



TOWN OF LAKE COWICHAN

Regular Meeting of Council

Tuesday, March 28th, 2017 at 6:15 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 February 28th, 2017.

3

4. **BUSINESS ARISING AND UNFINISHED BUSINESS**

5. **DELEGATIONS AND REPRESENTATIONS**

(a) Jim Humphrey, President, Cowichan Lake Chamber of Commerce, re: Year End Report for 2016.

6. **CORRESPONDENCE**

(a) **Action Items**

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

(i) Terri Woolgar, Administrator, Inner Quest Foundation, re: Forest Stewardship Plan.

8

7. **REPORTS**

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

(i) Finance & Administration Councillor McGonigle

- March 14th, 2017.

10

(ii) Public Works & Environmental Services Councillor Austin

- March 7th, 2017.

13

(iii) Parks, Recreation & Culture Councillor Vomacka

- March 7th, 2017.

15

(iv) Economic & Sustainable Development Councillor Day

- March 14th, 2017.

18

(v) Ohtaki Mayor Forrest

- March 7th, 2017.

21

(vi) Cowichan Lake Recreation Commission Mayor Forrest

(vii) V.I.R.L Councillor Vomacka

(viii) Advisory Planning Commission Councillor McGonigle

(ix) Community Forest Co-op Councillor McGonigle

- (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**
None.

8. BYLAWS

- (a) “Town of Lake Cowichan Zoning Amendment Bylaw No. 986-2017” may be given a third reading.
- (b) “Town of Lake Cowichan Zoning Amendment Bylaw No. 986-2017” may be reconsidered and adopted.
- (c) “Town of Lake Cowichan Building Bylaw No. 987-2017” may be reconsidered and adopted.

23
23
28

9. NEW BUSINESS

- (a) Cowichan Valley Regional District Bylaw No. 4102, re:A Bylaw to Amend Lake Cowichan Fire Protection Service Establishment Bylaw No. 1657.

44

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 and (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

14. ADJOURNMENT



TOWN OF LAKE COWICHAN
Minutes of a Regular meeting of Council
Tuesday, February 28th, 2017

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

ABSENT: Councillor Carolyne Austin
(with prior notice)

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Ronnie Gill, Director of Finance
Kari Lingren, Recording Secretary

PUBLIC: 4

1. CALL TO ORDER

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

2. AGENDA

No. R.0013/17

Moved: Councillor Vomacka
Seconded: Councillor Day
that the agenda be with the following additions:

Correspondence (Action Item):

- (a) Danyta Welch, UBCM, Policy & Programs Officer,
re: Strategic Wildfire Prevention Initiative –
Approval of 2017 Planning Grant; and

New Business:

- (a) Leave of absence for Council Austin.

CARRIED.

3. ADOPTION OF MINUTES

No. R.0014/17

- (a) Moved: Councillor McGonigle
Seconded: Councillor Day
that the minutes of the Regular Meeting of Council held on
January 24th, 2017 be adopted.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. DELEGATIONS AND REPRESENTATIONS

- (a) Brian Carruthers, Chief Administrative Officer, Cowichan Valley Regional District, updated Council on the amendments being made to the Cowichan Valley Regional District Watershed Bylaw and the process for passage of same. He also informed Council of the benefits of PlaceSpeak, a public engagement platform, which has been initiated for the benefit of all residents of municipalities in the Regional District.
- (b) Judy Stafford of Cowichan Green Community gave a power point presentation to Council that highlighted the various community garden operations at the different locations within the valley.

6. CORRESPONDENCE

(a) Action Items

- (i) The correspondence item from Danyta Welch, UBCM, Policy & Programs Officer, on Strategic Wildfire Prevention Initiative stating approval of the 2017 Firesmart Planning Grant program for \$10,000 dollars was treated as information

(b) Information or Consent Items

- (i) The correspondence item from Jim Garlick, Mayor of District of Coldstream, on the provincial private moorage program was treated as information.
- (ii) The correspondence item from Michael Trickey, Chair of Community Safety Advisory Commission, extending his sincerest appreciation for Councillor Austin's service in the commission was treated as information. Councillor Vomacka will be joining the commission beginning in May, 2017.

7. REPORTS

No. R.0015/17
Finance and Administration

Moved: Councillor McGonigle

Seconded: Councillor Day

that the minutes of the Finance and Administration Committee meeting held on February 14th, 2017 be approved with the following:

1- Letter of Support

that a letter of support be written for the Cowichan Lake Community Garden Society on its grant application under Tree Canada program;

2-Lake Cowichan Fire Department

that of the Lake Cowichan Fire Department's incident report for December 2016 in the total amount totaling \$8,541.21 be approved; and

3-Traffic Calming

that the committee is unable to entertain the private request for traffic calming measures at the corner of Stone Avenue and South Shore Road at this time.

CARRIED.

No. R.0016/17
Public Works and
Environmental Services

Moved: Councillor Vomacka

Seconded: Councillor Day

that the minutes of the Public Works and Environmental Services Committee meeting on February 7rd, 2017 be approved with the following:

1-Street Parking

that 2 hour limits be implemented for street parking except at the Post Office, which is to remain as is, with appropriate signage to be posted at the locations where parking is permitted; and

2-Water main Upgrade

that an expenditure of up to \$20,000 inclusive of taxes for a further evaluation of the requirements for the Greendale Road water main upgrade project be appropriated.

CARRIED.

No. R.0017/17
Parks, Recreation and Culture

Moved: Councillor Vomacka
Seconded: Councillor McGonigle
that the minutes of the Parks, Recreation and Culture
Committee meeting on February 7th, 2017 be approved as
presented.

CARRIED.

No. R.0018/17
Economic and Sustainable
Development

Moved: Councillor Day
Seconded: Councillor McGonigle
that the minutes of the Economic and Sustainable Development
Committee meeting held on February 14th, 2017 be approved
as presented.

CARRIED.

Ohtaki Twinning Committee

The minutes of the Ohtaki Twinning Committee meeting from
February 7th, 2017 was treated as information.

Cowichan Lake Recreation

Councillor Day attended the Cowichan Lake Recreation
meeting in place of Mayor Forrest. He reported that Laurie
Johnson has been appointed as vice chair.

Vancouver Island Regional
Library

Councillor Vomacka informed Council that at the last Vancouver
Island Regional Library meeting two local authors, Nirmal Johel
and Teresa Schapansky were in attendance where they
introduced their respective books that were recently published.

Advisory Planning Commission

Councillor McGonigle advised that at the last meeting of the
Advisory Planning Commission held on February 23th, 2017,
proposed on-site parking regulations were discussed and the
current and new members were given a synopsis of the
planning requirements for BC.

Community Forest Co-
operative

Councillor McGonigle had no report for the Community Forest
Co-operative.

(b) Other Reports

Cowichan Valley Regional
District Board

(i) Councillor Day gave a verbal report to Council on his
attendance at the February, 2017 Cowichan Valley Regional
District's Board meeting. Some of the highlights included a
discussion on the solar panels that have been installed at the
Bing's Creek Solid Waste Management Complex. He also
informed Council that the Meades Creek Recycling Depot will
be temporarily closed in April to allow for upgrades to the
facility. An alternate location will be made available for
residents for their use during the upgrades.

Community Outreach Team

(ii) The Chief Administrative Officer read out Councillor Austin's
report on the last meeting of the Community Outreach Team
which stated that the mobile Outreach health team is available
every Tuesday for counseling and needle exchanges made
possible by Victims Services and the Assertive Community
Treatment members.

Seniors' Care Facility

(iii) Councillor McGonigle informed council that at the last Senior
Care Facility meeting that was held, no quorum was present.
Another meeting is planned for the following Monday night.

Community Safety Advisory

(iv) The Chief Administrative Officer said that Councillor Austin was
no longer on that committee.

(c) Staff Reports

No. R.0019/17

- (i)** Moved: Councillor McGonigle
 Seconded: Councillor Day
 that Council reject both tenders for the municipal hall upgrade project and that Council will consider re-tendering of the project as soon as a materials survey is completed.
 CARRIED.
 The matter is to be referred to the next Finance and Administration meeting.

8. BYLAWS

No. R.0020/17
 No. 985-2016
 Fees and Charges for Services

- (a)** Moved: Councillor Day
 Seconded: Councillor Vomacka
 that the "Town of Lake Cowichan Fees and Charges for Services Bylaw No. 985-2016" be reconsidered and adopted.
 CARRIED.

No. R.0021/17
 No. 986-2016
 Zoning Amendment

- (b)** Moved: Councillor McGonigle
 Seconded: Councillor Day
 that the "Town of Lake Cowichan Zoning Amendment Bylaw No. 986-2017" be given first and second readings.
 CARRIED.

