



# TOWN OF LAKE COWICHAN

## Regular Meeting of Council

Tuesday, December 18<sup>th</sup>, 2018 at 6:00 p.m. – Council Chambers

### 1. **AGENDA**

#### 1. **CALL TO ORDER**

Page #

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

#### 2. **APPROVAL OF AGENDA**

#### 3. **ADOPTION OF MINUTES**

(a) Minutes of the Regular Meeting of Council held on November 27th, 2018.

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#### 4. **BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

#### 5. **DELEGATIONS AND REPRESENTATIONS**

None.

#### 6. **VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA** – (maximum 3 minutes per speaker and maximum time allotted 15 minutes)

#### 7. **CORRESPONDENCE**

##### (a) **Action Items**

(i) Gilbert Beaudry re: 87/89 South Shore Road Note on title (See CAO memo on subject).

8

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

(i) Peter Ronald, Programs Officer, UBCM re: Completion of Fuel Management Project (SWPI-715: Lake Cowichan CWPP, 2017).

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#### 8. **REPORTS**

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

(i) Finance & Administration Councillor McGonigle

- December 11th, 2018.

10

(ii) Public Works & Environmental Services Councillor Vomacka

- December 4<sup>th</sup>, 2018.

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(iii) Parks, Recreation & Culture Councillor Austin

- December 4<sup>th</sup>, 2018.

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(v) Cowichan Lake Recreation Commission

(vi) V.I.R.L.

Councillor Vomacka

(vii) Advisory Planning Commission

Councillor McGonigle

(viii) Community Forest Co-op

Councillor McGonigle

**(b) Other Reports**

- (i) Cowichan Valley Regional District Board Meeting – Councillor McGonigle.
- (ii) Community Outreach Team Committee - Councillor Austin.
- (iii) Vancouver Island Economic - Councillor Austin.

**(c) Staff Reports**

- (a) CAO re: Commission Membership Appointments to the Advisory Planning Commission. **16**

- (b) CAO re: Request for Removal of Note on Title- Lot A, Plan 29793 **17**

**9. BYLAWS**

- (a) "Town of Lake Cowichan Fees and Charges Services Bylaw No 1017-2018" be given first, second and third readings. **19**

**10. NEW BUSINESS**

- (a) Regular Meeting Dates-2019. **25**

**11. MAYOR'S REPORT****12. NOTICES OF MOTION**

**13. QUESTION PERIOD (maximum 3 minutes per speaker and maximum time allotted 15 minutes)**  
**- Limited to items on the agenda**

**14. IN CAMERA**

- (a) Section 92 of the *Community Charter* requires that before a meeting or part of a meeting is closed to the public, the council must state, by resolution, that the meeting is to be closed, and
- (b) The basis on which the meeting is to be closed falls under the following:  
s.90 (1) (c) labour relations or other employee relations.

**15. ADJOURNMENT**



**TOWN OF LAKE COWICHAN**  
Minutes of a Regular meeting of Council  
Tuesday, November 27th, 2018

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

**STAFF:** Joseph A. Fernandez, Chief Administrative Officer  
Ronnie Gill, Director of Finance  
Jill Walters, Recording Secretary

**PUBLIC:** 13

**1. CALL TO ORDER**

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

**2. AGENDA**

No. R.00164/18

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

**New Business:**

(b) Letter to Ministry of Transportation re: Highway safety concerns; and  
(c) Council Appointments to Community Forrest Co-op.

CARRIED.

**3. ADOPTION OF MINUTES**

No. R.00165/18

(a) Moved: Councillor Vomacka  
Seconded: Councillor Austin  
that the minutes of the Regular Meeting of Council held on October 23<sup>rd</sup>, 2018 be adopted.

CARRIED.

No. R.00166/18

(b) Moved: Councillor Sandhu  
Seconded: Councillor Vomacka  
that the minutes of the Inaugural Meeting of Council held November 6<sup>th</sup>, 2018 be adopted.

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

**5. DELEGATIONS AND REPRESENTATIONS**

(a) Wayne Stinchcombe representing the Cowichan Lake Elder Community Society (CLEC) made a power-point presentation that highlighted the following:

- Property requirements of the society;
- Design plans; and
- Aging population statistics.

