

AGENDA

TOWN OF LAKE COWICHAN

Regular meeting of Council to be held on
Tuesday, February 24th, 2015 at 6:00 p.m.



Page #

1. CALL TO ORDER

INTRODUCTION OF LATE ITEMS (if applicable)

2. APPROVAL OF AGENDA

3. ADOPTION OF MINUTES

- (a) Minutes of the Regular Meeting of Council held on January 27th, 2015. 3
- (b) Minutes of the Special Meeting of Council held on February 17th, 2015. 8

4. BUSINESS ARISING AND UNFINISHED BUSINESS

5. DELEGATIONS AND REPRESENTATIONS

- (a) Dr. Paul Haselback, Medical Health Officer, Island Health re: 2014 Local Health Profiles Data.
- (b) Kathleen Sheppard, Social Planning Cowichan re: 2014 Annual Report of activities and priorities for 2015.
- (c) Judy Stafford, Cowichan Green Community, re: 2014 - Year in review.

6. CORRESPONDENCE

- (a) **Action Items**- None.
- (b) **Information or Consent Items**- re: moratorium to allow BCUC to review Prospected site C Project 10

7. REPORTS

(a) Council and Other Committee Reports

- | | | |
|--|----------------------|--|
| 1. Finance & Administration | Councillor McGonigle | |
| • February 10 th , 2015. | | 11 |
| 2. Public Works & Environmental Services | Councillor Austin | |
| • February 3 rd , 2015. | | 15 |
| 3. Parks, Recreation & Culture | Councillor Vomacka | |
| • February 3 rd , 2015. | | 18 |
| 4. Economic & Sustainable Development | Councillor Day | |
| • February 17 th , 2015. | | 20 |
| 5. Cowichan Lake Recreation Commission | Mayor Forrest | |
| • January 22 nd , 2015. | | 23 |
| 6. V.I.R.L | Councillor Vomacka | |
| 7. Ohtaki Twinning Committee | Mayor Forrest | |
| • February 17 th , 2015 | | 26 |
| 8. Advisory Planning Commission | Councillor McGonigle | |
| 9. Community Forest Co-op | Councillor McGonigle | |

(b) Other Reports

1. Lake Cowichan Fire Department Incident Report for January, 2015. 28

2. Cowichan Valley Regional District Board Meeting – Councillor Day.

(c) **Staff Reports**

1. CAO re: Age Friendly Action Plan

F/C

8. **BYLAWS**

- | | |
|--|-----------|
| (a) "Town of Lake Cowichan Official Community Plan Amendment Bylaw No. 947-2014" may be reconsidered and adopted. | 29 |
| (b) "Town of Lake Cowichan Zoning Amendment Bylaw No. 948-2014" may be read a third time, as amended. | 31 |
| (c) "Town of Lake Cowichan Zoning Amendment Bylaw No. 948-2014" may be reconsidered and adopted. | 31 |
| (d) "Town of Lake Cowichan Sign Regulation Bylaw No. 945-2014" may be reconsidered and adopted. | 34 |
| (e) "Town of Lake Cowichan Official Community Plan Amendment Bylaw No. 958-2015" may be given first and second readings. | 46 |
| (f) "Town of Lake Cowichan Zoning Amendment Bylaw No. 959-2015" may be given first and second readings. | 50 |

9. **NEW BUSINESS**

10. **MAYOR'S REPORT**

11. **NOTICES OF MOTION**

12. **MEDIA / PUBLIC QUESTION PERIOD**
- Limited to items on the agenda

13. **IN CAMERA**

14. **ADJOURNMENT**

TOWN OF LAKE COWICHAN

Minutes of a Regular meeting of Council held on
Tuesday, January 27th, 2015



PRESENT: Mayor Ross Forrest
Councillor Carolyne Austin
Councillor Bob K. Day
Councillor Lorna Vomacka

ABSENT: Councillor Tim McGonigle
(with prior approval)

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Roni-Lee Roach, Executive Secretary

PUBLIC: 13

1. CALL TO ORDER

Mayor Forrest called the meeting to order at 6:12 p.m.

2. AGENDA

No. R.08/15

Moved: Councillor Day
Seconded: Councillor Austin
that the agenda be approved with the following addition:
In-Camera
s.90 (1)(f) – law enforcement.

CARRIED.

3. ADOPTION OF MINUTES

No. R.09/15

(a) Moved: Councillor Austin
Seconded: Councillor Day
that the minutes of the Regular meeting of Council held on
December 23rd, 2014 be adopted.

CARRIED.

No. R.010/15

(b) Moved: Councillor Day
Seconded: Councillor Vomacka
that the minutes of the Special meeting of Council held on
January 13th, 2015 be adopted.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. DELEGATIONS AND REPRESENTATIONS

(a) Sam Beldessi, King George Affordable Housing requested financial assistance in the amount of \$2400.00 from the Town for the re-startup of the bathing facilities at Evergreen Place. He further reported that an application would also be submitted for funds from the gaming authority.

Mayor Forrest afforded Council members to ask questions of the delegate.

Councillor Day asked if Island Health was providing funding for the bathing facility. Mr. Beldessi said no.

Councillor Vomacka asked what other sources of funding are available Evergreen would be available for the bathing facility. Mr. Beldessi advised that gaming dollars of \$12,000 would be applied for annually.

6. CORRESPONDENCE

(a) None.

7. REPORTS

No. R.011/15
Finance and
Administration

Moved: Councillor Austin
Seconded: Councillor Day
that the minutes of the Finance and Administration Committee meeting held on January 13th, 2015 be approved with the following recommendations:

1—Leave of Absence

that approval be given for Councillor Tim McGonigle’s absence from the meeting held this day.

2—Info Centre - Lease

that approval be given to extend the lease agreement for a 6-month period with the Cowichan Lake District Chamber of Commerce for the Info Centre at 125 South Shore Road.

CARRIED.

No. R.012/15
Public Works

Moved: Councillor Austin
Seconded: Councillor Day
that the minutes of the Public Works Committee meeting held on January 6th, 2015 be approved.

CARRIED.

No. R.013/15
Parks, Recreation and
Culture

Moved: Councillor Vomacka
Seconded: Councillor Austin
that the minutes of the Parks, Recreation and Culture Committee meeting held on January 6th, 2015 be approved.

CARRIED.

No. R.014/15
Economic and Sustainable
Development

Moved: Councillor Day
Seconded: Councillor Austin
that the minutes of the Economic and Sustainable Development Committee meeting held on January 20th, 2015 be approved.

CARRIED.

Cowichan Lake
Recreation

The minutes of the Cowichan Lake Recreation Commission meeting held on Thursday, December 18th, 2014 were treated as information.

Mayor Forrest reported on the meeting held on Thursday, January 22nd, 2015 with Dave Darling elected as Chairperson and Laurie Johnson elected as Vice-Chair.

Vancouver Island
Regional Library

Councillor Vomacka reported on her attendance at the Board meeting held on Saturday, January 24th, 2015. She reported on the following:

- 221% increase in library usage in 2014 for the Cowichan Lake branch;
- New whale mascot named Tails selected for the library;
- Elections for Board positions;

- New programme for kindergarten students to encourage literacy; and a programme for grade 6 and 7 students to instruct seniors how to use computers and electronic devices.

Council and Other
Committee Reports

There were no reports on the following:

- Ohtaki Twinning Committee;
- Advisory Planning Commission; and
- Community Forest Co-operative.

No. R.015/15
Lake Cowichan Fire
Department – Incident
Report

- (b)** Moved: Councillor Day
Seconded: Councillor Austin
that the Fire Department Monthly Incident Report for
December, 2014 and payment in the amount of \$5,641.26 be
approved.

CARRIED.

Cowichan Valley Regional
District Board

Councillor Day reported on his attendance at the recent
Regional Board meeting held on January 14th, 2015 with
the Board highlights reviewed by Council. He advised he
would forward a written report on future meetings,
similar to the monthly Mayor's Report.

8. BYLAWS

No. R.016/15
Bylaw No. 947-2014
Official Community Plan
Amendment

- (a)** Moved: Councillor Vomacka
Seconded: Councillor Austin
that the reconsideration and adoption of "Town of Lake
Cowichan Official Community Plan Amendment Bylaw No. 947-
2014" be postponed.

Councillor Day OPPOSED
CARRIED.

No. R.017/15
Bylaw No. 948-2014
Zoning Amendment

- (b)** Moved: Councillor Austin
Seconded: Councillor Vomacka
that the "Town of Lake Cowichan Zoning Amendment Bylaw
No. 948-2014" be rescinded with concerns to be addressed in
redraft.

CARRIED.

Councillor Day requested that the issue of parking along North
Shore Road be investigated by staff.

Council directed staff to address safety issues and hours and
days of operations for the two proposed properties referred to
in Bylaw No. 948-2014.

No. R.018/15
Bylaw No. 954-2014
Zoning Amendment

- (c)** Moved: Councillor Day
Seconded: Councillor Vomacka
that the "Town of Lake Cowichan Zoning Amendment Bylaw
No. 954-2014" be read a third time.

CARRIED.

No. R.019/15
Bylaw No. 954-2014
Zoning Amendment

- (d)** Moved: Councillor Day
Seconded: Councillor Austin
that the "Town of Lake Cowichan Zoning Amendment Bylaw
No. 954-2014" be reconsidered and adopted.

CARRIED.

No. R.020/15
Bylaw No. 945-2014
Sign Regulation

- (e) Moved: Councillor Austin
Seconded: Councillor Vomacka
that the "Town of Lake Cowichan Sign Regulation Bylaw No. 945-2014" be read a third time.

CARRIED.

