



# TOWN OF LAKE COWICHAN

## Regular Meeting of Council

Tuesday, January 24<sup>th</sup>, 2017 at 6:00 p.m. – Council Chambers

### AGENDA

1. **CALL TO ORDER**

Page #

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

2. **APPROVAL OF AGENDA**

3. **ADOPTION OF MINUTES**

- (a) Minutes of the Regular Meeting of Council held on December 20<sup>th</sup>, 2016.

3

4. **BUSINESS ARISING AND UNFINISHED BUSINESS**

5. **DELEGATIONS AND REPRESENTATIONS**

- (a) Sam Beldessi re: Snow and Ice Removal Issues.

6. **CORRESPONDENCE**

(a) **Action Items**

- (i) Dr. Paul Hasselback, MD, Island Health, re: Recommendations- Local Government Smoke-free Bylaws.
- (ii) Graeme Service, Cowichan Lake District Chamber of Commerce, re: Letter of Support for Project Funding Application to Coastal Economic Trust.

7

13

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

7. **REPORTS**

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

- (i) Finance & Administration Councillor McGonigle  
• January 10<sup>th</sup>, 2017.
- (ii) Public Works & Environmental Services Councillor Austin  
• No Meeting.
- (iii) Parks, Recreation & Culture Councillor Vomacka  
• No Meeting.
- (iv) Economic & Sustainable Development Councillor Day  
• January 10<sup>th</sup>, 2017.
- (v) Cowichan Lake Recreation Commission Mayor Forrest
- (vi) V.I.R.L Councillor Vomacka
- (vii) Advisory Planning Commission Councillor McGonigle
- (viii) Community Forest Co-op Councillor McGonigle

14

16

- (b) **Other Reports**
  - (i) Cowichan Valley Regional District Board Meeting – Councillor Day.
  - (ii) Community Outreach Team Committee - Councillor Austin.
  - (iii) Safety Advisory Committee - Councillor Austin.
  - (iv) Seniors’ Care Facility Steering Committee – Councillor McGonigle.

- (c) **Staff Reports**
  - (i) CAO re: Appointment to the Advisory Planning Commission.
  - (ii) CAO re: Strategic Wildfire Prevention Initiative.
  - (iii) CAO- Consulting Planner re: Application for a development Variance Permit and Development Permit for 181 South Shore, Lot 1, Block 25, Cowichan Lake District Plan, EPP23955.

<b>18</b>
<b>19</b>
<b>21</b>

**8. BYLAWS**

- (a) “Town of Lake Cowichan Fees and Charges for Services Bylaw No. 985-2016” may be read a third time.

<b>27</b>
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**9. NEW BUSINESS**

None.

**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) (c) – labour relations or other employee relations.

**14. ADJOURNMENT**



**TOWN OF LAKE COWICHAN**  
Minutes of a Regular meeting of Council  
Tuesday, December 20<sup>th</sup>, 2016

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

**STAFF:** Joseph A. Fernandez, Chief Administrative Officer  
Kari Lingren, Recording Secretary

**PUBLIC:** 0

**1. CALL TO ORDER**

Mayor Forrest called the meeting to order at 6:05 p.m.

**2. AGENDA**

No. R.00162/16

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

CARRIED.

**3. ADOPTION OF MINUTES**

No. R.00163/16

**(a)** Moved: Councillor McGonigle  
Seconded: Councillor Day  
that the minutes of the Regular Meeting of Council held on  
November 22<sup>nd</sup>, 2016 be adopted.

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

**5. DELEGATIONS AND REPRESENTATIONS**

None.

**6. CORRESPONDENCE**

**(a) Action Items**

None.

**(b) Information or Consent Items**

**(i)** The correspondence item from British Columbia Achievement  
Foundation on the 2017 BC Community Achievement Awards  
was treated as information.

**7. REPORTS**

No. R.00164/16  
Finance and Administration

Moved: Councillor Day  
Seconded: Councillor McGonigle  
that the minutes of the Finance and Administration Committee  
meeting held on December 6<sup>th</sup>, 2016 be approved with the  
following:

1- Fire Department Incident Report

that Council approve the Lake Cowichan Fire Department's incident report for November, 2016 for expenditures totaling \$10,245.80;

2- Lot 89 Lakeview Avenue

that the lot at 89 Lakeview Avenue be disposed of; and

3- Community Garden

that the policy on the Community Gardens be approved.

CARRIED.

No. R.00165/16  
Public Works and  
Environmental Services

Moved: Councillor Austin  
Seconded: Councillor Day  
that the minutes of the Public Works and Environmental Services Committee meeting held on December 6<sup>th</sup>, 2016 be approved.

CARRIED.

No. R.00166/16  
Parks, Recreation and Culture

Moved: Councillor Vomacka  
Seconded: Councillor McGonigle  
that the minutes of the Parks, Recreation and Culture Committee meeting held on December 6<sup>th</sup>, 2016 be approved with the following:

1- Centennial Park Upgrade

that the re-design to the Centennial Park upgrade in order to expand the length behind the backstop of the ball field be appropriated for an amount not to exceed \$20,000 dollars that includes the consulting fees.

CARRIED.

No. R.00167/16  
Economic and Sustainable  
Development

Moved: Councillor Day  
Seconded: Councillor Austin  
that the minutes of the Economic and Sustainable Development Committee meeting held on November 8<sup>th</sup>, 2016 be approved with the following:

1- Economic Readiness Assessment

that the proposal from Urbanics Consultants to undertake the Economic Readiness Assessment be accepted.

CARRIED.

Cowichan Lake Recreation

Mayor Forrest informed Council that the next Cowichan Lake Recreation Commission meeting will be on December 21<sup>st</sup>, 2016. He mentioned the longtime commission members Bill Peters and Dave Darling would be stepping down from their positions and thanked them for their dedication to the Cowichan Lake Recreation Commission. Thor Repstock and Terry Akiyama have been appointed to the Commission to replace the retiring members.

