

AGENDA

TOWN OF LAKE COWICHAN

**Regular meeting of Council to be held on
Tuesday, January 27th, 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 December 23rd, 2014.
- (b) Minutes of the Special Meeting of Council held on January 13th, 2015.

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4. BUSINESS ARISING AND UNFINISHED BUSINESS

5. DELEGATIONS AND REPRESENTATIONS

- (a) Sam Beldessi, King George Seniors Affordable Housing re: Financial Aid for Bathing Facility at Evergreen Place.

6. CORRESPONDENCE

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

7. REPORTS

(a) Council and Other Committee Reports

- 1. Finance & Administration Councillor McGonigle
 - January 13th, 2015.
- 2. Public Works & Environmental Services Councillor Austin
 - January 6th, 2015.
- 3. Parks, Recreation & Culture Councillor Vomacka
 - January 6th, 2015.
- 4. Economic & Sustainable Development Councillor Day
 - January 20th, 2015.
- 5. Cowichan Lake Recreation Commission Mayor Forrest
 - November 27th, 2014.
- 6. V.I.R.L. Councillor Vomacka
- 7. Ohtaki Twinning Committee Mayor Forrest
- 8. Advisory Planning Commission Councillor McGonigle
- 9. Community Forest Co-op Councillor McGonigle

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(b) Other Reports

- 1. Lake Cowichan Fire Department Incident Report for December, 2014.
- 2. Cowichan Valley Regional District Board Meeting – Councillor Day.

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(c) Staff Reports

8. BYLAWS

- (a) "Town of Lake Cowichan Official Community Plan Amendment Bylaw No. 947-2014" may be reconsidered and adopted.
- (b) "Town of Lake Cowichan Zoning Amendment Bylaw No. 948-2014" may be reconsidered and adopted.
- (c) "Town of Lake Cowichan Zoning Amendment Bylaw No. 954-2014" may be read a third time.
- (d) "Town of Lake Cowichan Zoning Amendment Bylaw No. 954-2014" may be reconsidered and adopted.
- (e) "Town of Lake Cowichan Sign Regulation Bylaw No. 945-2014" may be read a third time.

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9. NEW BUSINESS

- (a) Absence of Mayor Forrest from February 10th, 2015 Finance and Administration Committee meeting.

10. MAYOR'S REPORT

11. NOTICES OF MOTION

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

13. IN CAMERA

- (a) Section 92 of the *Community Charter* requires that before a meeting or part of a meeting is closed to the public, the council must state, by resolution, that the meeting is to be closed, and
- (b) The basis on which the meeting is to be closed falls under the following:
s.90 (1) (e) – the acquisition, disposition or expropriation of land or improvements.

14. ADJOURNMENT

TOWN OF LAKE COWICHAN

Minutes of a Regular meeting of Council held on
Tuesday, December 23rd, 2014



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Jan 27/15
3(a)

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

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

PUBLIC: 5

1. CALL TO ORDER

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

2. AGENDA

No. R.202/14

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

CARRIED.

3. ADOPTION OF MINUTES

No. R.203/14

(a) Moved: Councillor Day
Seconded: Councillor McGonigle
that the minutes of the Regular meeting of Council held on
November 25th, 2014 be adopted.

CARRIED.

No. R.204/14

(b) Moved: Councillor Day
Seconded: Councillor Austin
that the minutes of the Inaugural meeting of Council held on
December 2nd, 2014 be adopted.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) The Chief Administrative Officer spoke on the Council resolution that was passed at the October 28th, 2014 meeting that approved the addition of a patron participation entertainment endorsement for food primary license for Scamp Catering Inc (DBA Shaker Mill Restaurant) change to its liquor license.

He advised that the Liquor Control Board requested that the views of the residents that may be affected by the proposed establishment must be provided and that a public hearing process would need to occur with the applicable report to be attached to any Council resolution.

No. R.205/14
Resolution No. R.160/14 -
Rescind

Moved: Councillor McGonigle
Seconded: Councillor Day
that Council rescind Resolution No. R.160/14 passed at a
Regular Meeting of Council held on October 28th, 2014; and
that staff be directed to begin the public hearing process for an
amendment to the liquor license for the Shaker Mill, as per the
Liquor Control Board requirements.

CARRIED.

5. DELEGATIONS AND REPRESENTATIONS

None.

6. CORRESPONDENCE

(a) None.

(b) The correspondence received from the Union of BC
Municipalities regarding group insurance for elected officials
was treated as information.

Councillor McGonigle stated that he would be interested in if
two (2) fellow councillors were interested. Councillor Day
requested clarification if council members were responsible for
the cost as stated in the newly approved Council Remuneration
bylaw. The Chief Administrative Officer responded in the
affirmative.

7. REPORTS

No. R.206/14
Finance and
Administration

Moved: Councillor Austin
Seconded: Councillor Day
that the minutes of the Finance and Administration Committee
meeting held on December 16th 2014 be approved with the
following recommendations:

1—Residential Low Flush Toilet Rebate

that the low flush toilet rebate be reduced to \$50.00 (from
\$75.00) beginning March 1st, 2015 and that the rebate only
apply to residential homes constructed prior to December 31st,
2003, effective immediately.

2—Rates for 2015

that Council approve the following rate increase of up to 1% for
water, sewer and garbage charges with no fee increase for
Lakeview Park and the Cowichan Lake Education Centre.

3—Community Innovation Lab Conference

that the Mayor and Chair of the Economic and Sustainable
Development Committee be authorized to attend the
Community Innovation Lab to be held on February 3rd to 5th,
2015 in Kamloops, BC.

CARRIED.

No. R.207/14
Public Works

Moved: Councillor Austin
Seconded: Councillor McGonigle
that the minutes of the Public Works Committee meeting held
on December 9th, 2014 be approved.

CARRIED.

No. R.208/14
Parks, Recreation and
Culture

Moved: Councillor Vomacka
Seconded: Councillor Day
that the minutes of the Parks, Recreation and Culture
Committee meeting held on December 9th, 2014 be approved
with the following recommendations:

1—Tree Canada – TD Green Streets Grant

that the Town of Lake Cowichan submit an application under
the Tree Canada – TD Green Streets grant for Cowichan Green
Community project for an amount of \$15,000 with Town
committing to 50 percent of the total program costs.

2—BC Hydro Grant Funding

that the Town of Lake Cowichan submit an application under
the BC Hydro tree planting grant for an amount of \$10,000.
CARRIED.

Cowichan Lake
Recreation

The minutes of the Cowichan Lake Recreation Commission
meeting held on Thursday, November 27th, 2014 were treated
as Information.

Vancouver Island
Regional Library

Councillor Vomacka advised that the next meeting of the Board
would be held on Saturday, January 24th, 2015.

Advisory Planning
Commission

Councillor McGonigle reported on his attendance at the
Advisory Planning Commission meeting held on December 11th,
2014. He advised that the Commission has forwarded the
signage and zoning amendment bylaws for Council's
consideration at this evening's meeting.

Community Forest Co-op

Councillor McGonigle reported that the Forest Co-op held its
Annual General Meeting on Thursday, November 27th, 2014 and
that he had been elected as the Vice-Chair. He advised that
the Ministry of Forest and Lands would be extending its current
license for a further two (2) years to allow for its land base
license application time for processing.

Council and Other
Committee Reports

There were no reports on the following:

- Economic and Sustainable Development;
- Vancouver Island Regional Library; and
- Ohtaki Twinning Committee.

No. R.209/14
Lake Cowichan Fire
Department -- Incident
Report

(b) Moved: Councillor Day
Seconded: Councillor McGonigle
that the Fire Department Monthly Incident Report for
November, 2014 and payment in the amount of \$11,068.85 be
approved.

CARRIED.

Cowichan Valley Regional
District Board

Councillor Day reported on his attendance at the recent
Board meeting held on December 10th, 2014 with the
Board highlights reviewed by Council.

