



TOWN OF LAKE COWICHAN

Regular Meeting of Council

Tuesday, August 27th, 2019 at 6:00 p.m. – Council Chambers

- | | | Page # |
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| 1. | <u>AGENDA</u>
<u>CALL TO ORDER</u> | |
| | <u>INTRODUCTION OF LATE ITEMS</u> (if applicable) | |
| 2. | <u>APPROVAL OF AGENDA</u> | |
| 3. | <u>ADOPTION OF MINUTES</u>
(a) Minutes of the Regular Meeting of Council held on July 23 rd , 2019. | 3 |
| 4. | <u>BUSINESS ARISING AND UNFINISHED BUSINESS</u>
None. | |
| 5. | <u>DELEGATIONS AND REPRESENTATIONS</u> | |
| 6. | <u>VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA</u> – (maximum 3 minutes per speaker and maximum time allotted 15 minutes) | |
| 7. | <u>CORRESPONDENCE</u>
(a) Action Items
(i) Kerry Marshall, Senior Licensing Analyst, Liquor and Cannabis Regulation Branch re: Application for Non-Medical Cannabis Retail Store Licence. | 9 |
| | (b) Information or Consent Items- (a member may ask that an item be dealt with separately)
(i) Linda Buchanan, Mayor North Vancouver re: Provincial Support for Public Libraries. | 16 |
| 8. | <u>REPORTS</u>
(a) <u>Council and Committee Reports</u>
(i) Finance & Administration Councillor McGonigle
• August 13 th , 2019. | 18 |
| | (ii) Public Works & Environmental Services Councillor Vomacka
• August 20 th , 2019. | 21 |
| | (iii) Parks, Recreation & Culture Councillor Austin
• August 20 th , 2019. | 24 |
| | (iv) Cowichan Lake Recreation Commission Mayor Peters | |
| | (v) V.I.R.L. Councillor Vomacka | |
| | (vi) Advisory Planning Commission Councillor Austin | |

(vii) Community Forest Co-op Councillor McGonigle

(b) **Other Reports**

- (i) Cowichan Valley Regional District Board Meeting – Councillor McGonigle
- (ii) Community Outreach Team Committee - Councillor Austin
- (iii) Our Cowichan - Councillor Sandhu

(c) **Staff Reports**

- (i) CAO re: Temporary use Permit for lot A Plan VIP29793

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9. **BYLAWS**

- (a) "Town of Lake Cowichan Zoning Amendment Bylaw No. 1024-2019" be given first and second reading.

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10. **NEW BUSINESS**

- (a) Herold Engineering re: Tender Results for Roof Renewal at 39 South Shore

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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; and s. 90(1)(d) security of the property of the municipality.

15. **ADJOURNMENT**



TOWN OF LAKE COWICHAN
Minutes of a Regular meeting of Council
Tuesday, July 23^d, 2019

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

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

PUBLIC: 8

1. CALL TO ORDER

Mayor Peters called the meeting to order at 6:18 p.m.

2. AGENDA

No. R.094/19

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

NEW BUSINESS:

- (a) Chief Administrative Officer re: Appointment of
Voting Delegates for the Municipal Insurance
Association of BC.

CARRIED.

3. ADOPTION OF MINUTES

No. R.095/19

Moved: Councillor Sandhu
Seconded: Councillor McGonigle
that the minutes of the Annual General Meeting held on June
18th, 2019 be adopted.

CARRIED.

No. R.096/19

Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the minutes of the Regular Meeting of Council held on June
25th, 2019 be adopted.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. DELEGATIONS AND REPRESENTATIONS

None.

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

7. CORRESPONDENCE

(a) Action Items

- No. R.097/19
Approval -
Centennial Park
Usage and Beer
Gardens
- (i)** Moved: Councillor McGonigle
Seconded: Councillor Sandhu
that the 75th and Beyond Society be granted approval for use of
the lower ballfields at Centennial Park on August 16th through to
18th, 2019 to host a baseball tournament;
further that the Committee recommend granting permission to
hold a beer garden at Centennial Park on August 16th, 17th and
18th, 2019 subject to the following conditions:
- confirmation of the hours to operate not to exceed six (6)
hours;
 - Fencing to be utilized for the area used for the beer
garden;
 - Adequate security for the beer gardens is provided;
 - Liability insurance with the Town as an additional insured;
and
 - the requirement for a Serving it Right Certification.
- CARRIED.

(b) Information or Consent Items

- No. R.098/19
Union of BC
Municipalities
- (i)** Moved: Councillor McGonigle
Seconded: Councillor Austin
that the grant approval letter from the Union of BC Municipalities
on the \$15,000 grant approval for 2019 Asset Management
Planning Program be treated as information.
- CARRIED.

- No. R.099/19
City of Victoria
- (ii)** Moved: Councillor Austin
Seconded: Councillor Vomacka
that the correspondence item received from the City of Victoria
on the matter of restoration of library funding be received as
information.
- CARRIED.

- No. R.0100/19
City of Prince
George
- (iii)** Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the correspondence item received from the City of Prince
George on the matter of proceeds of crime and clean-up of
needles and other harm reduction paraphernalia be received and
filed.
- CARRIED.

- No. R.0101/19
City of Port Moody
- (iv)** Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that the correspondence item received from the City of Port
Moody on the matter of clean energy enabling legislation be
received and filed.
- CARRIED.

8. REPORTS

(a) Council and other Committee Reports

- No. R.0102/19
Finance and
Administration
- (i)** Moved: Councillor McGonigle
Seconded: Councillor Austin
that the minutes of the Finance and Administration Committee
meeting held on July 9th, 2019 be approved with the following:

1—Declaration of Climate Emergency

that the Town of Lake Cowichan agree to be a signatory of the "Declaration of Climate Emergency" document;

2-Fire Department March Incident Report

that Council approve the Fire Department's incident report for May, 2019 in the total amount of \$9,637.96; and

3-Lot 24, Plan 5580

that a proposal call for the demolition of the building at 226 Neva Road be issued; and
that the owner(s) be requested to provide the structural assessment reports for the properties that were not included in the previous submission.

CARRIED.

No. R.0103/19
Public Works and
Environmental
Services

- (ii) Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that the minutes of the Public Works and Environmental Services Committee meeting held on July 16th, 2019 be approved with the following:

1-Notice of Public Meeting

that Council approve the placement of an advertisement in the Duncan Citizen for Friday, July 19th advising the public of a meeting to be held on Tuesday, July 23rd, 2019 at 5:00 p.m. with Paper Excellence (Catalyst); and

2-In-Vessel Composting System

that the matter of an in-vessel composting system be referred to the next Public Works meeting with a report on all previous discussions to be provided, in conjunction with the proposed delegation on the matter.