Vancouver Island Regional  
Library

Councillor Vomacka informed Council that the Annual General meeting will take place on January 21<sup>st</sup>, 2017. She mentioned that internet use at the library was up 22% while visitor use was down 6%.

Advisory Planning Commission

Councillor McGonigle advised that the next meeting of the Advisory Planning Commission slated for December 22<sup>nd</sup>, 2016 has been cancelled. He reported that at the last meeting the columbarium, parking in Town, and age specific plans for the community plan were discussed. He also noted that it was the

time of year to apply (or re-apply) for a position with the Advisory Planning Commission.

Community Forest Co-operative

Councillor McGonigle updated Council on the last meeting that took place on November 24<sup>th</sup>, 2016 for the Community Forest Co-operative. He informed the committee that the forest co-op had a successful year in logging. Councillor McGonigle's name was put forward again this year and he has accepted the position as vice-president.

**(b) Other Reports**

Cowichan Valley Regional District Board

(i) Councillor Day gave a verbal report to Council on his attendance at the December, 2016 Cowichan Valley Regional District's Board meeting.

Community Outreach Team

(ii) Councillor Austin informed Council that the Community Outreach Team's next meeting will be meeting in January.

Seniors' Care Facility

(iii) Councillor McGonigle updated council of the last Senior Care Facility meeting that was held on December 19<sup>th</sup>, 2016. He mentioned that there were not enough in attendance for a quorum.

Community Safety Advisory

(iv) Councillor Austin informed Council on highlights from the last meeting held in December, 2016. The next meeting is scheduled for January, 2016.

**(c) Staff Reports**

None.

**8. BYLAWS**

No. R.00168/16  
No. 982-2016  
Water Regulations and Rates

**(a)** Moved: Councillor Austin  
Seconded: Councillor Day  
that the "Town of Lake Cowichan Water Regulations and Rates Bylaw No. 982-2016" be reconsidered and adopted.

CARRIED.

No. R.00169/16  
No. 983-2016  
Sewer Regulations and Rates

**(b)** Moved: Councillor Day  
Seconded: Councillor Vomacka  
that the "Town of Lake Cowichan Sewer Regulations and Rates Bylaw No. 983-2016" be reconsidered and adopted.

No. R.00170/16  
No. 984-2016  
Waste Collection Regulations and Rates

**(c)** Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the "Town of Lake Cowichan Waste Collection Regulations and Rates Bylaw No. 984-2016" be reconsidered and adopted.

CARRIED.

No. R.00171/16  
No. 984-2016  
Fees and Charges for Services

**(d)** Moved: Councillor McGonigle  
Seconded: Councillor Day  
that the "Town of Lake Cowichan Fees and Charges for Services Bylaw No. 985-2016" be given first and second readings.

CARRIED.

**9. NEW BUSINESS**

No. R.00172/16

**(a)** Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that Mayor Forrest be approved for a leave of absence from Committee meetings of January 3<sup>rd</sup>, 2017 and January 10<sup>th</sup>, 2017.

CARRIED.

**10. MAYOR'S REPORT**

The Mayor presented his annual report for 2016 which highlighted:

- The Town accessing a \$5 million Federal Gas Tax Grant from the Federal Government through the Union of British Columbia Municipalities, to complete the mandated water treatment upgrades for the Town's drinking water supply;
- Construction having started on the Centennial Park ball diamonds and soccer field by Western Watershed Designs Inc. for a tender price of \$1,152,900 (including all taxes). The grant funding from the Federal Government in the amount of \$500,000 was and was the stimulus behind this project;
- The recent announcement that Lake Cowichan was also successful in obtaining grant funding under the new Clean Water and Wastewater Fund for water main upgrades in the amount of \$1,129,093. The Federal government is providing 50% of this funding (\$680,177), the Province 33% (\$448,916) and the Town will fund the remaining 17% (\$231,261);
- Once again, the delegation from our sister city of Ohtaki, Japan visited Lake Cowichan. Many new friendships were formed between the 13 students and 7 adults from Ohtaki who stayed with their respective homestay families; and
- This spring, the "Still Standing" CBC show about small Canadian towns finding ways to re-invent themselves was filmed in Lake Cowichan. It is one of 13 small towns to be featured during the next summer.

**11. NOTICES OF MOTION**

None.

**12. MEDIA/PUBLIC QUESTIONS**

None.

**13. IN CAMERA**

None.

**14. ADJOURNMENT**

No. R.00173/16  
Adjournment

Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that we adjourn (6:54 p.m.).

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

Excellent care, for everyone,  
everywhere, every time.



January 12, 2017

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

RECEIVED JAN 13 2017

Dear Mayor Forrest:

**Re: Recommendations – Local Government Smoke-Free Bylaws**

On behalf of the Medical Health Officers for Island Health, the Tobacco & Vapour Prevention and Control program (TVPC) is writing to invite the Town of Lake Cowichan to partner with Island Health to take steps to reduce tobacco use, exposure to “second-hand” smoke, and to model a tobacco free lifestyle in the community of Lake Cowichan. We recommend that the Town of Lake Cowichan prohibits smoking at patios, parks, playgrounds and beaches, and includes guidelines for post-secondary campuses through the creation of a smoke-free bylaw. We have attached a smoke-free bylaw template and fact sheet to help guide your process.

As of September 1, 2016 the province of British Columbia updated several laws that govern tobacco and vapour products. The *Tobacco Control Act* and Regulation were replaced with the *Tobacco and Vapour Products Control Act* and Regulation. The scope of the new legislation is now expanded to include e-cigarettes and vapour products. However, it does not extend to all outdoor public spaces. The Town of Lake Cowichan can contribute to the health and wellbeing of all citizens across the life course by creating and implementing smoke-free bylaws in outdoor public spaces, public places, and work sites.