Councillor McGonigle requested further details on the
Chesterfield Sports Society and the contributions services
established for four elector areas and whether the Society
would be submitted an application under the grant-in-aid
programme for 2015. Councillor Day responded in the
affirmative that the Chesterfield Sports Society would be
submitting an application in 2015 for financial assistance.

8. BYLAWS

No. R.210/14
Bylaw No. 947-2014
Official Community Plan
Amendment

- (a) Moved: Councillor McGonigle
Seconded: Councillor Austin
that the "Town of Lake Cowichan Official Community Plan
Amendment Bylaw No. 947-2014" be read a third time.
Councillor Day OPPOSED
CARRIED.

No. R.211/14
Bylaw No. 948-2014
Zoning Amendment

- (b) Moved: Councillor McGonigle
Seconded: Councillor Day
that the "Town of Lake Cowichan Zoning Amendment Bylaw
No. 948-2014" be read a third time, as amended.
CARRIED.

No. R.212/14
Bylaw No. 954-2014
Zoning Amendment

- (c) Moved: Councillor Day
Seconded: Councillor McGonigle
that the "Town of Lake Cowichan Zoning Amendment Bylaw
No. 954-2014" be read a first and second time.
CARRIED.

No. R.213/14
Bylaw No. 945-2014
Sign Regulation

- (d) Moved: Councillor McGonigle
Seconded: Councillor Austin
that the "Town of Lake Cowichan Sign Regulation Bylaw No.
945-2014" be read a first and second time.
CARRIED.

No. R.214/14
Bylaw No. 955-2014
Water Regulations and
Rates

- (e) Moved: Councillor Day
Seconded: Councillor Austin
that the "Town of Lake Cowichan Water Regulations and Rates
Bylaw No. 955-2014" be read a first, second and third time.
CARRIED.

No. R.215/14
Bylaw No. 956-2014
Sewer Regulations and
Rates

- (f) Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that the "Town of Lake Cowichan Sewer Regulations and Rates
Bylaw No. 956-2014" be read a first, second and third time.
CARRIED.

No. R.216/14
Bylaw No. 957-2014
Waste Collection
Regulations and Rates

- (g) Moved: Councillor McGonigle
Seconded: Councillor Day
that the "Town of Lake Cowichan Waste Collection Regulations
and Rates Bylaw No. 957-2014" be read a first, second and
third time.
CARRIED.

9. NEW BUSINESS

No. R.217/14
Appointment -- Forest Co-
operative

- (a) Moved: Councillor Austin
Seconded: Councillor Day
that Councillor Tim McGonigle be appointed as the Town's
representative to the Cowichan Lake Community Forest Co-
operative; and
that Mayor Ross Forrest be appointed as the Town's alternate
representative to the Cowichan Lake Community Forest Co-
operative.
CARRIED.

No. R.218/14
Appointment – Social
Planning Cowichan

Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that Councillor Carlyne Austin be appointed as the Town of
Lake Cowichan's representative as a Board Liaison for Social
Planning Cowichan.

CARRIED.

Mayor Forrest made the following appointments to Committees,
Commissions and Organizations:

- Advisory Planning Commission, ex-officio –
Councillor McGonigle;
- Advisory Planning Commission, alternate ex-officio
– Councillor Austin;
- Ohtaki Twinning Committee, Chair – Mayor Ross
Forrest; and
- Ohtaki Twinning Committee, Alternate –
Councillor Vomacka.

No. R.219/14
Leave of Absence

(b) Moved: Councillor Austin
Seconded: Councillor Vomacka
that Council approve a leave of absence for Councillor
McGonigle for the Regular meeting of Council to be held on
Tuesday, January 27th, 2015.

CARRIED.

No. R.220/14
Meeting Schedule for
2015

Moved: Councillor Austin
Seconded: Councillor Vomacka
that the notice of Regular Meeting Dates of Council for 2015 be
approved.

CARRIED.

10. MAYOR'S REPORT

The Mayor presented his report for December, 2014 with the
following highlights:

- Santa parade that was held on November 29th, 2014
and commended the Chamber of Commerce for its
efforts on this;
- Thanked Community Services for organizing the hamper
programme and the volunteers;
- Thanked the volunteer members of the Advisory
Planning Commission for their involvement and
assistance with planning matters;
- Thanked individual members of the Ohtaki Twinning
Committee, the Board of Variance, and the Choose
Cowichan Committee;
- Boil water advisory and the need for an outline of the
Emergency Response Plan in place;
- The installation of the speed reader board and the
reduction of speed in the area;
- The new pedestrian activated crosswalk devices
installed for safety;
- Recognition of a number of firemen for years of service
awards that were recently recognized;
- Approval of the Age-Friendly grant for \$19,850;
- Congratulations to the Lake Cowichan Christian
Fellowship church for acquiring its new facility on King
George Street; and
- Wishing everyone a happy New Year.

Mayor Forrest directed staff to post daily updates on the increase/decrease of the Town's water turbidity through the Town's website and social media to keep residents up dated on the boil water advisory.

Councillor Day requested that the Town's emergency response plan be brought forward to the next Public Works and Engineering Services Committee meeting for its input.

11. NOTICES OF MOTION

None.

12. MEDIA / PUBLIC QUESTION PERIOD

13. IN CAMERA

No. R.221/14
In-Camera

Moved: Councillor McGonigle
Seconded: Councillor Day
that Council close the meeting to the public to deal with issues relating to personal information about an identifiable Individual who is being considered for a municipal award of honour, labour relations or other employee relations and acquisition, disposition or expropriation of land or improvements under Section 90(1) (b), (c) and (e) of the Community Charter (7:07 p.m.).

CARRIED.

14. ADJOURNMENT

No. R.222/14
Adjournment

Moved: Councillor McGonigle
Seconded: Councillor Day
that we adjourn (8:28 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2015.

Mayor

TOWN OF LAKE COWICHAN

Minutes of a Special meeting of Council held on
Tuesday, January 13th, 2015



Reg
Jan 27/15
36)

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

REGRETS: Councillor Tim McGonigle

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Ronnie Gill, Director of Finance
Nagi Rizk, Superintendent, Public Works and Engineering Services (left at 5:10 p.m.)
Roni-Lee Roach, Executive Secretary

PUBLIC: 2

1. CALL TO ORDER

Mayor Forrest called the meeting to order at 5:03 p.m.

2. AGENDA

No. R.001/15

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

CARRIED.

3. ADOPTION OF MINUTES

None.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. DELEGATIONS AND REPRESENTATIONS

None.

6. CORRESPONDENCE

No. R.002/15
Appointment --
Community Safety
Advisory Commission

(a) Moved: Councillor Vomacka
Seconded: Councillor Day
that Councillor Carolyne Austin be appointed as the Town's
representative to the Community Safety Advisory Commission
for the Cowichan Valley Regional District.

CARRIED.

No. R.003/15
Appointment --
Community Safety
Advisory Commission

Moved: Councillor Austin
Seconded: Councillor Day
that Councillor Lorna Vomacka be appointed as the Town's
alternate representative to the Community Safety Advisory
Commission for the Cowichan Valley Regional District.

CARRIED.

(b) None.

7. REPORTS

None.

8. BYLAWS

No. R.004/15
Bylaw No. 955-2014
Water Regulations and Rates

(a) Moved: Councillor Day
Seconded: Councillor Austin
that the "Town of Lake Cowichan Water Regulations and Rates Bylaw No. 955-2014" be reconsidered and adopted.

CARRIED.

No. R.005/15
Bylaw No. 956-2014
Sewer Regulations and Rates

(b) Moved: Councillor Day
Seconded: Councillor Vomacka
that the "Town of Lake Cowichan Sewer Regulations and Rates Bylaw No. 956-2014" be reconsidered and adopted.

CARRIED.