He also stated that the society is making a grant-in-aid application for 2019.

No. R.00167/18

(b) Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that the concerns raised by Gilbert Beaudry for the property at 87/89 South Shore Road be referred to staff for input.

CARRIED.

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

David Ridley and Lynn Klein requested clarification on the presentation by Mr. Stinchcombe and asked if the Cowichan Lake Elder Care Society had approached the local MLA.

**7. CORRESPONDENCE**

**(a) Action Items**

**(i)** Linda Blatchford, Manager, CVRD re: Application for Community Child Care Planning.(See Staff Report (iv)).

**(b) Information or Consent Items**

**(i)** The e-mail from Natasha Horsman, District of North Cowichan re: Public Engagement Training was treated as information.

**8. REPORTS**

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

No. R.00168/18  
Finance and  
Administration

**(i)** Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that the minutes of the Finance and Administration Committee meeting held on November 13th, 2018 be approved with the following:

1-Fire Department Incident Report September, 2018

that Lake Cowichan Fire Department's incident report for September,2018 in the total amount of \$10,058.08 be approved;

2- Fire Department Incident Report October, 2018

that the Lake Cowichan Fire Department's incident report for October,2018 in the total amount of \$6,798.05 be approved;  
and

3-Cowichan Lake Elder Care Society Property Request

that the request from Cowichan Lake Elder Care Society regarding the procurement of the property identified as Plan VIP 73709 be discussed at a closed meeting.

CARRIED.

Cowichan Lake  
Recreation

**(v)** No report was available for the Cowichan Lake Recreation Commission.

Vancouver Island  
Regional Library

**(vi)** No report was available for the Island Regional Library.

Advisory Planning  
Commission

**(vii)** Councillor Austin reviewed aspects of the draft Official Community Plan which is to include wildfire guidelines.

Community Forest  
Co-op

**(viii)** The annual general meeting for the Forest Co-op was held on November 20, 2018. Two grant applications are considered each year for review by a panel of five and then forwarded to the entire board. Criteria for selection is currently being considered.

Cowichan Valley  
Regional District  
Board

**(b) Other Reports**

**(i)** Councillor McGonigle gave a synopsis of the Inaugural Meeting of the Cowichan Valley Region District held on November 2, 2018. Councillor McGonigle and Councillor Sandhu were sworn in. Ian Morrison was elected as the CVRD Board Chair and Sierra Acton, the Vice Chair.

Community

**(ii)** Councillor Austin reported the following from the meeting of the

Outreach Team

Community Outreach Team:

- Christmas Hamper Day is to be held on December 19, 2018;
- Seniors Wellness Clinic is to be held on November 30 at the 55+ Centre;
- Let's Talk Health will occur November 29 at the Arena;
- Housing Action Plan is to take place November 29 at the 55+ Centre; and
- Rapid Access Clinic will be held in Duncan.

- (iii) Councillor Austin reported on the 3 clinics she attended at the Vancouver Island Economic Summit: FutureScapes, Me Too and Cannabis Business Development.

No. R.00169/18

(c) **Staff Reports**

(i) Moved: Councillor McGonigle

Seconded: Councillor Sandhu

that a Development Permit be issued to the owner of Lot 14, Section 5 Renfrew District, Plan 50930 at 267 North Shore Road, subject to the following conditions:

- 1) Prior to the issuance of a building permit, any retaining walls and structures higher than 1.0 metres in the rear, front, and side yards must be designed by a professional geoscientist or structural engineer to the satisfaction of the town's building inspector and must be located entirely on the parcel;
- 2) A rainwater management plan prepared by a qualified consultant must be submitted as part of the building permit application. The plan must demonstrate that all rainwater and run-off will be managed on-site and will not impact the downstream or adjacent properties; and
- 3) Prior to the issuance of a building permit, the driveway access point on North Shore Road and its slope and configuration on a site plan must be approved by the Superintendent, Public Works and Engineering Services.

CARRIED.

No. R.00170/18

(ii) Moved: Councillor Austin

Seconded: Councillor Sandhu

that council approve the making of a grant application under the Community Resiliency Investment (CRI) program for a minimum of \$100,000;

and that it further provides assurance that it would support all the proposed activities under the plan and would undertake the overall proper fiscal management of the grant.