No. R.0022/17
 No. 987-2016
 Building Code

- (c)** Moved: Councillor McGonigle
 Seconded: Councillor Day
 that the "Town of Lake Cowichan Building Code Bylaw No. 987-2017" be given first, second and third readings.
 CARRIED.

9. NEW BUSINESS

No. R.0023/17

- (a)** Moved: Councillor McGonigle
 Seconded: Councillor Vomacka
 that council approve Councillor Austin's absence from the Regular Meeting of this day.
 CARRIED.

10. MAYOR'S REPORT

The Mayor presented his report for February which highlighted:

- The latest census report for 2016 which reported Lake Cowichan's population at 3,226;
- An increase in local revitalization projects which helps restore community pride in the Town and which positively impacts the local economy;
- Commended Public Works crew in its great work in snow removal during this challenging winter season;
- Pleased to welcome its newest employee Jill Walters who has been hired in a casual clerical position;
- A \$10,000 grant was approved under the Strategic Wildfire Initiative for FireSmart Planning;
- The CVRD has made available PlaceSpeak, a location-based civic engagement platform that provides the public the opportunity to speak your mind or influence an outcome and
- Congratulations to the Cowichan Lake District Skating Club for its 47th skating show slated for Friday, March 3rd, 2017.

11. NOTICES OF MOTION

None.

12. IN CAMERA

No. R.0024/17

Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that Council close the meeting to the public to deal with issues relating to labor relations or other employee relations and the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality under Section 90(1) (c) and (e) of the Community Charter respectively (7:24 p.m.).

CARRIED.

13. ADJOURNMENT

No. R.0025/17
Adjournment

Moved: Councillor McGonigle
Seconded: Councillor Vomacaka
that we adjourn (8.03 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

Mayor

March 13, 2017

Town of Lake Cowichan, Municipal Office
39 South Shore Road
Lake Cowichan, BC
VoR 2Go

Re: Forest Stewardship Plan that includes FTOA Licence A94261

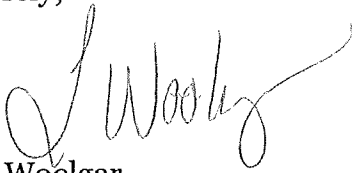
Attention: Town of Lake Cowichan, Mayor and Town Council

To Whom it May Concern,

Please find enclosed a copy of our letter regarding the Forest Stewardship Plan, and the Lakeview road area.

We ask you to please consider this issue.

Sincerely,



Terri Woolgar
Administrator
Inner Quest Foundation

www.innerquestfoundation.com
Email: info@innerqf.com
Phone: (Canada 001)-250-383-1012
Fax: (001)-250-590-4280

March 13, 2017

Mark Carter RPF
Teal Cedar Products Ltd.
P.O. Box 358
Mesachie Lake, BC, V0R 2N0

Re: Forest Stewardship Plan that includes FTOA Licence A94261

Dear Sir,

I write to you on behalf of the Inner Quest Foundation of Victoria, BC. We have been hosting major international retreats at the Cowichan Lake Education Centre (CLEC) several times a year since 2001 and as such play a crucial role in the economic survival of the Education Centre and those employed there.

Our international clientele book retreats with us in large part due the unspoiled natural environment we can guarantee them at the CLEC. Their experience begins the moment they turn off South Shore Road and proceed down Lakeview to Cowichan Lake. They can find nothing comparable in their European and Australian homelands and return year after year knowing that the experience that awaits them is unlike any other in the world.

Logging this area will force us to completely re-evaluate future bookings at CLEC. Should the proposal go ahead, we will absolutely need to look elsewhere for a similar venue. The result will inevitably be lost revenue for the town of Cowichan Lake, and loss of livelihood for the employees and owners of the CLEC. We are therefore deeply concerned about plans to log between Lakeview Park and the Cowichan Lake Education Centre.

Our European guests in particular are extremely ecologically minded. They have noticed the changes to the shoreline and surrounding area, the overall increase in noise levels, and the obvious logging practices which have marred the landscape. They see, as we do a once pristine area fall prey to a lack of sound forethought.

This proposal will do little to further the longterm economy of Lake Cowichan as a potentially rich draw for global tourism.

We urge you to reconsider your proposal.

Sincerely,



Terri Woolgar
Administrator
Inner Quest Foundation

www.innerquestfoundation.com
Email: info@innerqf.com
Phone: (Canada 001)-250-383-1012
Fax: (001)-250-590-4280



TOWN OF LAKE COWICHAN
Minutes of Finance & Administration Committee
Tuesday, March 14th, 2017

PRESENT: Councillor Tim McGonigle, Chair
Mayor Ross Forrest (present for 30 minutes of the meeting electronically)
Councillor Carlyne Austin
Councillor Bob K. Day
Councillor Lorna Vomacka

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

PUBLIC: 0

1. CALL TO ORDER

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

2. AGENDA

No. FA.009/17

Moved: Councillor Austin
Seconded: Councillor Day
that the agenda be approved with the following additions under:
New Business
(c) Strategic Priorities Fund;
(d) Water main upgrade contracts; and
(e) Use of cell phones during meetings.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

Ongoing Items Still Being Addressed:

No. FA.0010/17

(a) Moved: Councillor Day
Seconded: Mayor Forrest
that the Committee recommend that two grant applications be submitted under the Federal Gas Tax Strategic Priorities Fund for (i) the Retrofit of the Municipal Town Hall; and (ii) Phase 2 of the Centennial Park Upgrades.

CARRIED.

(b) The policy on noise control had been left on the agenda for clarification on a bylaw infraction matter that has now been dealt with.

(c) The policy on unsightly premises had been left on the agenda for clarification on a bylaw infraction matter that has now been dealt with.

4. DELEGATIONS AND REPRESENTATIONS

None.

5. CORRESPONDENCE

(a) The correspondence item from the Kaatza Historical Society, which included its 2017 budget, was treated as information.

6. REPORTS

(a) The financial report for the period ending February 28th, 2017 was

treated as information.

- (b) The Building Inspector's Service Report for February, 2017 was treated as information.

No. FA.0011/17

- (c) Moved: Councillor Day
Seconded: Councillor Vomacka
that the Committee recommend approval of the Lake Cowichan Fire Department's incident report for January, 2017 in the total amount totaling \$12,477.67.

CARRIED.

7. NEW BUSINESS

- (a) Council had a discussion on the Pickle ball club's request to convert the tennis courts on Cowichan Avenue exclusively to pickle ball use. A member of the group has donated money towards pickle ball and stated that the funding would more than cover the upgrade of that facility on Cowichan Avenue. When the next phase of Centennial Park upgrades are completed, a mix of pickle ball and tennis would be made available at that location.

No. FA.0012/17

Moved: Councillor Day
Seconded: Councillor Austin
that the tennis courts on Cowichan Avenue be converted exclusively to pickle ball use.

CARRIED.

- (b) The Superintendent, Public Works and Engineering Services said he would look into having blue lights installed at the totem pole in Ts'uubaa-asatx square or at the fountain at the Forest Workers Memorial Park for the month of April in recognition of National Autism month.

- (c) The matter of the Strategic Priorities fund was dealt with earlier.

No. FA.0013/17

- (d) Moved: Councillor Day
Seconded: Councillor Vomacka
that the Committee recommend execution of an agreement with Associated Engineering Ltd to undertake the design and construction phases for Greendale Road water main upgrades for an amount of \$53,902, before taxes.

CARRIED.

No. FA.0014/17

Moved: Councillor Day
Seconded: Councillor Austin
that the Committee recommend a contract for the construction phase for Park Road and Wilson Road water main upgrades in the amount of \$11,150, before taxes, with Associated Engineering Ltd.

CARRIED.

- (e) A discussion was had on the inappropriate use of cell phones during public meetings.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

None.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. FA.0015/17
Adjournment

Moved: Councillor Vomacka
Seconded: Mayor Forrest
that we adjourn (5:52 p.m.).

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____ , 2016.

Chair



TOWN OF LAKE COWICHAN
Minutes of Public Works and Environmental Services Committee
Tuesday, March 7th, 2017

PRESENT: Councillor Carlyne Austin, Chair
Councillor Bob K. Day
Councillor Tim McGonigle
Councillor Lorna Vomacka

ABSENT: Mayor Ross Forrest
(with prior approval)

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

1. CALL TO ORDER

The Chair called the meeting to order at 5:02 p.m.

2. AGENDA

No. PW.005/17

Moved: Councillor Vomacka

Seconded: Councillor Day

that the agenda be approved with the following:

New Business- (a) Request for Absence of Mayor Forrest;

(b) Vehicle Charging Station at Saywell Park.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) The Superintendent, Public Works and Engineering Services reported to Council that the engineering design has been completed for the Wilson Road and Park Road water main upgrades.

The Superintendent, Public Works and Engineering Services added that the Greendale Road, Ohtaki Footbridge and Greendale Trestle watermain upgrades are still at the design stage.