CARRIED.

No. R.0104/19
Parks, Recreation
and Culture

- (iii) Moved: Councillor Austin
Seconded: Councillor Sandhu
that the minutes of the Parks, Recreation and Culture Committee meeting held on July 16th, 2019 be approved with the following:

1-Park Inventory

that staff provide a report on the Town's park inventory including parks and greenspaces to allow for further discussion on maintenance and upkeep; and

2-2020 Budget

that paving of the Lakeview Park public parking area be allocated in the 2020 Capital budget of \$14,550 plus applicable taxes.

CARRIED.

Cowichan Lake
Recreation

- (iv) There was no report for the Cowichan Lake Recreation Commission.

Councillor Sandhu asked if there was any update on the Junior "B" hockey for the 2019-2020 season. Mayor Peters advised that there was no update.

No. R.0105/19

- (v) Councillor Vomacka reported that there would be no meetings of

- Vancouver Island Regional Library the Library Board until September. She further advised that the summer reading programme was well underway and acknowledged that members of Council that were delivering fruits and snacks to vulnerable youth using the local library.
- No. R.0106/19 Advisory Planning Commission **(vi)** There was no report for the Advisory Planning Commission with meetings to resume again in September, 2019.
- No. R.0107/19 Community Forest Co-operative **(vii)** Councillor McGonigle reported that applications for funding through the Co-op were advertised in the local Citizen newspaper this past weekend with a deadline for submissions to be received by September 15th, 2019. Grant dollars could be submitted for parks and recreation, community recreation, club sponsorship and educational bursaries and scholarships.
- Councillor McGonigle further reported that the Co-op was now a partner and was no longer undertaking the logging or the planning operations.
- Cowichan Valley Regional District Board **(b)** **Other Reports**
(i) Councillor McGonigle reported on his attendance at the following:
Community Services Committee meeting
 - a delegation from MOTI made a presentation on the Holt Trestle replacement on the Trans Canada Trail near Sahtlam which were closed for safety reasons between October 2017 and July 2018. The replacement of 30 braces was done on an interim basis. Construction of a replacement trestle is planned for 2020;
 - operating agreements with B.C. transit for a 12 month period starting April 1 2019 were approved; and
 - Cowichan Valley Youth Services was granted a memorandum of understanding on the use of space within the former Aquatic Centre.Regional District Board meeting
 - Tom Rutherford had presented work plans for the coming year from the Watershed Board;
 - a Climate Emergency letter was received and filed, as the CVRD does not do proclamations or declarations;
 - Grants-in-Aid funding were announced for various Electoral Area;
 - the Regional Recreation Strategic Plan was approved;
 - a number of Electoral Area Bylaws were considered; and
 - the next Board Meeting will take place tomorrow, July 24th, 2019.
- No. R.0108/19 Community Outreach Team **(ii)** There was no report for the Community Outreach Team with meetings to resume again in September.
- No. R.0109/19 Our Cowichan **(iii)** There was no report for Our Cowichan with meetings to resume again in September.

(c) **Staff Reports**

None.

9. **BYLAWS**

Mayor Peters declared a potential conflict on the next matter. He left the meeting at 6:39 p.m.

Deputy Mayor McGonigle assumed the Chair.

No. R.0110/19
Road Closure and
Removal of
Dedication
No. 1023-2019

- (c) Moved: Councillor Austin
Seconded: Councillor Vomacka
that the "Town of Lake Cowichan Road Closure and Removal of
Dedication Bylaw No. 1023-2019" be reconsidered and adopted.
CARRIED.

Mayor Peters returned to the meeting at 6:41 p.m. and resumed chairing of the rest of the meeting.

10. **NEW BUSINESS**

No. R.0111/19
Appointment of
Voting Delegate(s)

- (a) Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that Mayor Rod Peters be appointed as the Town of Lake
Cowichan's Voting Delegate for the Municipal Insurance
Association of BC; and

further that Councillor Tim McGonigle be re-affirmed as the
Town of Lake Cowichan's Alternate Voting Delegate for the
Municipal Insurance Association of BC.

CARRIED.

11. **MAYOR'S REPORT**

Mayor Peter's reported that he was pleased with the current discussions that have been undertaken with Paper Excellence (Catalyst) with respect to the water pump station and the Town's water supply. He commended the Public Works Foreman for a job well done.

Councillor McGonigle extended his thanks to the Chief Administrative Officer for his diligence in conveying Council's concerns to Paper Excellence and gave kudos to the Foreman, as well, for his assistance in providing the required information to allow Council to ensure that the Town's concerns were addressed.

Mayor Peter's finished his report by advising that Brian Houle and Graham Kissack, Paper Excellence representatives, have agreed to future meetings to keep communications open during the process involved in the pumping of the lake into the river.

12. **NOTICES OF MOTION**

13. **QUESTION PERIOD**

Councillor Vomacka reported on some public relation matters as follows:

- A pickle ball tournament will be held at the Cowichan

Avenue courts from Thursday, July 25th to Monday, July 29th, 2019; and

- The Kinsmen/Kinette will be hosting its 5th Annual Kinsman Fishing Derby July 27th and 28th, 2019 at the Port Renfrew Marina.

14. IN CAMERA

No. R.0112/19
Retire to In-Camera

Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that Council close the meeting to the public to deal with issues relating to labor relations or other employee relations which fall under Section 90(1) (c) of the *Community Charter* and Section 90(1)(d) dealing with land matters (6:49 p.m.)

CARRIED.

15. ARISE AND REPORT

Council arose and reported on the following items which were passed:
that Council approve the conditional sale of the property at 250 Neva Road (Lot 2 Plan 21452 – PID 003-395-723) to Francis and Erin Clayton that must include the remediation of the said property;
and that Council renew a Fire Risk management contract with Steve Vatcher for a period of 5 years.

16. ADJOURNMENT

No. R.0113/19
Arise/Report from
In-Camera

Moved: Councillor Sandhu
Seconded: Councillor McGonigle
that Council adjourn (7:23 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2019.

Mayor



Job #002177

July 10th, 2019

via email: jfernandez@lakecowichan.ca

Joseph Fernandez
Chief Administrative Officer
Town of Lake Cowichan
39 South Shore Road
Lake Cowichan, BC, V0R 2G0

Dear: Mr. Fernandez

Re: Application for a Non-Medical Cannabis Retail Store Licence
Applicant: Misty Mountain Cannabis Inc.
Proposed Establishment Name: Misty Mountain Cannabis
Proposed Establishment Location: 53 North Shore Road, Lake Cowichan, V0R 2G0

The Applicant, Misty Mountain Cannabis Inc., has applied to the Liquor and Cannabis Regulation Branch (LCRB) for a Non-Medical Cannabis Retail Store (CRS) licence proposed to be located at the above-noted address. The applicant is requesting operating hours from 9:00am to 11:00pm, seven days a week. The applicant contact is Alaina Trenholm (tel: 250-490-5096, email: alaina@camasconsulting.ca.)