For the purpose of crafting smoke-free bylaws we advocate defining:

- “Smoke” or “smoking” to include or burning of a cigarette or cigar, or any substance using a pipe, hookah pipe, lighted smoking device, or electronic smoking device;
- “Burning” to mean to produce smoke, vapour or other substances that can be inhaled, including vegetative matter; and
- “Vegetative matter” as any plant product that can be dried and burned into vapour.

Environmental smoke whether from tobacco, marijuana, heated vapour, or the burning of other substances can contain Class A carcinogens similar to benzene and asbestos. These substances upon combustion are likely to produce fine particulate matter as well as a variety of noxious chemicals, all of which is harmful to human health. Repeated surveys have demonstrated overwhelming public support for local regulations which restrict the public consumption and use of tobacco, vapour, or other substances that can be inhaled.

Therefore, the Medical Health Officers of Island Health recommend councils implement the following recommendations:

- Make outdoor public places smoke-free by prohibiting tobacco, vapour or other substances that can be inhaled in areas where children play, including beaches, parks, playgrounds, sports fields, and athletic stands.

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**Medical Health Officer**

Located at: 3<sup>rd</sup> Floor 6475 Metral Drive | Nanaimo, BC V9T 2L9

Tel: 250.739.6304 | Fax: 250.755.3372

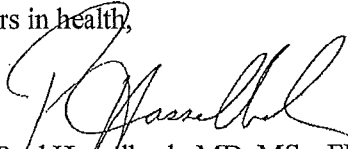
[viha.ca](http://viha.ca)

- Add public places not included in the Tobacco and Vapour Products Control Regulation, such as patios of bars and restaurants (currently exempted by the Regulation), transit stops (not just shelters), construction and marine environments, and all other outdoor public places where individuals are required to queue for the receipt of any service.
- Include water pipes in bylaws. A developing health threat is associated with the use water pipes and regardless of the material smoked in these devices, the same restrictions as smoke-free places should apply. Consideration should also be given to preclude the sale and public use of water pipes within the boundary of the municipality.
- Council support for comprehensive tobacco legislation passed through the Union of BC Municipalities (UBCM) process. Such resolutions may take time before implementation, hence the importance of Council acting now to protect and promote the health of your constituents.

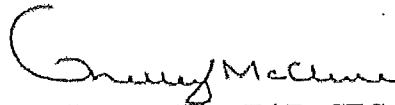
In addition to protecting citizens from second-hand smoke exposure, smoke-free outdoor places support individuals who want to quit smoking and provide positive role modelling for children and youth. Effective smoke control measures save lives, financial resources, and are vital to protecting the integrity of BC's healthcare system.

On behalf of Island Health Medical Health Officers and the TVPC program we thank you for taking the time to consider these recommendations. We look forward to working with you to enable the creation and enactment of policies.

Yours in health,



Dr. Paul Hasselback, MD, MSc, FRCPC  
Medical Health Officer



Shelley McClure, Ed.D, CEC, CAM |Leader, Operations  
Tobacco & Vapour Prevention and Control Program

PH,SM/tm



**THE CITY/ TOWN/VILLAGE OF ABCDEFG**  
**SMOKING REGULATION BYLAW No. xxx, year**

**A Bylaw to Regulate Smoking in the (City/Town/Village of ABCD)**

**WHEREAS** it has been determined that Environmental Smoke whether from tobacco, marijuana, heated vapour or the burning of other substances can contain Class A carcinogens similar to benzene and asbestos, contain fine particles that can be inhaled deep into the lungs causing harm both locally and in other parts of the body, and is a health hazard to the inhabitants of the (CITY/TOWN/VILLAGE);

**AND WHEREAS** it is generally recognized by scientific and medical communities that there is no safe level of smoke exposure and that whether the smoking occurs indoors or outdoors exposure to significant levels of Environmental Smoke can occur;

**AND WHEREAS** it is desirable for the purposes of maintaining, promoting and preserving the public health of the inhabitants of (CITY/TOWN/VILLAGE) to prohibit, regulate and impose requirements in relation to smoking in (CITY/TOWN/VILLAGE);

**NOW THEREFORE**, the (CITY/TOWN/VILLAGE), in public meeting assembled HERBY ENACTS AS FOLLOWS:

**SECTION 1**  
**INTERPRETATION**

Name of Bylaw

- 1.1 This Bylaw may be known and cited for all purposes as the "Smoking Regulation Bylaw No. xxxx, year".

Definitions

- 1.2 In this Bylaw:

"burn" or "burning" means to produce smoke, vapour or other substances that can be inhaled;

"bus stop" means a place on a bus route marked by a sign at which buses stop to pick up and drop off passengers and includes a transit shelter;

“customer service area” means a partially enclosed or unenclosed area, including a balcony, patio, yard or side walk, that is part of or connected to or associated with a business or use in a building or premises that includes the service of food or alcoholic drinks to customers or other persons for consumption on site;

“designated public space” includes but is not limited to public playing fields, public playgrounds, public squares, and outdoor public places where individuals are required to queue for the receipt of any service;

“outdoor workplace” means any outdoor place used in conjunction with the workplace, including but not limited to construction and marine sites as well as sites with flag persons;

“park” means any property owned and dedicated as a park by the (CITY/TOWN/VILLAGE) and including but not limited to public playgrounds, playing fields, beaches, or public trails;

“smoke” or “smoking” means to inhale, exhale, burn, or carry a lighted cigarette, cigar, pipe, hookah pipe, or other lighted smoking device or electronic smoking device that burns tobacco, weed, or other substance.

#### Severability

- 1.3 If any section of or lesser portion of this Bylaw is held to be invalid by a court, such invalidity shall not affect the remaining portions of the Bylaw.

## SECTION 2 HEALTH REGULATIONS

#### Prohibition of smoking

- 2.1 No person shall smoke in, at, on or within 6 metres (or greater; best practice is 9 meters) of any of the following:
- a. any part of a park within the District of (CITY/ TOWN/VILLAGE);
  - b. a bus stop;
  - c. a customer service area;
  - d. any designated public space;
  - e. any outdoor workplace.
- 2.2 No person shall smoke in any place where prohibited by the *Tobacco and Vapour Products Control Act* and Regulation.