CARRIED.

No. R.00171/18

(iii) Moved: Councillor Sandhu

Seconded: Councillor Vomacka

that council approve the submission and support for the proposed evacuation route planning grant under the Community Emergency Preparedness Fund administered by the Union of British Columbia Municipalities for an amount not to exceed \$25,000;

and that it further provides assurance that it would support all of the proposed activities under the plan and would undertake the overall management of the grant.

CARRIED.

No. R.00172/18 (iv) Moved: Councillor McGonigle  
Seconded: Councillor Sandhu  
that the Town of Lake Cowichan authorizes the Cowichan Valley Regional District to be the primary applicant to the Community Child Care Planning Program to apply for, receive and manage the grant funding, on its behalf, to create a child care space creation action plan.

CARRIED.

No. R.00173/18 9. **BYLAWS**  
(a) Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that "Town of Lake Cowichan Inter Community Business Licence Bylaw No. 1012-2018" be reconsidered and adopted.

CARRIED.

No. R.00174/18 (b) Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that "Town of Lake Cowichan Water Regulations and Rates Bylaw No. 1013-2018" be reconsidered and adopted.

CARRIED.

No. R.00175/18 (c) Moved: Councillor Austin  
Seconded: Councillor McGonigle  
that "Town of Lake Cowichan Sewer Regulations and Rates Bylaw No. 1014-2018" be reconsidered and adopted.

CARRIED.

No. R.00176/18 (d) Moved: Councillor Sandhu  
Seconded: Councillor Vomacka  
that "Town of Lake Cowichan Waste Regulations and Rates Bylaw No. 1015-2018" be given reconsidered and adopted.

CARRIED.

No. R.00177/18 (e) Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that "Town of Lake Cowichan Zoning Amendment Bylaw No. 1016-2018" be given first and second readings.

CARRIED.

No. R.00178/18 10. **NEW BUSINESS**  
Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that the council delegates for the Federation of Canadian Municipalities' conference be approved as follows:  
Quebec City - May 30- June 2, 2019  
Mayor Peters and Councillor Vomacka;  
  
Toronto – June 4 – June 7, 2020  
Mayor Peters and Councillor Sandhu;  
  
Montreal – June 3- June 6, 2021  
Mayor Peters and Councillor McGonigle; and  
  
Regina – June 2- June 5, 2022  
Mayor Peters and Councillor Austin.

CARRIED.

(b) Council has requested that staff dictate a letter to the Ministry of Transportation regarding Highway safety and concerns with the amount of animal deaths.

No. R.00179/18

(c) Moved: Councillor Sandhu  
Seconded: Councillor Vomacka  
that Mayor Peters and Councillor McGonigle be appointed to the Community Forest Co-op.

CARRIED.

**11. MAYOR'S REPORT**

The Mayor presented his report for November 2018 with the following highlights:

- Has been very busy since October 20, 2018, after being out of politics since 1986 and is getting used to the new technology;
- He appreciates the support from Council;
- Has attended several meetings on Arena Commission, including the Island Coastal Economic Trust on November 23, 2018, where changes due to elections caused a need to nominate new members. Reported that he is now Chairman; and
- Enjoys working with the staff and feels he is fitting into the position of mayor.

**12. NOTICES OF MOTION**

None.

**13. QUESTION PERIOD**

**14. IN CAMERA**

No. R.00180/18

Moved: Councillor McGonigle  
Seconded: Councillor Austin

- (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) labor relations or other employee relations (7:21pm).

**15. ADJOURNMENT**

No. R.00181/18

Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that we arise and adjourn (8:45 p.m.), without report.

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Mayor

*Demo*

**LC Irly Bird**

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From: "Gilbert Beaudry" <newstarchoice@gmail.com>  
 Date: November-30-18 10:52 AM  
 To: "Rod Perters" <lcirly@shaw.ca>  
 Subject: 87-89 South Shore Rd. Note on Title

Hi Rod,

I am hoping to work with the town council and town staff to bring the South Shore building to code and zoning compliance.

As you know I have a punishing 10.75% mortgage in place that I agreed to - to stop the building from going into receivership that will increase to 15% May 1, 2019 and that I will not be able to financially sustain.