Local governments and Indigenous nations are a crucial part of the licensing process. Section 33(1) of the *Cannabis Control and Licensing Act* prevents the LCRB from issuing a CRS licence without a positive recommendation regarding the CRS licence application from the local government or Indigenous nation.

The LCRB is requesting the Town of Lake Cowichan to consider the application and provide the LCRB with a written recommendation with respect to the application. To assist with your assessment of the application, a site map of the proposed cannabis retail store is attached. The following link opens a document which provides specific and important information and instructions on your role in the CRS licensing process, including requirements for gathering the views of residents.

[Local Governments' Role in Licensing Non-Medical Cannabis Retail Stores](#)
OR
[Indigenous Nations' Role in Licensing Non-Medical Cannabis Retail Stores](#)

Liquor and Cannabis
Regulation Branch

Mailing Address:
PO Box 9292 Stn Prov Govt
Victoria BC V8W 9J8

Location:
645 Tyee Road
Victoria BC V9A 6X5
Phone: 250 952-5787
Facsimile: 250 952-7066

Website:
[www.gov.bc.ca/cannabisregulation
andlicensing](http://www.gov.bc.ca/cannabisregulationandlicensing)

The LCRB will initiate an applicant suitability assessment regarding this CRS application, also known as a “fit and proper” assessment, which is comprised of financial integrity checks and security screenings of the applicant and persons associated with the applicant. Once the assessment is complete, you will be notified of the LCRB’s determination. You may choose to withhold your recommendation until the LCRB has made a final decision regarding the applicant’s suitability.

If you choose not to make any recommendation regarding this application, please contact the LCRB at the earliest convenience. Please note that a Cannabis Retail Store Licence cannot be issued unless the LCRB receives a positive recommendation from the local government or Indigenous nation. Similarly, if a local government or Indigenous nation decides not to make any recommendation, the LCRB will not consider the application any further.

If you have any questions regarding this application please contact me at 778-974-4503 or kerry.marshall@gov.bc.ca.

Sincerely,

A handwritten signature in black ink that reads "Kerry Marshall". The signature is written in a cursive style with a large initial "K".

Kerry Marshall
Senior Licensing Analyst

Attachment

Copy: Misty Mountain Cannabis Inc.



**MISTY MOUNTAIN
CANNABIS INC**

**CANNABIS RETAIL
STORE**

53 N SHORE Rd

SHEET TITLE:

DATE:
09/24/2018

SCALE:
AS SHOWN

DRAWN:

PROJECT NO.:



A-001



SITE PLAN
Scale: 1:220



Local Governments' Role in Licensing Non-Medical Cannabis Retail Stores

If you have any questions about this document, please contact the Liquor and Cannabis Regulation Branch toll-free at 1-866 209-2111, or email cannabisregs@gov.bc.ca. NOTE: This document will be updated from time to time as additional information surrounding the regulatory framework for cannabis retail sales becomes available. (Last updated 20 December, 2018)

Non-medical cannabis retail licence

The province will be issuing licences for non-medical cannabis retail stores. A cannabis retail store must be a standalone business. This licence requires input and a positive recommendation from a local government in whose area the proposed store is located.

The province recognizes the importance of ensuring carefully regulated access to non-medical cannabis in all areas of the province, including rural areas.

As a first step, the province will open opportunities to apply for regular retail licences. Once the regional distribution of retail non-medical cannabis stores is known, the province will consider issuing licences to service rural or remote areas that are not sufficiently served by existing retail cannabis stores.

The role of local governments in the cannabis retail store licensing process

Applicants for a non-medical cannabis retail store licence must submit a licence application to the LCRB. When an application is received, the LCRB will notify the local government of the area where the proposed store will be located.

Upon receipt of notice, local governments can:

- choose not to make any recommendation in respect of the application for a cannabis retail store licence (Note: this would end a licence application in progress because the LCRB cannot issue a licence unless the local government gives the LCRB a positive recommendation that the licence be issue)
- choose to make comments and recommendations in respect of an application for a cannabis retail store licence. Note that:
 - if the local government chooses to make a comments and recommendation on the licensee's application to the LCRB, it must gather the views of residents
 - if it makes a recommendation to deny the application then the LCRB may not issue the licence
 - if it makes a recommendation in favour of the application, then the LCRB has discretion whether or not to issue the licence, but must consider the local government's recommendation.

Local Governments (municipalities, regional districts or Islands Trust local trust committees) have some or all of the following regulatory powers in respect of cannabis retail store licences:

- Impose restrictions in its zoning bylaws regarding the location of cannabis retail stores. Temporary zoning for cannabis retail stores will be accepted provided local governments monitor and enforce the temporary zoning requirements. LCRB must be notified if temporary or permanent zoning for a cannabis retail store is cancelled.
- Regulation of business (municipalities only): by terms and conditions in its business licensing bylaw, a municipality may limit the hours that cannabis retail stores can operate or impose other conditions such specifications regarding signage
- Charge the applicant fees if choosing to assess an application.

The above process applies to all relocations of existing cannabis retail stores.

Gathering residents' views

If the local government decides to consider the notice of application and to provide comments and recommendations as to the location of the proposed retail store, it must gather the views of residents of the area if the location of the proposed store may affect nearby residents. It may gather resident's views by using one or more of the following methods:

- Receiving written comment in response to a public notice of the application
- Conducting a public hearing in respect of the application
- Holding a referendum, or
- Using another method the local government considers appropriate.

It is up to the local government to determine the area, relative to the licensee's application, where resident's views must be gathered.

Please note: Gathering the views of residents of the area/providing a recommendation to the LCRB must be unique to each provincial licence application. In other words, past recommendations cannot be used in a new licensing process. Each individual application must be considered separately by the local government.

What must the local government's recommendation include?

The recommendations and comments the local government provides to the LCRB must:

- be in writing (this may or may not be in the form of a resolution)
- show that the local government has considered the location of the proposed store
- include the views of the local government on the general impact on the community if the application is approved
- include the views of residents if the local government has gathered residents' views, and a description of how they were gathered
- include the local government's recommendation as to whether the application should be approved or rejected and provide the reasons upon which the recommendation is based.

The local government should also provide any supporting documents referenced in their comments.

What if the local government does not want to provide a recommendation?

If a local government does not want to accept the notice of application and provide a recommendation for the proposed retail location, they should notify the LCRB. A licence for a cannabis retail store will not

be issued without a positive recommendation from a local government. If a response is not received, LCRB will not consider the application any further.