- 2.3 Section 2.1 does not apply to a ceremonial use of tobacco in relation to a traditional aboriginal cultural activity.

### **SECTION 3 VIOLATIONS AND PENALTIES**

#### Offences under Bylaw

- 3.1 A person who:

- a. violates or who causes, permits or allows any of the provisions of this Bylaw to be violated;
- b. neglects to do or refrains from doing anything required to be done by any provision of this Bylaw; or
- c. fails to comply or allows another person to fail to comply, with an order or direction given under any provision of this Bylaw;

is guilty of an offence against this Bylaw, and liable to the penalties imposed under this Section 3.

#### Fine for offence

- 3.2 Every person who commits an offence against this Bylaw is punishable on conviction by a fine of not less than (\$250) and not more than (\$2,000) for each offence. Each day that an offence against this Bylaw continues or exists shall be deemed to be a separate offence.

### **SECTION 4 DUTY OF ADMINISTRATION AND ENFORCEMENT**

- 4.1 The Bylaw Enforcement Officers of the (CITY/TOWN/VILLAGE) shall be responsible for administration of this Bylaw.
- 4.2 The intent of this Bylaw is to set standards of general public interest, and not to impose a duty on the (CITY/TOWN/VILLAGE) or its employees to enforce its provisions and;
- a. a failure to administer or enforce its provisions or the incomplete or inadequate administration or enforcement of its provisions is not to give rise to a cause of action in favour of any person; and
  - b. the grant of any approval or permission or issuance of any permit is not a representation, warranty or statement of compliance with the Bylaw and the issuance thereof in error is not to give rise to a cause of action.

**SECTION 5  
ENACTMENT**

Force and Effect

5.1 This Bylaw comes into force and takes effect upon adoption.

READ A FIRST TIME THIS	## day of (month), (year)
READ A SECOND TIME THIS	## day of (month), (year)
READ A THIRD TIME THIS	## day of (month), (year)
DEPOSITED WITH THE MINISTER OF HEALTH THIS	## day of (month), (year)
ADOPTED THIS	## day of (month), (year)

\_\_\_\_\_  
"Signed Mayor"

\_\_\_\_\_  
"Signed Other"



## Cowichan Lake District Chamber of Commerce

Box 824, 125C South Shore Road

Lake Cowichan B.C. V0R 2G0

Visitor/Business Centre: (250) 749-3244 FAX: (250) 749-0187

Dear Business owners, Organizations, political leaders and residents of Cowichan Lake

**RE: Letter of Support for Project Funding Application to Island Coastal Economic Trust**

The Cowichan Lake District Chamber of Commerce is seeking a letter from you that will go to the Island Coastal Economic Trust for support of our the application for \$50,000 funding for our project of a Mobile Visitor Service Unit & Mobile Double Sided Led Display Sign.

The Cowichan Lake District Chamber of Commerce believes this grant will further our interest in sustainable economic diversification and community development. We feel that this initiative will give opportunity for products and services that will bode well to attracting, extending and keeping visitors to the area.

All letters of support need to be submitted to the Chamber via email [lcchamber@shaw.ca](mailto:lcchamber@shaw.ca) no later than Friday January 27<sup>th</sup>, 2017. We look forward in anticipation to a favourable outcome on the grant request and plan to have public participation in the work and debut of the mobile units once funding is granted and received.

Yours Sincerely,

Graeme Service  
Vice President



**TOWN OF LAKE COWICHAN**  
Minutes of Finance & Administration Committee  
Tuesday, January 10<sup>th</sup>, 2017

PRESENT: Mayor Ross Forrest, Chair  
Councillor Carlyne Austin  
Councillor Bob K. Day  
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

PUBLIC: 3

**1. CALL TO ORDER**

The Chair called the meeting to order at 5:03 p.m.

**2. AGENDA**

No. FA.001/17

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

CARRIED.

**3. BUSINESS ARISING AND UNFINISHED BUSINESS**

**Ongoing Items Still Being Addressed:**

- (a) The Chief Administrative Officer informed the Committee that once the tender is awarded for the Municipal Hall upgrades, the estimated period for completion of project is approximately 9 months.

**4. DELEGATIONS AND REPRESENTATIONS**

- (a) Wendy Elliott, a resident, expressed her concerns with bylaw infractions at 95 Boundary Rd and 109 Boundary Rd which included too many vehicles parked on the property, unsafe structures built on top of existing structures and multiple people living at the residence.
- (b) Shawn Swarkbrick and Al Ghanam, Stantec, gave a presentation on the new Water Treatment Plant for the Town of Lake Cowichan. They explained the proposed new process to filter and treat the water that will come into the facility and then be distributed back out to the town. The new plant will use sand filtration as well as UV process to treat our water now.

**5. CORRESPONDENCE**

None.

**6. REPORTS**

- (a) The financial report for the period ending December 31<sup>st</sup>, 2016 was treated as Information.
- (b) The Building Inspector's Service Report for December, 2016 was treated as information.

**7. NEW BUSINESS**

- (a) The committee reviewed the Town of Lake Cowichan Bylaw 985-2016 Fees and Charges for Service Rates, which will be brought forward to the next Regular meeting for approval.

**8. NOTICES OF MOTION**

None.

**9. PUBLIC RELATIONS ITEMS**

- (a) Councillor McGonigle reminded the committee to go out and support the teams of the Lake Cowichan Minor Hockey Association. Jamboree Day is to take place on Saturday, January 21<sup>st</sup>, 2017 at the Lake Cowichan arena. Laker's games will be held all day with a complete association 'skills event' taking place between 12:00 noon and 1:30pm.

**10. MEDIA/PUBLIC QUESTION PERIOD**

**11. ADJOURNMENT**

No. FA.002/17  
Adjournment

Moved: Councillor Day  
Seconded: Mayor Forrest  
that we adjourn ( 5:59 p.m.).