9. NEW BUSINESS

No. R.021/15
Leave of Absence

- (a) Moved: Councillor Day
Seconded: Councillor Austin
that approval be given to Mayor Forrest for a leave of absence for the Finance and Administration Committee meeting to be held on Tuesday, February 10th, 2015.

CARRIED.

10. MAYOR'S REPORT

The Mayor presented his report for January, 2015 with the following highlights:

- The Town is working on the installation of the water treatment plant and determining treatment of UV and/or sand filtration;
- Extended thanks to residents for their understanding on the recent water boil advisory;
- Water, sewer and garbage fees for services increased by 1% for 2015;
- Water reduction from 2010 to 2014 is equal to 29%;
- Wished to applaud the residents for consuming 68 million gallons of water less in 2014 than what was used in 2010;
- A public meeting will be held on Feb 18th, 2015 to discuss the new refuse collection programme and the formation of a sub-committee to look at affordable housing and seniors care facility;
- Activation of the two (2) new pedestrian crosswalks; and
- Expressed thanks to Insurance Corporation of BC and Ministry of Transportation and Infrastructure to assist with costs of the pedestrian crosswalks on South Shore Road.

11. NOTICES OF MOTION

None.

12. MEDIA / PUBLIC QUESTION PERIOD

13. IN CAMERA

No. R.022/15
In-Camera

- Moved: Councillor Day
Seconded: Councillor Vomacka
that Council close the meeting to the public to deal with issues relating to acquisition, disposition or expropriation of land or improvements and law enforcement under Section 90(1) (e) and (f) of the Community Charter (6:59 p.m.).

CARRIED.

14. ADJOURNMENT

No. R.023/15
Adjournment

Moved: Councillor Day
Seconded: Councillor Vomacka
that we adjourn (7:50 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2015.

Mayor

TOWN OF LAKE COWICHAN
Minutes of Special Meeting held on
Tuesday, February 17th, 2015



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

STAFF: CAO, Joseph Fernandez
Nagi Rizk, Superintendant, Public Works and Engineering Services
Kari Lingren, Recording Secretary

PUBLIC: 0

1. CALL TO ORDER

The Chair called the meeting to order at 7:35 p.m.

2. AGENDA

No R.24/15

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

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

4. DELEGATIONS

None.

5. CORRESPONDENCE

(a) Letter of Support for CVRD Meades Creek Small Communities Fund Application:

No R.25/15

Moved: Councillor McGonigle
Second: Councillor Day
that the Town support the letter for support for CVRD Meades Creek Small Communities Fund Application be approved.

CARRIED.

(b) Municipality of North Cowichan- Re: Joint Utilities Board Outfall Relocation and Resource Recovery Project.

No R.26/15

Moved: Councillor McGonigle
Second: Councillor Austin
That the Town letter of support to Municipality of North Cowichan- Re: Joint Utilities Board Outfall Relocation and Resource Recovery Project be approved.

CARRIED.

6. REPORTS

None.

9825 Nassichuk Road
Powell River, BC
V8A 0P3

January 29, 2015

Dear Mayor and Council

RE: MORATORIUM TO ALLOW BCUC TO REVIEW PROPOSED SITE C PROJECT

In response to a report in our local paper, I recently attended the Powell River council meeting and made a presentation. As a result there was a unanimous decision to send a letter to Bill Bennett, Minister of Energy and Mines asking that there be a one-year moratorium on the building of Site C to allow the BC Utilities Commission (BCUC) to rule on the project.

I am aware that the District of Hudson's Hope sent a letter in December asking for support from municipalities regarding this issue. Unfortunately, the Province announced their approval of the project at the same time so many municipalities may have felt that it was too late to become involved. Although the Site C project has received approval, I believe that the BC Government should follow the recommendation of their Joint Review Committee and refer the issue to the BCUC before beginning construction.

Why is this a municipal issue? Almost everyone in BC uses electricity in their homes and their work places. Already ratepayers are bracing for 28% hikes over the next six years - and that is before the \$8.8 billion dollar costs for Site C are added. To date the provincial government has not acted on the advice of the Joint Review Commission* so it is the responsibility of local government to act on behalf of its citizens. Raise your voices, write a letter to Bill Bennett and your local MLA to let the BC government know that it is their duty to allow BCUC to analyze the Site C project, thus ensuring that we all have affordable power in the future. Site C is reported to be the most expensive power project that British Columbia has ever embarked on so it is essential that the BCUC reviews the project before construction begins.

Sincerely,



Terry Webster

** Among other findings, the Joint Review Panel concluded that:*

- it was unable to assess the accuracy of Site C project cost estimates, and recommended that such costs, including unit energy costs and revenue requirements, be referred to the BC Utilities Commission for detailed examination if Site C proceeds;

basing Site C on a 20-year demand forecast without an explicit 20-year forecast for electricity prices is not good practice given the potential reduction to electricity demand caused by future real rate increases, and recommended that (i) BC Hydro construct a reasonable long-term pricing model and update the associated load forecast and (ii) such forecasts be subject to a BCUC hearing before beginning construction of Site C

TOWN OF LAKE COWICHAN

Minutes of Finance & Administration Committee held on
Tuesday, February 10th, 2015



PRESENT: Councillor Tim McGonigle, Chair
Councillor Carolyne Austin
Councillor Bob Day
Councillor Lorna Vomacka

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Nagi Rizk, Superintendent, Public Works and Engineering Services
Karl Lingren, Recording Secretary

ABSENT: Mayor Ross Forrest
Ronnie Gill, Director of Finance

PUBLIC: 3

1. CALL TO ORDER

The Chair called the meeting to order at 5:12 p.m.

2. AGENDA

No. FA.005/15

Moved: Councillor Vomacka
Seconded: Councillor Austin
that the agenda, as amended, be approved.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) Info Centre- Lease with Chamber. The CAO updated the committee on the six month extension, ending June 2015, given to the Chamber.

(b) Ongoing Items Still Being Addressed:

(i) Columbarium: Councillor McGonigle updated the members on the interview he had with CBC radio on the matter. Mayor Forrest also was interviewed by the Globe and Mail on this issue. Councillor McGonigle also stated the contract planner was to provide additional information on the issue. The CAO added that the matter was referred to the APC for its input.

(ii) Sports Tourism: There was no update on the matter of Sports Tourism but Councillor Day wanted to extend an invitation to the newly hired sports and recreation centre planner, Tanya Kaul, and Dalton Smith, CLEC Manager.

(iii) Association of Vancouver Island Coastal Communities Resolution:
The Committee members discussed the need for alternative sources of funding for municipalities and of them being reimbursement of Provincial Sales Tax revenues with staff to investigate it further on an appropriate resolution for submission to the Association of Vancouver Island Coastal Communities.

(c) Farmer's Market: The CAO updated that there is no new information.

No. FA.006/15 Moved: Councillor Day
 Seconded: Councillor Austin
 that the Council recommend approval of a Farmer's Market
 starting after May 15, 2015 through the Labor Day week-end.
CARRIED.

Jen Pimlott the organizer, updated the committee that she is
 looking into insurance, garbage, and society status on the
 matter.

4. DELEGATIONS AND REPRESENTATIONS

None.

5. CORRESPONDENCE

- (a) Municipality of North Cowichan- Re: Joint Utilities Board
 Outfall Relocation and Resource Recovery Project- The CAO
 stated that North Cowichan is looking for support on its
 application for funding under the Small Communities Grant
 program. The information was received and filed.
- (b) Fire Underwriters- Re: Fire Insurance Grade Extension for #6
 Hub Volvo 1994 Pumper- Councillor McGonigle explained that
 due to the age of the pumper, an annual inspection was
 required for fire insurance grading purposes.
- (c) Letter of Support for CVRD Meades Creek Small Communities
 Fund Application- The request for a letter of support was
 received and filed.

No. FA.007/15 (d) Moved: Councillor Day
 Seconded: Councillor Vomacka
 that the committee recommend providing its support be
 given for Lake Cowichan First Nation's application for funding
 under the Western Diversification program to undertake
 improvements to its waterfront properties.
CARRIED.

- (e) Opus Dayton Knight- Town of Lake Cowichan Sewage
 Treatment Plant Proposal- the CAO explained that bids had
 come in over budget in 2014 and Opus Dayton Knight was
 assisting the Town in re-issuing the bid.

No. FA.008/15 Moved: Councillor Day
 Seconded: Councillor Austin
 that the committee recommend selection option 1 provided
 in the Opus Dayton Knight's proposal at a cost of \$106,830
 and that Phase 1 of the Sewage Treatment Plant Upgrade be
 tendered.
CARRIED.

6. REPORTS

- (a) The financial report for the period ending January 31st, 2015
 with comparatives for 2014 were treated as Information.

- (b) The Building Inspector's Service Report submitted for January, 2015 was treated as information.

No. FA.009/15

- (c) Moved: Councillor Austin
Seconded: Councillor Vomacka
that a grant application for water main upgrades under the New Building Canada Fund for Small Communities be submitted.

CARRIED.

- (d) The CAO provided a verbal update on a meeting the Superintendent and he had with Peggy Gibbs of the Insurance Corporation of BC. Discussion revolved around the purchase of a second, pedestrian activated cross walk flashers at 2 locations, sidewalk projects and new street name signs for the main street.

Council directed staff to move forward with ICBC on those items.

7. NEW BUSINESS

- (a) Lake Days Society and 2015- Councillor McGonigle informed the table that he had reviewed the Lake Days financial statements with the Chamber of Commerce. He also expressed with staffing if the Town was to be responsible for the event and stated that he was not in favor of supporting that idea.
- (b) Ombudsperson's report- the CAO reported that there was one complaint and it is now closed.
- (c) Budget Meeting schedule- Councillors suggested Thursday Feb 19,2015 for the first meeting.