No. R.006/15
Bylaw No. 957-2014
Waste Collection Regulations and Rates

(c) Moved: Councillor Austin
Seconded: Councillor Day
that the "Town of Lake Cowichan Waste Collection Regulations and Rates Bylaw No. 957-2014" be reconsidered and adopted.

CARRIED.

9. NEW BUSINESS

None.

10. MAYOR'S REPORT

None.

11. MEDIA / PUBLIC QUESTION PERIOD

None.

12. IN CAMERA

None.

13. ADJOURNMENT

No. R.007/15
Adjournment

Moved: Councillor Day
Seconded: Councillor Austin
that we adjourn (5:13 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2015.

Mayor

TOWN OF LAKE COWICHAN

Minutes of Finance & Administration Committee held on
Tuesday, January 13th, 2015



Reg
Jan. 27/15
7(a)

PRESENT: Mayor Ross Forrest, Vice-Chair
Councillor Carolyne Austin
Councillor Bob Day
Councillor Tim McGonigle (via electronic media at 5:32 p.m.)
Councillor Lorna Vomacka

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Ronnie Gill, Director of Finance
Nagi Rizk, Superintendent, Public Works and Engineering Services (5:43 p.m.)
Roni-Lee Roach, Executive Secretary

PUBLIC: 2

1. CALL TO ORDER

The Vice-Chair called the meeting to order at 5:13 p.m.

2. AGENDA

No. FA.001/15

Moved: Councillor Day
Seconded: Councillor Austin
that the agenda, with the addition of the request for a leave
of absence from Councillor McGonigle under Correspondence,
be approved.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) The Committee members discussed the matter of additional
funding for municipalities through receipt of a portion 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.

(b) Ongoing Items Still Being Addressed:

(i) **Columbarium:** The Chief Administrative Officer advised
that the matter was referred to the contract planner and in
the meantime staff would investigate additional information
on the subject.

Councillor Day requested that the matter be referred to the
Advisory Planning Commission and the Heritage Advisory
Commission for its input.

(ii) **Sports Tourism:** There was no update on the matter of
Sports Tourism.

Mayor Forrest advised that the new programmer, Tanya
Kaul, for Cowichan Lake Recreation was recently hired.

4. DELEGATIONS AND REPRESENTATIONS

None.

5. CORRESPONDENCE

No. FA.002/15
Leave of Absence

- (a) Moved: Councillor Austin
Seconded: Councillor Day
that the Committee recommend that approval be given for Councillor Tim McGonigle's absence from the meeting held this day.

CARRIED.

6. REPORTS

- (a) The financial report for the year ending December 31st, 2014 was treated as information.

The Director of Finance reviewed the financial statements for 2014 and reviewed in some detail those statements for the benefit of all of the Committee.

- (b) The Building Inspector's Service Report for December, 2014 was treated as information.

7. NEW BUSINESS

- (a) The Chief Administrative Officer reported that the Info Centre lease with the Cowichan Lake District Chamber of Commerce had expired on December 31st, 2014 and recommended that a 6-month renewal of the agreement be approved with negotiations for a new lease to begin.

No. FA.003/15
Info Centre -
Lease

- Moved: Councillor Austin
Seconded: Councillor Day
that the Committee recommend 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.

The Chief Administrative Officer referred to the financial statements on the cost of this service.

Councillor Day requested that a completed budget and the Chamber's charter be provided to allow for a service review.

Councillor McGonigle joined the meeting electronically at 5:32 p.m.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

Councillor Austin shared information on the tour of the Lake Cowichan School's new biomass facility.

The Chief Administrative Officer requested clarification of when the public meeting should be held.

It was determined that a public meeting is to be held Monday, February 23rd, 2015 at 7:00 p.m. at the upper

Centennial Hall.

A notice of this meeting will be included with the annual utility notices and on the public event signage at the Wye Entrance.

The Superintendent, Public Works and Engineering Services joined the meeting at 5:43 p.m.

The Chief Administrative Officer requested direction from the Committee on approaching businesses on their inclusion on the newly constructed wayfinding signage by the South Shore Road car bridge. He advised that the placement would be for a 5-year period and would bring forward recommendations on corporate, small business and not-for-profit organization rates which could include a maximum of 2 sign placements per organization.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. FA.004/15
Adjournment

Moved: Councillor Vomacka
Seconded: Councillor McGonigle
that we do adjourn. (5:51 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, January 6th, 2015



Reg
Jan 27/15
7(a) 2

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

STAFF: Nagi Rizk, Superintendant, Public Works and Engineering Services
Ronnie Gill, Director of Finance
Roni-Lee Roach, Executive Secretary

PUBLIC: 3

1. CALL TO ORDER

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

2. AGENDA

No. PW.001/15

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

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

- (a) The Superintendent, Public Works and Engineering Services reported that the speed reader board is working fine and that the new battery charger would be installed to allow for the battery to last up to 10 days.

Mayor Forrest asked what information is recorded and how the information is determined. The Superintendent, Public Works and Engineering Services explained that once a vehicle enters the programmed zone, the information is recorded and continually records as long as vehicular traffic is in the zone. Mayor Forrest asked when the data will be reviewed and the Superintendent, Public Works and Engineering Services advised that the information to date of 22 pages of data will be reviewed shortly and the findings forwarded to the RCMP.

- (b) The Superintendent, Public Works and Engineering Services reported on the crosswalk lighting by Palsson Elementary School and Lake Cowichan School advising that the installation is completed and the Town was still awaiting for the lights to be activated.

- (c) The Superintendent, Public Works and Engineering Services reported that the water treatment upgrades were being worked on.

Councillor McGonigle requested clarification on the matter of drinking water and available capital funding and if UV would be in conjunction with sand filtration to remove chlorination to alleviate the call for boil water advisory orders by Island Health. The Superintendent, Public Works and Engineering Services responded that UV is sufficient but turbidity issues can still result in boil water advisories.

- (d) The Committee discussed the feasibility of a programme for plastic wraps and grocery bags.

Councillor Day stated that the current programme, similar to glass, is to take the material to a recycling depot. However, he felt it was not very effective. He requested that Public Works look at collecting these materials at curbside and asked that a report be brought back on the matter. Councillor Austin asked if there was a charge for tipping of these materials to which the Superintendent, Public Works and Engineering Services advised that there was no charge.

The Superintendent, Public Works and Engineering Services responded that he was concerned with the collecting of glass at curbside and suggested looking at running a pilot project once the organics programme was fully implemented.

Councillor Day requested that a zero waste strategy be implemented and that funding be sought for a study grant on the matter.

- (e) Re: Ongoing Items Still Being Addressed:
- (i) **Highway Signage:** The Superintendent, Public Works and Engineering Services advised that the directional signage by the car bridge was currently being installed.
- (ii) **Urban Drainage Study:** The Superintendent, Public Works and Engineering Services reported that he was currently reviewing the draft report and that the final report would be brought forward once finalized for Council review. Councillor McGonigle asked if the problems within the drainage study would be identified with recommendations for Council consideration to which the Superintendent, Public Works and Engineering Services advised that they would be for the community as a whole.
- (iii) **Inventory of Disability Parking Stalls:** The Superintendent, Public Works and Engineering Services reported that an inventory was currently being prepared for all public parking areas in Town.
- (iv) **In-Vessel Composting:** Mayor Forrest reported that this matter was still on the agenda as the Town was waiting for the organic collection to begin to determine the amount of organics collected at curbside to determine the size of the required vessel.

4. DELEGATIONS

None.

5. CORRESPONDENCE

- (a) The correspondence item received from Rebecca Denlinger, Deputy Minister of the Ministry of Community, Sport and Cultural Development on the matter of the first intake of New Building Canada fund was treated as information.

6. REPORTS

No. PW.002/15
Referral

Moved: Councillor McGonigle
Seconded: Mayor Forrest
that the Chief Administrative Officer's report on "First Intake New Building Canada Fund for Small Communities" be referred to the next Finance and Administration Committee meeting.

CARRIED.