What if the recommendation does not meet the regulatory requirements?

If the recommendation does not meet the regulatory requirements, the LCRB will ask the local government to provide new or amended comments that address outstanding issues.

How long does the local government have to provide comments?

Unlike in the process for liquor licensing, local governments are not required to provide a recommendation on a cannabis retail store application within a specific time period. Please note that delays in the application process can have a significant impact on the applicant. If the applicant is the reason for the delay, please notify the LCRB. If the applicant is not trying to move an application forward, the application can be cancelled.

Can the local government recommend approval subject to certain conditions?

In some circumstances, the local government can recommend that the LCRB approve the application as long as certain restrictions (e.g. hours of operation) are placed on the licence. In these situations, the recommendation should clearly explain the rationale for placing restrictions.

If the local government intends to request that the LCRB impose terms and conditions on a licence, prior to sending such a recommendation the local government should consult with the LCRB so that the LCRB can determine whether it has the authority to impose the requested terms and conditions before finalizing their conditional recommendation.

The local government may also have the ability to impose other operating rules on the proposed store through the terms and conditions of the applicant's business licence, zoning or bylaw. The local government is responsible for enforcing these rules.

Floor Plans

Applicants must submit a floor plan with their licence application for approval so the LCRB can identify store features such as sales, storage and delivery areas. Unlike for some kinds of liquor licence applications, local governments are not required to provide occupant load stamps or approve the applicant's floor plans as part of the provincial licensing process for cannabis retail stores.

A municipal council or regional district board can delegate authority to their staff to provide comments and a recommendation to the LCRB

A municipal council or regional district board may delegate its powers and duties to provide comments and a recommendation to the LCRB regarding a cannabis retail store licence application. If a council or board has delegated this authority, a cannabis retail store applicant may ask for comments and recommendations made by delegated staff to be reconsidered by the local government.

Council as defined in the Vancouver Charter:

A Council, as defined in the *Vancouver Charter*, choosing to delegate to its staff must establish procedures for a reconsideration of comments and recommendations made by delegated staff, including how a cannabis retail store applicant may apply for reconsideration. In undertaking a reconsideration, the Council will have the same authority as it delegated to staff.

Right of reconsideration:

Delegated local government staff must advise the cannabis retail store licence applicant that the applicant has the right of reconsideration of the staff's recommendation by the council or board.

How local governments inform the LCRB of delegation:

A local government that has delegated authority to staff should send a copy of the delegation to the LCRB at Cannabis.Licensing@gov.bc.ca.

Revised
September
2018



August 22, 2019

Honourable Rob Fleming
Minister of Education
Room 124 Parliament Buildings
Victoria, BC V8V 1X4

Dear Minister Fleming,

I write to you today to appeal for increased provincial support for public libraries, particularly in light of the on-going freeze to library funding.

Libraries are one of the cornerstones of our community – they provide spaces for life-long learning and social connection, with services for toddlers, seniors, and everyone in between. As we work to transform North Vancouver into a compact, highly livable city, access to public spaces with robust programming will become all the more important for our residents.

Our city's population has grown by almost 10 per cent over the past five years, but the provincial grants to the North Vancouver City Library have decreased by 12.6% over that same period. I urge your government to commit to a model of predictable funding for libraries, a model that reflects the value these institutions have in communities across the province.

At the July 8, 2019 meeting of City Council, our Council in the City of North Vancouver unanimously adopted the following resolution:

“THAT the correspondence from Stephen Smith, Library Board Chair, North Vancouver City Library, dated June 24, 2019, regarding “Provincial Support for Public Libraries”, be received with thanks;

WHEREAS public libraries require continuous and increasing investment to provide opportunities for life-long learning, build community and increase equity and social inclusion;

WHEREAS restoring funding to public libraries supports the BC Government's agenda to eliminate poverty, improve access to education and address social justice in BC;


AND WHEREAS provincial funding for public libraries has remained unchanged since 2009 while costs to deliver services and public demand for library services have increased, demonstrating a regressive approach of shifting costs to municipal property tax payers;

THEREFORE BE IT RESOLVED THAT the Mayor, on behalf of Council, write a letter to Minister Fleming asking that the BC Government restore library funding to a minimum of \$20 million annually to reflect inflationary and population increases and recommit to a progressive funding approach, considering the role of public libraries in achieving the goals of the Province and our communities, with a copy forwarded to Union of British Columbia Municipalities (UBCM) and UBCM member municipalities;

AND BE IT FURTHER RESOLVED THAT Council support the resolutions appealing for increased provincial funding for public libraries at the upcoming UBCM meeting."

I will continue to advocate for this issue throughout our upcoming meetings with representatives from the provincial government at UBCM, and look forward to your response on the matter.

Best Regards,



Linda Buchanan
Mayor



TOWN OF LAKE COWICHAN

Minutes of Finance & Administration Committee
Tuesday, August 13th, 2019

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

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

PUBLIC: 2

1. **CALL TO ORDER**
The Chair called the meeting to order at 6:01 p.m.
2. **AGENDA**
Moved: Mayor Peters
Seconded: Councillor Vomacka
that the agenda be approved with the following additions under:
New Business
(e) Chief Administrative Officer re: Fire Chief request for Grant Application
and
In-Camera
s.90(1)(c) labour relations or other employee relations.
CARRIED.
3. **BUSINESS ARISING AND UNFINISHED BUSINESS**
Ongoing Items Still Being Addressed:
 - (a) The Chief Administrative Officer reported that three (3) tenders had been received for the roofing proposal with one not being compliant. The two remaining tenders will be reviewed by the structural engineer and recommendations will be brought forward.
 - (a) The Chief Administrative Officer reported that a copy of the survey questions by residents on the matter of retail cannabis was forwarded to members of Council for its review.

The Committee reviewed the form and discussed the following:
 - document will be posted on the Town's website tomorrow;
 - be sent out through Canada Post to residents;
 - only paper copies can be submitted into the Town office; and
 - that notification of the request for input is to be posted to the Town's Facebook page.
4. **DELEGATIONS AND REPRESENTATIONS**
None.
5. **CORRESPONDENCE**
None.
6. **VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA**
7. **REPORTS**

- (a) The Financial Report for the period ending July 31st, 2019 was treated as information.

The Manager of the Education Centre stated that \$70,000 in revenues were billed out in August for the month of July, 2019.

Councillor Vomacka requested that the water treatment plant deficiencies be brought forward for the next Public Works Committee meeting.

Mayor Peters advised that a meeting would be held on Wednesday, August 14th at the treatment plant with staff and Stantec to discuss the matter.

No. FA.0045/19
Incident
Report

- (b) Moved: Councillor Sandhu
Seconded: Councillor Austin
that the Committee recommend approval of the Lake Cowichan Fire Department's incident report for June, 2019 in the total amount of \$9,814.12.

