



# TOWN OF LAKE COWICHAN

## Regular Meeting of Council

Tuesday, May 23<sup>rd</sup>, 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 April 25<sup>th</sup>, 2017  
(b) Minutes of the Special Meeting held on May 9<sup>th</sup>, 2017

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4. **BUSINESS ARISING AND UNFINISHED BUSINESS**

5. **DELEGATIONS AND REPRESENTATIONS**

(a)

6. **CORRESPONDENCE**

(a) **Action Items**

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

7. **REPORTS**

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

- (i) Finance & Administration Councillor McGonigle  
• May 9<sup>th</sup>, 2017.
- (ii) Public Works & Environmental Services Councillor Austin  
• May 2<sup>nd</sup>, 2017.
- (iii) Parks, Recreation & Culture Councillor Vomacka  
• May 2<sup>nd</sup>, 2017.
- (iv) Economic & Sustainable Development Councillor Day  
• May 9<sup>th</sup>, 2017.
- (v) Ohtaki Mayor Forrest  
• May 2<sup>nd</sup>, 2017.
- (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

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

(c) **Staff Reports**

- (i) Chief Administrative Officer- re: Strategic Priorities Fund Upgrades- Second and Final Phase of the Centennial Park Upgrades.
- (ii) Chief Administrative Officer- re: Strategic Priorities Fund- Retrofit of Existing Municipal Hall.
- (iii) Chief Administrative Officer- re: Development Permit for 38 North Shore Rd.

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<b>25</b>
<b>27</b>

**8. BYLAWS**

- (a) “Town of Lake Cowichan Zoning Amendment Bylaw No. 988-2017” may be given third reading.
- (b) “Town of Lake Cowichan Zoning Amendment Bylaw No. 988-2017” may be reconsidered and adopted.

<b>38</b>
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**9. NEW BUSINESS**

- (a) Letter of Support- Senior’s Centre to update lighting and doors.

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**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 (f) law enforcement.

**14. ADJOURNMENT**



**TOWN OF LAKE COWICHAN**  
Minutes of a Regular meeting of Council  
Tuesday, April 25<sup>th</sup>, 2017

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

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

**PUBLIC:** 12

**1. CALL TO ORDER**

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

**2. AGENDA**

No. R.0037/17

Moved: Councillor Vomacka  
Seconded: Councillor McGonigle  
that the agenda be with the following additions:  
**Delegations and Representations:**  
(b) Sybille Sanderson re: Emergency Preparedness Agreement;  
and  
**New Business:**  
(b) Park Rd and Wilson Rd watermain upgrades.

CARRIED.

**3. ADOPTION OF MINUTES**

No. R.0038/17

(a) Moved: Councillor Day  
Seconded: Councillor Austin  
that the minutes of the Public Hearing held on March 28<sup>th</sup>, 2017  
be adopted.

CARRIED.

No. R.0039/17

(b) Moved: Councillor McGonigle  
Seconded: Councillor Day  
that the minutes of the Regular Meeting of Council held on  
March 28<sup>th</sup>, 2017 be adopted.

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

**5. DELEGATIONS AND REPRESENTATIONS**

(a) Denise Allan accompanied the new Lady of the Lake  
contestants for 2017, each of whom introduced themselves and  
gave an interesting fact about themselves. Mayor Forrest then  
gave each contestant a Town pin before a group picture was  
taken with Council.

(b) Sybille Sanderson gave an update on the Emergency  
Preparedness Agreement.

No. R.0040/17

Moved: Councillor McGonigle  
Seconded: Councillor Day  
that Council sign the Emergency Preparedness Agreement.  
CARRIED.

**6. CORRESPONDENCE**

**(a) Action Items**

None.

**(b) Information or Consent Items**

None.

**7. REPORTS**

No. R.0041/17  
Finance and Administration

Moved: Councillor McGonigle  
Seconded: Councillor Day  
that the minutes of the Finance and Administration Committee meeting held on April 11<sup>th</sup>, 2017 be approved with the following:

1- Cowichan Lake Community Garden

that council execute the community gardens agreement with the Cowichan Lake Community Garden Society;

2-Lake Cowichan Fire Department

that of the Lake Cowichan Fire Department's incident report for February 2017 in the total amount totaling \$6,427.45 be approved; and

3-Sahtlam Park Upgrades

that Council gave approval to Katie Burridge's proposed design for Sahtlam Park for submission to the BCAA Play Here contest with the recommendation that it be for \$100,000 so that drainage upgrades and playground equipment purchases may be made.

CARRIED.

No. R.0042/17  
Public Works and  
Environmental Services

Moved: Councillor Austin  
Seconded: Councillor McGonigle  
that the minutes of the Public Works and Environmental Services Committee meeting on April 4<sup>th</sup>, 2017 be approved, as presented.

CARRIED.

No. R.0043/17  
Parks, Recreation and Culture

Moved: Councillor Vomacka  
Seconded: Councillor Austin  
that the minutes of the Parks, Recreation and Culture Committee meeting on April 4<sup>th</sup>, 2017 be approved with the following:

1-Use of Saywell Park

that Council approve the use of Saywell Park on June 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup>, 2017 for the Lake Days celebration; and that approval be given to the Lake Days Society to have a beer garden at Saywell Park on June 9<sup>th</sup>, 2017 from 4 p.m. to 10 p.m., and on each of June 10<sup>th</sup> and 11<sup>th</sup>, 2017 from noon to 6 p.m. under the following stipulated conditions: that park policies be abided by with appropriate fencing being used; and proof of liability insurance with the Town of Lake Cowichan as a named insured for the events, being provided.