7. NEW BUSINESS

- (a) The matter of the status of the boil water advisory notice had been earlier discussed.

The Committee members raised the following:

- The public feedback that some residents did not hear about the advisory for two or three weeks and if the notification could have been done door-to-door;
- Mayor Forrest indicated that it was an advisory, not an emergency and that the Town is learning from this new experience as this has not occurred previously to his knowledge;
- If notification could be done by inserting a flyer through Canada Post;
- The process as the Chief Administrative Officer has not been able to locate a copy of an emergency plan for Council;
- An emergency plan is in place and it is updated annually;
- The issue of boil water advisory and what is currently in place for interface fires, floods and earthquakes; and
- The placement of a sign at the community event sign to notify the public of emergency events.

8. NOTICES OF MOTION

Councillor Day – Zero Waste to the next Public Works and Environmental Services Committee meeting.

9. PUBLIC RELATIONS ITEMS

Councillor McGonigle extended a Happy New Year and best wishes for the New Year to residents of Lake Cowichan.

The Superintendent, Public Works and Engineering Services extended his thanks and appreciation to the residents for their understanding and patience during the recent boil water advisory for the Town.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. PW.003/15
Adjournment

Moved: Councillor McGonigle
Seconded: Councillor Day
that this meeting adjourn. (5:54 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, January 6th, 2015



Reg
Jan 27/15
7(a)3

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

STAFF: Nagl Rizk, Superintendent, Public Works and Engineering Services
Ronnie Gill, Director of Finance
Roni-Lee Roach, Executive Secretary

PUBLIC: 6

1. CALL TO ORDER

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

2. AGENDA

No. PR.001/15

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

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) **Seniors Exercise Equipment** – No update.

(b) Mayor Forrest advised that the Tree Canada application for the community garden has been submitted. The Director of Finance reported that the Town will know if its application is successful after the Chief Administrative Officer's return.

(c) **Lake Cowichan Parks and Details** – The Director of Finance advised that the tour of the local parks will be scheduled.

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

(iii) **Riverfront Parkway and Trail Connections** - The Director of Finance reported that the contract planner was away and that an update would not be forthcoming for a few weeks.

(iv) **Town Square Dedication** - The Committee discussed the matter.

Councillor McGonigle stated that a soft naming dedication for the park has been held and requested staff to contact Island Coastal Economic Trust and other funding partners to check on appropriate dates for the official opening with an invitation sent to past Councillors Ingram and Hornbrook.

Councillor Vomacka asked that Invitations be extended to the MLA, MP and two electoral area directors Morrison and Kuhn.

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. REPORTS

- (a) The Committee reviewed the staff report on policies and regulations affecting busking in public places and raised the following:
- Councillor Day requested clarification of the application form and the Director of Finance advised that it will be designed once the policy is approved and staff is able to determine fees;
 - Mayor Forrest thought the fees for application should be nominal and he was quite okay with what he sees in the draft policy;
 - Councillor Day recommended a fee of \$25;
 - Mayor Forrest asked about whether an applicant would require to establish dates and the Director of Finance responded that the applicant could contact the office to establish dates; and
 - The Director of Finance recommended a one-time application fee of \$15 with a fee of \$25 for a 6-month period.

The matter was referred to the next meeting.

7. NEW BUSINESS

- (a) The Committee discussed the Centennial Park plans and budget with the following highlights:
- The Superintendent, Public Works and Engineering Services advised that the costing was from 2008;
 - Councillor Day suggested hanging onto the documents for future reference;
 - Councillor McGonigle indicated it was useful for new members of Council to understand the financial implications and that work was currently underway on the in-field and he hoped the Community Garden was not going to impact future development;
 - Councillor McGonigle further stated that the park plans were great for future consideration and a parks tour;
 - Councillor Vomacka requested clarification on the field house and whether it would include washrooms which were answered in the affirmative;
 - Councillor Vomacka asked if there would be an expense to acquire the adjacent lands for the proposed tennis courts land to which Councillor McGonigle indicated that the courts at Centennial Park may not be required because of the Cowichan Avenue courts;
 - Councillor Vomacka further asked if improvements to the Little League park would be undertaken in 2015 and the Superintendent, Public Works and Engineering Services advised that the Lake Cowichan Baseball Association has already submitted an itemized listing of upgrades;
 - Councillor McGonigle advised that these would be looked at as there were items identified in a recent Municipal Insurance Association (MIA) inspection;
 - Mayor Forrest suggested the Town work within its operational budget to seek out future projects such as

- clearing brush and vegetation from areas; and
- Councillor Vomacka asked if the Town's crew could undertake some of the work or if the project would be contracted out.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

None.

10. MEDIA/PUBLIC QUESTION PERIOD

Franklin Hornbrook asked for clarification on the policy for buskers at public parks and suggested posting a sign to indicate that a permit was required for busking.

Cara Smith advised that the Town's webpage was not updated with new information on the newly elected Council members.

Beth Kidd was on hand to bring forward concerns on the negative impact the new community garden at Centennial Park was having on a small group of local youth aged 12 to 17 and their use of dirt bikes in the area. She forwarded a written submission for the Committee's consideration and asked that Alex Kidd, Logan Wallace and Nate Smith share their views on that impact which included the reduction of space for bike riding and the loss of the large mound by the placement of fruit trees and fencing.

The Committee members felt that representatives of the Community Garden should meet with the youth involved to come forward with recommendations for the Town for consideration. Councillor McGonigle shared his view that it was important to work together for the benefit of the whole community.

Mayor Forrest requested staff to install a garbage receptacle at the skateboard park.

Councillor Day requested staff to contact the Fire Department regarding the foam that has accumulated in the skateboard park which is an inconvenience to users.

11. ADJOURNMENT

No. PR.002/15
Adjournment

Moved: Councillor McGonigle
Seconded: Councillor Austin
that we adjourn (6:44 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2015.

Chair

TOWN OF LAKE COWICHAN

Minutes of Economic and Sustainable Development Committee held on
Tuesday, January 20th, 2015



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Jan 27/15
7(a)4

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
Ronnie Gill, Director of Finance
Roni-Lee Roach, Executive Secretary

OTHER: 10

1. CALL TO ORDER

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

2. AGENDA

No. SPD.001/15

Moved: Councillor Austin
Seconded: Councillor Vomacka
that the agenda, with the addition of Social Planning Cowichan
and Lake Days 2015 under Public Relations Items and as
amended, be approved.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

4. DELEGATIONS

- (a) Keith Lawrence, Senior Environmental Analyst, Cowichan Valley Regional District gave a powerpoint presentation on the water management and governance study undertaken by the Regional District. Mr. Lawrence outlined key Issues related to the critical resource of water for all Cowichan communities that included:
- Lack of regulations and enforcement;
 - Lack of funding; and
 - Establishment of a working vision of working together for healthy watersheds and safe drinking water.

He reported that based on the information gathered by the facilitator for governance alternatives including an informal committee of the Cowichan Valley Regional District, regional watershed society, or regional water authority with the latter being the best to address Cowichan Valley's needs.

Brian Carruthers, Chief Administrative Officer, Cowichan Valley Regional District spoke on the current process that was underway and the Regional District's role in coordinating the study and its initiative in managing the regional watersheds. He advised that the challenge is whether the Province will allow or establish local authority for water management to the Regional District which could be leading the way provincially.

The Chair afforded an opportunity for Committee members to ask questions of the delegates.

Councillor McGonigle directed some questions on the recent amendments to the Water Act and local government powers, meetings with the Provincial government for funding and the ability to establish regulations and policies and local governance on matters affecting water.

- (b) Jennifer Pollner, Lake Cowichan Downtown Renewal group was on hand to speak on the matter of a proposed weekly market event in the new Town square for 2015.

She advised that the group was currently working on the creation of a Society and that the Society's mandate would be to enhance the aesthetics of the Town and tourism and business development opportunities. She requested that the Town consider a farmers' market to be allowed at the Town Square.