CARRIED.

No. FA.0046/19
Incident
Report

- (c) Moved: Councillor Sandhu
Seconded: Councillor Austin
that the Committee recommend approval of the Lake Cowichan Fire Department's incident report for July, 2019 in the total amount of \$8,373.60.

CARRIED.

Mayor Peters spoke on a recent correspondence received from a young lady regarding signage at the Fire Department. The Fire Chief advised that new signage has been ordered.

- (d) The Bylaw Officer's Report for July and August, 2019 was treated as information.

- (e) Doug Knott, Fire Chief, Lake Cowichan Volunteer Fire Department was on hand to discuss available funding through the Union of BC Municipalities Community Emergency Fund and the Cowichan Lake Community Forest Co-operative. He stated that the department would like to purchase a training burn facility with it to be located at the AB Greenwell site if it's acquisition by the Town is completed. He also advised that the training module for live fire burns would greatly assist with training of the fire fighters.

No. FA.0047/19
Application for
Grant Funding -
UBCM

- Moved: Councillor Sandhu
Seconded: Mayor Peters
that the Committee recommend that the Town of Lake Cowichan make application under the Union of BC Municipalities Community Emergency Fund for \$25,000 for the Lake Cowichan Volunteer Fire Department for a fire burning training module.
CARRIED.

No. FA.0048/19
Application for
Grant Funding -
Forest Co-op

- Moved: Councillor Austin
Seconded: Mayor Peters
that the Committee recommend that the Town of Lake Cowichan also make an application for funding from the Cowichan Lake Community Forest Co-operative for the Lake Cowichan Volunteer Fire Department for a fire burning training module.

CARRIED.

8. NEW BUSINESS

None.

9. NOTICES OF MOTION

None.

10. PUBLIC RELATIONS ITEMS

- (a) Mayor Peters reported on the participation of himself and Deputy Mayor McGonigle on August 8th, 2019 at the Habitat for Humanity build site in Duncan, BC.

Councillor Vomacka spoke on the 75th celebrations happening this weekend. As well, the Seniors would be holding a garage sale on the Saturday.

Mayor Peters advised that the Cowichan Lake River Stewardship river cleanup would be held at Central Park with a bottle drive on August 18th, 2019.

11. MEDIA/PUBLIC QUESTION PERIOD

12. IN-CAMERA

No. FA.0049/19
Retire to In-Camera

Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the Committee close the meeting to the public to deal with issues relating to labor relations or other employee relations which fall under Section 90(1)(c) of the *Community Charter* (6:43 p.m.).
CARRIED.

13. ADJOURNMENT

No. FA.0050/19
Arise/Report from
In-Camera

Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the Committee adjourn with no report (7:35 p.m.)
CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____ , 2019.

Chair



TOWN OF LAKE COWICHAN

Minutes of Public Works and Environmental Services Committee held on
Tuesday, August 20th, 2019

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

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

PUBLIC: 4

No. PW.022/19
Agenda

1. **CALL TO ORDER**

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

2. **AGENDA**

Moved: Mayor Peters

Seconded: Councillor Austin

that the agenda be approved with the following addition under:

New Business

(d) Councillor Sandhu re: Ravine Park - Rodents.

CARRIED.

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

(a)

(i)

Mayor Peters reported on the tour of the water treatment plant that was recently undertaken to discuss deficiencies of the project. The engineer is to provide a written report to but none has been received. Staff was directed to follow-up on the matter with timelines to be provided.

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

(i)

The Chief Administrative Officer reported that some minor leaks have been detected and once rectified the Education Centre's water system will be commissioned.

(ii)

The Committee discussed directional signage at the following locations:

- beach sign at end of Point Ideal Drive to direct traffic to Lakeview Park;
- 4 signs have been installed at Lakeview Park; and
- signage at Oak Lane has been installed.

4. **DELEGATIONS**

(a)

Cara Smith made a presentation on the matter of composting in the community and more specifically at the Community Garden. Ms. Smith distributed an information package outlining the following:

- Implementation of the Town's organics pick up in 2015;
- Review of the Cowichan Valley Regional District's Solid Waste Management Plan;
- Executive summary of discussions on some of the key issues and corresponding strategies identified and

Minutes of Public Works & Environmental Services Committee held on August 20th, 2019

developed in the plan;

- Regional demographics from 2016 census; and
- Other options similar to the biovator with relevant links and research information on commercial composting solutions.

Ms. Smith requested that the Town re-open its plans to implement in-vessel composting locally for the benefit of the community as a whole.

The matter was referred to the upcoming Strategic Planning meeting with staff directed to look at any available funding for the project

Councillors McGonigle and Sandhu will speak with the Regional District on its plans and feasibility of a remote facility being considered for our area.

5. CORRESPONDENCE

None.

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

The matter of the right turn only at Darnell Road onto Cowichan Lake Road was raised and discussed.

7. REPORTS

None.

8. NEW BUSINESS

- (a)** Mayor Peters updated the Committee on the matter of Paper Excellence (Catalyst Paper) and its modifications affecting the pump station. He reported that a new siphon system has been installed, one of the water intakes has been replaced at no cost to the Town and the silt in the wet well has been cleaned out.

The Chief Administrative Officer reported that three (3) truck loads of silt had been removed and the reservoir had been shut down for a short time. Syphon testing will be undertaken on Friday, August 23rd, 2019.

Councillor Sandhu has requested that a written report be submitted on the matter of the pump station and reservoir with specifics outlined to update all members of the Committee and the public.

- (b)** The matter of in vessel composting system was discussed earlier in the meeting. The information attached to the agenda package was treated as information.
- (c)** The Chief Administrative Officer reported that seven (7) applications had been received for the job posting for Superintendent, Public Works and Engineering.

Cam So from Mesachie Lake has been offered the position starting on September 9th, 2019.

- (d)** Councillor Sandhu shared concerns from residents of Stevens Crescent of a rodent problem in the area including Ravine Park.

Minutes of Public Works & Environmental Services Committee held on August 20th, 2019

9. NOTICES OF MOTION

None.

10. PUBLIC RELATIONS ITEMS

- Councillor McGonigle conveyed his congratulations to the 75th Committee on the great celebration and thanked former Mayor Forrest who was in the audience for organizing the baseball tournament.
- Mayor Peters concurred on how well organized the events all were for the weekend celebration.

11. QUESTION PERIOD

12. ADJOURNMENT

No. PW.023/19
Adjournment

Moved: Councillor McGonigle
Seconded: Mayor Peters
that this meeting be adjourned. (6:49 p.m.)

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2019.