(b) Ongoing Items Still Being Addressed:

(i) The Chief Administrative Officer said that the North Shore Road sidewalk and trail plan is an ongoing agenda item.

(ii) The Superintendent, Public Works and Engineering Services reported that the Water Treatment Plant equipment purchases tender is now posted online at BC Bid.

(iii) The committee had a follow up discussion on the snow removal priorities policy.

Councillor Day felt Public Works did not do a sufficiently good job of snow removal from Town sidewalks. He felt that our 10 am snow removal policy for residents to clear in front of their properties should be amended due to the Town not meeting those deadlines.

Councillor McGonigle suggested calling in the laid-off employees to assist with snow removal from sidewalks adjacent to public properties.

The Chief Administrative Officer stated that the Town had previously contracted someone to do the snow removal on Town sidewalks. He also mentioned that the 10 am snow removal was enacted by bylaw and if changes were warranted, the bylaw



TOWN OF LAKE COWICHAN
Minutes of Parks, Recreation and Culture Committee
Tuesday, March 7th, 2017

PRESENT: Councillor Lorna Vomacka, Chair
Councillor Carlyne Austin
Councillor Bob K. Day
Councillor Tim McGonigle

ABSENT: Mayor Ross Forrest
(with prior notice)

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

PUBLIC: 10

1. CALL TO ORDER

The Chair called the meeting to order at 5:50 p.m.

2. AGENDA

No. PR.003/17

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

1-Correspondence (b)- Letter from M. Eckert; K. Nelson, M. Gallop Re: Naming of Field in memory of M. Forrest.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

- (i)** The Superintendent, Public Works and Engineering Services updated the committee on the request by the contractor for who is involved in the Centennial Park upgrades for additional payment because of inclement weather. The completion deadline will still be met.

No. PR.004/17

Moved: Councillor McGonigle
Seconded: Councillor Day
that Council deny the additional payment by the contractor working on the Centennial Park upgrades with the understanding still that the final completion deadline be met.

CARRIED.

- (ii)** The Chief Administrative Officer informed the committee that there he has no update on the lamppost banners subject but that he will contact the teacher at Lake Cowichan School interested in spearheading the project.

The Chief Administrative Officer added that there is a budget for replacement banners and that if the school was not able to complete the banners, new one should be ordered in the meantime.

- (iii)** Councillor Austin asked for the matter of the Trans Canada Trail Kiosk be left on the agenda for the Canada 150 celebrations.

The Superintendent, Public Works and Engineering Services said that his crew has removed the graffiti from the signs on the kiosk but welcomed the use of volunteers in updating it.

(b) Ongoing Items:

- (i)** There was no update on the trail connection plans for the Riverfront Parkway.
- (ii)** There was no update for Lady of the Lake Society and its need to relocate the float from the storage bay.
- (iii)** The Chief Administrative Officer informed the committee that the water connection to the community garden at Ravine Park has been installed. He also noted that Cara Smith has a copy of the draft Community Garden agreement.
- (iv)** The water park proposal will remain on the agenda as a possible project for the future with no update at this time.

4. DELEGATIONS

- (a)** Dennis Peters made a presentation to the committee on the need to convert the tennis courts entirely to pickle ball use. He passed around a pamphlet that highlighted the Cowichan Lake pickle ball club's activities.

No. PR.005/17

Moved: Councillor Day
Seconded: Councillor McGonigle
that the matter of pickleball discussions be moved to the next finance committee meeting.

CARRIED.

- (b)** Jenn Pollner and Terri Ferris made a presentation to council on the Lake Cowichan Farmers' Market plans for the upcoming season and a few of the changes they will be making that included using Central Park as the preferred location for the market as well as moving the event to Sundays.
- (c)** Sheila Marley was scheduled to make a presentation to council on Heritage BC grants but did not attend.

5. CORRESPONDENCE

- (a)** On the correspondence item from Noni Battye, Lake Cowichan School, regarding the upcoming Health Fair on Thursday, April 20, 2017, Councillors Austin, Day and McGonigle will be representing the Town at the event. Councillor Day suggested providing information on the Water Treatment Plant and also information on in-house composting.
- (b)** On the letter requesting the naming of one of the fields after Michael Forrest, the committee suggested that the matter be referred to the Sports Hall of Fame committee.

6. REPORTS

None.

7. NEW BUSINESS

- (a)** The Town of Lake Cowichan's 75th birthday celebration will be

an ongoing agenda item while the planning process begins for the celebration.

Councillor McGonigle suggested that a committee be formed for this project.

Councillor Austin thought it would be a good idea to involve the heritage commission on the planning process as well.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

- (a) Councillor Day mentioned that the National Aboriginal U-18 Hockey Tournament will have team members staying in our town. Games will be played at our arena.

Councillor McGonigle suggested that the Lake Cowichan School digital board and the new Irly Bird owners post welcome signs for the players.

- (b) Councillor Vomacka announced that the Annual General meeting of the Chamber will be held on March 9th, 2017 at the curling lounge.

- (c) Councillor McGonigle mentioned that Cowichan Rocks Curling Club will be hosting the Traveller's Island South Curling Club Challenge with the winning teams moving on to the provincials being held in Richmond, BC from April 19th to April 23rd, 2017. He also informed the committee that we had two local teams vying for the title.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. PR.006/17
Adjournment

Moved: Councillor Austin
Seconded: Councillor Day
that the meeting be adjourned. (7:13 p.m.)

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

_____ Chair



TOWN OF LAKE COWICHAN
 Minutes of Economic and Sustainable Development Committee
 Tuesday, March 14th, 2017

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

ABSENT: Mayor Ross Forrest
 (with prior notice)

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

OTHER: 1

1. CALL TO ORDER

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

2. AGENDA

No. SPD.005/17

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

Delegation and Representations: Amy Melmock, Economic Development Division, CVRD.

UNANIMOUSLY CARRIED.

3. (a) BUSINESS ARISING AND UNFINISHED BUSINESS

(i) Amy Melmock, Economic Development Division, CVRD provided an update on the Economic Readiness Assessment Project report. She feels that Lake Cowichan’s tourism opportunities are now and she is ready to help with the advancement of any economic available for the Town. For any community to be successful, Amy added that local residents have to be excited about promoting growth before the growth actually occurs.

(ii) The Chief Administrative Officer suggested making an application to Timberwest for additional waterlot space before expansion of the floating dock at Saywell Park can occur.

Councillor Day asked for this matter to be kept on the agenda. Councillor McGonigle felt we should consider this matter in the 5, 10 or 15 year plans of the Town of Lake Cowichan.

(iii) Councillor Day attended the Cowichan Lake Recreation Commission meeting and had asked them if there would be any interest in the possibility of marketing the Centennial Park facility once the upgrades have been completed but did not receive a response from the group.

(b) Ongoing Items Still Being Addressed:

(i) The Chief Administrative Officer reported that there was no update on the possibility of an in-house composter but felt that waste could be an economic opportunity for the Town.

(ii) Councillor Day said there was no update of the Cowichan Lake

area event calendar of the Chamber of Commerce website and said that when he spoke with the chamber members, they were waiting until the new members had an opportunity to look into the matter.

Councillor Vomacka added that Katherine Worsley had told her that the Chamber of Commerce sent out requests for local group events information at the beginning of the year and that no one has sent her any information thus far.

4. DELEGATIONS AND REPRESENTATIONS

- (a) Amy Melmock, Economic Development Division, CVRD, spoke on a number of issues to the committee on the economic development opportunities in this area.

5. CORRESPONDENCE

- No. SPD.006/17
- (a) Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that a support letter be provided to the Cowichan Valley Regional District for its application to Island Coastal Economic Trust for the Cowichan Tech Strategy.

CARRIED.

6. REPORTS

None.

7. NEW BUSINESS

- (a) Councillor Day spoke on the Cowichan Valley Regional District (CVRD) Cowichan Watershed Establishment Bylaw. He said that a representative will be coming the next month to answer any questions council may have on the matter.

Councillor Austin had questions on the raising of the weir and on water management and felt that council needs to speak with Catalyst Paper to get more answers on the issue.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

- (a) Lake Cowichan arena will be welcoming players for the 2017 National Aboriginal Hockey Championships (NAHC) from May 1st- 6th, 2017.
- (b) Councillor McGonigle mentioned that there will be a public hearing on the Shaw Creek development.
- (c) Councillor McGonigle congratulated the Cowichan Rocks Women's team on winning the Traveler's Island South playdowns. They will be competing in Richmond at the Provincials in April.

10. MEDIA/PUBLIC QUESTION PERIOD

None.