I presently have an opened CIBC mortgage of prime + 1% that the bank will give me if the town removes the note on title. I'm not sure how long CIBC will keep the offer open, but I am concerned. I have accumulated a lot of debt since the last time the bank reviewed my financial net worth. I have spent over \$80,000 in the building to get two spaces rentable and make other building improvements. Most of that was done with line of credits I had, which I was hoping to eliminate with the larger mortgage I was previously approved for and with another prosperous tax season in 2019. If I wait too long the bank may reevaluate my debt ratio in order to approve another mortgage which I rather avoid. So, I'm grateful that you are trying to get the note removed at the December 4th meeting which will make everything fall into place perfectly if successful.

The tenants have moved out of 89 South Shore Rd. and I have given the tenant in 87 South Shore Rd. a legally binding 90 day notice to move out of the suite for the owner to move into. That is allowed under the Landlord and Tenant Act, and if he does not move out I can apply for an order of possession. The buildings are in effect legally being returned into the zoning regulations.

Secondly, working with the building inspector, have the 120 volt smoke detectors installed that the B.C. Safety Authority said has to be done to make the electrical system conforming, and also complete the fire safety improvements recommended in the professional report prepared by John Ivison & Associates Ltd. These two things would be the first building permit applied for.

I am willing to work with the building inspector to complete any other recommendations to ensure that 89 South Shore is in placed as according to the B.C. Building Code standards, and will with his guidance apply for an occupancy permit with a building permit, as three separate commercial units, or if allowed either as a mix of commercial and owner occupied suite or exclusively owner occupied suite - whatever the planning department will allow. I will not do anything that is not approved.

I hope the town council on the above conditions remove the note on title so that we can move forward in good faith to bring the building up to fire safety standards, construction standards, and zoning standards required. The council retains the power to impose another note on title that is a deterrent to me if I fail at anything that is asked of me, and I recognize that as effective and make binding any agreement.

Thank you Rod for your attention, and your professional skills to help find the solutions to ensure the exiting building problems are resolved and completed to the town's satisfaction.

Sincerely,  
 Gilbert Beaudry



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# Local Government Program Services

...programs to address provincial-local government shared priorities



FIRST NATIONS  
**Emergency Services**  
BRITISH COLUMBIA



The Strategic Wildfire Prevention Initiative is managed by the Strategic Wildfire Prevention Working Group. For program information, visit the Funding Program section at:

[www.ubcm.ca](http://www.ubcm.ca)

LGPS Secretariat

Local Government House  
525 Government Street  
Victoria, BC V8V 0A8

E-mail: [swpi@ubcm.ca](mailto:swpi@ubcm.ca)  
Phone: (250) 356-2947  
Fax: (250) 356-5119

November 26, 2018

COPY

Mayor Peters and Council  
Town of Lake Cowichan  
Box 860  
Lake Cowichan, BC V0R 2G0

**Re: Completion of Fuel Management Project (SWPI-715: Lake Cowichan CWPP, 2017)**

Dear Mayor Peters and Council,

Thank you for submitting final report documentation for the completion of the above noted Community Wildfire Projection Plan project. The Strategic Wildfire Prevention Working Group has reviewed your submission and the reporting requirements have been met.

The final report notes total project costs of \$29,711.75. However, the \$1,000.00 line item cost for "FireSmart meetings and activities" was determined to be ineligible under the CWPP stream of SWPI. Total eligible costs were therefore \$28,711.75. Based on this, payment in the amount of \$21,533.81 will follow shortly by electronic funds transfer. This payment represents full payment for the project and is based on seventy-five per cent (75%) of total eligible costs.

On behalf of the Working Group, I congratulate you on the successful completion of this project and offer best wishes for future community safety work in your community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter Ronald'.

Peter Ronald  
Programs Officer

cc: *Joseph Fernandez, Chief Administrative Officer, Town of Lake Cowichan*  
*Tony Botica, Wildfire Prevention Officer, Coastal Fire Centre*



**TOWN OF LAKE COWICHAN**  
 Minutes of Finance & Administration Committee  
 Tuesday, December 11th, 2018

PRESENT: Councillor Tim McGonigle  
 Mayor Rod Peters  
 Councillor Carlyne Austin  
 Councillor Kristine Sandhu  
 Councillor Vomacka

STAFF: Joseph A. Fernandez, Chief Administrative Officer  
 Ronnie Gill, Director of Finance  
 Dalton Smith, CLEC Manager  
 Jill Walters, Recording Secretary

PUBLIC: 3

No. FA.0073/18

1. **CALL TO ORDER**  
 The Chair called the meeting to order at 5:00 p.m.