Chair



TOWN OF LAKE COWICHAN

Minutes of Parks, Recreation and Culture Committee held on
Tuesday, August 20th, 2019

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

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

PUBLIC: 8

1. **CALL TO ORDER**

The Chair called the meeting to order at 6:58 p.m.

No. PR.0026/19

2. **AGENDA**

Moved: Councillor Sandhu
Seconded: Councillor McGonigle
that the agenda be approved with the following addition under:
New Business
(b) Councillor Austin re: Tour of Cowichan Lake Education
Centre and Forestry Research Station.

CARRIED.

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

(i) The 75th Birthday celebration for the Town of Lake Cowichan was held this past weekend.

(b) **Ongoing Items:**

(i) No update or report on the riverfront walkway and trail connection was available.

(ii) No update or report on the access to Cowichan River at Prospect Avenue was available.

4. **DELEGATIONS AND REPRESENTATIONS**

(a) Paul Jordan, Co-Chair, Town of Lake Cowichan 75th Anniversary Committee requested use of Saywell Park on Sunday, September 8th, 2019 from 10:30 am to 4:30 pm to host a Hot Rod and Bike show. The event is in association with A&W Lake Cowichan and the Vancouver Island Motor Sport Circuit.

Mr. Jordan outlined the day's events and advised that in the case of inclement weather, the vehicles will be displayed along Point Ideal Drive.

Councillor Vomacka voiced a concern with parking of participants and visitors and asked if adequate parking and traffic management would be considered.

No. PR.0027/19
Saywell Park
Use – Hot Rod
and Bike Show

Moved: Councillor McGonigle
Seconded: Mayor Peters
that the Committee recommend that the Town of Lake
Cowichan 75th Anniversary Committee be granted approval for

use of Saywell Park on September 8th, 2019 from 10:30 am to 4:30 pm to host a Hot Rod and Bike Show, subject to the following conditions:

- Parking area to be cordoned off;
- Liability insurance with the Town as an additional insured to be provided; and that
- Traffic control measures be implemented.

CARRIED.

Ross Forrest thanked Town Council for its ongoing support and stated that the Town's support has allowed the 75th and Beyond Committee to fill its mandate.

Mayor Peters shared his wishes that the car show be a huge success. He extended his congratulations on the 75th celebration and felt that all those participating whether young or old had fun all weekend.

5. CORRESPONDENCE

The correspondence item from Paul Jordan, Co-chair, Town of Lake Cowichan 75th Anniversary Committee requesting approval for use of Saywell Park for the Hot Rod and Bike Show was addressed during the delegation presentation.

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

None.

7. REPORTS

- (a)** The Committee reviewed the staff report provided for the review of existing and future needs of Town Parks.

The Chief Administrative Officer reported that the Advisory Planning Commission generated the inventory of existing parks and greenspaces.

The Committee members discussed the following:

- The sign at Creelman Bird Sanctuary has been removed and the access is quite overgrown;
- Ravine Park should be indicated as riparian sensitive, not ecological;
- Enquiry for private acquisition of Creelman Park;
- Clarification of Gillespie Park and the lease agreement; and
- Access to Gillespie Park will be brought forward to Council for consideration as the property has recently been sold.

8. NEW BUSINESS

- (a)** The matter of proposed improvements at Stone Park is an ongoing issue.

Mayor Peters would like to set up a meeting to discuss the requirements at the Park and report back.

- (b)** Councillor Austin distributed a written report on her recent tour of the Cowichan Lake Education Centre and Forestry Research Station.

It was noted that the Education Centre was given to the Town

of Lake Cowichan at its 50th Anniversary celebrations in 1994.

Mayor Peters emailed out information to Committee members on eco-watersheds and different community forests which could be brought forward to future meetings to discuss and possible delegation attendance.

Councillor Austin encouraged Committee members to tour the Forest Research Station and the Cowichan Lake Education Centre.

9. NOTICES OF MOTION

10. PUBLIC RELATIONS ITEMS

None.

11. QUESTION PERIOD

Adjournment
No. PR.0028/19

12. ADJOURNMENT

Moved: Councillor Vomacka
Seconded: Mayor Peters
that the meeting be adjourned. (7:38 p.m.)

CARRIED.

Certified correct _____

Confirmed on the _____ day of _____, 2019.

Chair



Memo

TO: Mayor and Council
SUBJECT: Temporary Use Permit Application – Lot A, Plan VIP29793
DATE: August 23, 2019
FROM: Chief Administrative Officer

Background Information

Under the Town of Lake Cowichan Zoning Bylaw 935-2013, the designated areas where temporary uses may be allowed under section 482 of the Local Government Act, are in all commercial, industrial and water recreation zones. Gilbert Beaudry, owner of the above property has made application for a Temporary Use Permit to allow for the establishment of a child care facility at Lot A, Plan VIP29793 (87 South Shore Road). The property is currently zoned Lakefront and Riverfront Commercial (C-3) where a child care facility use is not a permitted use while across the street in a General Commercial (C-1) zone it is permitted.

Consideration

Unless Council is opposed to the application, the required notices under the Local Government will be posted. Council can then consider issuing the Temporary Use Permit application at the next meeting.

Joseph A. Fernandez

TOWN OF LAKE COWICHAN

BYLAW NO. 1024-2019

A Bylaw to Amend Zoning Bylaw No. 935-2013

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 amend Bylaw 935-2013 to allow for changes with respect to land use and zoning regulations;

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

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

1. TITLE

This bylaw may be cited for all purposes as the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1024-2019".

2. AMENDMENTS

2.1. Part III Land Use Definitions is amended by adding the following definitions:

cannabis means any plant of the genus Cannabis; including:

(a) any part of a cannabis plant, including the phytocannabinoids produced by, or found in, such a plant, regardless of whether that part has been processed or not;

(b) any substance or mixture of substances that contains or has on it any part of such a plant; and