She outlined the pilot project for 2015 which will be run on Saturdays from the May Long weekend to the Labour Day Long weekend to sell goods that are not available at local stores.

The Chair afforded an opportunity for Committee members to ask questions of Ms. Pollner.

The following items were discussed:

- Councillor McGonigle suggested looking at the example of the Duncan Farmer Market and how the City is involved with that process;
- The Chief Administrative Officer advised that a draft application is available and that insurance requirements would need to be met;
- Feasibility of the event being a Town sanctioned event versus a Town event;
- Need for business license to which the Chief Administrative Officer advised that an application fee is all that would be required;
- Insurance provision by the Town with a fee set similar to the Cowichan Lake Sports Arena users with a rider placed on the Town's current insurance policy; and
- Need for continued dialogue on the matter.

Councillor McGonigle requested that the matter be referred to the next Finance and Administration Committee. The Committee directed that in the interim that the Chief Administrative Officer meet with Jennifer Pollner.

5. CORRESPONDENCE

None.

6. REPORTS

None.

7. NEW BUSINESS

The Chair advised that the new business items were presented to establish core topics to the Economic and Sustainable Development meetings.

(a) Housing:

Councillor McGonigle suggested that a sub-committee be struck to address the matter of affordable housing (single family) and a seniors care facility to explore size of facility and funding partnerships.

Mayor Forrest agreed and thought this may be a topic for discussion at the upcoming public meeting to be held on February 18th, 2015.

The Chief Administrative Officer advised that the Town's Age Friendly grant recently approved could assist with the process.

Councillor Vomacka requested that the Seniors Centre and King George Affordable Housing be invited to the public meeting.

The Committee requested that the advertisement for the public meeting be forwarded to members and posted to the Town's website and social media.

(i) Affordable Housing (single family):

Councillor McGonigle shared his view that this may be the opportunity to review the Subdivision bylaw to request developers to provide for construction of affordable units. He further requested that staff investigate what is being done in neighboring municipalities on this issue.

Mayor Forrest cautioned that developers may not be keen to come into the area if they are forced to conform to unpalatable regulations. He stated that smaller lots may work and may be more feasible.

Councillor Day asked about co-operative housing. The Committee recommended that Bill Routley, MLA be invited to the next meeting to discuss the matter.

(b) Sustainable Initiatives:

(i) In-fill and densification of Downtown:

The Committee requested that this matter be included with consideration of future bylaw amendments.

(ii) Zero Waste:

The Committee felt that the Town was taking huge steps towards zero waste with its recent implementation of kitchen organics and compostable materials.

Mayor Forrest asked how the organic collections this week were received. The Superintendent, Public Works and Engineering Services advised that a 30% reduction to refuse collections were achieved but not all residential homes placed their organic totes out for collection.

Councillor McGonigle advised that the Cowichan Valley Regional District has a Zero Waste Programme with a 25-year plan in place that the Town should look at.

Councillor Day shared his view that zero waste may be achieved

when curbside glass and plastic bag collections are instituted.

The Superintendent, Public Works and Engineering Services shared his appreciation and cooperation of the residents on the new collection programme.

Councillor Day asked if residents will be fined or incur penalties if the organic collection is contaminated. The Superintendent, Public Works and Engineering Services advised that at this time, no fines are in place.

Councillor Austin asked if the Town needed to collect organics every week and the Superintendent, Public Works and Engineering Services indicated that the collection programme was a pilot project to assist with future plans on this service.

(iii) Provision of Municipal Services:

Councillor Day spoke on the provision of services and the factors of equipment versus provision of bins versus 1500 vehicles transporting material to depots.

Councillor McGonigle stated that services were taken on by local municipalities and that with no mandate or authority for refuse collection that the Town be cautious to not to over step its authority.

(c) Community Health:

(i) Island Health/Kaatza Health and Wellness Centre Report:

Councillor Day advised that a report should be available for next month's meeting.

Mayor Forrest reported that the facility was busy and that there was a 5 to 6 week waiting period for an initial meeting and consultation.

Councillor Austin advised that physical training services were currently being provided to the Seniors Association by the organization.

(ii) Community Services Report:

Councillor McGonigle stated that Community Services should be invited to provide bi-annual reports on its services provided to the community.

(iii) Practitioners Report – Plan H:

Councillor Day advised that a report should be made available.

(d) Councillor Day spoke on the matter of future elementary school location and felt that members should start attending School District meetings.

Councillor McGonigle suggested arranging a meeting with elected Board members and staff to discuss matters of mutual concern.

Mayor Forrest stated that it would be beneficial to build good relationships with the new board members.

The matter will be brought forward to the next meeting.

- (e) Councillor Day advised the Committee that he planned to attend the Lake Cowichan School leadership classes held weekly on Tuesdays beginning at 12:30 p.m.

Councillor McGonigle shared that the Lake Cowichan School was providing classes to those wanting to attend that would previously have to leave Lake Cowichan to attend through electronic learning.

- (f) The Chief Administrative Officer advised that the Manager, Cowichan Lake Education Centre was currently working on job creation opportunities for the Town.
- (g) The Committee discussed the availability of commercial and industrial properties and servicing requirements and asked that a community map be provided for future discussions.

The Chief Administrative Officer advised that the contract planner was preparing a report on the matter.

- (h) The matter of business development and retention was discussed. Councillor Day asked if that was included in the Chamber of Commerce's mandate and should be a topic that is brought forward, as well as, clarification of tools for business licensing and signage requirements in the community.

Mayor Forrest advised that he has been in contact with the Chamber's president and that it is aware that the Town wishes to meet with the Executive members to discuss matters of mutual concern and the renewal of the service agreement.

- (i) The matter of marketing of tourism opportunities was discussed. Mayor Forrest advised that he would be meeting with Judy Young, Tourism BC on Friday, January 23rd, 2015.

Councillor Day asked what representation the Town of Lake Cowichan had on the regional tourism function of the Cowichan Valley Regional District. Councillor Austin advised that when she was affiliated with the Info Centre, she attended all meetings with respect to tourism.

- (j) The Chief Administrative Officer advised that there were ongoing discussions with the Lake Cowichan First Nation on economic development opportunities and that he had a meeting with Aaron Hamilton for Thursday, January 22nd, 2015 and will bring forward an update from that meeting.

Mayor Forrest advised that he would be meeting with Chief Livingstone on February 11th, 2015.

Councillor McGonigle stated that there was an excellent opportunity for local tourism with the totem carving and that people could be invited to 'carve' the totem for a small donation, similar to the Spirit Pole events held a few years ago.

Mayor Forrest shared a timeline of events for the totem project. He recently received notice of a fundraising campaign to begin in January, 2015 with the Lake Cowichan First Nation seeking corporate funding with final completion estimated for August, 2015.

- (k) Councillor Day began discussion on the matter of strategic planning for recreation facilities, transportation initiatives and infrastructure upgrades that included the following:
 - Need for gym in the community for users to work out;
 - Park n' ride;
 - Update of handicap parking stalls; and
 - Update of sidewalks.

Councillor Austin requested that a walking tour of the Town be undertaken with a review of sidewalks to occur in March or April, 2015.

Councillor McGonigle requested that the sidewalk replacement plan be provided for review.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

- (a) Councillor Austin reported on her attendance at the Social Planning Cowichan meeting held on Monday, January 19th, 2014 and advised that the next meeting would be scheduled for March 16th, 2015.
- (b) Councillor Day reported that the Lake Days annual general meeting was rescheduled for Saturday, January 31st, 2015 at 3:00 p.m. at the Country Grocer meeting room with only four people in attendance at the January 19th, 2015 meeting.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. SPD.002/15
Adjournment

Moved: Councillor Austin
Seconded: Councillor McGonigle
that the meeting adjourn (7:25 p.m.).

CARRIED.

Certified correct _____

Confirmed on the _____ day of _____, 2015.

Chair

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7(a)5.