2. **AGENDA**  
 Moved: Mayor Peters  
 Seconded: Councillor Austin  
 that the agenda be approved with the following additions:

**Business Arising and Unfinished Business**  
**(b)** Lake Cowichan Business Walk; and  
**New Business**  
**(b)**AET Ohtaki.

CARRIED.

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**  
**Ongoing Items Still Being Addressed:**

- (a) The item on the Municipal Hall upgrade will be discussed at a later Finance and Administration Meeting.
- (b) Councillor Austin presented the results of the Business Walk highlighting:
  - What they did;
  - What they heard;
  - What is next; and
  - Suggestions from Business Owners

4. **DELEGATIONS AND REPRESENTATIONS**  
 None.

5. **CORRESPONDENCE**  
 (a) The item of 2019 BC Community Achievement Awards will be discussed In Camera at the Regular Meeting December 18<sup>th</sup>, 2018.

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

7. **REPORTS**  
 (a) The Financial Report for the period ending November 30th, 2018 was treated as information.

(b) The Building Inspector's Service Report for November, 2018 was treated as information.

No. FA.0074/18

(c) Motioned: Mayor Peters  
 Seconded: Councillor Austin  
 that the Committee recommend approval of the Lake Cowichan Fire Department's incident report for November, 2018 in the total

amount of \$10,461.33.

CARRIED.

- (d) The Bylaw Officers report for the months of November, 2018 was treated as information.

**8. NEW BUSINESS**

- (a) Group Insurance for Elected Officials will be discussed at the Regular Meeting December, 2018.
- (b) Officials from Ohtaki have requested that the Town advertise for an AET early to avoid delays in filling the position.

**9. NOTICES OF MOTION**

**10. PUBLIC RELATIONS ITEMS**

- (a) Lakers vs. Cowichan Valley Capitals Charity Hockey game in support of the Lake Cowichan Food Bank will be held on Tuesday December 11th, 2018.
- (b) Members of Council attended the Chamber of Commerce Christmas Dinner on Saturday December 9<sup>th</sup>, 2018.

**11. MEDIA/PUBLIC QUESTION PERIOD**

**12. ADJOURNMENT**

No. FA.0075/18  
Adjournment

Moved: Councillor Austin  
Seconded: Mayor Peters  
that we adjourn (5:34 p.m.).

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Chair



TOWN OF LAKE COWICHAN  
Minutes of Public Works and Environmental Services Committee held on  
Tuesday, December 4<sup>th</sup>, 2018

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

STAFF: Joseph A. Fernandez, Chief Administrative Officer  
Ronnie Gill, Director of Finance  
Trevor Auger, Superintendent of Public Works and Engineering Services  
Dalton Smith, Manager of Cowichan Lake Education Centre  
Skye Olender, Recording Secretary

PUBLIC: 2

1. **CALL TO ORDER**

The Chair called the meeting to order at 5:01 p.m.

2. **AGENDA**

No. PW.030/18  
Agenda

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

CARRIED.

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

(a)

(i) The Superintendent, Public Works and Engineering Services met with the contractor and engineer on site at the Greendale Trestle. The project start date is expected for early January with access to the columbarium and the trestle to be minimally impacted.

(ii) The signage issue is to be deferred to the following year.

(b) The employees tasked with dealing with the operations of the new water treatment plant will receive additional training. The completion date for constructed is scheduled for late January 2019 with the pavement work to be completed in March 2019.

No. PW.031/18

Moved: Councillor Austin  
Seconded: Councillor McGonigle  
that staff be authorized to issue change orders for the new water treatment plant.

CARRIED.

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

(i) Discussion continued in regard to the well capacity at the Education Centre. The well is required to meet the new guidelines from Island Health for disinfection and distribution. A budget for the capital improvements for the ground water source must be considered for the next year.

**4. DELEGATIONS**

None.