(c) any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained; cannabis production means the medical and non-medical commercial production, cultivation, synthesis, harvesting, altering, propagating, processing, packaging, storage, distribution or scientific research of cannabis or cannabis products as permitted by the Access to Cannabis for Medical Purposes Regulations (ACMPR) and Bill C-45 (the Cannabis Act), and any subsequent regulations or acts which may be enacted henceforth, but excludes the growing of cannabis by an individual for their personal use and consumption; cannabis products means plant material from cannabis and any products that include cannabis or cannabis derivatives, intended for human use or consumption;

cannabis production means the medical and non-medical commercial production, cultivation, synthesis, harvesting, altering, propagating, processing, packaging, storage, distribution or scientific research of cannabis or cannabis products as permitted by the Access to Cannabis for Medical Purposes Regulations (ACMPR) and Bill C-45 (the Cannabis Act), and any subsequent regulations or acts which may be enacted henceforth, but excludes the growing of cannabis by an individual for their personal use and consumption;

cannabis products means plant material from cannabis and any products that include cannabis or cannabis derivatives, intended for human use or

consumption;

environmental conservation means activities directed towards the protection of natural areas and reduction of natural hazards, including the development of trails and associated facilities to allow the public to better understand the importance of protecting such areas;

outdoor recreation means a recreational activity undertaken where the outdoor setting and landscape is a significant element in the activity, and the density of recreational users is not a significant element and includes but is not limited to a golf course, park or open space, playing field and botanical garden;

passive recreation means outdoor recreation activities which do not involve the use of buildings or structures;

park model mobile home means a transportable dwelling unit with cooking, sanitary and living facilities that meets the CAN/CSA Z241 standard;

recreational vehicle park means a lot providing for seasonal or permanent accommodation using licensed recreational vehicles; and

recreational vehicle or RV means a vehicle capable of being licensed under the Motor Vehicle Act, which is designed for the temporary accommodation of people, and includes motorhomes, camper vans, tent and camper trailers, 5th wheels and other motor vehicles converted or adapted for temporary human accommodation.

2.2. Part V Regulations for Each Zone, Section 5.4 Suburban Residential Zone is amended by adding the following provision under Subsection 5.4.3 Conditions of Use:

5.4.3.3 Use permitted with septic systems

a) Septic systems are permitted on lots greater than 1.0 ha in size

2.3. Part V Regulations For Each Zone, Section 5.14 I-1 Light Industrial Zone is amended by adding to Subsection 5.14.2 Permitted Uses the following site specific principal use for the land described as Block 200, Cowichan Lake District except that part in Plan VIP76613:

s) Cannabis production facility

2.4. Part V Regulations for Each Zone is amended by adding the following new zone:

5.20 CD-3 Block 200 Comprehensive Development Zone

.1 Intent

The intent of the CD-2 Zone is to provide for a new neighbourhood where residents can enjoy shared amenities, the natural environment and a sense of community spirit. The neighbourhood may include a variety of non-traditional forms of home ownership in a compact built form as well as complimentary commercial services and light industrial land uses.

.2 Permitted Uses

	Principal Use	Minimum Lot Size
(a)	Single Unit Residential (which may be a modular home, mobile unit or tiny house)	200 m ²
(b)	Short Term Vacation Rentals	
(c)	Park, Playground, Sports Field	1,000m ²
(d)	Senior's Care Facility	1,000m ²
(e)	Senior Citizen Housing	1,000m ²
(f)	Any use permitted within the Light Industrial (I-1) Zone	667m ²
(g)	Cannabis Production Facilities (see Interpretation section)	667m ²
(h)	Liquor Sales	464m ²
(i)	Personal Services Establishment	464m ²
(j)	Restaurant	464m ²
(k)	Retail Store	464m ²
(l)	Neighbourhood Convenience Store	930m ²
(m)	Art Studio or Art Gallery	464m ²
(n)	Recreational Vehicle Park	10,000m ²
(o)	Environmental Conservation	N/A
(p)	Passive Recreation	N/A
(q)	Outdoor Recreation	N/A

.3 Conditions of Use

.1 Dimensional and Coverage Standards

	Dimensions and Coverage	Single Family Dwelling	Industrial Uses and Cannabis Production Facilities	All other Buildings and Structures
(a)	Maximum Height	10.5m	16.0m	8.0m
(b)	Maximum Lot Coverage	50%	50%	50%

.2 Minimum Building Setbacks

	Use / Structure	Front Lot Line	Rear Lot Line	Exterior Side Lot Line	Interior Side Lot Line
(a)	Single Unit Residential	4.0m	3.0m	3.0m	1.0m
(b)	Light Industrial Uses and Cannabis Production Facilities	5.0m	5.0m	5.0m	5.0m
(c)	All other Buildings and Structures				
(d)	Accessory Buildings	7.5m	1.0m	3.0	1.0

.3 Leave strips along streams shall be established in accordance with the requirements of the Riparian Area Regulations.

.4 Maximum Density

	Use / Structure	Permitted Density
(a)	Single Unit Residential	The maximum number of units within the CD-2 Zone shall not exceed 1,000
(b)	Light Industrial Uses and Cannabis Production Facilities	The maximum site area for all uses shall not exceed 8.0ha.
(c)	Commercial Uses (retail, services, restaurants, etc.)	The maximum site area for all uses shall not exceed 5.0ha.

=
2.5. Schedule A Consolidated Zoning Map is amended in accordance with the map shown in Schedule A to this amending Bylaw, No. 1024-1029

3. FORCE AND EFFECT

That upon adoption of this bylaw, Bylaw No. 1024-2019 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 _____, 2019.

READ A SECOND TIME on the ___th day of _____, 2019.

PUBLIC HEARING held on the ___th day of _____, 2019.

READ A THIRD TIME on the ___th day of _____, 2019.

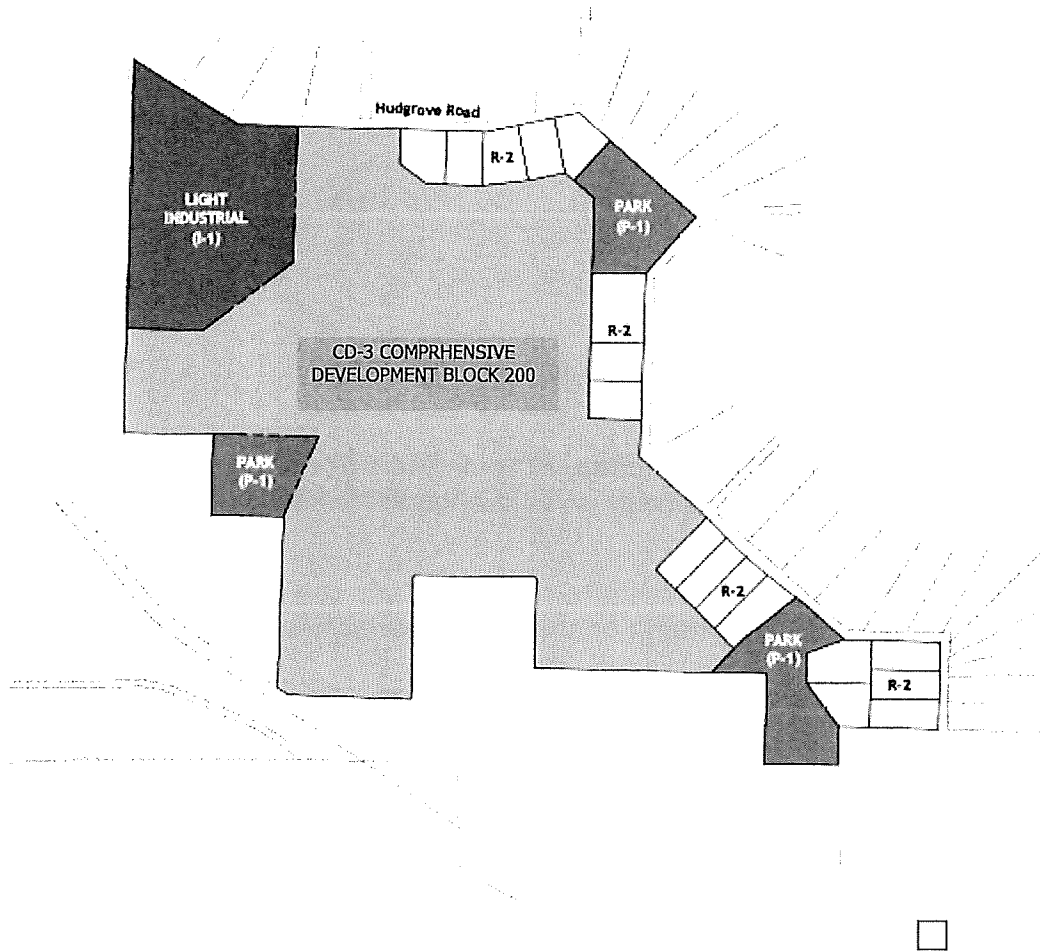
RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ___th day of _____, 2019.