CARRIED.

No. R.0044/17  
Economic and Sustainable  
Development

Moved: Councillor Day  
Seconded: Councillor McGonigle  
that the minutes of the Economic and Sustainable Development  
Committee meeting held on April 11<sup>th</sup>, 2017 be approved, as  
presented.

CARRIED.

Ohtaki Twinning Committee

The minutes of the Ohtaki Twinning Committee meeting from  
April 4<sup>th</sup>, 2017 was treated as information.

Cowichan Lake Recreation

Mayor Forrest stated that the next meeting for the Cowichan  
Lake Recreation Commission will take place on April 27<sup>th</sup>, 2017.

Vancouver Island Regional  
Library

Councillor Vomacka gave a verbal update on the last Vancouver  
Island Regional Library meeting.

Advisory Planning Commission

Councillor McGonigle informed Council that the next meeting of  
the Advisory Planning Commission will be on Thursday, April  
27<sup>th</sup>, 2017 where columbarium, parking regulations and two  
delegations will be presented.

Community Forest Co-  
operative

Councillor McGonigle had nothing to report on 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 April 12<sup>th</sup>, 2017 Cowichan Valley Regional  
District's Board meeting. Some of the highlights from the  
meeting included the Watershed report, the protocol  
agreement signed with First Nations and a presentation on the  
noise levels from the Motorsport track was given.

Community Outreach Team

(ii) Councillor Austin had nothing to report on the Community  
Outreach Team but did say that the Health Fair at Lake  
Cowichan School went well. Council met young adults where  
many topics including recycling and the banners with the art  
teacher were discussed.

Seniors' Care Facility

(iii) Councillor McGonigle said there was nothing to report for the  
Senior Care Facility Steering Committee.

Community Safety Advisory

(iv) Councillor Austin is no longer on that committee with Councillor  
Vomacka taking her place starting in May 2017.

**(c) Staff Reports**

No. R.0045/17

(i) Moved: Councillor Day  
Seconded: Councillor McGonigle  
WHEREAS Division 12 of Part 3 of the Community Charter (the  
"Charter") authorizes Council to impose a remedial action  
requirement on the owner or owners of a building including a  
requirement to remove or demolish the building where:

- 1) Council considers that the buildings are in or create an  
unsafe condition;
- 2) Council considers that the buildings contravenes the  
Provincial building regulations or a Town bylaw under s.  
8(3) (1) (buildings and other structures); and

3) Council declares the building is a nuisance;

AND WHEREAS John Bower is the registered owner (the "Owner") of the property at 182 Neva Road, Lake Cowichan, British Columbia, PID # 005-641-667 (the Property);

AND WHEREAS the building on the Property are in a state of disrepair and have been left vacant and unsecure for a considerable period of time and are a threat to public safety and have not been repaired or demolished, despite the Town's efforts to persuade the owner to take action;

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

1. that Council hereby considers that the buildings located at 182 Neva Road, Lake Cowichan, BC are in a hazardous condition, within the meaning of Section 73(2)(b) of the Community Charter in that it contravenes the building regulations for British Columbia and the Town of Lake Cowichan Building Bylaw No. 987-2017 (the Building Bylaw) and the Town of Lake Cowichan Fire Protection Bylaw 865-2009 ;
2. that Council hereby considers that the buildings on the Property are in and create an unsafe condition within the meaning of Section 73(2)(a) of the Community Charter, as a result of the buildings being vacant and insecure, the buildings continuing to deteriorate and/or the building contravening the Building Bylaw;
3. that Council hereby declares that the buildings on the Property are a nuisance, within the meaning of Section 74(2) of the Community Charter, as Council considers the buildings on the Properties to be so dilapidated as to be offensive to the community;
4. that Council hereby declares that the buildings on the Property are nuisances, within the meaning of Section 74(2) of the Community Charter, as Council has received community complaints about the unsightliness of the Properties;
5. that Council hereby requires pursuant to its remedial action powers under Part 3, Division 12 of the Community Charter that the Owner:
  - (a) demolish the buildings on the Property and remove all remnants of the demolished buildings no later than thirty (30) days after notice of this remedial action requirement under s. 77 of the Charter has been sent by the Town to the Owner;
  - (b) erect a strongly constructed fence at least 1.5 meters tall around the area where the building was formerly located immediately after the building is demolished and removed and maintain the fence until the requirement in s. 5(c) of this resolution has been complied with; and
  - c) fill in and level any hole created by the removal of the building no later than thirty (30) days after notice of this remedial action requirement under s. 77 of the

Community Charter has been sent by the Town to the Owner;

6. and that the Town advise the Owner that he may request that Council reconsider the Remedial Action Requirement by providing the Town written notice within 14 days of the date on which notice under s. 77 of the Community Charter was sent and that if any or all of the actions required by the Remedial Action Requirement is not completed by the date specified for compliance, the Town may take action in accordance with section 17 of the Community Charter and undertake any or all of the actions required by the Remedial Action requirement without further notice to and at the expense of the Owner.