8. NOTICES OF MOTION

- (a) Yes Policy- Councillor Day gave his thoughts on such a policy.

Councillor McGonigle said that it should be tabled to another meeting.

9. PUBLIC RELATIONS ITEMS

- (1) The Town Public Meeting is to be held on February 18th, 2015. Some topics to be discussed will include care facility and columbariums.
- (2) Councillor McGonigle spoke on the NTU levels which were at 1.5 for this day.

11. ADJOURNMENT

No. FA.0010/15
Adjournment

- Moved: Councillor Austin
Seconded: Councillor Day
that we do adjourn. (6:12 p.m.)

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____ , 2015.

Vice-Chair

TOWN OF LAKE COWICHAN

Minutes of Public Works and Environmental Services

Committee held on

Tuesday, February 3rd, 2015



PRESENT: Councillor Carolyn Austin, Chair
Councillor Tim McGonigle
Councillor Lorna Vomacka

ABSENT: Mayor Ross Forrest
Councillor Bob Day

STAFF: CAO, Joseph Fernandez
Nagi Rizk, Superintendant, Public Works and Engineering Services
Ronnie Gill, Director of Finance
Kari Lingren, Recording Secretary

PUBLIC: 5

1. CALL TO ORDER

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

2. AGENDA

No. PW.004/15 Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that the agenda be approved.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) Water Treatment Upgrades- Extention update- The Superintendent, Public Works and Engineering Services reported that the water treatment upgrades were being worked on. He reported that it is hoped an extension from November 2015 to November 2016 be approved, as was requested.

(b) UV Treatment Grant Application: The CAO reported that it did not look like we would make the February 18th 2015 application deadline.

Councillor McGonigle did not agree with not submitting a grant at this time. He also suggested that the fire suppression and water main extensions could possibly be applied for.

No. PW.005/15 Moved: Councillor McGonigle
Second: Councillor Vomacka
that a grant application for water main upgrades be submitted.

CARRIED.

(c) Ongoing Items Still Being Addressed:

(i) Highway signage- still an ongoing issue which will be discussed at the next APC meeting.

(ii) Urban drainage- It is behind schedule and no update is available.

(iii) Inventory of Disability Parking Stalls: The Superintendent, Public Works and Engineering Services reported on the inventory for public parking areas in Town and passed out copies of the report. He also discussed that there are standards on installing parking stalls that have to be met to ensure the safety of the public getting.

- (iv) In-Vessel Composting: No update.

4. DELEGATIONS

None.

5. CORRESPONDENCE

- (a) Re: CVRD Bylaw No.3882- Transit Service Amendment Bylaw, 2014 that was finalized in November.

No. PW.006/15

Moved: Councillor McGonigle
Second: Councillor Vomacka
that the Town consent to the adoption of CVRD Bylaw No. 3882-
Transit Service Amendment Bylaw, 2014.

CARRIED.

- (b) Shannon Edgar, a resident on MacDonald Rd, submitted a letter through Councillor Vomacka on the matter of runoff of water onto private properties.

Councillor McGonigle discussed that any work should not be undertaken before the storm water study has been completed. He also noted that there is a fish bearing stream behind some of the properties on MacDonald and possibly seepage from the stream could be the cause of problems.

A response is to be written to the resident after the Superintendent has investigated the claim.

6. REPORTS

None.

7. NEW BUSINESS

- (a) Idle Free Policy- Councillor McGonigle stated that it is up to the council to decide where the signs should go and clarified that there is no bylaw for this policy. The matter was left on for further discussion.

- (b) Boulevard Maintenance re: Renfrew St- Councillor Austin expressed the concerns of Sam Beldessi on pedestrian safety caused by potholes on the boulevards adjacent to Renfrew St.

The CAO explained that Public Works cannot do remedial work on while vehicles are parked on the street through the day.

The Superintendent, Public Works and Engineering Services reported that a yearly shoulder maintenance of roads and boulevards is undertaken.

- (c) Public Works Infrastructure Review and Tour- discussion was had for council to pick a date in the spring for this to take place.
- (d) Additional Speed Reader Board and Crosswalk Signal Lights- the CAO stated that ICBC has verbally agreed to fund possibly one more speed reader. ICBC funds 75% of the project but guidance will have to be given from the committee.
- (e) "No Jumping" Sign- there are concerns about these signs being a liability. Councillor Vomacka was informed that the bridge is

owned by the Ministry of Transportation and Infrastructure and it is responsible for the maintenance of the signs.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

None.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. PW.007/15
Adjournment

Moved: Councillor Vomacka
Seconded: Councillor McGonigle
that this meeting adjourn. (5:56 p.m.)

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2015.

Chair

TOWN OF LAKE COWICHAN

Minutes of Parks, Recreation and Culture Committee held on
Tuesday, February 3rd, 2015



PRESENT: Councillor Lorna Vomacka, Chair
Councillor Carlyne Austin
Councillor Tim McGonigle

ABSENT: Mayor Ross Forrest
Councillor Bob K. Day

STAFF: Joseph Fernandez, CAO
Nagi Rizk, Superintendent, Public Works and Engineering Services
Ronnie Gill, Director of Finance
Kari Lingren, Secretary

PUBLIC: 8

1. CALL TO ORDER

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

2. AGENDA

No. PR.003/15 Moved: Councillor Austin
Seconded: Councillor McGonigle
that the agenda be approved.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) Centennial Park Plans and Detail- The CAO requested that this matter be left on the agenda for discussion of grant options in the future.

There was discussion by Councillor McGonigle that some things may be phased in.

Ongoing Items:

(i) Lake Cowichan Parks and Details –it can be addressed when the tour of the local parks is undertaken. An update could be given after the tour.

(ii) Duck Pond and Kinsmen / CLEC Involvement – No update.

(iii) Riverfront Parkway and Trail Connections- No update was available but expected for the next meeting.

(iv) Town Square Dedication - The CAO discussed that he had spoken with ICET and they will get back to us to confirm the May 15th, 2015 date.

(v) Seniors Exercise Equipment – No update.

4. DELEGATIONS

(i) Laurie Johnson addressed the Council with a Lake Days Society update and stated that the society has been unsuccessful in finding a Chair, Secretary, and a Treasurer. She then proposed that the Town of Lake Cowichan take on this project so as not to lose the potential revenues and the benefits they could

provide.

Councillor McGonigle suggested that this matter be referred to the finance meeting to check on liability and staffing issues.

Laurie Johnson also asked that this be looked at quickly as the event is held in June.

- (ii) Elizabeth Kidd was present to give an update on the BMX track. She passed around a sketch the kids proposed they would like. She mentioned a tour of individual parks with an invitation extended to council members.

Councillor McGonigle mentioned that the group could possibly accommodate by working together with the Community Garden Society.

5. CORRESPONDENCE

None.

6. REPORTS

None.

7. NEW BUSINESS

- (a) Edible Tree Grant: The CAO updated that the closing date for the grant is Feb 23rd, 2015.

Councillor McGonigle noted that the proposed spot for locating the BMX track was in the same area as the edible tree location but by working together hoped they could resolve the situation.

- (b) Tours of Parks and Playgrounds: Discussion for a date for the tour is to be made with the entire council present.
- (c) Busking in Public Places: The CAO updated that a \$25.00 is applicable and also an application must comply with the required regulations.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

None.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. PR.004/15
Adjournment

Moved: Councillor Austin
Seconded: Councillor McGonigle
that we adjourn (6:20 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2015.

TOWN OF LAKE COWICHAN

Minutes of Economic and Sustainable Development Committee held on
Tuesday, February 17th, 2015



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

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Nagi Rizk, Superintendent, Public Works and Engineering Services
Kari Lingren, Recording Secretary

OTHER: 11

1. CALL TO ORDER

The Chair called the meeting to order at 5:30 p.m.

2. AGENDA

No. SPD.003/15

Moved: Councillor Vomacka

Seconded: Councillor Austin

that the agenda, with the addition of an update be given from
Councillor Day on Community Innovation Lab, be approved.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

- (a) Affordable Housing (see delegation item)- left until the presentation by Ann Kjerulf, CVRD.
- (b) Seniors' Care Facility- to be placed on the agenda for the public meeting.
- (c) Meeting with School District Officials- Councillor McGonigle suggested the meeting take place soon so that Lake Cowichan's needs for education be heard either with the superintendent or the board members.
- (d) Job Creation Program- the CAO updated that Dalton Smith will draw up a proposal to be presented at the budget meeting.
- (e) Infrastructure Improvements- was moved to the budget meeting.

4. DELEGATIONS

- (a) Peter Robinson, Community Energy Assoc. re: BC Incentives Programs (via conference call)- presented information that is available on reducing energy usage. Pamphlets and leaflets will be sent to the town office for distribution to residents.
- (b) Ann Kjerulf, CVRD re: 2015 Regional Affordable Housing Needs Assessment- gave detailed information on the affordable housing in the valley.
- (c) Lake Cowichan School PAC Re: Initiatives and sign partnership- PAC President Belinda Waller presented information on the costs of a new sign for the school. She gave the costs for a digital sign (\$9500.00) and also for a sign similar to the existing one (\$4500.00). The PAC mentioned that they can only spend up to \$4500.00 and was proposing that the town also fund the sign

giving the latter the ability to post notices on it like the water boil advisory.

Councillor Day suggested that the group also apply for a Grant in Aid as well as explore other fundraising options.

No. SPD.004/15

Moved: Councillor McGonigle
Seconded: Councillor Austin
that this matter be referred to the budget meeting.

CARRIED.

- (d) David Kidd re: Seniors' Co-Housing- Mr Kidd discussed many different types of housing facilities that already exist in other communities and saw this a something that can be explored as an opportunity for the town.