Minutes of the Cowichan Lake Recreation Commission Meeting held on Thursday, December 18, 2014 in the Cowichan Lake Sports Arena Curling Lounge, 311 South Shore, Lake Cowichan BC at 7:00 PM.

PRESENT: Chairperson D. Darling
Mayor R. Forrest
Director I. Morrison
E. Fearon
B. Peters
R. Wise
J. Rowley

ALSO PRESENT: L. Blatchford, Manager, Cowichan Lake Recreation
R. Frost, West Cowichan Facilities Coordinator
L. Bowery, Recording Secretary
J. Elzinga, Acting General Manager, Recreation & Culture Dept., CVRD

ABSENT: Director K. Kuhn
L. Johnson

APPROVAL OF AGENDA

It was moved and seconded that the agenda be adopted as amended with the addition of three items under R2 - Programmer II; AAA Hurricanes/Jamborees; Budget Meeting

ADOPTION OF MINUTES

M1 Regular Cowichan Lake Recreation Commission meeting of November 27, 2014

It was moved and seconded that the minutes be adopted as presented.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES

BA1 Commission Orientation Manuals

Reminder to bring in manuals to be updated.

BA2 Question re: Funding of Cowichan Sportsplex

Explanation regarding Sportsplex from J. Elzinga, Acting General Manager, Recreation and Culture and Manager, Island Savings Centre

REPORTS

R1 West Cowichan Facility Coordinator Report - R. Frost, verbal report

Centennial Hall and fixtures, work to be done in 2015.

It's been a good year in facilities with most of the work plan completed.

Renovations to both washrooms and flooring in Mesachie Lake Hall are completed.

R2

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

Meeting Schedule for 2015 - will be the fourth Thursday in January.

February's budget meeting date - must be scheduled before February 20, 2015.

Green Lined areas of CLSA - received the final approval for 19 green-lined areas.

Winter Wonderland Carnival - Tuesday, December 23, 6:00 pm - 8:00 pm.

New Year's Eve Dance - Wednesday, December 31, \$12 per ticket.

Holiday Hours - Facilities closed December 24, 25, 26, 31, 2014 and January 1, 2015.

Programmer II - Successful candidate Tanya Kaul.

AAA Hurricanes/Jamboree - Saturday, January 3, 2015, Girls Jamboree. Feature game Hurricanes Vs San Jose. Sunday, January 4, 2015, Initiation Jamboree.

R3

CVRD Board Report - Director Morrison, verbal report

There are new Board members.

Meeting structure will be announced in January.

Commission appointments will be made at the January 14, 2015 Board meeting.

Area I & Area F pool participation, two tiered cost will be dropped.

Gas tax funds are 7.7 million over the next 5 years to Electoral Area Directors. Funds will be allocated based on population. Area F is second smallest and Area I is the smallest. \$472,000 over the next five years - 80% to be used by Directors now with 10% to be held back for the new Board in 5 years and 10% to be used for a more regional project.

R4

Town of Lake Cowichan Report - Mayor Forrest, verbal report

Age friendly grant of \$19,850.

Study to be done regarding Senior Housing and Health Equipment.

New wayward sign by the car bridge is the same design as the new Town Square.

It was moved and seconded that Cowichan Lake Recreation Manager write a letter requesting application with the Town of Lake Cowichan for free signage available on the wayward sign and if no space is available to contact the Commission regarding the cost for other sections.

MOTION CARRIED

NEW BUSINESS

CLOSED SESSION

NB1 It was moved and seconded that the Closed Session Agenda be approved, and that the meeting be closed to the public in accordance with the *Community Charter Part 4, Division 3, Section 90*, subsections as noted in accordance with each agenda item.

MOTION CARRIED

RISE FROM CLOSED SESSION

It was moved and seconded that the Cowichan Lake Recreation Commission rise with report on item CSNB1 and return to the open portion of the meeting.

MOTION CARRIED

It was moved and seconded that the debt of Johel Brothers Contracting Ltd. in the amount of \$1,344.00 be written off.

MOTION CARRIED

ADJOURNMENT

The Chairperson and Commission thanked the staff of Cowichan Lake Recreation. The Commission is very proud of the facility and Facilities staff thanked the Commission for their support and for looking ahead regarding the facilities.

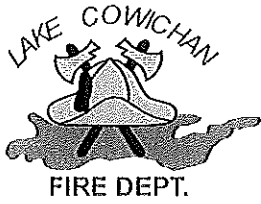
The public is proud of their recreation facilities.

The meeting adjourned at 7:32 pm.

Chair

Recording Secretary

Dated: _____



Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

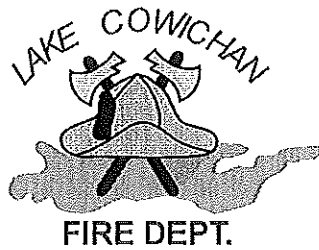
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December 2014 Monthly Incident Report

- 1 Business Meeting / Practice
- 4 Practices
- 1 Truck Check
- 2 Alarms Activated
- 2 MVA
- 1 RCMP Assist Burning Complaint
- 2 Medical Aid
- 1 Lift Assist
- 1 Chimney Fire
- 4 Duty Sheets
- 1 Secretary/Treasurer Monthly Stipend
- 6 NFPA Tests

Total **\$5641.26**



Lake Cowichan Fire Department
P.O. Box 31
Lake Cowichan, BC
V0R 2G0
(250)749-3522

Fire Stats December 2014

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Men</u>	<u>Hrs</u>	<u>Cost</u>
12/01	7:00 PM	Fire Hall	Business Meeting	23	2	\$840.44
12/04	12:20 PM	367 Point Ideal Dr	Lift Assist	11	1	\$145.56
12/04	3:55 PM	7957 Greendale Rd	MVA	13	1	\$201.32
12/08	7:00 PM	Fire Hall	Practice	23	2	\$734.00
12/10	5:00 PM	Fire Hall	Truck Clean	9	2	\$216.08
12/12	6:02 PM	68 Stanley Ave #2	Ambulance Assist	11	1	\$222.10
12/15	7:00 PM	Fire Hall	Practice	23	2	\$768.60
12/16	2:36 PM	7344 Cowichan Lake Rd	Chimney Fire	9	1	\$148.38
12/18	1:32 AM	27 Sahtlam Ave W	Alarm Activated	10	1	\$165.40
12/22	4:35 PM	8745 North Shore Rd	Ambulance Assist	19	1	\$328.92
12/22	7:00 PM	Fire Hall	Practice	9	2	\$291.12
12/25	4:48 PM	15 North Shore Rd	Alarms Activated	14	1	\$237.52
12/27	8:39 PM	5899 Mayo Rd	RCMP Assist Burning Complaint	4	1	\$75.60
12/29	5:04 PM	6km East of Town/HWY18	MVA	22	1	\$366.72
12/29	7:00 PM	Fire Hall	Practice	13	2	\$370.48
			Secretary Treasurer			\$150.00
			NFPA Tests	2	12	\$173.00
			Duty Sheets	2	11	\$206.02
		Total				\$5641.26

Board Highlights

From the January 14, 2015 Regular Meeting



Reg
Jan 27/15
7(b)2

In This Edition:

1. Standing Committee Appointments
2. 2015 Board And Committee Meeting Schedule
3. Commission Appointments
4. Approval Given to Submit Infrastructure Funding Applications

1. Standing Committee Appointments

Chair Lefebure announced his creation of six standing committees for 2015 and appointed the following Directors to these committees:

Committee of the Whole

Director P. Kent, Chairperson	Director L. Iannidinardo
Director M. Dorey, Vice-Chairperson	Director K. Kuhn
Director M. Clement	Director J. Lefebure
Director K. Davis	Director M. Marcotte
Director B. Day	Director I. Morrison
Director R. Douglas	Director A. Nicholson
Director S. Furstenu	Director T. Walker
Director R. Hutchins	