CARRIED.

No. R.0046/17

- (ii) Moved: Councillor McGonigle  
 Seconded: Councillor Austin  
 that Council approve the \$2300 in grants-in-aid as listed below:  
 -Cowichan Lake Lady of the Lake \$600  
 (Pageants and Parades)  
 -Cowichan Rocks –Team Myrden \$600  
 (Curling Provincials)  
 -Lake Cowichan Downtown Renewal Society \$600  
 (LC Farmers Market)  
 -CICV Radio Society \$500  
 (Summer Nights)

CARRIED.

**8. BYLAWS**

No. R.0047/17  
 No. 988-2017  
 Zoning Amendment

- (a) Moved: Councillor McGonigle  
 Seconded: Councillor Day  
 that the "Town of Lake Cowichan Zoning Amendment for Services Bylaw No. 988-2017" be given first and second readings.

CARRIED.

No. R.0048/17  
 No. 989-2017  
 Financial Plan

- (b) Moved: Councillor Austin  
 Seconded: Councillor Day  
 that the "Town of Lake Cowichan Financial Plan Bylaw No. 989-2017" be given first, second and third readings.

CARRIED.

No. R.0049/17  
 No. 990-2017  
 Tax Rates

- (c) Moved: Councillor Day  
 Seconded: Councillor Vomacka  
 that the "Town of Lake Cowichan Tax Rates Bylaw No. 990-2017" be given first, second and third readings.

CARRIED.

**9. NEW BUSINESS**

No. R.0050/17

- (a) Moved: Councillor McGonigle  
 Seconded: Councillor Austin  
 that Council appoint Councillor Vomacka on the Lake Cowichan Safety Advisory Commission with Councillor Austin as an alternate Council representative.

CARRIED.

No. R.0051/17

(b) Moved: Councillor McGonigle  
Seconded: Councillor Day  
that Council approve the contract for watermain upgrades for Park Road and Wilson Road to Stone Pacific Contracting Ltd.  
CARRIED.

**10. MAYOR'S REPORT**

The Mayor presented his report for April which highlighted:

- Thanks to all of the great volunteers in our community;
- Town is investing in our future with upgrades to improving our water quality and distribution system. All of these are taking place through successful grant applications;
- Through other grant application, more capital improvement projects are being possible including at the Centennial ball fields, Duck Pond washroom upgrade and the paving of Cowichan Avenue East;
- An audit by Recycle BC found the Town of Lake Cowichan has between 9-12% contamination rates compared to the 3-6% of other municipalities; and
- Public input is welcome at committee meetings held on the 1<sup>st</sup> and 2<sup>nd</sup> Tuesdays of each month and the Regular meeting of Council on the 4<sup>th</sup> Tuesday of each month. The public meeting will take place at the Centennial Hall from 6:30 pm- 8:30 pm on May 29<sup>th</sup>, 2017.

**11. NOTICES OF MOTION**

None.

**12. IN CAMERA**

No. R.0052/17

Moved: Councillor McGonigle  
Seconded: Councillor Day  
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) (g) of the Community Charter, respectively (7:29 p.m.).  
CARRIED.

**13. ADJOURNMENT**

No. R.0053/17  
Adjournment

Moved: Councillor Day  
Seconded: Councillor McGonigle  
that we arise and adjourn at 7:48 p.m. without report.  
CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Mayor





PRESENT: Mayor Ross Forrest  
Councillor Carolyne Austin  
Councillor Bob K. Day (arrived late)  
Councillor Tim McGonigle  
Councillor Lorna Vomacka

STAFF: Ronnie Gill, Director of Finance  
Kari Lingren, Recording Secretary

**1. CALL TO ORDER**

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

**2. APPROVAL OF AGENDA**

No R.0054/17

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

CARRIED.

**3. ADOPTION OF MINUTES**

None.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

**5. DELEGATIONS**

None.

**6. CORRESPONDENCE**

None.

**7. REPORTS**

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

None.

**(b) Other Reports**

**None.**

**(c) Staff Reports**

(i)

(ii)

**8. BYLAWS**

No R.0055/17  
No. 989-2017  
Financial Plan

**(a)** Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that the "Town of Lake Cowichan Financial Plan Bylaw No. 989-2017" be reconsidered and adopted.

CARRIED.

No R.0056/17  
No. 990-2017  
Tax Rates

**(b)** Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that the "Town of Lake Cowichan Tax Rates Bylaw No. 990-2017" be reconsidered and adopted.

CARRIED.

**9. NEW BUSINESS**

No R.0057/17  
Audited Financial  
Statements for  
2016

- (a) Moved: Councillor McGonigle
- Seconded: Councillor Austin
- that the Audited Financial Statements for 2016 for the Town of Lake Cowichan be approved.

CARRIED.

**10. MAYOR'S REPORT**

**11. MEDIA/PUBLIC QUESTION PERIOD**

**12. IN CAMERA**

**13. ADJOURNMENT**

No R.0058/17  
Adjournment

- Moved: Councillor Vomacka
- Seconded: Councillor Austin
- that this meeting adjourn. (5:04 p.m.)

CARRIED.