5. CORRESPONDENCE

None.

6. REPORTS

Councillor Day reported on the Community Innovation Lab that was held in Kamloops.

7. NEW BUSINESS

- (a) Definition of "Economic Development" – Each member gave his or her thoughts on the subject.
- (b) Downtown Revitalization- it was suggested that the downtown be made more accessible for pedestrians.
- (c) Revenue Alternatives Assessment (excerpt from Municipal World, Nov 2014) - the CAO informed the committee of other revenue alternatives listed in the handout.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

- (a) Councillor McGonigle informed the committee that the Town of Lake Cowichan will be the small town feature on the upcoming weekend news.
- (b) Councillor Day reported that Jackie Cummings has stepped forward as chair as the new chair for Lake Days.
- (c) Councillor Austin reported that she had invited leadership students to the public town meeting on Wednesday, February, 18th, 2015.
- (d) Councillor Day reminded everyone of the public town meeting on February 18th, 2015.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. SPD.005/15
Adjournment

Moved: Councillor Austin
Seconded: Councillor Vomacka

that the meeting adjourn (7:26 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2015.

Chair

Minutes of the Cowichan Lake Recreation Commission Meeting held on Thursday, January 22, 2015 in the Cowichan Lake Sports Arena Meeting Room, 311 South Shore, Lake Cowichan BC at 7:00 PM.

PRESENT: Chairperson D. Darling
Mayor R. Forrest
Director K. Kuhn
E. Fearon
B. Peters
J. Rowley
L. Johnson

ALSO PRESENT: J. Elzinga, Acting General Manager, Recreation and Culture, Manager, Island Savings Centre
L. Blatchford, Manager, Cowichan Lake Recreation
R. Frost, West Cowichan Facility Coordinator
T. Kaul, Recreation Programmer II
R. Piechnik, Recording Secretary

ABSENT: Director I. Morrison

The meeting was called to order at 7:00 p.m. by L. Blatchford

APPROVAL OF AGENDA

It was moved and seconded that the agenda be approved as presented.

MOTION CARRIED

1 Elections of Chair and Vice Chair - L. Blatchford

D. Darling is the Chairperson of the Cowichan Lake Recreation Commission by acclamation. L. Johnson is the Vice Chairperson of the Cowichan Lake Recreation Commission by acclamation.

Chairperson Darling presided over the rest of the meeting.

ADOPTION OF MINUTES

M1 Regular Cowichan Lake Recreation Commission meeting of December 18, 2014

It was moved and seconded that the minutes of the regular meeting of December 18, 2014 be adopted as presented.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES

BA1 Commission Orientation Manuals

Orientation manuals will be ready for the February 12, 2015 meeting.

BA2 February's Budget Meeting Date

The Commission budget meeting for Thursday, February 26, 2015 has been changed to Thursday, February 12, 2015 at 7:00 p.m. in order to meet Budget timelines.

BA3 Commission Appointments 2015

Welcome back to Commission members J. Rowley, R. Wise, E. Fearon, B. Peters, L. Johnson and D. Darling. Commission positions were ratified on January 14, 2015 by the Board and are all one year terms ending December 31, 2015.

REPORTS

R1 Program Report - Presented by T. Kaul, Recreation Programmer II

Two hand-out reports given by T. Kaul for information purposes only: Arbutus Park Programs 2014 and Summer & Fall 2014 Program Statistics.

A suggestion from the Commission to hold the Haunted House event for two nights October 30 and 31. An admission fee would be charged for October 30.

R2 West Cowichan Facility Coordinator Report - R. Frost, verbal report

Projects are all finished from 2014.

Installation of door counters has been included in 2015 facility division work plans. The division is exploring options at this time.

CVRD has a new energy analyst. He has been to Cowichan Lake Sports Arena to familiarize himself with the staff and facility. Discussion around the installation of Real Ice will continue and curling lights will be replaced.

R3 Cowichan Lake Recreation Manager's Report - L. Blatchford, verbal report

- Master's Men's and Womens' Island Curling Playdowns

Cowichan Lake Recreation and Cowichan Rocks Curling Club are hosting the Playdowns January 31 - February 1, 2015. There are 5 Men's teams and 4 Womens' teams. Women's final is on Sunday, March 1 at 10:00 a.m. and the Men's final is on Sunday, March 1 at 3:00 p.m.

- Juvenile BC Championship Curling Event

Cowichan Lake Recreation and Cowichan Rocks Curling Club are hosting this event March 5, 2015 - March 8, 2015. Event planning is in process. CurlBC

has opted not to do a live televised feed of the event.

R4 CVRD Board Report - Director's Morrison and Kuhn, verbal report

Director Kuhn discussed changes at the Board.

R5 Town of Lake Cowichan Report - Mayor Forrest, verbal report

The Town of Lake Cowichan Parks, Recreation and Culture Committee meetings are on the first Tuesday of each month at 7:00 p.m.

ACTION: Staff will contact town office to be added to the agenda as a delegation to present program report Summer/Fall.

Since the new water meters have been installed residentially, the water consumption has been reduced by 29%.

Town signage at the car bridge is up and the directory is being prepared. The town is giving Cowichan Lake Sports Arena a free spot on the sign.

Town is forming a committee to look at the possibilities of a senior care facility in Lake Cowichan.

Town meeting to be held Wednesday, February 18, 2015 at 7:00 p.m. in Centennial Hall.

ADJOURNMENT

The meeting adjourned at 7:52 p.m.

Chair

Recording Secretary

Dated: _____



Ohtaki Twinning Committee Meeting
 Tuesday, February 17th, 2015

PRESENT: Mayor Ross Forrest, Chair
 CouncillorCarolyn Austin
 Councillor Tim McGonigle
 Councillor Lorna Vomacka
 Laurie Johnson
 Kristy Convery

ALSO
 PRESENT: Joseph A. Fernandez, Chief Administrative Officer
 Karl Lingren, Secretary

1. CALL TO ORDER

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

2. AGENDA

No. OC.1/15

Moved: Member Johnson
 Seconded: Councillor Vomacka
 that the agenda be approved.

CARRIED.

3. ADOPTION OF MINUTES

No. OC.2/15

Moved: Member Johnson
 Seconded: Councillor Vomacka
 that the minutes of the Ohtaki Twinning Committee meeting held
 on September 9th, 2014 be approved.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. CORRESPONDENCE

(a) The letter from Mayor Kikuya was read stating that Christoph Hofmeister had been hired for a second term. Mayor Forrest has already been sent back a letter to Mayor Kikuya with his approval.

6. OTHER REPORTS

(a) Kristy Convery gave an update on the 11 students fundraising to date. She reported that more two hot dog sales are planned. She also updated the meeting with a concern that one of the students was not putting in a good effort in fundraising and was falling behind more than most of the students. Councillor Vomacka volunteered to add up his till receipts for him if he would make an effort to get them to her.

(b) Itinerary details for July, 2015 visit to Ohtaki, Japan- There was no update at this time but Kristy Convery mentioned that most of the students would like to stay a couple of days longer. Councillor McGonigle suggested that we wait to hear from Ohtaki with its itinerary for the delegation. The CAO will look into dates from Ohtaki so Kristy can begin to get prices for airline tickets.

7. NEW BUSINESS

- (a) Councillors Accompanying Delegation- Councillor McGonigle and Councillor Vomacka will be going with the delegation. Laurie Johnson suggested the councillors be invited to the Ohtaki meeting with the kids so they all can be introduced.

8. NEXT MEETING

The next meeting date is to be May 19th, 2015 at 6:30pm.

9. ADJOURNMENT

No. OC.3/15

Moved: Member Johnson
Seconded: Councillor Vomacka
that the meeting be adjourned (5:17 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2014.

Chair



Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

(250)749-3522

January 2015 Monthly Incident Report

1 Business Meeting / Practice
3 Practices
1 Truck Check
1 Hydro Line Fire
1 Cowichan Valley Chiefs Meeting
1 Paged Out in Error by Fire Comm
1 Check Access to Cowichan River at Trans Canada Trail/Skutz Falls
1 Animal Rescue
1 Structure Fire
1 River Rescue
2 Medical Aid
1 Cowichan Valley Fire Prevention Meeting
6 Officer/Member Duty Sheets
1 Secretary/Treasurer Monthly Stipend
14 NFPA Tests

Total **\$7532.96**

TOWN OF LAKE COWICHAN

BYLAW NO. 947-2014

A Bylaw to Amend Official Community Plan Bylaw No. 910-2011

WHEREAS Section 876 of the *Local Government Act* provides that a local government may adopt and amend one or more official community plans to guide decisions on planning and land use management;

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

AND WHEREAS the Council of the Town of Lake Cowichan deems it necessary to amend Bylaw 910-2011 to allow for changes with respect to land use and zoning requirements;

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

1. **TITLE**

This bylaw may be cited for all purposes as the "Town of Lake Cowichan Official Community Plan Amendment Bylaw No. 947-2014".

2. The Official Community Plan Bylaw, cited as the "Town of Lake Cowichan Community Plan Bylaw No. 910-2011" is hereby amended through revisions to Map 5 for the following properties:

Lot 2, Block 7, Plan VIP 1750; and
Lot 3, Section 5, Plan 25480.

3. Map 5 – Development Permit Areas 4, 5, 6 and 7' is hereby revised by including said properties in the "DPA-4 Downtown" development permit area.

5. **FORCE AND EFFECT**

That upon adoption of this bylaw, Bylaw No. 910-2011 being the "Town of Lake Cowichan Official Community Plan Bylaw No. 910-2011" shall hereby be amended and take effect with the amendment hereto attached.

READ A FIRST TIME on the 22nd day of July, 2014.