Electoral Area Services Committee

Director L. Iannidinardo, Chairperson	Director K. Kuhn
Director K. Davis, Vice-Chairperson	Director M. Marcotte
Director M. Clement	Director I. Morrison
Director M. Dorey	Director A. Nicholson
Director S. Furstenu	

Executive Committee

Director J. Lefebure, Chairperson	Director M. Marcotte
Director L. Iannidinardo, Vice-Chairperson	Director I. Morrison
Director P. Kent	

Regional Engineering Services Committee

Director I Morrison, Chairperson	Director L. Iannidinardo
Director M. Clement, Vice-Chairperson	Director P. Kent
Director K. Davis	Director K. Kuhn
Director B. Day	Director J. Lefebure
Director M. Dorey	Director M. Marcotte
Director R. Douglas	Director A. Nicholson
Director S. Furstenu	Director T. Walker
Director R. Hutchins	

Regional Services Committee

Director M. Marcotte, Chairperson	Director L. Iannidinardo
Director R. Douglas, Vice-Chairperson	Director P. Kent
Director M. Clement	Director K. Kuhn
Director K. Davis	Director J. Lefebure
Director B. Day	Director I. Morrison
Director M. Dorey	Director A. Nicholson
Director S. Furstenu	Director T. Walker
Director R. Hutchins	

Contact: Joe Barry, Corporate Secretary

2. 2015 Board And Committee Meeting Schedule

The Board approved the dates for regular meetings in 2015 of the Board and Standing Committees. The meeting schedule can be viewed [here](#). All meeting dates are subject to change and special meetings may be scheduled in addition to the regular meeting dates.

Contact: [Joe Barry](#), Corporate Secretary

3. Commission Appointments

The following Directors were appointed by the Board to the specified Commission upon the recommendation of Chair Lefebure:

Community Safety Advisory Commission:	Director K. Davis, Director L. Iannidinaro
Economic Development Commission:	Director M. Clement, Director K. Kuhn
Environment Commission:	Director M. Dorey, Director S. Furstenau, Director B. Day
Regional Agricultural Advisory Commission:	Director M. Marcotte, Director J. Lefebure, Director A. Nicholson, Director T. Walker Director M. Clement.

Contact: [Joe Barry](#), Corporate Secretary

4. Approval Given to Submit Infrastructure Funding Applications

The Board of Directors gave approval for the submission of applications to the New Building Canada Fund, Provincial-Territorial Component, Small Communities Fund for the following projects:

Shawnigan Lake North Water Upgrades (\$2.1 million)
Cowichan Bay Forcemain Twinning (\$0.66 million)
Meade Creek Landfill Closure and Recycling Centre Upgrades (\$3.5 million)

In March of 2014, the Federal Government of Canada announced the New Building Canada Plan that will see the Government of Canada invest over \$53 billion in infrastructure across Canada between 2014 and 2024. The financial impact of the New Building Canada program will largely depend on how many CVRD applications are successful, and in what amount. The local area benefiting from the grant amount will be required to raise 1/3 of the project costs locally which will likely come from tax requisition. Contact: [Jacob Ellis](#), Deputy CAO

Board Highlights is a monthly publication of the Cowichan Valley Regional District. This publication is a synopsis only of the Regional Board meeting. Full agenda packages, meeting minutes, and archived video can be found on the CVRD website at this [link](#). Subscribe to the "Notify Me" Agenda Alerts and don't miss a single Board or Committee agenda; subscribe [here](#). Like the CVRD on [Facebook](#) and/or follow the CVRD on [Twitter](#) to keep informed on what's happening in your regional district.

The Regional Board meets at the CVRD Office, 175 Ingram Street, Duncan, BC. on the second Wednesday of each month, except when scheduled otherwise in advance. For more information, contact Corporate Secretary [Joe Barry](#).

TOWN OF LAKE COWICHAN

BYLAW NO. 947-2014

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

Reg
Jan 27/15
8(a)

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 1 and Map 5 for the following properties:

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

3. Map 1 is hereby amended by replacing the Urban designation with the Downtown designation for said properties.

4. Map 5 is hereby revised by including said properties in the "Development Permit Areas 4,5 6 and 7" to be included within 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 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 23rd day of December, 2014.

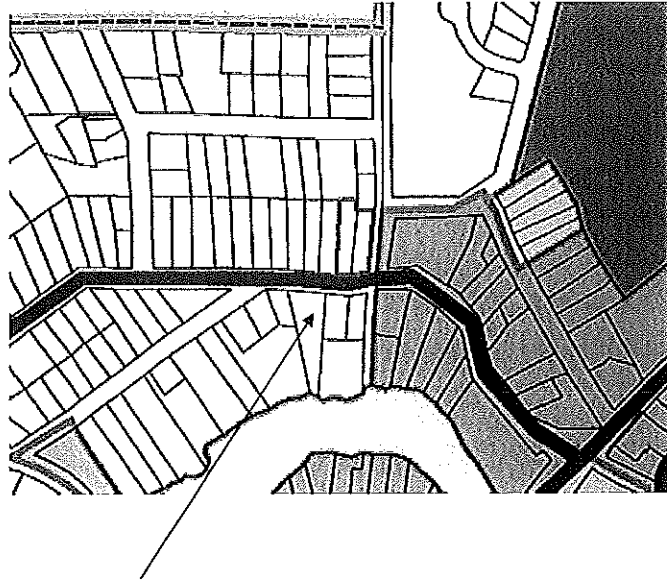
RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ___ day of ___, 2014.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer

SCHEDULE "A"

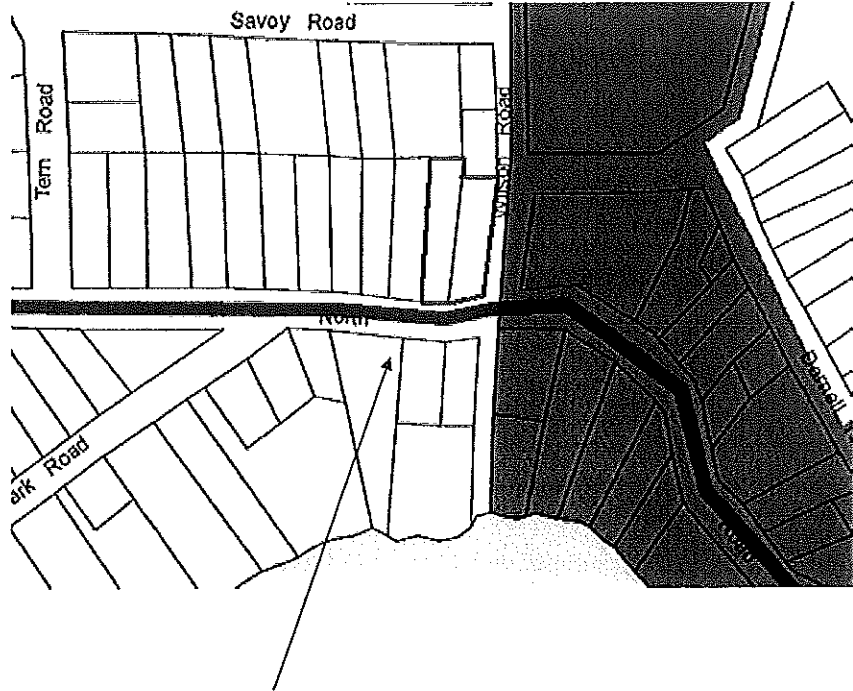
Attached to and Forming Part of Bylaw No. 947-2014



Replacing the Neighbourhood designation with the Downtown designation for subject properties outlined in pink.

SCHEDULE "B"

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

Reg
Jan 27/15
866

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;
 - (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) No on-site retail sales permitted;
 - (iii) No processing equipment or any business related materials shall be placed or stored within the front yard;
 - (iv) Outdoor storage is restricted to the rear yard;
 - (v) All materials stored outside shall be behind a 6 foot opaque fence;
 - (vi) Organic plant food shall not be packed or stored so as to create adverse health effects or odors for neighbouring properties or passerby.