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

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

\_\_\_\_\_  
Chair



**TOWN OF LAKE COWICHAN**  
Minutes of Finance & Administration Committee  
Tuesday, May 9<sup>th</sup>, 2017

**PRESENT:** Councillor Tim McGonigle, Chair  
Mayor Ross Forrest  
Councillor Carolyne Austin  
Councillor Bob K. Day (arrived at 5.15 p.m.)  
Councillor Lorna Vomacka

**STAFF:** Ronnie Gill, Director of Finance  
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 5:05 p.m.

**2. AGENDA**

No. FA.0021/17

Moved: Councillor Vomacka  
Seconded: Mayor Forrest  
that the agenda be approved with the following addition:

**New Business :**

(b) Still Standing – CBC television series

CARRIED.

**3. BUSINESS ARISING AND UNFINISHED BUSINESS**

**Ongoing Items Still Being Addressed:**

(a) There was no update on the municipal hall upgrades at this time.

No. FA.0022/17

(b) Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the committee recommend execution of the Community Garden agreement with the Cowichan Lake Community Garden Society for a five year term.

CARRIED.

**4. DELEGATIONS AND REPRESENTATIONS**

None.

**5. CORRESPONDENCE**

None.

**6. REPORTS**

(a) The financial report for the period ending April 30<sup>th</sup>, 2017 was treated as information.

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

Councillor Day arrived at the meeting.

No. FA.0023/17

(c) Moved: Councillor Austin  
Seconded: Councillor Day  
that the Committee recommend approval of the Lake Cowichan Fire Department's incident report for March, 2017 in the total

amount of \$6,562.02.

CARRIED.

**7. NEW BUSINESS**

- (a) A discussion was held on the need for a re-structuring of the Lake Cowichan Senior Care Facility Steering committee. Councillor McGonigle informed the committee that some members have stepped down from the sub-committee which has tried to seek replacement members.

Mayor Forrest asked that this matter be tabled until more information is made available on the new applicants.

Councillor Day also had concerns on the re-structuring and requested the matter be referred to the next in-camera meeting. Councillor McGonigle suggested a meeting with Ross Fitzgerald for his input on the matter.

- (b) Mayor Forrest shared an e-mail he had received from the producer of the "Still Standing" television series notifying him of when the season 3 episode, which will highlight Lake Cowichan, will air. CBC is encouraging all the small communities that were selected for its programming to promote themselves by hosting "air" parties.

A committee is to be formed that would coordinate with other groups to plan the event. It was suggested that the event be made into a fundraising opportunity for select local groups.

**8. NOTICES OF MOTION**

None.

**9. PUBLIC RELATIONS ITEMS**

- (a) Councillor Austin reminded the committee that it was Emergency Preparedness Week.
- (b) Councillor McGonigle thanked all the candidates that had put their names forward in this year's provincial election.
- (c) Councillor Day wanted to congratulate all of those involved in the organizing of the 2017 Indigenous Hockey Tournaments held recently. He said the level of hockey was great with many close games. He added that British Columbia won the bronze in both the men's and women's divisions.

**10. MEDIA/PUBLIC QUESTION PERIOD**

**11. ADJOURNMENT**

No. FA.0024/17  
Adjournment

Moved: Councillor Austin  
Seconded: Mayor Forrest  
that we adjourn ( 5:50 p.m.).

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Chair



TOWN OF LAKE COWICHAN  
Minutes of Public Works and Environmental Services Committee  
Tuesday, May 2<sup>nd</sup>, 2017

PRESENT: Councillor Carolyne Austin, Chair  
Mayor Ross Forrest  
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  
Ronnie Gill, Director of Finance  
Kari Lingren, Recording Secretary

1. **CALL TO ORDER**

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

2. **AGENDA**

No. PW.0010/17  
Agenda

Moved: Councillor Vomacka  
Seconded: Mayor Forrest  
that the agenda be approved with the following under:

**New Business**

(d) Councillor Day re: Request for leave of absence;  
(e) Placement of Wood Carvings; and  
(f) Cowichan Valley Traffic Safety Advisory Committee re:  
Cowichan Valley Highway.

CARRIED.

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

(a) (i) The Superintendent, Public Works and Engineering Services informed Council that the tender has been awarded for the Wilson Road and Park Road water main upgrades. A pre-construction meeting with consultant and contractor was rescheduled in order to get the paperwork needed to proceed with the project.

(ii) The Superintendent, Public Works and Engineering Services said that the Greendale Road watermain upgrades are still in the design stage. He noted that they are waiting on the paperwork in order to cross Stanley Creek before the project can begin.

(iii) The Superintendent, Public Works and Engineering Services said that we are still waiting on a cost for the Greendale Trestle before water main upgrades are still at the design stage and the projects have yet to be begun. He also added that Greendale Trestle is in more need of repair due to a watermain leak that just occurred with structure.

(c) Mayor Forrest mentioned that he has seen some more emails on the condition of the Marine Circle Route road. Councillor McGonigle added that the road patching has begun but it may take some time as the road needs a lot of repair.

(d) **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. Councillor Day informed the committee that the Lake Cowichan First Nations is beginning to construct sidewalks and trail on their side and hoped that the Town would be starting on their side soon.

**4. DELEGATIONS**

None.