READ A SECOND TIME on the 22nd day of July, 2014.

PUBLIC HEARING held on the 28th day of October, 2014.

READ A THIRD TIME on the ___ day of ___, 2014.

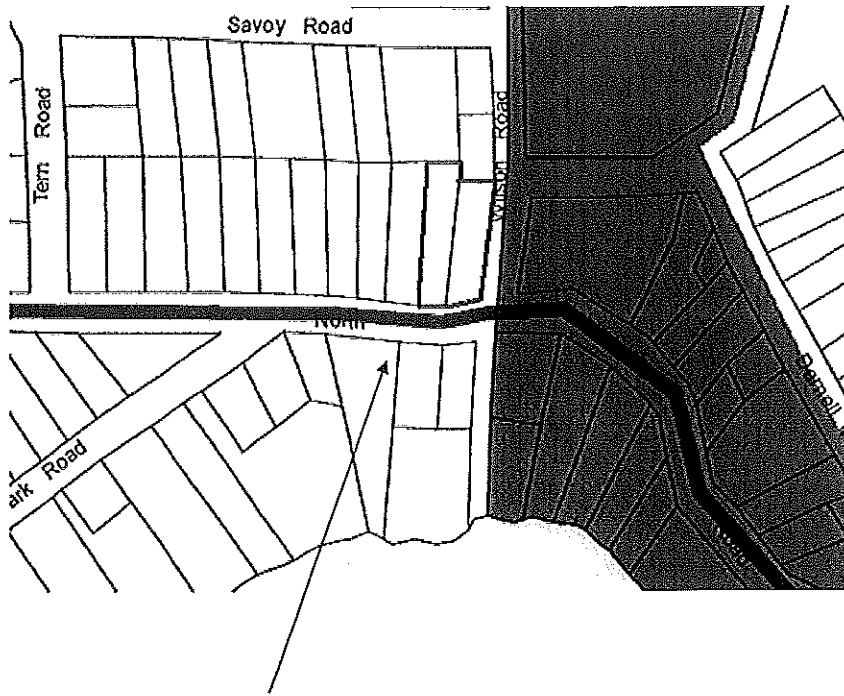
RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ___ day of ___, 2014.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer

SCHEDULE "A"

Attached to and Forming Part of Bylaw No. 947-2014



Subject properties to be designated as DPA-4 Downtown in Map 5

TOWN OF LAKE COWICHAN

BYLAW NO. 948-2014

A Bylaw to Amend Zoning Bylaw No. 935-2013

WHEREAS the *Local Government Act* authorizes a local government to enact bylaws, pursuant to Section 903 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. 948-2014".

2. AMENDMENTS

- 1) Part V dealing with Conditions of Use of the R-1 Urban Residential Zone is hereby amended by adding the following to section 5.1.3:
 - .5 Property described as Lot 2, Block 7, Plan VIP 1750 (street address of 7 North Shore Road) may have an expanded list of home-based business uses subject to specific conditions:
 - (a) Uses may include the following:
 - (i) Repackage organic plant food for wholesale and retail sales; and
 - (ii) Off-site, Internet based sales of organic plant material.
 - (b) Conditions of home-based business:
 - (i) Any new structures, exterior modifications to any structures or property modifications such as an expanded driveway, for the purpose of the home-based business require the application and granting of a Development Permit in accordance with the provisions of the Downtown Development Permit Area 4 of the Official Community Plan;
 - (ii) On-site retail sales are not permitted;
 - (iii) Processing equipment or any business related materials shall not be placed or stored within the front yard;
 - (iv) Outdoor storage is prohibited;
 - (v) All storage shall be within a fully enclosed structure;
 - (vi) Organic plant food shall not be packed or stored so as to create adverse health effects or odors for neighbouring properties or passerby; and
 - (vii) Business operations are restricted before 7:00 a.m. or after 9:00 p.m. Monday through Saturday, inclusive or before 9:00 a.m. or after 6:00 p.m. on Sundays.



2) Part V dealing with Conditions of Use of the R-1 Urban Residential Zone is hereby amended by adding the following to section 5.1.3:

.6 Property described as Lot 3, Section 5, Plan 25480 (street address of 172 Wilson Road) may have an expanded list of home-based business uses subject to specific conditions:

(a) Uses may include the following:

(i) Automotive repair.

(b) Conditions of home-based business

(i) All automotive repairs must occur inside the premises;

(ii) Automotive repair does not include automobile body repair and painting;

(iii) Any new structures, exterior modifications to any structures or property modifications such as an expanded driveway, for the purpose of the home-based business require the application and granting of a Development Permit in accordance with the Downtown Development Permit Area 4 of the Official Community Plan;

(iv) Outdoor storage of parts, materials and customer vehicles is prohibited;

(v) The number of customer vehicles on site at any given time is limited to 1 (one) vehicle; and

(vi) Business operations are restricted before 7:00 a.m. or after 9:00 p.m. Monday through Saturday, inclusive or before 9:00 a.m. or after 6:00 p.m. on Sundays.

3) Any non-conforming use for the said properties may be continued but if the use is discontinued for a continuous period of six months any subsequent use the said properties referred to in this bylaw becomes subject to the uses permitted in Bylaw 935-2013.

3. FORCE AND EFFECT

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

READ A FIRST TIME on the 22nd day of July, 2014.

READ A SECOND TIME on the 22nd day of July, 2014.

PUBLIC HEARING held on the 28th day of October, 2014.

READ A THIRD TIME on the . . . day of . . . , 2014.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ___ day of ____, 2015.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer





TOWN OF LAKE COWICHAN

A Bylaw to Regulate the Installation and Maintenance of Signs

BYLAW NO. 945-2014

WHEREAS pursuant to the Community Charter, a municipality may by bylaw regulate and impose requirements applicable to signs and advertising;

AND WHEREAS by authority of Section 908 of the *Local Government Act* and subject to the Transportation Act and the Motor Vehicle Act a municipality may regulate the number, size, type, form, appearance and location of any sign;

AND WHEREAS it is deemed desirable for local commercial, business, institutional and industrial establishments to identify the nature of their business while preventing the public display of signs which may be inappropriate as to size, design or hazards arising from improperly constructed or sited signs;

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

1. TITLE

This bylaw may be cited as the *Town of Lake Cowichan Sign Regulation Bylaw No. 945-2014*.

2. DEFINITIONS

ANIMATED SIGN means any sign which exhibits changing or moving effects at a constant intensity of illumination or has moving letters, symbols or messages and includes rotating and revolving signs;

BILLBOARD means an exterior structure panel, board, or object designed exclusively to support text or advertising material that is posted, fastened, painted or otherwise affixed thereto by means permitting its ready removal or replacement, which customarily does not directly apply to the premises or uses where it is displayed;;

BUILDING INSPECTOR means the person appointed to administer the building regulations of the Town;

BUSINESS FRONTAGE means the portion of a building frontage occupied by a single tenant space having a public entrance within the building frontage. If a tenant has frontage facing two or more highways or public areas, only the two largest frontages may be used in calculating allowable sign area or number limitations;

CANOPY SIGN means any sign directly applied to a fixed structure projecting from any wall of a building for the purpose of affording protection to the public from the weather;

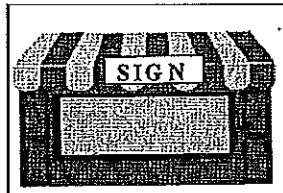


Figure 1 Canopy Sign



CHANGEABLE COPY SIGN means a sign or portion of a sign that allow for changes to be made to the sign copy, either electronically by means of electronic switching of lamps or illuminated tubes, or manually through the use of attachable letters, numbers or graphics;

CLEARANCE, CURB means the distance between any sign or canopy and the elevation of the nearest curb line vertically to coincide with the horizontal axis of the lowest part of the sign;

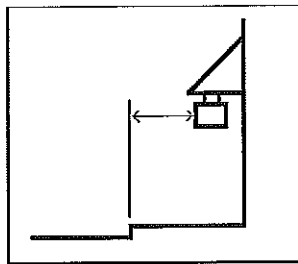


Figure 2 Curb, Clearance

CLEARANCE, HEIGHT means the distance between the lowest part of any sign or canopy and the grade below it;

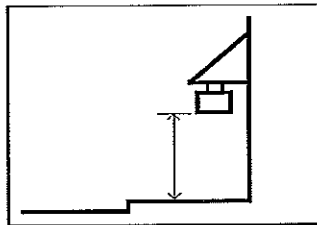


Figure 3 Height, Clearance

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

CORPORATE OFFICER means the municipal official appointed by Council to administer the corporate services of the Town;

DIRECTORY SIGN means a sign listing four (4) or more businesses located on the same parcel or at four (4) or more adjoining parcels;

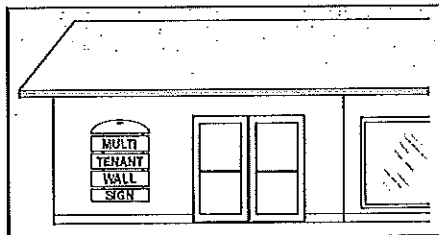


Figure 4 Directory Sign



DIRECTIONAL SIGN means a sign designed to direct pedestrian and vehicular traffic, or indicate the direction or route from the sign to a business or businesses, place or event;

FACIA SIGN means any flat sign which does not project more than 0.3 m from any wall of any building to which it is attached, and runs for its whole length parallel to the face of the wall of the building or structure;

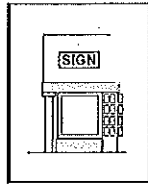


Figure 5 Facia Sign

FLAG MOUNTED POLE SIGN means any sign located on either side of a single support post, which is supported independent of a building or other structure, and permanently fixed to the ground;