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_ , 2016.

\_\_\_\_\_  
Chair



**TOWN OF LAKE COWICHAN**  
Minutes of Economic and Sustainable Development Committee  
*Tuesday, January 10<sup>th</sup>, 2017*

**PRESENT:** Councillor Bob K. Day, Chair  
Mayor Ross Forrest  
Councillor Carlyne 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:** 0

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:10 p.m.

**2. AGENDA**

No. SPD.001/17      Moved:      Councillor Vomacka  
Seconded:      Councillor McGonigle  
that the agenda be approved with the following additions of  
correspondence items from:

Tourism Vancouver Island; and  
Vancouver Island Economic Alliance.

CARRIED.

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

(i) The Chief Administrative Officer updated that a grant under the Rural Dividend Fund was successfully applied for and Urbanics has already met with Amy Melmock and Kathy Robertson to discuss the next steps on the Economic Readiness Assessment Project.

(ii) Councillor Day asked for a round table discussion on the future economic growth potential of the Town. The committee discussed among other things the need for a destination resort, additional bed and breakfast establishments and future of Airbnbs.

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

(i) The Superintendent, Public Works and Engineering Services informed the committee that the data is all in and ready to be discussed at the February meeting for sustainable waste.

**4. DELEGATIONS**

None.

**5. CORRESPONDENCE**

(a) Mayor Forrest read out correspondence he received from Tourism Vancouver Island in regards to an opportunity to discuss to gauge community support and awareness of tourism.

(b) Councillor Austin updated the committee on the correspondence item she received from the Vancouver Island Economic Alliance on upcoming meetings for that group. It was decided that the Town would only attend the roundtable forum.



**6. REPORTS**

**(a)** None.

**7. NEW BUSINESS**

**(a)** Councillor Day discussed that elected officials do play a role in Economic Development. Councillor McGonigle agreed by adding that they can aid in the process.

**8. NOTICES OF MOTION**

None.

**9. PUBLIC RELATIONS ITEMS**

None.

**10. MEDIA/PUBLIC QUESTION PERIOD**

None.

No. SPD.002/17  
Adjournment

**11. ADJOURNMENT**

Moved: Councillor Vomacka  
Seconded: Mayor Forrest  
that the meeting adjourn. (7:00 p.m.).

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Chair

# Memo



**TO:** Mayor and Council  
**FROM:** Chief Administrative Officer  
**DATE:** January 20, 2017  
**SUBJECT:** Appointments to the Advisory Planning Commission

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## Advisory Planning Commission Appointments

The membership and terms of the Advisory Planning Commission have been established by the "Town of Lake Cowichan Advisory Planning Commission Bylaw 898-2011". Membership consists of 7 members – 2 ex-officio members made up of an appointee from Council and the CAO and 5 voting members appointed by Council for a two year term.

Appointments now need to be made for 5 voting members for a term of two (2) years beginning in 2017 and expiring December, 2018.

Six applications (listed below in alphabetical order) have been received from the following:

- Les Bowd\*;
- Kate Burridge;
- Darlene Ector\*;
- Ross Fitzgerald\*;
- Martin Mercier; and
- Robert Patterson.

\* Incumbents

## Recommendation

Council may appoint five of the above as members of the APC for a two-year term beginning January 1, 2017 and the recommendation is for council to re-appoint all of the incumbents and Kate Burridge and Robert Patterson to the Advisory Planning Commission.

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

Joseph A. Fernandez

Joseph A. Fernandez



# Memo

**TO:** Mayor and Council

**SUBJECT:** Strategic Wildfire Prevention Initiative

**DATE:** January 20, 2017

**FROM:** Chief Administrative Officer

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## **BACKGROUND**

Applications for all funding streams, except FireSmart Planning, can be submitted at any time. However, applications will only be reviewed three times in 2017:

- February 2017 – for all eligible applications submitted by January 27, 2017
- May 2017 – for all eligible applications submitted by April 28, 2017
- October 2017 – for all eligible applications submitted by October 6, 2017.

The following funding streams are included under the above program:

- ✓ FireSmart Planning grants;
- ✓ Development or update of Community Wildfire Protection Plans & Updates;
- ✓ Development of Fuel Management Prescriptions;
- ✓ Fuel Management Demonstration Projects; and
- ✓ Operational Fuel Treatments & Maintenance Treatments.

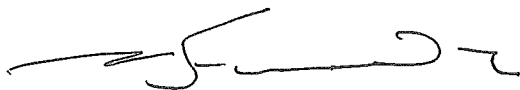
Doug Knott, Fire Chief, and Steve Vatcher, the Fire Risk Management Inspector, has had previous meetings with a consultant who has in-depth knowledge of what is involved with the different initiatives under this programme. I met with that group on January 17<sup>th</sup>, 2017.

As a result please note we recommend that we submit two applications by the deadline date of January 27<sup>th</sup>, 2017.

## **STAFF RECOMMENDATION**

that council approve the making of two separate applications under the Strategic Wildfire Initiative for a grant of \$10,000 for FireSmart Planning and a grant of \$22,500 for a Community Wildfire Protection Plan and CWPP Update Program and council

further provides assurance that it would support all of the proposed activities under both plans and would undertake the overall management of the grants.



Joseph A. Fernandez

# Staff Report



Date: January 18, 2016  
To: Chief Administrative Officer  
From: James van Hemert, Consulting Planner  
Re: Application for a Development Variance Permit and Development Permit for 181 South Shore Road, Lot 1, Block 25, Cowichan Lake District Plan, EPP23955

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## APPLICATION:

The applicant proposes a *Development Permit* to support the renovation of one building and the construction of two additional buildings. This is an expansion of South Shore Cabinetry facilities that will include a show room and additional manufacturing and warehouse facilities.

A *Development Variance Permit* is also requested to allow for the construction of a portion of a building to be 0.35 m from the front lot line instead of the required 3.0 m and to be 2.95 m from the southern interior lot line instead of the required 3.0 m.