**5. CORRESPONDENCE**

- (a) The Chief Administrative Officer spoke on the correspondence by Liam Edwards, Executive Director Local Government Infrastructure and Finance Ministry of Community, Sport and Cultural Development, re: Clean Water and Wastewater Fund: Project #C40157 – Lake Cowichan Sewer Treatment Plant Upgrades – Phase 2 and said that the town was not selected for further funding under the Clean Water and Wastewater Fund. He suggested that the Town look at updating the costs so we can be ready for the next application for Phase 2.

No. PW.0011/17

Moved: Mayor Forrest

Seconded: Councillor Day

that the committee direct staff to prepare the numbers for the costs of the Lake Cowichan Sewer Treatment Plant Upgrades for when another opportunity comes to re-apply for another grant application.

CARRIED.

**6. REPORTS**

None.

**7. NEW BUSINESS**

- (a) The Superintendent, Public Works and Engineering Services said we need Fisheries approval first before we can start on the boat ramp construction improvements. He also said that Public Works has not yet started to pour the slabs of cement because the lake level is still to high.
- (b) The Superintendent, Public Works and Engineering Services spoke with the contractor for the Cowichan Avenue West road upgrades and said the contractor would probably ready to begin the project near the end of May. He added that Public Works is ready whenever the contractor is ready.
- (c) The Superintendent, Public Works and Engineering Services mentioned that the Cowichan Lake Education Centre water system upgrade is on hold for now until the design is complete. He said it had to be engineered before the project may proceed. It is still in the budget for this year.

No. PW.0012/17

(d) Moved: Councillor McGonigle

Seconded: Councillor Vomacka

that the absence of Councillor Day for the committee meetings to be held on May 9<sup>th</sup>, 2017 be approved.

CARRIED.

The Strategic Planning meeting has been moved from May 9<sup>th</sup>, 2017 to May 16<sup>th</sup>, 2017 at 5:00 p.m.

- (e) Councillor Day asked if thought could be given to placements within Town boundaries of the wood carvings that are being kept at the town office.
- (f) Councillor Day mentioned that a car and an elk collided on highway 18 a few days ago. He noted that this was becoming

more of a common occurrence and hoped that more signage could be added to warn motorists of the potential dangers of wildlife on that highway.

The Superintendent, Public Works and Engineering Services said he sits on the Cowichan Valley Traffic Safety Advisory Committee that meets every two months and would forward the Towns concerns to the committee.

Councillor McGonigle directed staff to also write a letter to the Ministry of Transportation and ICBC to make them aware of the concerns of Highway 18 and possible solutions like adding fencing to the stretches of road with the highest wildlife population.

**8. NOTICES OF MOTION**

None.

**9. PUBLIC RELATIONS ITEMS**

- (a) Councillor McGonigle mentioned the next meeting of the Lake Cowichan Senior Select Committee will be on Thursday April 4<sup>th</sup>, 2017 to restructure.

**10. MEDIA/PUBLIC QUESTION PERIOD**

**11. ADJOURNMENT**

No. PW.0013/17  
Adjournment

Moved: Councillor Vomacka  
Seconded: Councillor Day  
that this meeting adjourn. (5:52 p.m.)

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Chair



**TOWN OF LAKE COWICHAN**  
 Minutes of Parks, Recreation and Culture Committee  
 Tuesday, May 2<sup>nd</sup>, 2017

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

**STAFF:** Joseph A. Fernandez, Chief Administrative Officer  
 Nagi Rizk, Superintendent, Public Works and Engineering Services  
 Ronnie Gill, Director of Finance  
 Kari Lingren, Recording Secretary

**PUBLIC:** 3

**1. CALL TO ORDER**

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

**2. AGENDA**

No. PR.0010/17

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

**BUSINESS ARISING AND UNFINISHED BUSINESS:**

3.(a)(ii) Canada 150 flag for the Trans Canada Trail Kiosk;

**NEW BUSINESS:**

- 7. (b) Councillor Austin re: Lakeview Park Campsite signage;
- (c) Chief Administrative Officer re: Lake to Lake Walk;
- (d) Move correspondence 5.(b) to new business 7.(d);

**NOTICE OF MOTION:**

8. (a) Councillor McGonigle re: Lake Cowichan Seniors Care Committee.

CARRIED.

**3. BUSINESS ARISING AND UNFINISHED BUSINESS**

- (i) The Superintendent, Public Works and Engineering Services updated the committee on the Centennial Park upgrades and said the contractor is still asking for extra payment and does not agree with Council's decision. He added that the contractor also wants more payment in order to de-water the ground and also are hoping to be granted another extension.

Councillor McGonigle would like to see work done before considering an extension.

The Superintendent, Public Works and Engineering Services also mentioned that there is no funding in this year's budget for a backstop and fencing for the ball fields and a cement slab has to be poured for the backstop too. He said that this part of the project will have to be tendered early next year in order to have it ready for the ball season to begin.

- (ii) The Superintendent, Public Works and Engineering Services informed the committee that some Lake Cowichan themes like



fish/water, tubing, elk/animals and camping would be used on the new street banners. Councillor Day suggested the use of musical and Canada 150 themes for the banners.

Councillor Austin said she has spoken with the art teacher at Lake Cowichan School and was told the students are going to try to create a few banners for the Town.