- No. SPD.007/17
- 11. ADJOURNMENT**

Adjournment

Moved: Councillor Vomacka
Seconded: Councillor Austin.
that the meeting adjourn. (7:24 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

Chair



Ohtaki Twinning Committee Meeting
Tuesday, March 14th, 2017



PRESENT: Councillor Carlyne Austin, Chair
Councillor Bob K. Day
Councillor Tim McGonigle
Councillor Lorna Vomacka

ABSENT: Mayor Ross Forrest
(with prior notice)

ALSO
PRESENT: Joseph Fernandez, Chief Administrative Officer
Kari Lingren, Recording Secretary

1. CALL TO ORDER

The Chair called the meeting to order at 7:16 p.m.

2. AGENDA

No. OC.4/17 Moved: Councillor Vomacka
Seconded: Councillor McGonigle
that the agenda be approved.

CARRIED.

3. ADOPTION OF MINUTES

No. OC.5/17 Moved: Councillor McGonigle
Seconded: Councillor Day
that the minutes of the Ohtaki Twinning Committee meeting held
on February 14th, 2017 be approved.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. CORRESPONDENCE

- (a) The email from Ayako Shishido was reviewed by the committee and it was noted that the job opportunity for a teaching position in Japan has been posted on the Town's website. The Chief Administrative Officer advised that the posting will be on our Facebook page, too.

6. OTHER REPORTS

None.

7. NEW BUSINESS

- (a) The Chief Administrative Officer informed the committee that only three of the four students that put in applications have responded to the Town in regards to the trip to Japan being delayed to 2018. All of the students' families felt that it would be easier to fundraise for the upcoming trip if they had more time.

No. OC.6/17 Moved: Councillor Day
Seconded: Councillor McGonigle
that the town postpone the trip to Japan to 2018 and work with

Ohtaki on when it would like to have its return trip to Lake Cowichan, Canada.

CARRIED.

The Chief Administrative Officer said an email would be sent to Japan on this issue.

Councillor McGonigle suggested that upon the return to Canada of Kelly McClure, International English teacher, from her teaching assignment the Town could rely on her to entice more students to join the Lake Cowichan delegation.

8. NEXT MEETING

Tuesday, April 4th, 2017 at 7:00 pm.

9. ADJOURNMENT

No. OC.7/17

Moved: Councillor Vomacka
Seconded: Councillor McGonigle
that the meeting be adjourned (7:33 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

Chair

TOWN OF LAKE COWICHAN

BYLAW NO. 986-2017

A Bylaw to Amend Zoning Bylaw No. 935-2013

WHEREAS the Local Government Act authorizes a local government to enact bylaws, which would designate different zones pertaining to land use and development of the Town of Lake Cowichan;

AND WHEREAS the Council of the Town of Lake Cowichan deems it expedient to amend Bylaw 935-2013 to allow for changes with respect to land use and zoning regulations;

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

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

1. TITLE

This bylaw may be cited for all purposes as the "Town of Lake Cowichan Zoning Amendment Bylaw No. 986-2017".

2. AMENDMENTS**2.1. Part 3 LAND USE DEFINITIONS is amended by adding the additional terms:**

Columbarium means a structure designed for the purpose of storing the ashes of human remains that have been cremated and which contains niches for cinerary urns; and

Short-Term Vacation Rental means a building that contains a room, or a set of rooms, which may have a kitchen; and that is offered for rent to the travelling public on a temporary basis of 31 days or less and is subject to all of the conditions listed in Section 6.1 Conditions for Short Term Vacation Rentals, under **Part VI Special Provisions**.

2.2. Section 5.11 C-3—Lakefront and Riverfront Commercial Zone, Subsection 5.11.2 Permitted Uses, is amended as follows:**(a) By revising regulation (i) under Principal Uses as follows:**

(i) Bed and Breakfast accessory to use in (h) only;

(b) By the addition of regulation (k) as follows:

(k) Principal Use of Short Term Vacation Rental and a Minimum Lot Size of 667 m², subject to the provisions of Part VI Special Provisions, Section 6.3 Conditions for Short Term Rental, only on the parcel described as Lot 1, Section 6, Renfrew District, Plan 5631; street address of 38 North Shore Drive E; and

(c) By the addition of regulation (l) as follows:

- (l) Single Family residence permitted accessory to principal uses inclusive of (a) through (g) and (k), and a Minimum Lot size of 667m².

- 2.3. Part VI TRANSITION is renumbered as Part VII TRANSITION.
- 2.4. The Bylaw is amended with a new Part VI SPECIAL PROVISIONS with provisions for Short Term Vacation Rentals as follows:

6.1 CONDITIONS FOR SHORT TERM VACATION RENTALS

6.1.1 In any zone or property in which a Short Term Vacation Rental is permitted, the following conditions shall be satisfied:

- (a) Compliance with the Bylaw for the licensing and regulating of businesses in the Town of Lake Cowichan;
- (b) Compliance with the parking requirements of the Schedule B Off-Street Parking Spaces; and
- (c) Subletting of units by tenants is not permitted.

- 2.5. Section **5.13 I-1 Light Industrial Zone** is amended as follows:
 - (a) In Subsection 5.13.2 Permitted Uses, the addition of a Principal Use, (p) Service Station, and the renumbering of subsequent listed uses that follow; and
 - (b) In Subsection 5.13.3 Conditions of Use, the deletion of the maximum number of units in Regulation 5.13.3.1 Dimensions and Coverage Standards.
- 2.6. Section 5.15 P-1–Public Use Zone is amended by adding as an additional Principal use, (d) Columbarium, listed in 5.15.2 Permitted Uses, and the renumbering of subsequent listed uses that follow.
- 2.7. Schedule A Map is amended by rezoning the land described as Lots 2 and 3, Section 6, Renfrew District, Plan No. 16660 (Lot 2 PID: 004-016—050; Lot 3 PID: 004-016-068) and shown on Schedule A to this Bylaw, from Urban Residential (R-1) to Public Use (P-1).
- 2.8. Schedule C Permitted Land Use Table is amended as follows:
 - (a) Adding Columbarium as an additional Principal use listed in the Institutional Use category within the P-1 Public Use zone; and
 - (b) Adding Service Station as an additional Principal use listed in the Industrial category within the I-1 Light Industrial zone.
- 2.9. Schedule A Map is amended by rezoning the land described as Lot 6, Section 6, Renfrew District, Plan VIP86003 from and shown on Schedule B to this Bylaw, from Multi-Family Residential R3 to Suburban Residential R2.

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 28th day of February, 2017.

READ A SECOND TIME on the 28th day of February, 2017.

PUBLIC HEARING held on the _____th day of _____ 2017.

READ A THIRD TIME on the _____rd day of _____, 2017.

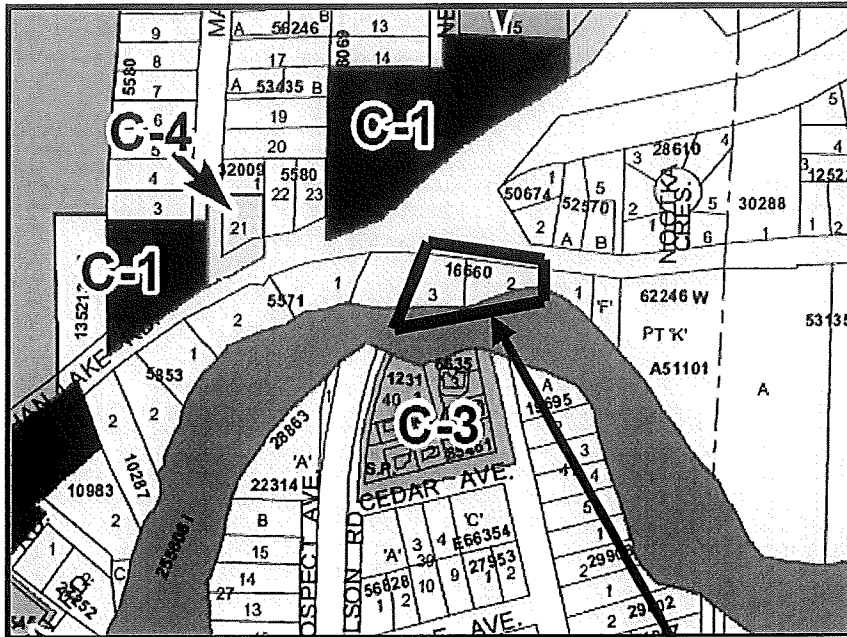
RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the _____rd day of 2017.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer

SCHEDULE "A"