**5. CORRESPONDENCE**

- (a) In response to the letter from Amy Denman, regarding the lighting in Lake Park Estates, staff is to consider input from the Insurance Corporation of BC.

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

None.

**7. REPORTS**

None.

**8. NEW BUSINESS**

- (a) The Public Consultation Report from Tetra Tech on Solid Waste and Recycling that was commissioned by the Cowichan Valley Regional District was treated as information.

**9. NOTICES OF MOTION**

None.

**10. PUBLIC RELATIONS ITEMS**

- (a) Councillor Austin reported on the hospice society.
- (b) Mayor Peters spoke on the Island Coastal Economic Trust and its ongoing plans to support economic development in such areas as trails.
- (c) Times and dates for future meetings were clarified with committee meetings to start at 6 pm in the next year.
- (d) Councillor McGonigle welcomed Trevor Auger as the new, Superintendent, Public Works and Engineering Services.
- (e) Public Works was recognized for its efforts in the light-up for the town for the holiday season.

**11. QUESTION PERIOD**

None.

**12. ADJOURNMENT**

No. PW.032/18  
Adjournment

Moved: Councillor McGonigle  
Seconded: Mayor Peters  
that this meeting be adjourned. (5:26 p.m.)

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Chair



**TOWN OF LAKE COWICHAN**

Minutes of Parks, Recreation and Culture Committee held on  
Tuesday, December 4, 2018

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

**STAFF:** Joseph A. Fernandez, Chief Administrative Officer  
Ronnie Gill, Director of Finance  
Trevor Auger, Superintendent of Public Works and Engineering Services  
Dalton Smith, Manager of Cowichan Lake Education Centre  
Skye Olender, Recording Secretary

**PUBLIC:** 4

**1. CALL TO ORDER**

The Chair called the meeting to order at 5:36 p.m.

**2. AGENDA**

No. PR.0033/18

Moved: Councillor Vomacka  
Seconded: Councillor Sandhu  
that the agenda be approved with the following additions under:  
**Delegations and Representations**  
(a) Storage Locker for Pickleball; and  
**New Business**  
(a) Meeting Calendar; and  
(b) Public Meetings.

CARRIED.

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

**(i)** The Town's 75<sup>th</sup> Birthday Celebration was discussed. Plans are underway for celebrations on the August 17, 2019 weekend, which is to include banners, draws, and businesses advertising the event. Staff to look into including insurance for the 75 and Beyond Society.

No. PR.0034/18

Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that budgeting requirements 75<sup>th</sup> birthday is to be assessed for the 2019 budget year.

CARRIED.

**(ii)** River access at Prospect was discussed with the Public Works Superintendent. Access is to be limited to locals only, and not for tourists.

**(iii)** The area at Saywell Park is too small for disc golf. The item is to be removed from further agendas until a suitable location can be found.

**(b) Ongoing Items:**

**(i)** A discussion was had on the River Front Walkway and Trail Connections. The CLEC manager is to present copies of previous applications plans at the January 17 meeting.

**(ii)** There was no update on the Single-Track Trail planned along the South Shore of the lake.

**4. DELEGATIONS AND REPRESENTATIONS**

- (a) Richard Madill of the Cowichan Lake Pickleball Club made a request for a 8'x10' storage facility, located within the fenced area of the pickle ball courts.

**5. CORRESPONDENCE**

None.

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

None.

**7. REPORTS**

None.

**8. NEW BUSINESS**

- (a) The meeting calendar for 2019 was discussed. Start times are to be changed to 6:00 pm to accommodate working councilors and members of the public.
- (b) Future public meetings were discussed for early May and early November on a Monday. The possibility of live-streaming or "open door" sessions were also considered.

**9. NOTICES OF MOTION**

None.

**10. PUBLIC RELATIONS ITEMS**

Council was reminded of the Christmas party on Friday, December 7, starting at 6:00 pm.

**11. QUESTION PERIOD**

None.

**12. ADJOURNMENT**

No. PR.0035/18  
Adjournment

Moved: Councillor Sandhu  
Seconded: Councillor Vomacka  
that the meeting be adjourned. (6:12 p.m.)