## BACKGROUND

### *Subject property and neighbouring property characteristics*

The subject property is zoned C1 General Commercial and is currently occupied by a boat storage facility. It is noted that much of this structure has recently been enclosed and functions as part of the cabinetry manufacturing process. This enclosure action was taken without applying for a Development Permit.

The surrounding property comprises the existing cabinetry operations to the south, a BC Hydro electrical sub-station to the west, commercial buildings to the north, and the Cowichan Secondary School across the road to the east.

## NEIGHBORING PROPERTY OWNERS

Written notice of the applications was provided to all neighboring property owners and to date no comments have been received.

## RELEVANT TOWN BYLAWS

### *Official Community Plan (2012)*

The proposal is subject to Development Permit Area (DPA) 5 Highway Commercial, Neighbourhood Centre and Tourism.

The guidelines are cited below, each with a brief comment on the extent to which the proposal satisfies the guideline.

#### 17.8.4 Guidelines

- a) Development will promote compatibility with surrounding neighbourhoods through landscaped buffers, building massing, and building setbacks.

**Comment:** The proposal is compatible with surrounding commercial and community infrastructure land uses.

- b) All new or renovated structures, signs, street lighting and other streetscaping features shall maintain the natural resources and outdoor recreation theme.

**Comment:** The buildings proposed feature extensive use of natural wood material, particularly the elevation facing the street.

- c) Development shall generally reflect the bulk, mass, character, shape and form of adjacent buildings and acknowledging architectural, design and historic features of the area.

**Comment:** The buildings use similar architectural design as the existing South Shore Cabinetry building to the south.

- d) The extensive use of natural materials for exterior finishing is required for all uses. For example, timber, board and battens, clapboard (hardiplank permitted), shingles, shakes, stone, bricks etc.

**Comment:** Natural fir timbers and natural wood are an integral part of the design.

- e) Vinyl siding is prohibited.

**Comment:** No vinyl siding proposed.

- f) Buildings shall be designed in keeping with the west coast climate with particular attention given to rain related design with overhangs to protect walls and windows and covered walkways to protect clientele from the elements.

**Comment:** Protective overhangs by doors and entrances form part of the design.

- g) Colours shall reflect the natural environment of the Cowichan Lake area. Primary and bright neon colours may only be used for trim and accents

**Comment:** Natural wood colours are used.

- h) The design of buildings should acknowledge the varying influence of sunlight during the day and seasonally, and take advantage of natural light

**Comment:** The showroom component includes large windows for natural light.

- i) Hand-crafted signage of professional quality is encouraged whereas roof

mounted signs are prohibited. Permitted signs are to be constructed from individually raised, externally illuminated and non-illuminated letters and shall conform to the Town's Sign Bylaw.

**Comment:** Hand-crafted signage is shown on the building elevation; a sign permit will be required to ensure that the dimensions are consistent with the Sign Bylaw.

- j) Exterior storage, service and refuse areas shall be landscaped and should be fenced and buffered so as to minimize intrusions on adjacent uses.

**Comment:** Waste containers must be fully enclosed and shown on a revised plan prior to the issuance of a permit.

- k) The preferred surface areas for pedestrians and parking areas include stamped paving, brick, or stone.

**Comment:** Street access will be by paved sidewalk; lower level access for pedestrians by concrete sidewalk; parking area may be gravel in order to maximize rainwater infiltration.

- l) Parking and other works and service requirements may be reduced or altered in special circumstances through the Development Variance Permit process where strict compliance with the bylaws would unduly restrict appropriate development or would undermine the character of the area.

**Comment:** A rainwater management plan is under development at the time of this staff report preparation.

- m) Modified building setbacks may be required for development through the Development Permit process to provide for improved visual building massing and traffic and pedestrian circulation.

**Comment:** A variance to the lot line setbacks is supported.

- n) Vehicular and pedestrian access shall be safe, clearly articulated, and Pedestrian and vehicular traffic movements should be separated.

**Comment:** The proposed vehicular and pedestrian access is reasonable.

- o) Creation of sidewalk extensions into the parking lanes of the street to create mini public spaces shall be encouraged where pedestrian crossings are located.

**Comment:** Direct street sidewalk access will be available, as well as access from the parking lot on the lower level.

- p) Provide for the planting of vegetation, decorative street furniture (i.e. lighting, benches, and refuse containers) and appropriate landscaping.

**Comment:** A landscape plan is being prepared at the time of this writing and will be focused primarily on landscaping along the front elevation of the building adjacent to South Shore Drive.

- q) Barrier free design principles shall be used, for buildings, structures and uses in the Downtown.

**Comment:** Reasonable barrier free access is provided at the street level.

- r) The guidelines of the Cowichan Valley Safer Futures Program shall be used in reviewing development proposals (See Appendix C for a project review checklist). Issues covered include:
- i. public consultation process;
  - ii. overall design; and
  - iii. specific design issues of isolation, visibility, lighting, signage, maintenance, management.

**Comment:** No adverse features have been identified.

- s) All development shall use on-site, low-impact, shielded lighting to provide for safety and security as well as to reduce glare and spillage onto adjacent sites.

**Comment:** Approval should be conditional upon the provision of fully shielded exterior lighting.

Additional site and building design requirements may be imposed through the Development Permit process to provide for improved traffic and pedestrian circulation and to comply with the community objectives set out in the Plan.

### **Subdivision, Works and Services Bylaw, No. 974, 2016**

A rainwater management plan is required and must be completed in accordance with the Subdivision, Works and Services Bylaw in advance of Council approval of a Development Permit and Development Variance Permit.

### **Zoning Bylaw, No. 935-2013**

The property is zoned C-1 General Commercial. The front line setback and interior side lot line setback is 3.0 m.

### **STRATEGIC SIGNIFICANCE:**

Approval of development permit in accordance with the Development Permit Area guidelines will serve to enhance the form and character of this particular facility and the Town in general.