- (ii) Councillor Austin said she waiting to get volunteers to stain the Trans Canada kiosk until the weather improves and she also asked if a Canada 150 flag could be purchased for the kiosk for the event. The Superintendent, Public Works and Engineering Services supported the idea and liked the consistency it would provide throughout town with the lamppost banners too.

No. PR.0011/17

Moved: Mayor Forrest  
Seconded: Councillor Austin  
that the Town purchase Canada 150 flags to fly at different locations.

CARRIED.

- (iii) The Chief Administrative Officer said the 75<sup>th</sup> birthday celebrations for the Town of Lake Cowichan has no update and is an ongoing item for the agenda.

- (iv) The Chief Administrative Officer said the fencing and posts are going up at the Cowichan Avenue Pickleball location.

**(b) Ongoing Items:**

- (i) There was no update on the trail connection plans for the Riverfront Parkway.
- (ii) The water park proposal will remain on the agenda as a possible future project.
- (iii) The Superintendent, Public Works and Engineering Services informed the committee that the lamppost banners for Canada 150 have been ordered and there will be 22 more ordered once a design is decided on.

Councillor Austin added that the art teacher at Lake Cowichan School is planning on designing some banners in the fall. Councillor Day asked that the art teacher submit the school's designs for approval before printing them.

**4. DELEGATIONS**

- (a) None.

**5. CORRESPONDENCE**

None.

**6. REPORTS**

None.

**7. NEW BUSINESS**

- (a) The Chief Administrative Officer said that the application for phase 2 of the Centennial Park Upgrade is due at the end of the month and it doesn't include pickleball courts in the plan.

- (b) Councillor Austin asked about getting more signage near Saywell Park that guides people to Lakeview. She mentioned a complaint from a resident on Point Ideal Road that vehicle GPS systems guided campers to Lakeview campsite via Point Ideal Road but isn't a through road.

Councillor McGonigle said that Lakeview was already on the way finding sign at Saywell Park. The Superintendent, Public Works and Engineering Services agreed that there was already signage there and also noted that Google Maps is the preferred means to finding locations as they include Town input to provide more accuracy over pre-programmed GPS's.

- (c) The Chief Administrative Officer informed the committee about the Lake to Lake walk taking place on September 9<sup>th</sup>, 2017 from Shawnigan Lake to Lake Cowichan, ending the walk at the Cowichan Lake Sports Arena.
- (d) Councillor Day spoke on the report that was written by MNP Meyers Norris Penny on the Social and Economic Impacts of BC Recreation Sites and Trails. He agreed that recreation was a growing industry for a lot of communities and felt that our area could benefit from this as our area is surrounded by natural assets.

Councillor McGonigle added that Maple Grove

**8. NOTICES OF MOTION**

- (a) Councillor McGonigle said he would bring forward to the next Finance meeting the name changes to the Senior Care Facility Steering committee.

**9. PUBLIC RELATIONS ITEMS**

- (a) Cara Smith, Point Ideal resident, commented that there were not many lost campers that passed by her residence.

**11. ADJOURNMENT**

No. PR.0012/17  
Adjournment

Moved: Councillor Austin  
Seconded: Councillor Day  
that the meeting be adjourned. (7:12 p.m.)

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_ Chair



**TOWN OF LAKE COWICHAN**

Minutes of Economic and Sustainable Development Committee  
Tuesday, May 9<sup>th</sup>, 2017

- PRESENT: Mayor Ross Forrest  
Councillor Carolyne Austin  
Councillor Tim McGonigle  
Councillor Lorna Vomacka
- ABSENT: Councillor Bob K. Day
- STAFF: Ronnie Gill, Director of Finance  
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 6:01 p.m.

**2. AGENDA**

No. SPD.0010/17

Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that the agenda be approved as presented.

CARRIED.

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

- (i) Councillor McGonigle suggested that since we have our updated numbers on organic waste, we should contact other municipalities to see what their plans are for this type of waste.
- (b) Ongoing Items Still Being Addressed:**
- (i) Cowichan Lake Recreation will still be managing the facility usage at Centennial Park once construction is completed. Councillor McGonigle suggested that Mayor Forrest bring the matter to a Cowichan Lake Recreation Commission meeting just prior to completion of the Centennial Park upgrades.
- (ii) Councillor McGonigle said the Chamber of Commerce website is being updated each week as they receive information on upcoming events.
- (iii) Councillor McGonigle said that an expansion of the floating dock at Saywell Park would require the co-operation of Timberwest. He also thought that care not to encroach on other properties that are close to Saywell Park floating dock must be taken and any riparian issues involved in adding a dock also needed to be resolved.

**4. DELEGATIONS AND REPRESENTATIONS**

None.

**5. CORRESPONDENCE**

None.

**6. REPORTS**

None.

**7. NEW BUSINESS**

- (a) The report on the City of Kamloops' "Sustainable Plan" was discussed. Councillor Austin stated that it was hard to compare the two as Lake Cowichan is on such a smaller scale. Councillor McGonigle added that the infrastructure too is very different from that of Lake Cowichan's.

**8. NOTICES OF MOTION**

None.