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Chair

# Memo



**TO:** Mayor and Council  
**FROM:** Chief Administrative Officer  
**DATE:** December 14, 2018  
**SUBJECT:** Commission Membership Appointments to the Advisory Planning Commission

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## Advisory Planning Commission Appointments

The membership and terms of the Advisory Planning Commission have been established by the "Town of Lake Cowichan Advisory Planning Commission Bylaw 997-2017". Membership is to consist of 5 members appointed by Council for a two-year term. The requirement is that at least 4 members must be residents of the Town.

Appointments now need to be made for 5 voting members for a term of two (2) years beginning in 2019 and expiring December 2020.

Exactly five applications (in alphabetical order) have been received from the following:

- Darlene Ector\*;
- Janet Kirk;
- Pat Lamont;
- Brian Locher\*; and
- Robert Patterson\*.

\* Incumbents

## Recommendation

Council appoint the above as members of the APC for a two-year term beginning January 1, 2019. A council member needs to be appoint to attend in a resource capacity accompanied by the appointment of an alternate member.

A handwritten signature in black ink, appearing to read "Joseph A. Fernandez".

Joseph A. Fernandez



# Memo

**TO:** Mayor and Council  
**FROM:** Chief Administrative Officer  
**DATE:** December 14, 2018  
**SUBJECT:** Request for Removal of Note on Title – Lot A, Plan 29793

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## **Background**

The Building Inspector and Fire Chief have been involved with inspections on the above property on several occasions when we were made aware that habitable living quarters were constructed below the commercial area at the above location in contravention of existing land use bylaws, and which were constructed without the applicable building permits. The current and previous building inspectors have dealt variously with the previous and current owners on the matter of the known infractions.

The current owner of the property indicated verbally that the appropriate remediation would be undertaken and then expressed a desire to make a zoning amendment application to authorize the use of property for residential purposes. No known corrective action that related to the construction or safety of the building has occurred.

The current owner was given an opportunity to counter staff's recommendation on registering a notice in the land title office against Lot A, Plan 29793 for zoning and building bylaw infractions on June 27<sup>th</sup>, 2017. A decision was deferred by council until July 25<sup>th</sup>, 2017 where Mr. Beaudry was given an opportunity to respond after which Council passed a resolution authorizing the registration of a notice in the land title office against Lot A, Plan 29793 for zoning and building bylaw infractions.

## **Request for Removal of note**

Mr. Beaudry by way an email, dated November 30<sup>th</sup>, 2018 to Mayor Peters is requesting that because of some financing difficulties he is faced with he would like Council to remove the Note, albeit even temporarily, so he can get his financial house in order.

Section 58 of the Community provides the following options for cancellation of the note:

- When the building inspector provides a report that the condition which caused the filing of the notice has been rectified, which has yet to occur; or
- An owner may apply to council for a resolution to remove the notice; Council may be advised to note it assumes potential liability where the infraction is not rectified. Further, at our meeting on December 5<sup>th</sup>, 2018 Mr. Beaudry confirmed that the premises which contains one or more habitable units is lower than the flood elevation level. In addition, Council may not want to be seen to be providing assistance to a person; or
- The applicant may seek legal action to have the notice removed.

Council may want to consider its options carefully before proceeding. The preferred solution is for Mr. Beaudry to work with the Building Inspector to rectify outstanding issues through the building bylaw process and the notice can be removed without council intervention once the infractions are removed.



Joseph A. Fernandez

**TOWN OF LAKE COWICHAN**  
**Bylaw No. 1017-2018**

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. 1017-2018".

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. Fees listed in Schedule "E" attached to and forming part of this bylaw shall apply to the Fire Department.

7. The fees and charges contained in this bylaw shall become effective on passage of this bylaw.

8. That the fees and charges contained in Bylaw 999-2017 being the "Town of Lake Cowichan Fees and Charges for Services Bylaw" and all amendments are hereby repealed.

READ A FIRST TIME on the \_\_\_<sup>th</sup> day of December, 2018.

READ A SECOND TIME on the \_\_\_<sup>th</sup> day of December, 2018.

READ A THIRD TIME on the \_\_\_<sup>th</sup> day of December, 2018.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the \_\_\_<sup>th</sup> day of January, 2019.