Approval of the Development Variance Permit will serve to support the Development Permit.



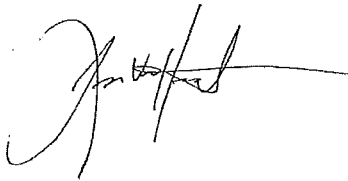
## RECOMMENDATION:

Approval of the issuance to the applicant of a Development with the following conditions:

- 1) A rainwater management plan completed to the satisfaction of Town staff and in compliance with Town Development Permit Guidelines and the Subdivision, Works & Servicing Bylaw.
- 2) The permit will note that any new or replacement exterior light fixtures are to be shielded.

Approval of a Development Variance Permit in accordance with the following:

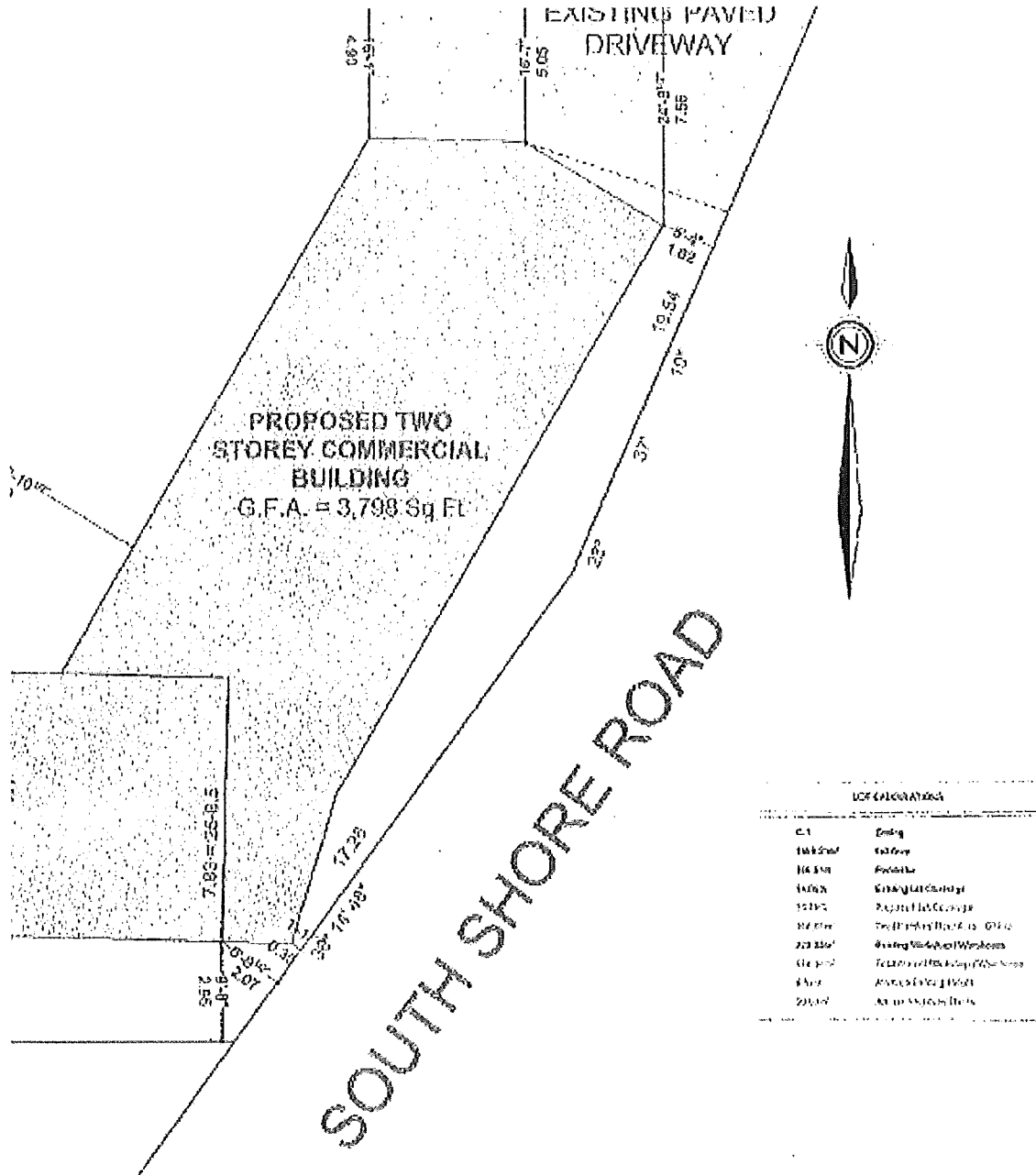
- 1) A variance of 2.65 m of the front lot line requirement of 3.0 m to permit a 0.35 m front lot line for that portion of the building encroaching in the setback as shown on the site plan, attached as an appendix.
- 2) A variance of 0.05 m of the southern interior lot line requirement of 3.0 m to permit a 2.95 m interior lot line.



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James van Hemert, MCIP, RPP  
Consulting Planner

# APPENDIX: SITE PLAN



**TOWN OF LAKE COWICHAN  
Bylaw No. 985-2016**

Fees and Charges for Services

WHEREAS the Council of the Town of Lake Cowichan is empowered to establish fees and charges for various services under Section 194 of the Community Charter;

AND WHEREAS Council deems the fees and charges useful and necessary to recover costs incurred in the provision of these services;

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

1. This bylaw may be cited for all purposes as "Town of Lake Cowichan Fees and Charges for Services Bylaw No. 985-2016".
2. Fees listed in Schedule "A" attached to and forming part of this bylaw shall apply for the use of the Lakeview Park Campground.  
  
Notwithstanding the charges stipulated in the foregoing schedule, off-season rates and terms may be varied and approved by resolution of council.
3. Fees listed in Schedule "B" attached to and forming part of this bylaw shall apply for the use of the Cowichan Lake Outdoor Education Centre.  
  