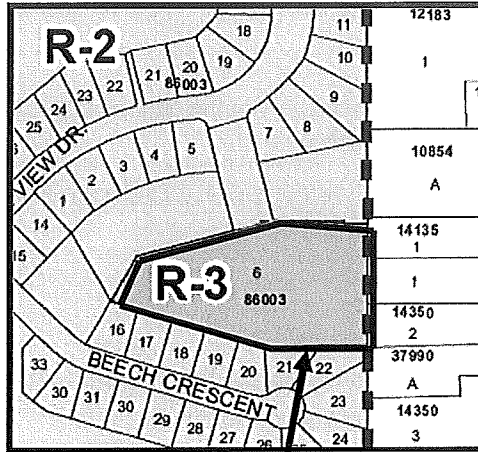
Attached to and Forming Part of Bylaw No. 986-2017
And amends Schedule "A" of Bylaw 935-2013



Rezone from Urban Residential (R-1) to Public Use (P-1)

SCHEDULE "B"

Attached to and Forming Part of Bylaw No. 986-2017
And amends Schedule "A" of Bylaw 935-2013



Rezone from Multi-Family (R-3)
to Suburban Residential (R-2)

TOWN OF LAKE COWICHAN

BYLAW NO. 987-2017

A Bylaw to provide for the administration of the British Columbia Building Code and to provide certain additional building regulations

WHEREAS the Community Charter authorizes the Town, for the health, safety and protection of persons and property, to regulate the construction, alteration, repair or demolition of buildings and structures by bylaw;

AND WHEREAS the Province of British Columbia has adopted a Building Code to govern standards in respect of the construction, alteration, repair and demolition of buildings and structures in cities, municipalities and regional districts in the Province;

AND WHEREAS it is deemed necessary in the general public interest to provide for the administration of the Building Code;

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

1. Title

This bylaw shall be cited as "The Town of Lake Cowichan Building Bylaw No. 987-2017".

2. Definitions

Unless otherwise defined herein, words and terms used in this Bylaw shall have the same meanings as set out in the Building Code.

BUILDING means any structure used or intended for supporting any use or occupancy permitted under the Zoning Bylaw;

BUILDING CODE means the British Columbia Building Code;

BUILDING INSPECTOR means the person duly appointed to that office;

BUILDING PERMIT means a permit for construction required or issued pursuant to this Bylaw;

COUNCIL means the Council of the Town;

CONSTRUCTION includes the reconstruction, installation, erection, repair, alteration, addition, demolition, removal, excavation or shoring with respect to a building or structure;

FEE means the fee prescribed in Schedule "A" to this Bylaw;

OCCUPANCY CERTIFICATE means an Occupancy Certificate issued pursuant to this Bylaw;

OWNER in respect to real property means the registered owner of an estate in fee simple and includes:

- (a) the registered holder of the last registered agreement for sale; and
- (b) the holder or occupier of land held in the manner mentioned in sections 228 and 228 of the *Community Charter*;
- (c) a tenant for life under a registered life state; and



- (d) a lessee with authority to build on land;

PARCEL means a lot, block or other area in which land is held, or into which land is legally subdivided;

PERMIT means a permit required or issued pursuant to this Bylaw and includes a Building Permit, a Plumbing Permit, a Demolition Permit, a Chimney Permit, a Fireplace Permit, and a Moving Permit;

REGISTERED PROFESSIONAL includes a qualified professional as defined in section 55(1) of the *Community Charter*;

STRUCTURE means a construction or portion thereof of any kind, whether fixed to, supported by, sunk into or located in, land, water or airspace, and includes foundations or supporting framework for exterior signs, equipment and machinery, interior storage racking greater than 2.6 m in height and swimming pools but specifically excludes paving, fences, retaining walls and landscaping;

SWIMMING POOL means any structure or construction, intended primarily for recreation that is, or is capable of being, filled with water to a depth of 0.6 metres or more and for the purpose of this definition, a hot tub shall not be considered a swimming pool; and

TOWN means the Town of Lake Cowichan.

3. Purpose

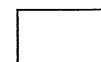
- (1) This Bylaw must, despite any other provision it contains, be interpreted in accordance with this section.
- (2) This Bylaw's purpose is to regulate construction in the Town in the public interest.
- (3) Activities carried out under this bylaw by or on behalf of the Town are solely to provide a limited and interim spot-checking function for the health, safety, and the protection of persons and property.
- (4) This Bylaw neither contemplates nor intends doing any of the following and this Bylaw's purpose does not extend to any of the following:
 - (a) protecting any owner, owner/builder, or constructor, from economic loss;
 - (b) the Town or the Building Inspector assuming any responsibility for ensuring that an owner, owner's agent, or employee, constructor, or designer, employed by an owner, complies with the Building Code, this Bylaw, and other applicable codes, standards, and enactments;
 - (c) warranting design or quality of work respecting a building, structure, or work, for which a permit is issued under this Bylaw; and
 - (d) warranting or assuring that work done under a permit issued by the Town is free from defects, whether patent or latent.

4. Application

- (1) This Bylaw applies to the
 - (a) design and construction of new buildings or structures;
 - (b) alteration, reconstruction, demolition, deconstruction, removal and relocation of existing buildings and structures; and
 - (c) change in class of occupancy of existing buildings and structures.
- (2) This Bylaw does not apply to
 - (a) buildings and structures exempted by Part 1 of the British Columbia Building Code, except as this Bylaw expressly provides; or
 - (b) retaining structures, fences, paving or landscaping.

5. Permit Conditions

- (1) A Permit is required to do work regulated by this Bylaw.
- (2) Complying with the Building Code, this Bylaw, and other applicable codes, standards, and enactments, in doing work for which a permit is issued, is the sole responsibility of the owner and, where the owner acts through an agent, the agent.
- (3) The following do not relieve owners in any way from sole responsibility for complying with the Building Code, this Bylaw, and other applicable codes, standards, and enactments:
 - (a) the issuance of a permit under this Bylaw;
 - (b) the acceptance or review of drawings or specifications, or supporting documents;
 - (c) an inspection by or on behalf of the Town.
- (4) The Building Inspector may order work to be stopped if it is being done contrary to the permit authorizing it, a document submitted with the application for the permit, the Building Code, this bylaw, and other applicable codes, standards, and enactments.
- (5) A Permit shall not be issued for the construction of any residential, commercial, institutional or industrial building until the following essential services are provided:
 - (a) Water: A municipal water service connected to the water main distribution that is under the control of the Town;
 - (b) Sanitary Sewer: Connected to the Town sewer system;
 - (c) Storm drainage: Method of storm drainage system must be approved by the Town; and



- (d) Access: A driveway of sufficient strength, grade and width for access and egress to all principal buildings by fire and emergency vehicles is provided.
- (6) A permit expires, and an owner's rights under the permit terminate, if the work authorized by the permit
 - (a) does not start within six (6) months,
 - (b) stops for longer than one (1) year, or
 - (c) is not completed within two (2) years.

6. Permits

- (1) The Building Inspector must issue a permit applied for if
 - (a) a completed application complying with this Bylaw and including all supporting documents is submitted;
 - (b) the owner or owner's agent pays the permit fee prescribed by Schedule "A"; and
 - (c) the owner or owner's agent pays all other fees and charges and meets all requirements imposed by a statute or another Bylaw.
- (2) An applicant must pay double the permit fee prescribed by Schedule "A" if work for which this Bylaw requires a permit is begun before a permit is issued.
- (3) Permit fees are refundable to the extent prescribed by Schedule "A" if
 - (a) reviewing drawings and specifications has not started, or
 - (b) work has not begun and inspection by or on behalf of the Town has not occurred.
- (4) A permit may be renewed, once, and for the same period as the original permit, if renewal is applied for before the original permit expires.

7. Building Inspector

- (1) The Building Inspector may
 - (a) administer this Bylaw;
 - (b) keep record of permit applications received, permits issued, notices and orders issued, inspections and tests made, and copies of documents related to the administration of this Bylaw;
 - (c) establish, or direct the owner to establish, by tests, at the owner's expense, whether methods or types of construction, and types of materials, devices or assemblies used in the construction of a building or structure substantially conform

to the requirements of the Building Code and WorkSafe guidelines established for buildings constructed prior to 1990;

- (d) require that tests be carried out in accordance with recognized standard test methods with copies of such tests provided to the Building Inspector and be available on-site during the construction of the building or structure;
- (e) require the owner to uncover and replace at the owner's expense any construction that has been covered without inspection contrary to this Bylaw or an order issued by the Building Inspector;
- (f) enter land, buildings, and premises, at any reasonable time, to administer this Bylaw, but must, if a residence is occupied, obtain the occupant's consent to enter it or give written notice to the occupant at least twenty-four (24) hours before entering it; and
- (g) order correcting work done or being done contrary to the requirements of this Bylaw or another other legislation or enactment.

8. Permit Applications

- (1) A permit application must relate to one building, structure, or work.
- (2) Drawings and specifications submitted with permit applications must bear the names and business addresses of buildings, structures, and works' designers.
- (3) Permit applications and the documents submitted with them become the Town's property.