FLASHING SIGN means any directly or indirectly illuminated sign on or in which artificial light intensity and colour is not maintained stationary and constantly maintained;

FREE-STANDING SIGN means any sign supported on a structure, which is independent of any building;

HANGING SIGN means a sign suspended entirely underneath an awning, canopy or other similar structure;

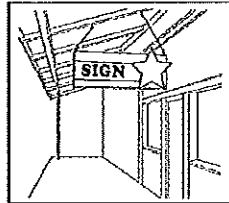


Figure 6 Hanging Sign

IDENTIFICATION SIGN means a sign, other than a Third Party Sign, which contains no advertising message and is limited to the name, logo, address and number of a building, institution or person, and to the activity carried on, or the occupation of the person in the building or occupation;

MONUMENT SIGN means a sign that is supported by a solid base, rather than by poles, posts, or other such supports;



Figure 7 Monument Sign



MUNICIPALITY means the Town of Lake Cowichan;

PARAPET SIGN means a sign erected on the portion of a building facade or wall that rises above the roof level of the structure;

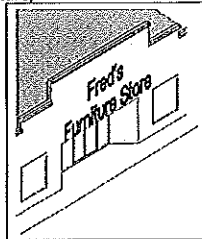


Figure 8 Parapet Sign

PARCEL means any lot, block or other area in which land is held or subdivided and shall be deemed to include the area within a strata plan;

POLE SIGN means a free-standing sign with a visible support structure;



Figure 9 Pole Sign

PORTABLE SIGN means any sign not permanently anchored to the ground or to a building, including "A" frame sandwich board or curb signs and any sign capable of being wheeled, lifted, or otherwise moved from one location to another;



Figure 10 Portable Sign

PROJECTING SIGN means any sign which projects more than 0.3m from the face or wall of any building or structure to which it is attached;



Figure 11 Projecting Sign

ROOF SIGN means any sign erected upon or above a roof or parapet of any building;



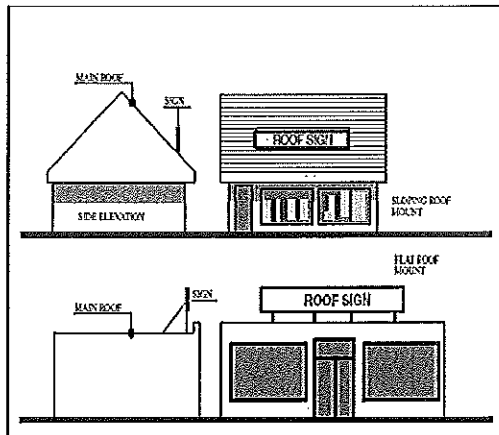


Figure 12 Roof Sign

SIGN means any structure or device attached or painted or represented thereon which is used as, or which is in the nature of, an announcement, direction or advertisement of which is used to attract the attention of the public to any object, product, place, activity, person, institution, organization, or business and which is placed so as to be seen by the general public;

SIGN AREA means the area within a single continuous perimeter enclosing the extreme limits of the sign; and

THIRD PARTY SIGN means off-premises sign that advertises goods, products, services, or facilities.



Figure 13 Third Party Sign –Billboard Type (not permitted)

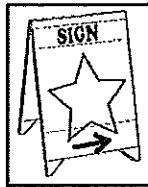


Figure 14 Third Party Sign – Portable Sign Type



3. APPLICATIONS AND PERMITS

- (1) No sign shall be erected, altered or relocated within the Municipality except in conformity with the provisions of this bylaw.
- (2) This bylaw only applies to commercial, business, institutional or industrial entities located within the boundaries of the Town.
- (3) The application for a sign permit shall be made in writing, in the form approved by the Town, and shall be accompanied by plans and specifications showing:
 - (i) the proposed location of the sign in relation to the boundaries of the parcel upon which it is to be situated;
 - (ii) the proposed location of the sign in relation to any wall of the building;
 - (iii) the overall height of the sign and the amount of clearance beneath it measured from finished grade;
 - (iv) the type of illumination and the colours to be used;
 - (v) the type of construction of the sign and the materials to be used; and
 - (vi) other information as the Municipality may require.
- (4) A permit application may require submission of a plan certified by a BC Professional Engineer or Architect that the structure of the sign and its supports and fastenings are so designed as to be safe and secure.
- (5) The Building Official shall issue a sign permit upon compliance of all the requirements of this bylaw.
- (6) A sign permit expires if the authorized work is not commenced within six months of the issuance.

4. FEES

- (1) All fees must be paid in full prior to permit being issued.
- (2) No portion of the permit fees is refundable.

5. MAINTENANCE

- (1) The owner of any sign shall keep such sign, together with its supports, braces, guys and anchors, in good repair as to safety and appearance.
- (2) Normal sign maintenance, including replacement of lighting or refurbishing shall not require a sign permit as long as all other requirements of this bylaw are met.
- (3) All signs shall be maintained to ensure that they are free of hazards caused by decay or structural damage or failure.
- (4) Failure to comply with any of the provisions in this section will result in enforcement action with the owner responsible for all costs.

6. GENERAL PROVISIONS

- (1) The maximum number of temporary signs in commercial zone districts shall be as follows:
 - (i) two (2) per business frontage.



- (2) Maximum number of permanent signs in commercial zone districts shall be as follows:
 - (l) up to two (2) signs per business frontage, from the following options:
 - (a) one (1) awning, canopy, roof or fascia sign;
 - (b) one (1) projecting sign or hanging sign; and
 - (c) one (1) window sign.
 - PLUS
 - (d) one (1) free standing sign which may be a flag mounted pole sign, monument sign, or pole sign per frontage of any parcel;
 - PLUS
 - (e) two (2) directional signs per parcel; and
 - (f) one (1) identification sign per business.
- (3) The area of each sign shall conform to the regulations of this Bylaw for that particular type of sign, provided that the total sign area on any one façade of a building does not exceed 10% of the area or 80% of the length of the façade.
- (4) The maximum number of temporary signs in residential zone districts is two (2) per dwelling.
- (5) The maximum number of permanent signs in residential zone districts is as follows:
 - (l) up to one (1) signs per dwelling, from the following options:
 - (a) one (1) directional sign;
 - (b) one (1) home occupation sign, as applicable; and
 - (c) one (1) identification sign per dwelling.
- (6) Unless permitted or exempted under this Bylaw, or any Provincial or Federal statute, no person, nor any owner, tenant, lessee of a premises or parcel, nor contractor shall erect, alter or relocate a sign within the town until a valid sign permit to do so has been issued under the Bylaw.
- (7) Any sign that is in existence at the time of adoption of this bylaw, and which was approved by Permit at the time of previous bylaws, is deemed to be legal non-conforming subject to the provisions of Section 911 of the Local Government Act so long as the principal business so advertised continues, and no façade improvement occurs.
- (8) When a business or institutional establishment vacates a parcel, all signs and accompanying support structures on the parcel which relate to that business or institution shall be removed by the owner of the sign or the owner of the parcel within 30 days from the day the parcel was vacated.
- (9) Any sign alteration that is not in compliance with the provisions of this bylaw shall cause the entire sign to be non-compliant.

7. GENERAL PROVISIONS FOR SIGNS PERMITTED WITHOUT A PERMIT

- (1) Subject to the provisions of the Bylaw, the following may be erected or placed without a permit:



- (i) subject to the approval of the Council as to the design, size, location and period of time to be posted, signs upon or over private or public property announcing the date of an event or function of a charitable nature or signs promoting Community health, safety or welfare campaigns;
- (ii) one temporary unlighted sign pertaining to the sale, lease or rental of the property on which the sign is displayed shall not exceed 0.75 m² on residential lots and not more than 2.3 m² in residential developments;
- (iii) signs erected by the Municipality for any Municipal purpose;
- (iv) one sign of not more than 0.56 m² containing only the words "entrance" or "exit" at each entrance or exit from an off street parking lot;
- (v) one temporary sign of not more than 3.0 m² in area giving the name of the Contractors, Engineers, and Architects engaged with construction, alterations, or demolition of a building or structure providing such sign is removed prior to the final inspection of the structure under the Building Bylaw of the Municipality;
- (vi) any sign displayed pursuant to the Highways Act, Motor Vehicle Act, or to any other statute;
- (vii) any window sign of less than fifty percent (50%) of the window area;
- (viii) any sign displayed for the purpose only of preventing trespass provided the area of the sign does not exceed 0.56 m²;
- (ix) any sign displayed attached to a dwelling house and bearing only the name and occupation of the occupant provided that the area of the sign does not exceed 0.56 m²;
- (x) one bulletin board, not exceeding 2.23 m² in area, on any school, library, church site, post office, or any other prominent public building;
- (xi) subject to the approval of Council, one sign for the purpose of indicating the name of a subdivision; and
- (xii) subject to the approval of Council, any one church directional sign.

8. PROHIBITED SIGNS

The following types of signs shall not be permitted:

- (1) permanent window signs larger than fifty percent (50%) of the window area;
- (2) animated signs;
- (3) balloon signs;
- (4) billboards;
- (5) flashing signs;
- (6) third party signs, except for approved portable signs and other Council approved directory signs; and
- (7) rotating signs.



9. POSTERS, PLACARDS AND HANDBILLS

- (1) It shall be unlawful for any person to post election posters or handbills without first having obtained the written authorization of the Corporate Officer.
- (2) The Corporate Officer before issuing the authorization mentioned in Section 8 (1) shall require the applicants to pay a deposit of one hundred dollars (\$100.00) to ensure the removal of the posters or handbills within seven days after Election Day, which sum shall be forfeited in the event that removal is not completed.
- (3) No person shall scatter or drop from any aeroplane, motor vehicle or by hand any advertisement, poster notice, placard or handbill.