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) No outdoor storage of parts, materials and customer vehicles;

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

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 23rd day of December, 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

BYLAW NO. 954-2014

A Bylaw to Amend Zoning Bylaw No. 935-2013

Reg
Jan 27/15
8(c) & (d)

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. 954-2014".

2. **AMENDMENTS**

1) Part V dealing with Permitted Uses of the R-1 Urban Residential Zone is hereby amended by adding the following to section 5.1.2:

(iii) Bed and Breakfast, accessory to principal use in (a) only on the parcel described as Lot 3, Block 4, Section 5, Renfrew District (situated in Cowichan Lake District), Plan 1750.

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 23rd day of December, 2014.

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

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

Reg
Jan 27/15
8(e)

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 indentify 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;

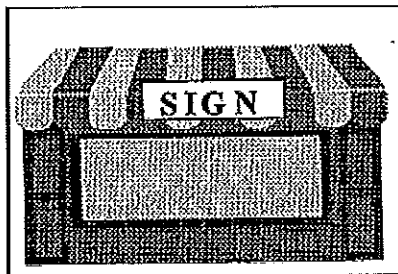


Figure 1 Canopy Sign



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;

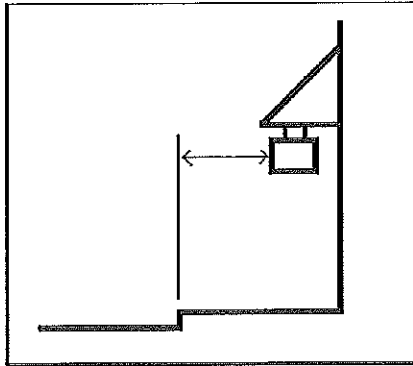


Figure 2 Curb, Clearance

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

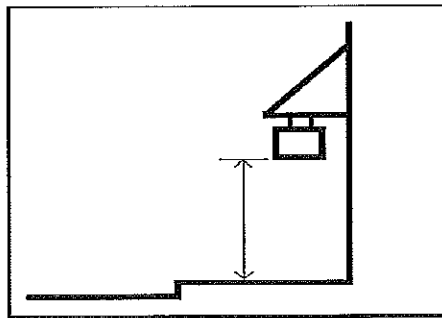


Figure 3 Height, Clearance

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;

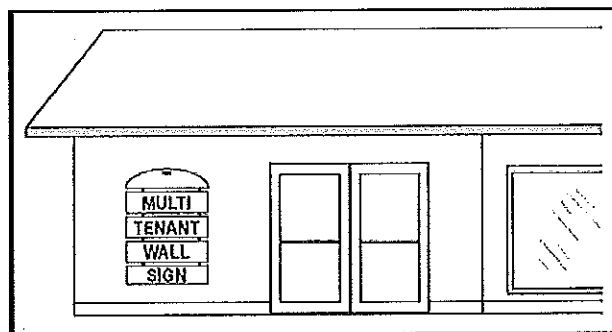


Figure 4 Directory Sign



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;

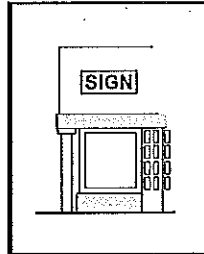


Figure 5 Facia Sign

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;

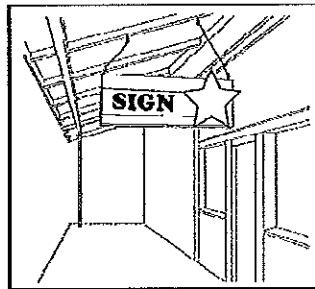


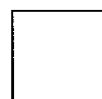
Figure 6 Hanging Sign

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 facia or wall that rises above the roof level of the structure;

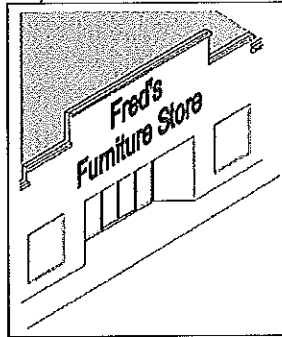


Figure 8 Parapet Sign

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;

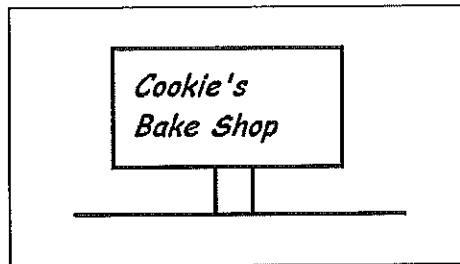


Figure 9 Pole Sign

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;

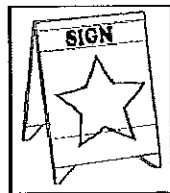


Figure 10 Portable Sign

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;



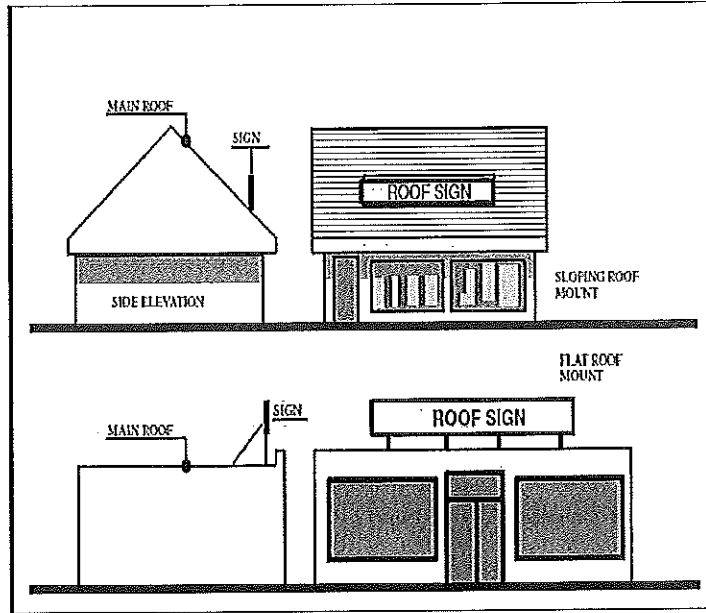


Figure 12 Roof Sign

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.

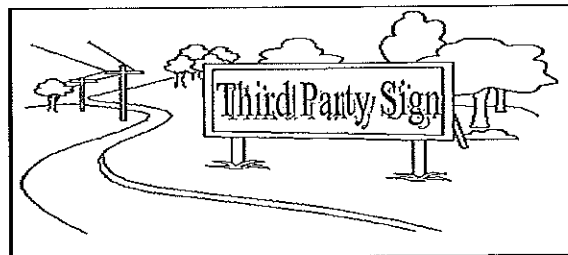


Figure 13 Third Party Sign -Billboard Type (not permitted)

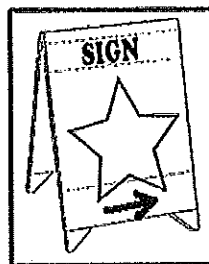


Figure 14 Third Party Sign - Portable Sign Type



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

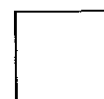
- (1) The maximum number of temporary signs in commercial zone districts shall be as follows:
 - (i) two (2) per business frontage.



- (2) Maximum number of permanent signs in commercial zone districts shall be as follows:
- (i) 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:
- (i) 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.

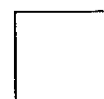


9. POSTERS, PLACARDS AND HANDBILLS

- (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) Facia, 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 Town.
- (vi) Changeable copy sign:
- (a) for a business may be included on monument signs or facia 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 facia signs only 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 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.



11. PENALTIES

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.

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

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 _____, 2014.

Clerk



BYLAW NO. 945-2014***Schedule "A"****(Attached to and forming part of Bylaw No. 945-2014)***F I N E S**

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