9. Building Permit Applications

- (1) A person must apply for, and obtain, a building permit before constructing, altering, or reconstructing a building, structure or canopy.
- (2) An application for a building permit must
 - (a) be made in the form prescribed by the Town and signed by the owner, or a signing officer if the owner is a corporation.
 - (b) be accompanied by the owner's signed release and indemnity, and acknowledgment of responsibility and undertakings, in the form prescribed by the Building Inspector,
 - (c) state the building or structure's intended use and, if the Building Inspector requires, provide a professionally prepared appraisal of the proposed building or structure's value,
 - (d) include, as exhibits, copies in duplicate of scale drawings



of and specifications for the building or structure respecting which work is to be done, showing:

- (A) the building or structure's dimensions,
- (B) each room or floor area's proposed use,
- (C) the dimensions of the land on which the building or structure is, or is to be, situated,
- (D) building grades,
- (E) the grades, and elevations, of streets, and sewers, abutting the land on which the building or structure is, or is to be, situated, and
- (F) the position, height, and horizontal dimensions, of all existing and proposed buildings and structures on the land on which the building or structure is, or is to be, situated,

(e) a plan showing the location and size of every driveway, water service line, building drain, storm sewer, sanitary sewer, trap, and inspection piece, and

(f) a sectional drawing showing the size and location of every soil or waste pipe, trap, and vent pipe.

- (3) The exhibits referred to in the last paragraph of the previous subsection must bear their designers' names and business addresses.

10. Water Conservation

- (1) Despite any other provision in this Bylaw, a permit is not required to repair or replace a valve, faucet, fixture, or water heater, clear stoppages, or repair leaks, if doing so does not involve replacing or rearranging pipes.
- (2) An application for a building or plumbing permit shall indicate on or with the permit application that the low consumption plumbing fixtures are in compliance with this bylaw will be installed. The letter "LC" must be placed beside each drawing of a water closet urinal lavatory sink, kitchen sink or shower which is submitted in support of the plumbing permit application.
- (3) No person shall install a water closet, urinal, lavatory faucet, kitchen faucet or shower head except in accordance with the following:
 - (a) all water closets, whether tank type or direct flush, shall use no more than 6.0 litres of water per flush cycle without the aid of any add-on or retrofit device and marked as follow, *6 litres per flush (LPF) or where it is equal to or less than 6;*
 - (b) direct flush urinals shall use no more than 3.8 litres of water per flush cycle, without the aid of any add-on or retrofit device, and shall be marked as 3.8 LPF;



- (c) the water supply to urinal flush tanks equipped for automatic flushing must be controlled with a timing device in order to limit operation during normal working hours;
- (d) all lavatory faucets and kitchen faucets shall have a maximum flow rate of 8.3 litres of water per minute at a test pressure 415 kPa; and
- (e) all shower heads shall have a maximum flow rate of 9.5 litres of water per minute at a test pressure of 550 kPa.

11. **Prohibitions**

No person may

- (a) start or continue constructing, altering, demolishing, reconstructing, relocating, or removing a building, structure, or work without a valid permit from the Building Inspector,
- (b) continue, after the Building Inspector orders work to stop, constructing, altering, demolishing, reconstructing, relocating, or removing a building, structure, or work, without the Building Inspector's written permission,
- (c) submit false or misleading information in an application for a permit under this Bylaw,
- (d) interfere with the Building Inspector or other authorized person's administration of this Bylaw,
- (e) substantially vary, in constructing a building, structure, or work, for which a permit is issued, from the drawings or specifications, or supporting documents, for the building, structure, or work, without the Building Inspector's written permission,
- (f) reverse, alter, deface, cover, remove, or tamper in any way, with a notice, permit, or certificate, posted on, or affixed to, a building or structure, or
- (g) occupy or use a building or structure
 - (i) before the Building Inspector issues an occupancy certificate for it,
 - (ii) after a change in the building or structure's occupancy classification, until the Building Inspector issues an occupancy permit for it, or
 - (iii) contrary to a permit issued, or notice given, by the Building Inspector.

12. **Building Permit Applications for Standard (Part 9) Buildings**

12.

The Building Inspector may require submitting one or more of the



following with a building permit application respecting a standard (part 9) building if the Building Inspector considers that the building's size or complexity, or site conditions, warrant:

- (a) structural, electrical, mechanical, or fire suppression drawings prepared and sealed by a registered professional;
- (b) letters of assurance, in the form of Schedules B-1 and B-2 to the *British Columbia Building Code*, signed by a registered professional.

13. Building Permit Applications for Complex (Part 3) Buildings

In addition to meeting the requirements of section 9, an application for permit respecting a complex (Part 3) building must

- (a) be signed by the coordinating registered professional, and
- (b) include
 - (i) a letter of assurance in the form of Schedule A to the *British Columbia Building Code*, signed by the owner, or a signing officer if the owner is a corporation, and the coordinating registered professional, and
 - (ii) letters of assurance in the form of Schedules B-1 and B-2 to the *British Columbia Building Code*, signed by the registered professional required by the Building Code or Building Inspector to design and conduct field reviews of the building or structure's construction.

14. Professional Plan Certification

- (1) The Town and its Building Inspectors rely on the letter of assurance provided under this Bylaw as certification that the designs to which the letters relate comply with the Building Code and other applicable codes, standards, and enactments.
- (2) A building permit issued for
 - (a) a complex (Part 3) building, or
 - (b) a standard (Part 9) building for which a Building Inspector requires professional design and letters of assurance

must notify the owner that the permit is issued in reliance on the registered professional's certifying that the designs and plans

submitted in support of the permit application comply with the Building Code and other applicable codes, standards, and

enactments.

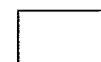
- (3) The fee for a building permit referred to in the previous subsection must be reduced by ten percent (10%) of the fees prescribed by Schedule "A" – Permit Fees.

15. Professional Design and Field Review

- (1) If the Building Inspector considers that a project's size or complexity, or a site condition, warrants, the Building Inspector may require a registered professional's design and plan certification, and field review, supported by letters of assurance in the form of Schedules
 - (a) A, B-1, B-2, and C-a, or
 - (b) B-1, B-2, and C-bto the *British Columbia Building Code*.
- (2) An owner must provide the Town with letters of assurance in the form of Schedules C-a or C-b to the *British Columbia Building Code* before an occupancy permit is issued for a
 - (a) complex (Part 3) building, or
 - (b) standard (Part 9) building where letters of assurance are required.

16. Owner's Responsibilities

- (1) Before construction commences, the owner shall:
 - (a) determine that the building site is safe and will not be affected by flooding waters caused by surface run-off or otherwise, or by other hazards;
 - (b) if applicable, obtain elevation and construction requirements relative to Provincial Flood Plain restrictions from the Ministry responsible for regulating these; and
 - (c) obtain from the Town, or other authority having jurisdiction where applicable all necessary permits relating to demolition, excavation, building, repair of buildings, relocation of buildings, zoning, change in classification of occupancy, swimming pools, plumbing, canopies, awnings, marquees, blasting, water service, sanitary sewer service and plumbing, access, electrical installations and all other permits required in connection with the proposed work prior to the commencement of any construction work.
- (2) An owner must ensure that all construction complies with the Building Code, this Bylaw, and other applicable codes, standards, and provincial enactments.
- (3) An owner to whom a permit is issued under this Bylaw is responsible for the cost of repairing damage to Town property occurring in the course of the work authorized by the permit.
- (4) An owner to whom a permit is issued under this Bylaw is required to leave with the Town a security in the amount prescribed in Schedule "A" to repair and replace municipal property damaged



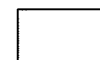
during the course of construction.

- (5) An owner to whom a permit is issued must,
 - (a) during construction, post in a conspicuous place, on the real property respecting which a permit is issued, the street address of the building or structure to be constructed,
 - (b) before occupying a building, structure, or part of a building or structure, or after a change in the occupancy classification of a building, structure, or part of a building or structure, obtain an occupancy certificate from the Building Inspector,
 - (c) before occupying the building or structure, permanently in accordance with the street numbering guidelines of the Town:
 - (i) affix its street address to it, or
 - (ii) post its street address at the entrance to the driveway serving the real property on which the building or structure is located,
 - (d) if conducting the waste from plumbing fixtures, trade waste, or surface or roof water, to a public sewer, is proposed,
 - (i) make certain that the sewer's depth and capacity are sufficient to receive the waste, and
 - (ii) arrange plumbing to suit the location of the sewer connection provided for the lot, and
 - (e) if connecting a building or storm sewer is proposed, supply the Municipal Engineer with drawings and specifications showing that the proposed sewer will be laid at the depth and position necessary to connect the property with the building or storm sewer extension.
- (6) An owner must have completed by a registered British Columbia Land Surveyor, at the stage described in section 15 (5) (b), a survey of non-encroachment that shows the location of the building or structure's foundation relative to lot lines.