10. PERMITTED SIGNS

- (1) The following signs to advertise the business or activity in lands and premises are permitted in all Zones as designed by the Zoning Bylaw of the Town of Lake Cowichan, subject to any required approval of the Ministry of Transportation and Highways, and subject to the following regulations.
 - (i) Free standing signs:
 - (a) one sign per parcel;
 - (b) shall not be located closer than 1.5 m to any adjoining parcel;
 - (c) pole signs shall not exceed a height of 2.3 m (or exceed a total sign area of 0.15 m² per one (1) metre of business frontage;
 - (d) flag pole signs shall not exceed a height of 2.3 m or exceed a total sign area of 0.5 m²;
 - (e) shall not project over any public right-of-way; and
 - (f) shall have a minimum clearance of 4.3 m from grade over vehicular traffic areas.
 - (ii) Facade, roof and canopy signs:
 - (a) shall not exceed a sign area of 0.3 m² for every lineal metre of the occupant's building frontage or 20% of the building face, whichever is less; and
 - (b) shall have a minimum height clearance of 2.7 m and a curb clearance of 0.6 m.
 - (iii) Projecting sign:
 - (a) one sign per parcel;
 - (b) shall not exceed a sign area of 0.7 m² per side for any parcel; and
 - (c) shall have a height clearance of 2.7 m and curb clearance of 0.6 m.
 - (iv) Portable signs are permitted subject to the following limitations:
 - (a) one sign per business frontage together with a maximum of two other types of permitted signs;



- (b) portable signs may be double sided and on a single pedestal support but may not be permanently anchored to the ground;
 - (c) portable signs shall be a maximum height above the sidewalk of one metre (1.0 m) and a maximum width of twenty-five percent (25%) of the sidewalk at that location and shall not impede pedestrian and wheelchair traffic or visibility for vehicles;
 - (d) maximum area to be point four square metre (0.4 m²) per side;
 - (e) portable signs shall be located within the first twenty percent (20%) of the sidewalk width in from the back of the curb;
 - (f) where parallel parking occurs, the portable sign shall be located along the sidewalk at least point nine metre (0.9 m) and not greater than one point eight metres (1.8 m) from the parking stall separator line painted on the roadway in front of the business advertising on the sign;
 - (g) where bus zones are located, portable signs are prohibited; and
 - (h) the business displaying a portable sign will arrange for public liability insurance to cover the liability from any damages arising on the property owned by the Town and will provide same to the Municipal Office.
- (v) A portable sign permit issued under authority of this section must meet the following terms:
- (a) a business must hold a valid business license;
 - (b) a business may not hold more than one portable sign permit for the business; and
 - (c) the location and form of the sign must be approved by the Municipality. Deleted: Town
- (vi) Changeable copy sign:
- (a) for a business may be included on monument signs or fascia signs only, provided that only one sign per business contains changeable copy; that the message area is limited to no more than 30% of the sign area, and that the light required to display an electronic message is emitted at a consistent level (no flashing, scrolling or otherwise moving messages); and
 - (b) for an institution messaging may be included on monument signs or fascia signs only by permit approved by the Municipality. Deleted: as permitted by council
2. Notwithstanding Section 10(1) (iv) of this bylaw, a holder of valid business from the Town which does not front a public street may make application to allow the display of one portable sign on a street or on a sidewalk, or in another location approved by the Municipality. Deleted: Town
3. A portable sign shall only be displayed during the operating hours of the business or activity to which it pertains but in no instance are signs to be displayed beyond 10 p.m. of each day.
4. Portable signs not complying with the requirements of this bylaw shall be impounded.



PENALTIES

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11.

Any persons who violates any of the provisions of this bylaw or suffers or permits any act or thing to be done in contravention of this bylaw, or who refuses or omits or neglects to fulfil, observe, carry out or perform any duty imposed by this bylaw, shall be liable on summary conviction to a fine not exceeding two thousand dollars (\$2,000.00); or if an information is laid by means of a ticket, in accordance with the procedure set out in the *Offence Act*, a fine as stipulated in Schedule "A" of this bylaw

12. REPEAL

That upon adoption of the bylaw, Bylaw No. 879-2010, being the "Town of Lake Cowichan Sign Regulation Bylaw No. 879-2010," and all amendments thereto is hereby repealed.

READ A FIRST TIME on the 23rd day of December, 2014.

Deleted: _____ day of _____

READ A SECOND TIME on the 23rd day of December, 2014.

Deleted:

READ A THIRD TIME on the 27th day of January, 2015.

Deleted: _____ day of _____
2014

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the _____ day of _____, 2015.

Deleted: _____ day of _____
2014

Deleted: 4

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer

I hereby certify the foregoing to be a true and correct copy of "Town of Lake Cowichan Sign Regulation Bylaw No. 945-2014" as adopted on the ___ day of _____, 2015.

Deleted: 4

Clerk



BYLAW NO. 945-2014

Schedule "A"
(Attached to and forming part of Bylaw No. 945-2014)

FINES

Description of Offence	Bylaw Section	Amount of Fine
No sign permit	3	\$100
Prohibited signage	8	\$100
Posting of political poster or sign without approval	9	\$100
More than 1 sandwich sign	10(1)	\$100
Unapproved form or location of sandwich sign	10(1)	\$200
Sandwich sign displayed beyond permitted time	10(3)	\$100



TOWN OF LAKE COWICHAN

BYLAW NO. 958-2015

A Bylaw to Amend Official Community Plan Bylaw No. 910-2011

WHEREAS Section 876 of the *Local Government Act* provides that a local government may adopt and amend one or more official community plans to guide decisions on planning and land use management;

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

AND WHEREAS the Council of the Town of Lake Cowichan deems it necessary to amend Bylaw 910-2011 to allow for changes with respect to land use and zoning requirements;

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

1. **TITLE**

This bylaw may be cited for all purposes as the "Town of Lake Cowichan Official Community Plan Amendment Bylaw No. 958-2015".

2. **AMENDMENTS**

The Official Community Plan Bylaw, cited as the "Town of Lake Cowichan Community Plan Bylaw No. 910-2011" is hereby amended through revisions to Map 5 Development Permit Areas 4,5 6 and 7' as shown in Schedules A, B, and C, attached and forming part of this bylaw.

3. **FORCE AND EFFECT**

That upon adoption of this bylaw, Bylaw No. 910-2011 being the "Town of Lake Cowichan Official Community Plan Bylaw No. 910-2011" shall hereby be amended and take effect with the amendment hereto attached.

READ A FIRST TIME on the ___ day of ___, 2015.

READ A SECOND TIME on the ___ day of ___, 2015.

PUBLIC HEARING held on the ___ day of ___, 2015.

READ A THIRD TIME on the ___ day of ___, 2015.

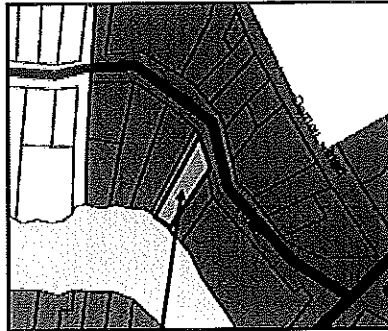
RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ___ day of ___, 2015.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer

SCHEDULE "A"

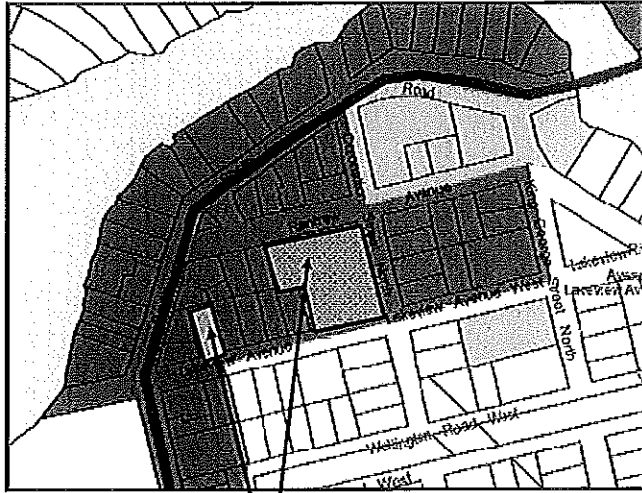
Attached to and Forming Part of Bylaw No. 958-2015



Subject property to be designated as DPA 6 Multi-Family Residential

SCHEDULE "B"

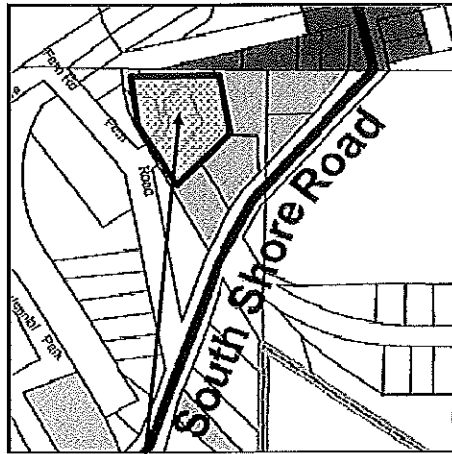
Attached to and Forming Part of Bylaw No. ____-2015



Subject properties to be designated as DPA 6 Multi-Family Residential

Schedule "C"

Attached to and Forming Part of Bylaw No. ____-2015



Subject properties to be removed from DPA 5 Highway Commercial, Neighbourhood Centre, and Tourism

TOWN OF LAKE COWICHAN

BYLAW NO. 959-2015

A Bylaw to Amend Zoning Bylaw No. 935-2013

WHEREAS the Local Government Act authorizes a local government to enact bylaws, pursuant to Section 903 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. 959 -2015".

