commission to advise Council on all matters respecting land use, community planning or proposed bylaws or permits relating to land use matters;

**AND WHEREAS** it is deemed desirable to establish an advisory planning commission to advise council on such matters respecting land use;

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

**1.0 CITATION**

- 1.1 This Bylaw may be cited as the "Town of Lake Cowichan Advisory Planning Commission Bylaw No. 997-2017".

**2.0 ESTABLISHMENT OF COMMISSION**

- 2.1 An Advisory Planning Commission is established to advise Council upon all matters regarding land use issues which may be referred to it by the Council.

**3.0 MEMBERSHIP**

- 3.1 The Advisory Planning Commission shall be comprised of five members who shall be appointed by Council.
- 3.2 A member of council may be appointed to attend Commission meetings in a resource capacity.
- 3.3 The composition of the membership of the Commission shall be as follows:
  - (a) No less than four (4) members shall be residents of the Town of Lake Cowichan pursuant to the *Local Government Act* which requires that at least 2/3 of the members must be residents; and
  - (b) One (1) member may be a non-resident.
- 3.4 The members who are appointed by Council shall hold office at the pleasure of Council for a two-year term, commencing January 1<sup>st</sup> in the year they are appointed and terminating two years later on December 31<sup>st</sup>.





3.5 Notwithstanding Section 3.4, all members shall continue to hold office until their successors are appointed. In the event of a vacancy occurring in the membership of the Advisory Planning Commission, the Council shall appoint a person to fill such vacancy for the unexpired term of office of the member being replaced.

3.6 Advisory Planning Commission members can be removed by a 2/3 vote of Council.

#### **4.0 VOTING**

4.1 All matters before any meeting of the Advisory Planning Commission shall be decided by a majority of the members present.

4.2 No members serving in a resource capacity to the Advisory Planning Commission are entitled to vote on any matter but may act in an advisory capacity only.

#### **5.0 ELECTION OF CHAIRPERSON**

5.1 The appointed members of the Advisory Planning Commission shall, at the first regular meeting held after January 1<sup>st</sup> in each year, elect a Chairperson from among their number who shall preside at all meeting for the balance of the year.

5.2 If the chairperson fails to attend any meeting of the Advisory Planning Commission, the appointed members present shall elect one of their numbers to be Acting Chairperson and the member so elected shall preside at the meeting.

5.3 If the Chairperson ceases to be a member of the Advisory Planning Commission, the appointed members present at the next meeting shall elect one of their number to be Chairperson who shall preside at all meetings for the balance of the year.

5.4 Chairmanship is limited to a maximum of four years, unless an extension is recommended by the appointed members.

#### **6.0 QUORUM**

6.1 Three appointed members of the Advisory Planning Commission is a quorum.

#### **7.0 MEETINGS AND ATTENDANCE**

7.1 Meetings shall be conducted according to Canadian Parliamentary Procedure in accordance with Roberts Rules of Order.

7.2 Meetings of the Advisory Planning Commission shall be held monthly, on a regular day. Meetings may be cancelled due to insufficient agenda items, at the call of the Chairperson.

7.3 Notwithstanding Section 7.2, special meetings may be held at the call of the Chairperson, provided at least 24 hours notice of such meeting is given to all members.



- 7.4 If the Chairperson refuses or neglects to call a special meeting, at the request of not less than two members, within 48 hours of the receipt of such request, then such members may call a special meeting giving at least 24 hours notice of such meeting to all members.
- 7.5 Save with respect to matters expressly dealt with or provided for in this bylaw, the rules governing proceedings of the Advisory Planning Commission shall be those governing the proceedings of Council under the Procedure Bylaw, insofar as the said rules may be applicable.
- 7.6 The Chairperson may appoint such committees from within the members of the Advisory Planning Commission as may be deemed necessary for the efficient operation of the Advisory Planning Commission.
- 7.7 The Chairperson shall preside at all meetings of the Advisory Planning Commission, and shall preserve order and decide all points of order which may arise, subject to an appeal to the other members present. All such appeals will be decided without debated.
- 7.8 All appointed members of the Advisory Planning Commission may vote on all questions. In the event of an equality of votes, the question shall be decided in the negative. Any member of the Advisory Planning Commission who abstains from voting shall be deemed to have voted in the affirmative.
- 7.9 All questions put before a meeting of the Advisory Planning Commission shall be decided by a majority vote.
- 7.10 No act or proceeding of the Advisory Planning Commission is valid unless it is authorized by resolution at a regular or special meeting.
- 7.11 Any appointed member of the Advisory Planning Commission who is absent from three consecutive regular meetings, without leave or valid reason satisfactory to the Advisory Planning Commission, shall be deemed to have resigned.
- 7.12 If the Advisory Planning commission is considering an amendment to a plan or bylaw, or the issue of a permit, the applicant for amendment, or permit is entitled to attend meetings of the Advisory Planning Commission and be heard.

## **8.0 MINUTES**

- 8.1 The Chairperson shall cause minutes of the meetings to be kept and such minutes shall be made available to all members of the Advisory Planning Commission and Council.

## **9.0 ANNUAL BUDGET**

- 9.1 All items of revenue and expenditure relating to the activities of the Advisory Planning Commission shall be included in the annual budget.
- 9.2 No expenditure shall be made by the Advisory Planning Commission that is not provided for in the annual budget of the Town of Lake Cowichan or the annual budget as amended.



- 9.3 All monies received by the Advisory Planning Commission shall be paid into the hands of the Treasurer of the Town of Lake Cowichan for deposit to the credit of the Town in a general fund bank account.
- 9.4 Accounts for authorized expenditures of the Advisory Planning Commission shall be paid by the Treasurer of the Town of Lake Cowichan in the same manner as other accounts.

**10.0 REPEAL**

That upon adoption of the bylaw, Bylaw No. 898-2011 being the "Town of Lake Cowichan Advisory Planning Commission Bylaw" is hereby repealed.

READ A FIRST TIME on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

READ A SECOND TIME on the \_\_\_\_\_ day of \_\_\_\_\_, 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