17. Inspections

- (1) If a registered professional provides letters of assurance, the Town relies solely on the field reviews undertaken by the registered professional and the letters of assurance submitted under section 14 (2) as assurance that construction
 - (a) substantially conforms to the design, and
 - (b) substantially complies with the Building Code, this Bylaw, and other applicable codes, standards, and enactments,

- although the Building Inspector may attend at a construction site from time to time to determine if field reviews are occurring and to monitor them.
- (2) The Building Inspector may attend at a standard (Part 9) building or structure's construction site to determine whether design and construction are being carried out in substantial conformance to the Building Code, this Bylaw, and other applicable codes, standards, and enactments.
 - (3) The owner, or the owner's agent, must notify the Building Inspector at least 24 hours before work is ready to be inspected and ensure that the Building Inspector inspects and accepts work
 - (a) after completing the foundation and footing forms, before pouring concrete in them,
 - (b) after removing the forms from the foundation, installing perimeter drain tiles and roof drains, and damp-proofing, before backfilling against the foundation,
 - (c) when framing and sheathing the building or structure, before insulating, lathing, or applying an interior or exterior finish, that would hide the building or structure's framing and sheathing,
 - (d) after completing the plumbing rough-in
 - (i) under slab,
 - (ii) for the water supply system under test, and
 - (iii) for the drainage system under test,
 - (e) after insulating and installing the vapour barrier, before applying drywall,
 - (f) before covering water service, or a building drain or sanitary or storm sewer,
 - (g) while constructing a masonry fireplace, before completing the smoke chamber,
 - (h) after completing the rough-in of new
 - (i) prefabricated fireplaces and chimneys, and
 - (ii) solid fuel-burning appliances, before covering clearances to combustibles in them, and chimneys, and
 - (i) after completing the building or structure, but before occupying it.
 - (4) The previous subsection does not apply to work that is the subject of a registered professional's letter of assurance regarding field reviews.



18. Occupancy Certificates

- (1) No person may occupy a building or structure, or part of a building or structure, until the Building Inspector issues an occupancy certificate in the form prescribed by the Town.
- (2) An occupancy certificate must not be issued unless
 - (a) all required letters of assurance have been submitted, or
 - (b) all aspects of the work requiring inspection and acceptance under section 16 (3) have been inspected and accepted.
- (3) A Building Inspector may issue an occupancy certificate for part of a building or structure if the part is self-contained, supplied with water and sanitary sewer services and storm drainage, and meets the requirements of the previous subsection.

19. Relocation of Buildings

- (1) No person shall:
 - (a) move or cause to be moved any building or structure from one parcel of land to another without first obtaining a moving permit and providing a detailed hazardous materials report in compliance with WorkSafe guidelines; and
 - (b) move or cause to be moved any building or structure unless it has been certified by a professional engineer or architect as meeting the requirements of the Building Code, or the applicant provides detailed plans and specifications certified by a professional engineer or architect showing any and all upgrading necessary to meet the requirements of this bylaw;
 - (c) move or cause to be moved a residential building or part of it to a parcel of land within the Town, unless it can be shown by a qualified appraiser that the appraised value after relocation will be at least equal to the average assessed value of all residential buildings within 61 meters (200 feet) of the parcel of land to which the building is to be moved. For comparative purposes, the assessed values of surrounding residential buildings will be those values given by the British Columbia Assessment Authority;
 - (d) move or cause to be moved any building that was constructed prior to 1990;
 - (e) move or cause to be moved a building or structure unless the Town has been provided proof of liability insurance of not less than five million dollars (\$5,000,000) with the Town endorsed as an added insured and a security in the amount prescribed in Schedule "A" to insure against damage or injury arising out of the building, structure or part thereof.
- (2) A person who applies for a permit to move a building or structure either within or into the Town shall deposit with the Town an Irrevocable Letter of Credit, money order or bank draft in favour of the town in an amount equal to five percent (5%) of the appraised

value of the rehabilitated building. This is to ensure that the building or structure shall be completely re-erected on the new parcel of land within six (6) months of the date of issuance of the permit. If the building or structure, or part thereof, is not completed within six (6) months of the issuance of the permit, the Town may send a written notice to the owner stating that the building does not comply with this bylaw, and direct the owner to remedy the non-compliance within thirty (30) days from the date of service of the notice. If the non-compliance is not remedied within thirty (30) days, the security shall be forfeited to the Town.

- (3) Every person relocating a building or structure from a parcel of land within the Town shall ensure that the site shall be left in a neat, clean, and safe condition after the removal.
- (4) The provisions of the "*Motor Vehicle Act*", R.S.B.C. c.288, and the "*Commercial Transport Act*", R.S.B.C. C.55, and any amendments thereto pertaining to the movement of buildings and large structures shall apply on all roads within the Town".

20. Demolishing Buildings and Structures

- (1) A person must apply for, and obtain, a demolition permit before demolishing a building or structure.
- (2) A hazardous materials declaration must be provided in the format prescribed by the Building Inspector.
- (3) A demolition permit application must be made in the form prescribed by the Town.
- (4) As a condition of issuing a demolition permit, an applicant must provide a security in the amount prescribed in Schedule "A" to repair and replace town property as provided in Section 694.1(3) of the *Local Government Act*.

21. Swimming Pools and Fences

- (1) No person shall commence or continue any work related to the installation, construction and alteration of a swimming pool or related ancillary equipment unless a valid permit has been obtained pursuant to this Bylaw.
- (2) (a) Fences shall be constructed around the perimeter of swimming pools and shall not be less than 1.5 metres (4.92 feet) high. The base of every fence shall be not more than 100 millimetres (4 inches) above ground or adjacent grade.
- (c) No horizontal or angled framing member shall be located on the outside of the fence between 200 millimetres (8 inches)

and 900 millimetres (36 inches) above ground level or adjacent finished grade. Fences composed of vertical members shall have no openings of a size, which will permit the passage of a spherical object having a diameter of 100 millimetres (4 inches). Fences composed of angle members shall have no openings between adjacent members greater than 13 millimetres (1/2 inch).



- (d) Notwithstanding the provisions of this Section, standard chain link wire mesh may be acceptable provided that such fence is a minimum of 1.5 metres (4.921 feet) in height.
- (e) Access through required fences shall be by means of self-closing gates so designed as to cause the gates to become secured with self-latching devices located on the swimming pool side of the fence and at a height of at least 1 metre (3.281 feet) above grade at the outside of the fence, or on the outside of the fence at 1.5 metres (4.921 feet) above grade.

22. Penalty

- (1) A person who violates a provision of this Bylaw is guilty of an offence and liable on conviction to
 - (a) a fine not exceeding two thousand dollars (\$2,000) plus the cost of prosecution
- (2) A separate offence is considered to be committed on each day during which a violation continues.

23. Repeal

“Town of Lake Cowichan Bylaw No. 758-2003” being the Building Bylaw and all amending bylaws thereto are hereby repealed.

READ A FIRST TIME this 28th day of February, 2017.

READ A SECOND TIME this 28th day of February, 2017.

READ A THIRD TIME this 28th day of February, 2017.

ADOPTED this _____ day of _____, 2017.

Mayor

Clerk



SCHEDULE "A"
Attached to and forming part of Bylaw No. 987-2017
SCHEDULE OF PERMIT FEES AND DEPOSITS
APPLICABLE TO ALL CONSTRUCTION AND INSPECTION

ALL CONSTRUCTION

PERMIT FEE

The Building Department may require the applicant, at his/her own expense, to provide a professionally prepared appraisal of the value of the construction prior to issuing a permit or the value of the proposed residential construction can be based on the valuation as provided in Schedule "B".