Rod Peters
Mayor

Joseph A. Fernandez
Corporate Officer

Schedule A to Bylaw No. 1024-2019

Block 200 Zone Districts: CD-3 Comprehensive Development, I-1 Light Industrial, P-1 Public Use, and R-2 Suburban Residential



August 19, 2019

1602-008

By email: jfernandez@lakecowichan.ca
Cc: brian@bjkarch.com

The Town of Lake Cowichan
39 South Shore Road
Lake Cowichan, BC
V0R 2G0

Attn: Mr. Joseph A. Fernandez, Chief Administration Officer

**Re: Town of Lake Cowichan, 39 South Shore Road, Lake Cowichan, BC.
Tender Results and Bid Analysis for Roof Renewal**

Dear Joseph:

The following is a summary report on the tender process, results and our analysis of the bids received.

1. Tender documents for the roof renewal were prepared by Herold Engineering Ltd. (HEL)
2. CCDC-2 (2008) Stipulated Price Contract was selected as the applicable contract method.
3. On July 23, 2019 Invitations to tender together with the Tender documents were posted electronically with BC BID and the Vancouver-Island Construction Association (VICA) electronic bid posting service.
4. A non-mandatory site visit was held at 10:00 am on Monday July 29, 2019. The meeting was attended by three specialist roofing contractors and a one General Contractor. The companies represented were:
 - Top Line roofing (Victoria)
 - Flynn Canada
 - Universal Sheet metal & Roofing
 - G & G Roofing Ltd. (Nanaimo)
 - The General Contractor in attendance was Ecklundson Construction (The EC Group).
5. Tender closing was set for 2:00 pm Monday 12 August 2019 at the offices of the Town of Lake Cowichan. Tender to be opened in public.
6. One (1) addendum was issued during the tender period. The addendum was posted on the two bid sites and issued by email with acknowledgment of receipt to the proponents who attended the non-mandatory site visit.

7. Three (3) sealed bids were received by The Town of Lake Cowichan before 2:00 pm Monday August 12, 2019.
8. The sealed bids were opened in the council chamber at 2:09pm in the presence of:
 - Mr. Joseph A. Fernandez, Chief Administration Officer, Town of Lake Cowichan
 - Mr. Graham Bessant, Senior Building Enclosure Specialist, Herold Engineering Ltd.
 - None of the proponents were in attendance.
9. At tender opening the following bid enclosures were recorded for each of the proponents:
 - Stipulated Price Bid
 - Completion of Appendices, "A" List of Bid Documents, "B" List of Subcontractors, "C" Unit Prices and "E" Contingency Allowances.
 - Bid Bond
 - Surety Consent for 50% Performance Bond
 - Surety Consent for 50% Labor and Material bond
10. The following is an abstract of the bids received:

BIDDER	10% BID BOND	BONDS 50% LABOUR 50% PERFORM	APPENDIX "E" CONTINGENCY	STIPULATED PRICE	TOTAL (Stipulated price and contingency included)
G & G ROOFING LTD.	YES	YES YES	\$7,335.00	\$166,125.00	\$173,460.00
FLYNN CANADA LTD.	YES	YES YES	\$8,500.00	\$185,600.00	\$194,100.00
ALPHA ROOFING & CLADDING INC.	YES	YES YES	\$7,850.00	NONE PROVIDED	BID INCOMPLETE

11. Bid range for the tendered work (the difference between the highest and lowest bid received) \$19,475.00
12. The bid received from Alpha Roofing and Cladding Inc. was incomplete at opening.
13. Following the formal tender opening the writer contacted Alpha Roofing and Cladding Inc. and enquired why their bid submission was incomplete. The writer was assured that the stipulated price had only been submitted in the sealed bid form and not sent by email or fax. The incomplete form appeared to be an oversight on the part of the proponent.

14. As it appeared to be an unfortunate event the writer confirmed that in Section 00 21 13 Instructions to Bidders there is provision in .2 for the bid to be considered informal:

.2 Bid Ineligibility

- .1 Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, shall at discretion of Owner, be declared informal.**
- .2 Bids with Bid Forms and enclosures which are improperly prepared shall at discretion of Owner, be declared informal.**
- .3 Bids that fail to include security deposit, or insurance requirements shall at discretion of Owner, be declared informal.**

15. Alpha Roofing and Cladding disclosed that their stipulated price portion was in excess of \$199,000 which would have placed them as the highest bid received.
16. It is HEL's recommendation that at the Town of Lake Cowichan's discretion that the Alpha Roofing and Cladding Inc. bid be declared informal.
17. HEL has reviewed the submitted material provided by G & G Roofing Ltd. and found it to be compliant with the tender document parameters and recommend that The Town of Lake Cowichan accept G & G Roofing Ltd. as the successful proponent.

18. Next Steps:

At this time, upon acceptance of G & G Roofing Ltd. As the successful proponent and with your approval, we would like to discharge the unsuccessful bidders and provide them with the bid abstract and our thanks for their time and effort.

We would also like to notify the successful bidder, G & G Roofing Ltd. By way of a letter of intent and enter discussions with yourselves and G & G regarding proposed timelines and coordination of the work with the contemplated demolition that will precede the roof renewal program.

Yours truly,

HEROLD ENGINEERING LIMITED



Graham Bessant, SDAD, SIAD.
Senior Building Enclosure Specialist