2. AMENDMENTS

1) Part V Regulations for Each Zone, Zoning Categories, is hereby amended with the addition of a new zone district, Limited Commercial and Residential (C-1-B):

5.9 (a) C-1-B- LIMITED COMMERCIAL AND RESIDENTIAL ZONE

.1 Intent

The Intent of the C-1-B – Limited Commercial and Residential Zone is to provide for a limited range of commercial uses and high density residential uses.

.2 Permitted Uses

	Principal Uses	Minimum Lot Size
(a)	Art studio or art gallery	464 m ²
(b)	Business and professional services	
(c)	Child care facility	
(d)	Lodging and boarding houses	
(e)	Single family residential dwelling	
(f)	Two family residential dwelling (side by side, duplex)	
(g)	Multiple-family residential above commercial use or at rear of commercial use where not fronting public street	2000 m ²

Accessory Use	
(i)	Home based business in accordance with use permitted in (e)

.3 Conditions of Use

.1 Dimensional and Coverage Standards

Dimensions and Coverage	Single Unit	All other buildings and structures
Maximum height (metres)	10.5	7.5
Maximum parcel coverage (as a %)	50	

.2 Minimum building setbacks

Use // Structure	Front Lot Line	Rear Lot Line	Exterior Side Lot Line	Interior Side Lot Line
Principal/Accessory	1.5 metres	3.0 metres	1.5 metres	1.5 metres

- 2) Schedule "A" to Zoning Bylaw No. 935-2013 is amended by rezoning property from General Commercial (C-1) to Public Use (P-1), which is outlined in heavy black ink and identified on Schedule "A" to this Bylaw.
- 3) Schedule "A" to Zoning Bylaw No. 935-2013 is amended by rezoning properties from General Commercial (C-1) to Limited Commercial (C-1-B), which are outlined in heavy black ink and identified on Schedule "B" to this Bylaw.
- 4) Schedule "A" to Zoning Bylaw No. 935-2013 is amended by rezoning properties from General Commercial (C-1) to Multi-Family Residential (R-3), which are outlined in heavy black ink and identified on Schedule "B" to this Bylaw.
- 5) Schedule "A" to Zoning Bylaw No. 935-2013 is amended by rezoning properties from General Commercial (C-1) to Public Use (P-1) which are outlined in heavy black ink and identified on Schedule "B" to this Bylaw.
- 6) Schedule "A" to Zoning Bylaw No. 935-2013 is amended by rezoning properties from General Commercial (C-1) to Public Use (P-1), which are outlined in heavy black ink and identified on Schedule "C" to this Bylaw.
- 7) Schedule "A" to Zoning Bylaw No. 935-2013 is amended by rezoning properties from General Commercial (C-1) to Urban Residential (R-1), which are outlined in heavy black ink and identified on Schedule "C" to this Bylaw.
- 8) Schedule "C" Permitted Land Use Table is hereby amended to include permitted uses for the new zone district Limited Commercial and Residential Zone (C-1-B) as shown in Schedule "D" to this bylaw.
- 9) The Permitted Uses Chart in Section 5.11.2 **C-3 – LAKEFRONT AND RIVERFRONT COMMERCIAL ZONE**, in Part V Regulations is hereby amended with the addition of the following permitted use for property legally described as Lot 2, Plan 5631, Section 6, Land District 17, PID 000-789-178 and with a street address of 30 North Shore Drive:

- Multi-family Residential

Section 5.11.3 Conditions of Use is hereby further amended to include the following condition of use for this property:

- No additional dwelling units permitted beyond the number of units existing at the time of this amendment.

- 10) Any non-conforming use for the said properties may be continued but if the use is discontinued for a continuous period of six months any subsequent use the said properties referred to in this bylaw becomes subject to the uses permitted in Bylaw 935-2013.

3. FORCE AND EFFECT

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

READ A FIRST TIME on the ___ day of ___, 2015.

READ A SECOND TIME on the ___ day of ___, 2015.

PUBLIC HEARING held on the ___ day of ___, 2015.

READ A THIRD TIME on the ___ day of ___, 2015.

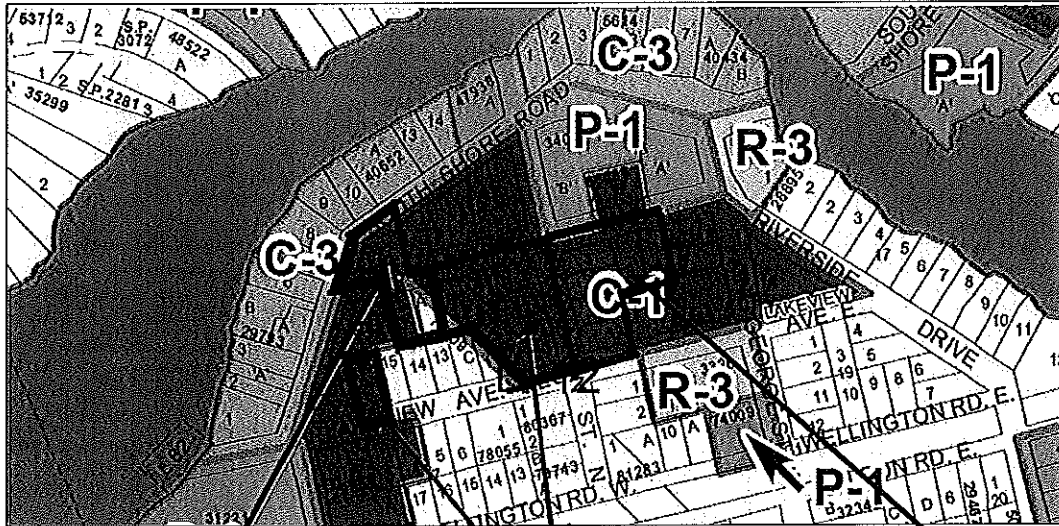
RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ___ day of ___, 2015.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer

SCHEDULE "B"

Attached to and Forming Bylaw No.959-2015



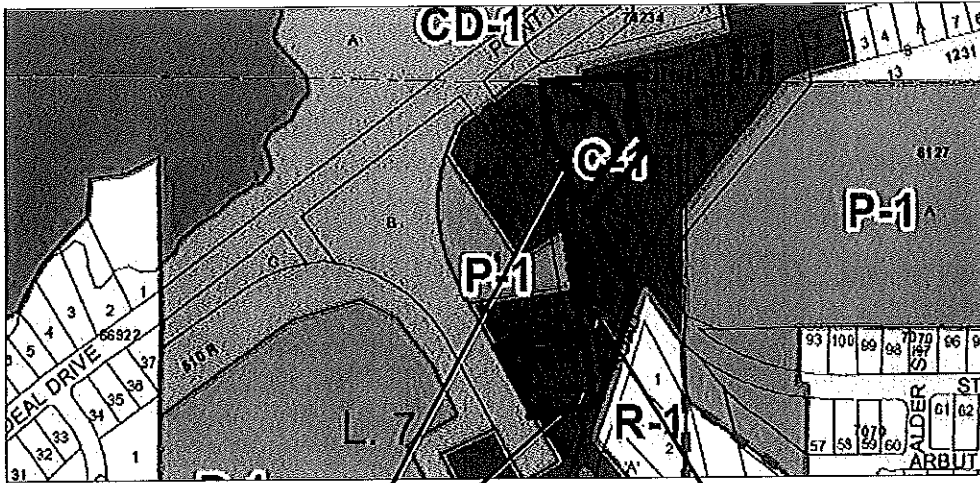
Rezoned from General Commercial (C-1) to Public Use (P-1)

Rezoned from General Commercial (C-1) to Multi-Family Residential (R-3)

Rezoned from General Commercial (C-1) to Limited Commercial and Residential (C-1-B)

SCHEDULE "C"

Attached to and Forming Bylaw No. 959-2015



Rezone from General Commercial (C-1) to Urban Residential (R-1)

Rezone from General Commercial (C-1) to Public Use (P-1)

Industrial

Land Use	Zone District																		
	R-1	R-1-A	R-2	R-3	R-4	R-4-A	R-5	C-1	C-1-A	C-1-B	C-2	C-3	C-4	I-1	I-2	P-1	W-1	CD-1	
• = Permitted Use ○ = Accessory to a principal use																			
aggregate processing facility															•				
automobile body repair and painting															•	•			
automotive repairs															•	•			
automobile storage															•	•			
boat building and repair															•	•			
building supplies – wholesale and retail															•	•			
cold storage plant and/or frozen food locker															•	•			
computer technology related enterprises and electronics research and development															•	•			
door and window manufacturing within a building															•	•			
feed, seed and fertilizer storage															•	•			
food processing facility																•			
forest products processing and manufacturing, excluding pulp and paper production															•	•			
Kennel															•	•			
light manufacturing including boat building, cabinet and furniture, door and sash manufacturing within a building								•	•										
log sorting																•			
lumber mill																•			
lumber yard															•	•			
Manufacturing																•			
metal fabrication															•	•			
modular or prefabricated home manufacturing															•	•			
recycling depot															•	•			

Land Use	Zone District																		
	R-1	R-1-A	R-2	R-3	R-4	R-4-A	R-5	C-1	C-1-A	C-1-B	C-2	C-3	C-4	I-1	I-2	P-1	W-1	CD-1	
• = Permitted Use ○ = Accessory to a principal use																			
saw mill, shake and shingle mill																•			
warehouse, including commercial storage															•	•			

Agricultural

garden nursery															•	•			
Horticulture															•	•			

Recreation

beach and water-based recreational activities																•	•		
breakwater, ramp and float																•	•		
campground, municipal																•			
marina																	•		
navigational aid, buoy, and marker																	•		
park and playground	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
public recreation use																•	•		
recreation, private																	•		