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Ross Forrest  
Mayor

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Joseph A. Fernandez  
Corporate Officer



## TOWN OF LAKE COWICHAN

## Schedule "A"

(attached to and forming part of Bylaw No. 1017-2018)

**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 *	\$ 34.00
◦ Off-season site fee per night **	\$ 24.00
◦ Tenting site fee per night	\$ 24.00
◦ Serviced site fee - water and electrical services	\$ 9.00
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. Note: all long weekends will be charged the in-season rates.

\*\*\* 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. 1017-2018)

**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
<b>Adult</b>	per person, double occupancy, inclusive of 3 meals and overnight accommodation, minimum group size 20 – (standard meal plan)	\$ 115.00	\$ 130.00
<b>Adult</b>	Per person, double occupancy, inclusive of 3 meals and overnight accommodation, minimum group size 20 – (specialized meal plan)	\$ 120.00	\$ 135.00
<b>School</b>	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 programs.	\$ 185.00	\$ 200.00
<b>Youth / School</b>	3 meals and shared overnight accommodation, no bedding provided	\$ 85.00	\$ 85.00
<b>Exclusive Day Use</b>	per day, meals not included	\$ 705.00	\$ 1,500.00
<b>Other Uses</b>	Small meeting room	\$ 90.00	\$ 105.00
	Wedding and other programming charges will be levied on a cost recovery basis		



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

(attached to and forming part of Bylaw No. 1017-2018)

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	Letter of comfort	200.00
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 (minimum fee \$20.00)
Digital Property Tax Information	Per request made	100.00
Replicate Town Document	To recreate an original document	10.00
Garbage/organics totes: 80L 120L	Replacement costs	At cost – minimum \$70.00
		At cost – minimum \$90.00



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

(attached to and forming part of Bylaw No. 1017-2018)

**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

**Private Use of Parks and Public Spaces**

Charitable Groups or Community Fund-Raising	No charge for each event
Community Event only	No charge for each event
Community Event with commercial activity	\$100 for each event
Community Events (series of) with commercial activity in a calendar year	\$150
Security deposits, if applicable, a minimum of	\$300

**Permits and Development Fees**

The following charges apply for all miscellaneous development applications:

<b>Subdivision</b>	Preliminary Subdivision – strata and fee simple lots (excludes parent lot if principal structure exists)	\$100.00 per lot
<b>Damage deposit</b>	Final Subdivision – strata and fee simple lots For works and services relating to subdivision	250.00 per lot 10,000 or 5% of construction costs
<b>Form P</b>	Phased strata development	250.00
<b>Strata Conversion</b>	Per unit	300.00
<b>Rezoning amendment</b>	Bed and breakfast All other rezoning amendments	750.00 2,500.00
<b>OCP Amendment</b>	Application	1,000.00
<b>Development Permit</b>	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
<b>Variance Permit</b>	Application	300.00
<b>Development Variance</b>	Application	400.00
<b>Plan Examination fees</b>	For subdivisions	> 50.00

**TOWN OF LAKE COWICHAN**

**Schedule "E"**

(attached to and forming part of Bylaw No. 1017-2018)

**Fire Department**

Volunteer Fire Department Stipend; where work is missed and unpaid	\$130.00 per day
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**TOWN OF LAKE COWICHAN**

**Notice  
Regular Meeting Dates - 2019**

Please note that the dates for regular meeting of Council of the Town of Lake Cowichan for 2019 are as follows:

- January 22<sup>nd</sup>
- February 26<sup>th</sup>
- March 26<sup>th</sup>
- April 23<sup>rd</sup>
- May 14<sup>th</sup> \*
- May 28<sup>st</sup>
- June 25<sup>th</sup>
- July 23<sup>rd</sup>
- August 27<sup>th</sup>
- September 17<sup>th</sup>
- October 22<sup>nd</sup>
- November 26<sup>th</sup>
- December 17<sup>th</sup>

The start time for the regular meetings is 6:00 p.m. and the meetings are held at 39 South Shore Road, Lake Cowichan (Municipal Hall).

\* A special meeting of Council is scheduled for May 14<sup>th</sup>, 2018 at 6:00 p.m. Additional special meetings may be held as council deems necessary during the year.

Dated this 14<sup>th</sup> day of December 2018.

A handwritten signature in black ink, appearing to read "Joseph A. Fernandez".

Joseph A. Fernandez,  
Chief Administrative Officer