**9. PUBLIC RELATIONS ITEMS**

- (a) Mayor Forrest mentioned that the Spring Fling will be taking place on Saturday May 13<sup>th</sup>, 2017.
- (b) Mayor Forrest reminded the committee of the Laketown Ranch Rock Festival 2017 that will be taking place over the Victoria Day long weekend.
- (c) Mayor Forrest talked about the Island Savings Golf Tournament planned for May 26<sup>th</sup>, 2017 in support of the Full Cupboard.
- (d) Mayor Forrest spoke on the Lake days Parade and that the members of Council will be walking the parade route again. He suggested inviting the new Member of the Legislative Assembly and Area Directors to walk with Council through the parade route.

**10. MEDIA/PUBLIC QUESTION PERIOD**

No. SPD.0011/17  
Adjournment

**11. ADJOURNMENT**

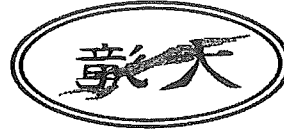
Moved: Councillor Austin  
Seconded: Councillor Vomacka.  
that the meeting adjourn. (6:25 p.m.).

CARRIED.

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

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

\_\_\_\_\_  
Chair



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

ALSO  
PRESENT: Joseph Fernandez, Chief Administrative Officer  
Ronnie Gill, Director of Finance  
Kari Lingren, Recording Secretary

**1. CALL TO ORDER**

The Chair called the meeting to order at 7:17 p.m.

**2. AGENDA**

No. OC.11/17

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

**New Business**

**(b)** Councillor Austin, re: Kelly McClure's Blog.

CARRIED.

**3. ADOPTION OF MINUTES**

No. OC.12/17

Moved: Councillor Austin  
Seconded: Councillor Day  
that the minutes of the Ohtaki Twinning Committee meeting held  
on April 11<sup>th</sup>, 2017 be approved.

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

**5. CORRESPONDENCE**

**(a)** A letter from Hideyoshi Kikuya, Mayor of Date City, re: Visits for  
2018 was treated as information.

**6. OTHER REPORTS**

None.

**7. NEW BUSINESS**

**(a)** The Chief Administrative Officer informed the committee that the  
job posting for the AET teaching position in Japan closed on  
March 31, 2017 with no applications received. He added that he  
was contacted by someone who had shown interest in the  
position. The job may have to be re-posted.

**(b)** Councillor Austin informed the committee that Kelly McClure has  
a blog that she writes called 'One island to another' and referred

the committee to the address.

**8. NEXT MEETING**

Tuesday, July 4<sup>th</sup>, 2017 at 7:00 pm.

**9. ADJOURNMENT**

No. OC.13/17

Moved: Councillor Vomacka  
Seconded: Laurie Johnson  
that the meeting be adjourned (7:29 p.m.).

CARRIED.

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

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

\_\_\_\_\_  
Chair



# Memo

**TO:** Mayor and Council

**SUBJECT:** Strategic Priorities Fund Upgrades – Second and Final Phase of the Centennial Park Upgrades

**DATE:** May 22, 2017

**FROM:** Chief Administrative Officer

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## **BACKGROUND**

A Centennial Parks Upgrades project application had been submitted in 2015 for the first phase of the Canada 150 Community Infrastructure Program which resulted in a grant funding approval of \$500,000. The construction phase of the components of that project is currently underway.

There are, however, additional improvements that need to be undertaken at Centennial Park. It appears prudent therefore that we submit an application under Strategic Priorities Fund if the entire project for Centennial Park, as originally envisioned, is to be successfully completed within a reasonable time frame.

*"The Strategic Priorities Fund is an application based program available to local governments and other recipients outside of the Greater Vancouver Regional District to support infrastructure and capacity building projects that are either large in scale, regional in impact or innovative, and align with the program objectives of productivity and economic growth, a clean environment and strong cities and communities.*

*The SPF provides up to 100% funding for eligible capital and capacity building projects to a maximum SPF contribution \$6 million per project. The deadline for applications is June 1, 2017." (UBCM)*

An application may be made for the Second and Final Phase of the Centennial Park upgrades that would see the following necessary additions to Centennial Park:

- ✓ New tennis courts - \$272,550;
- ✓ Paved parking for 60 stalls - \$90,000;
- ✓ Gravel parking for 60 stalls - \$90,000;
- ✓ Field lighting - \$150,000;
- ✓ Playground - \$146,250; and

- ✓ Vegetation and landscaping - \$252,000.

With a 15% contingency, the total project costs would be \$1,150,920, which amount does not include GST. The project, if approved, could be initiated and completed in 2018.

The rationale for the project can be summed as follows:


Centennial Park is an important component of the recreational infrastructure available to residents within and without the Town of Lake Cowichan. The residents and the elected officials have viewed the recreational infrastructures in the vicinity, namely the Cowichan Lake Arena and the Centennial Hall together with two adjacent parks as forming the core of what is available for indoor and outdoor recreational activity.

Council and residents of the Town are keen to ensure the health and welfare of those who make the Cowichan Lake area home. The planned upgrades for Centennial Park as envisioned above would provide the following:

- economic benefits and opportunities for existing and new businesses;
- increased physical activity opportunities for every age;
- opportunities for social interaction among and between the different age groups;
- healthier living;
- increased mobility opportunity for the disabled, children and the elderly; and
- make Lake Cowichan a more desirable place to call home.