Value not exceeding \$5,000	\$ 50.00
Value exceeding \$5,000 but not exceeding \$100,000	\$ 50.00 for first \$5,000 Plus \$ 8.00 for each additional \$1,000
Value over \$100,000	\$ 800.00 for first \$ 100,000 Plus \$ 5.00 for each additional \$ 1,000
Construction without a valid permit	DOUBLE FEE

PLUMBING

PERMIT FEE

(a) Number of Fixtures

Minimum fee (One or two fixtures)	\$ 24.00
Three to 100 fixtures	\$ 12.00 per fixture
Over 100 fixtures	\$ 1,000

(b) Inspection

Water lines on private property	\$ 10.00
Sewer lines on private property	\$ 10.00
Fire sprinkler system (per sprinkler head)	\$ 2.00
Lawn sprinkler system (residential or commercial) (per zone).....	\$ 25.00
Fire protection system (per standpipe hydrant or hose connection)....	\$ 25.00
Sanitary or storm sewer (connection to or alteration of)	\$ 30.00
Connection of water service	\$ 30.00
Maintenance holes, interceptors and catch basins	\$ 30.00
Storm drain or sanitary sewer larger than four inches or longer than 250 feet (per 100 feet)	\$ 30.00
Callback inspection.....	\$ 30.00

OTHER

PERMIT FEE

Reviewing plans before inspection	\$ 100.00
Building permit fee reduction for plans certified by an Architect and provided with Schedule A, B-1, B-2	10 percent (10 %)
Demolition of building or structure	\$ 100.00
Permit to move building	\$500.00
Each re-inspection, each woodstove installation	\$ 50.00
Building permit application refund if no work has begun.....	70 percent (70 %)
Building file review	\$ 50.00
Security for moving building or structure	\$ 10,000
Security for demolishing building or structure	\$ 5,000
Security for Damage to Town Property	\$ 2,000
Any construction without a valid permit	DOUBLE FEE



SCHEDULE "B"
Attached to and forming part of Bylaw No. 987-2017

CONSTRUCTION VALUATION SCHEDULE

**Valuation Rate –
 Expressed in Dollars per Square Foot (ft²) of Gross Floor Area**

	<u>CONSTRUCTION VALUE</u>
Main floor with full basement	150.00
Main floor with crawlspace	120.00
Main floor slab on grade	120.00
Second floor	70.00
Suite in a principal residence	70.00
Garage (finished) (attached or detached)	40.00
Garage (unfinished) (attached or detached)	25.00
Carport (attached or detached)	20.00
Deck	20.00
Finished basement	22.00





**COWICHAN VALLEY REGIONAL DISTRICT
BYLAW No. 4102**

**A Bylaw to Amend Lake Cowichan Fire Protection
Service Establishment Bylaw No. 1657**

WHEREAS the Board of the Cowichan Valley Regional District established the *Lake Cowichan District Fire Protection Area* under the provisions of Bylaw No. 1657, cited as "CVRD Bylaw No. 1657 – Lake Cowichan Fire Protection Service Establishment Bylaw, 1994", as amended, for the purpose of providing fire protection and suppression services within portions of Electoral Area F – Cowichan Lake South/Skutz Falls and Electoral Area I – Youbou/Meade Creek;

AND WHEREAS the Board of the Cowichan Valley Regional District wishes to extend the boundaries of the service area to include the following two properties:

- PID 009-781-803, Block 401, Cowichan Lake District, Except That Part in Plan 2762 RW and Plan VIP85672; and
- PID 009-781-811, Block 450, Cowichan Lake District;

AND WHEREAS the Regional Board has received a sufficient petition to include the property within the fire protection service area;

AND WHEREAS the Directors for Electoral Area F - Cowichan Lake South/Skutz Falls and Electoral Area I – Youbou/Meade Creek have consented, in writing, to the adoption of this bylaw;

NOW THEREFORE the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as "CVRD Bylaw No. 4102 – Lake Cowichan Fire Protection Service Amendment Bylaw, 2017".

2. AMENDMENT

That Schedule A to CVRD Bylaw No. 1657 be deleted and replaced with the Schedule A attached to this bylaw.

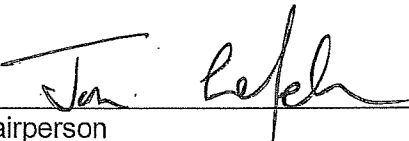
READ A FIRST TIME this 22nd day of February, 2017.


READ A SECOND TIME this 22nd day of February, 2017.

READ A THIRD TIME this 22nd day of February, 2017.

ADOPTED this 8th day of March, 2017.

THIS IS A
CERTIFIED TRUE COPY
Dated this 16th day of
March 2017


Chairperson


Kathleen Harrison
Deputy Corporate Secretary
Cowichan Valley Regional District
Corporate Secretary

FIRE SERVICES AGREEMENT A340-001 AMENDMENT #4

THIS AMENDMENT TO THE AGREEMENT made this _____ of _____ 2017.

BETWEEN: THE TOWN OF LAKE COWICHAN
Post Office Box 860
Lake Cowichan, British
Columbia VOR 2G0
(hereinafter called the "Town")

OF THE FIRST PART

AND: THE COWICHAN VALLEY REGIONAL DISTRICT
175 Ingram Street
Duncan, British Columbia
V9L 1N8
(hereinafter called the "CVRD")

OF THE SECOND PART

This will confirm our concurrence to amend the Fire Services Agreement between the Town and the CVRD by deleting Schedule A and replacing it with the Schedule A attached hereto and forming part of this Agreement.

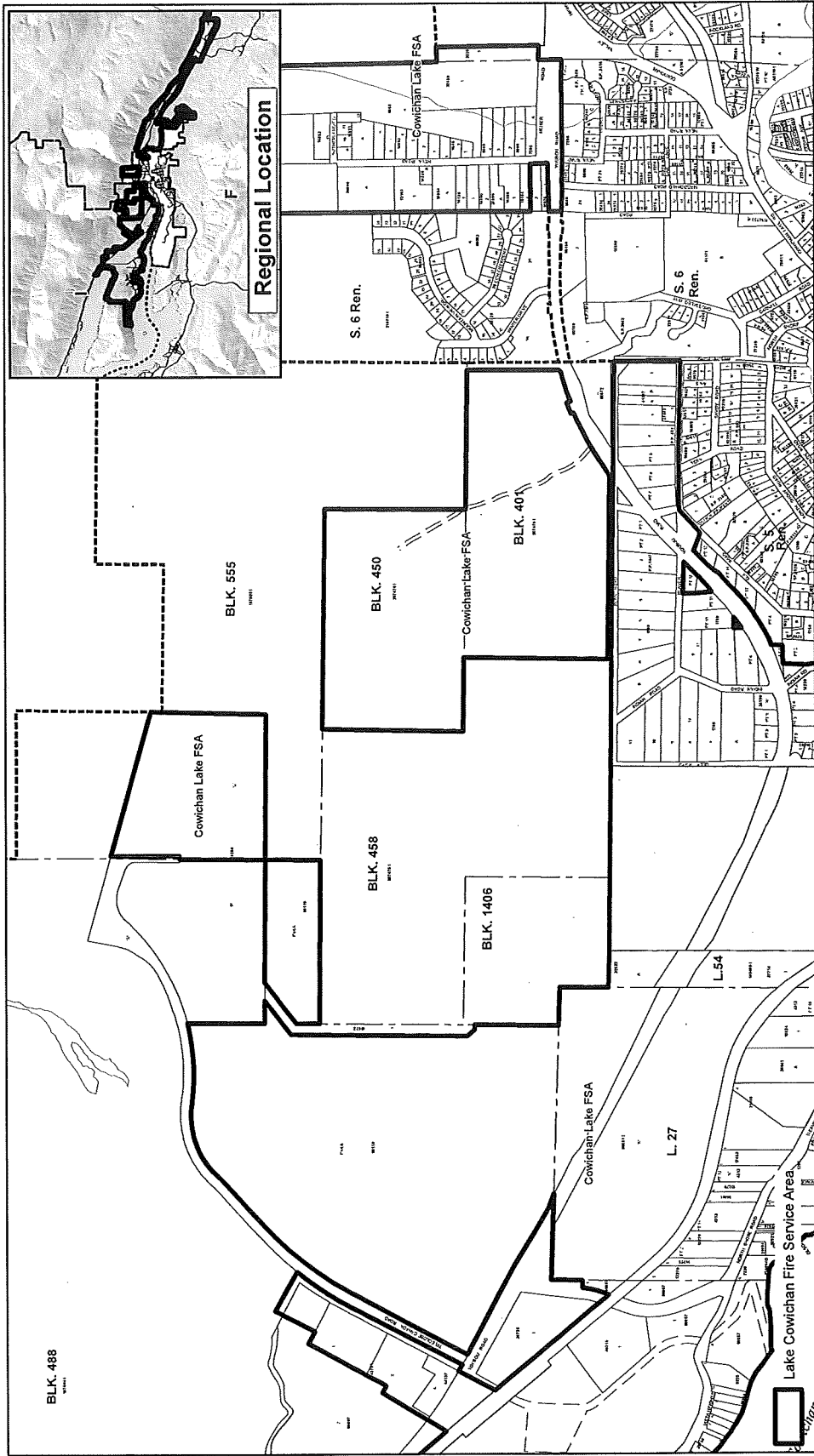
IN WITNESS WHEREOF the parties hereto caused have set their hands and seals as of the day and year first above written.

THE CORPORATE SEAL OF THE COWICHAN VALLEY REGIONAL DISTRICT was affixed in the presence of:

Jon Lefebure, Chair

(seal)

J.E. Barry, Corporate Secretary



Schedule A to "CVRD Bylaw No. 1657 – Lake Cowichan Fire Protection Service Establishment Bylaw, 1994". As amended by CVRD Bylaw No. 4102. Adopted March 8, 2017