Notwithstanding the charges stipulated in the foregoing schedule, group rates may be varied through contract negotiations approved by Council.
4. Fees listed in Schedule "C" attached to and forming part of this bylaw shall apply to other goods and services provided by the municipality on a demand basis.
5. Fees listed in Schedule "D" attached to and forming part of this bylaw shall apply to miscellaneous development charges.
6. The fees and charges contained in this bylaw shall become effective on passage of this bylaw.
7. That the fees and charges contained in Bylaw 960-2015 being the "Town of Lake Cowichan Fees and Charges for Services Bylaw" and all amendments are hereby repealed.

READ A FIRST TIME on the 20<sup>th</sup> day of December, 2016.

READ A SECOND TIME on the 20<sup>th</sup> day of December, 2016.

READ A THIRD TIME on the \_\_\_<sup>th</sup> day of \_\_\_\_\_, 2016.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the \_\_\_<sup>th</sup> day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Ross Forrest  
Mayor

\_\_\_\_\_  
Joseph A. Fernandez  
Corporate Officer



## TOWN OF LAKE COWICHAN

### Schedule "A"

(attached to and forming part of Bylaw No. 985-2016)

#### Lakeview Park Campground:

The following rates, inclusive of applicable taxes, apply to all rentals of camp sites in Lakeview Park:

• In-season site fee per night *	\$ 33.00
• Off-season site fee per night **	23.00
• Tenting site fee per night -	20.00
• Serviced site fee - water and electrical services	9.00
Call-in Reservations booking fee (non-refundable) — per camp site per night to a maximum of 3 nights.	11.00
***Cancellations made at least 10 days prior to reservation date shall receive a refund of the campsite fee, less \$22 per site per reservation.	22.00
Additional person(s) 19 years and over in camp site per night	11.00
Additional vehicle per night	16.00
Moorage per night	16.00
Fire wood sales	6.00
Ice for resale	Cost plus \$ 1.00
Campsite clean-up fee	100.00
Daily rental of propane powered campfire unit (deposit required)	12.00

\* a Site will accommodate the following:

- One to four persons 19 years of age or older. Additional fees for adults apply as set above.
- A maximum of eight persons including children (18 years of age and younger).
- Vehicles per Camp Site:  
One vehicle and trailer. Either one (but not both) may be an RV.

A second vehicle (non-RV) may be allowed for the additional nightly charge of \$16.00. Additional Vehicle(s) and/or person(s) will be charged according to fees set above.

**There will be NO exceptions to Camp Site size and vehicle numbers.**

\*\* Off-Season is from the end of the Labour Day long weekend in September, to prior to the May long weekend.

\*\*\* Cancellations made less than 10 (ten) days prior to reservation date will receive no refund.



**TOWN OF LAKE COWICHAN****Schedule "B"**

(attached to and forming part of Bylaw No. 985-2016)

**Cowichan Lake Outdoor Education Centre**

The following rates, exclusive of applicable taxes, apply to all rentals of space at the Cowichan Lake Outdoor Education Centre:

		<u>Off-Season</u>	<u>In Season</u> July & August
<b>Adult</b>	per person, double occupancy, inclusive of 3 meals and overnight accommodation, minimum group size 20	\$ 111.00	\$ 120.00
<b>School</b>	per student, inclusive of 3 meals and shared dormitory-style accommodation, no bedding provided, two and one-half day package inclusive of all on-site programmes.	179.00	194.00
<b>Youth / School</b>	3 meals and shared overnight accommodation, no bedding provided	73.00	80.00
<b>Exclusive Day Use</b>	per day, meals not included	675.00	1,450.00
<b>Other Uses</b>	Small meeting room	87.00	100.00
	Programming charges will be levied on a cost recovery basis	132.00	155.00



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

(attached to and forming part of Bylaw No. 985-2016)

The following charges, inclusive of taxes where applicable, apply:

<b>Photocopies</b>	8 ½" X 11"	\$ 0.75/page
	8 ½" X 14"	1.50/page
	11" X 17"	2.00/page
	Town documents	.50/page
<b>Faxes</b>	Outgoing	1.50/page
<b>Email</b>	Locate and send digital copy	5.00/document
	Produce digital copy	2.00/page
<b>Maps</b>	Zoning Map – Large	28.00
	Official Community Plan Map	28.00
	Town Street Map	28.00
<b>Tax Certificates</b>	(Except for those making a request under Section 249(1) of the <i>Community Charter</i> )	25.00
<b>Tax Certificates</b>	Commissioned through BC Online	15.00
<b>Building Permit Register</b>	Per Monthly Report	15.00
<b>Zoning Compliance</b>	Confirmation	100.00
<b>Non Sufficient Funds</b>	Per returned cheque	20.00
<b>Mortgage Lenders bank fees</b>	Recovery of bank charges (wire transfer fees) on property tax payments by mortgage companies	up to \$4.00/folio
<b>Digital Property Tax Information</b>	Per request made	100.00
<b>Replicate Town Document</b>	To recreate an original document	10.00
<b>Garbage/organics totes:</b>	80L	At cost – minimum 70.00
	120L	At cost – minimum 90.00



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

(attached to and forming part of Bylaw No. 985-2016)

**Sign Fees**

Sign fee	As per the sign bylaw	\$ 50.00
Portable sign fee	Sign placed in front of premises	25.00
Portable sign fee	Not fronting business or on public right of way	50.00
Wayfinding sign (Directional)	Business / company sign plate - cost varies depending on location	Max \$100 / year

**Other Fees**

Use of public facilities is as per Town Policies and Regulations, and fees are applicable for-profit entities.

**Miscellaneous Development Fees**

The following charges apply for all miscellaneous development applications:

<b>Subdivision</b>	Preliminary Subdivision – strata and fee simple lots (excludes parent lot if principal structures exist)	\$ 100.00 per lot
	Final Subdivision – strata and fee simple lots	250.00 per lot
<b>Strata Conversion</b>	Per unit	300.00