### **RECOMMENDATION**

It is recommended: ***that Council approve a grant application submission under the Strategic Priorities Fund so it may undertake the second and final phase of the Centennial Park upgrades which is estimated to total \$1,150,920, excluding GST.***



Joseph A. Fernandez





# Memo

**TO:** Mayor and Council

**SUBJECT:** Strategic Priorities Fund Upgrades – Retrofit of Existing Municipal Hall

**DATE:** May 22, 2017

**FROM:** Chief Administrative Officer

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## **BACKGROUND**

Until 2004, the Municipal Hall was accommodated in 2 separate structures, one that housed the council chambers and the other the administration office which shares its premises with the Fire Hall. For all intents and purposes, the Town has used that which was available for its municipal administration purposes. The Town, to this point, has not had the luxury of a having a municipal hall that was built to accommodate a council chamber.

The current municipal premises are in a state of disrepair, and require major upgrades and do not have adequate room to satisfy the needs of council nor its administrative employees. The old fire hall bays and the municipal hall which are conjoined are subject to serious leaks and drafts and require major upgrades to meet current standards. The building that previously housed the council chambers has been used as premises for the building inspector and the bylaw officer.

The retrofit and expansion of the municipal hall premises will ensure an updated and energy efficient structure. The retrofitted municipal hall will also house the building inspector and bylaw officer and result in the removal of the fire bays and the building adjacent which are in a state of disrepair.

Improved landscaping and new vegetation and an eco-friendly building and parking lot will be the end products of the proposed retrofit of the municipal hall.

There is an opportunity under the Strategic Priorities Fund to realize an important revitalization goal of updating the building stock in the downtown. Major accomplishments have been achieved in this area but more needs to be if the Town is to continue with its revitalization program that it has embarked on.

*"The Strategic Priorities Fund is an application based program available to local governments and other recipients outside of the Greater Vancouver Regional District to*

*support infrastructure and capacity building projects that are either large in scale, regional in impact or innovative, and align with the program objectives of productivity and economic growth, a clean environment and strong cities and communities.*

*The SPF provides up to 100% funding for eligible capital and capacity building projects to a maximum SPF contribution \$6 million per project. The deadline for applications is June 1, 2017. (UBCM)*

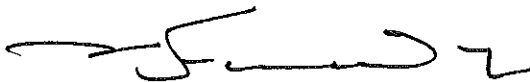
The total project costs would be \$2,714,000, which amount does not include GST. The project, if approved, could be initiated and completed in 2018.

The rationale for the project can be summed as follows:

The upgrade and retrofit of the municipal would ensure a eco-friendly facility that would be a much infrastructure improvement to the downtown core. This may be the impetus for others in the area to make similar improvements.

### **RECOMMENDATION**

It is recommended: ***that Council approve a grant application submission under the Strategic Priorities Fund so it may undertake the retrofit and addition to the Municipal Hall which is estimated to total \$2,714,000, excluding GST.***



Joseph A. Fernandez



# Memo

**TO:** Mayor and Council

**SUBJECT:** Application for a Development Permit for 38 North Shore Road, Lot 1, Section 6, Renfrew District Plan, 5631

**DATE:** May 19, 2017

**FROM:** Chief Administrative Officer

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## **RECOMMENDATION**

I concur with the Contract Planner's recommendation.

Joseph A. Fernandez

# Staff Report



Date: May 9, 2017  
To: Chief Administrative Officer  
From: James van Hemert, Consulting Planner  
Re: Application for a Development Permit for 38 North Shore Road, Lot 1, Section 6, Renfrew District Plan, 5631

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## 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 prior to issuance of a building permit.
- 2) The permit will note that any new exterior light fixtures are to be shielded.
- 3) Remove the existing wooden fence, including any fencing between adjacent properties that lies within the SPEA, temporary eating area, and stored car and trailer.
- 4) Construction of temporary fencing during construction activities that is highly visible such as orange snow fencing.
- 5) The edge of SPEA shall be clearly defined on a **permanent basis** by constructing a visual barrier such as a split rail cedar fence.
- 6) Erosion control measures during construction include straw mulch and a sediment fence.
- 7) Registration of a conservation covenant over the SPEA.
- 8) All signage shall be hand-crafted individually raised letters that are either externally illuminated or non-illuminated.
- 9) All lighting shall be shielded to provide for safety and security as well as to reduce glare and spillage onto adjacent sites.
- 10) Inclusion of a bicycle parking facility to accommodate two bicycles shall be provided in a convenient location in the front yard of the building.
- 11) Reconstruction of the full length of the public sidewalk on North Shore Road adjacent to the subject property.
- 12) Provision of \$23,000 surety (\$7,440 + 20% for landscape planting material, \$2,060 labour estimate, \$4,000 pathways, \$500 cedar rail fence, and \$7,500 for the reconstruction of public sidewalk on North Shore Road).

## APPLICATION

The applicant requests a **Development Permit** to support construction of a 569 m<sup>2</sup> building containing 164 m<sup>2</sup> of commercial office space, three short term vacation rental units, and an accessory single family dwelling (total residential space is 305 m<sup>2</sup>).

## BACKGROUND

### ***Subject property and neighbouring property characteristics***

The subject property is zoned **C-3 – LAKEFRONT AND RIVERFRONT COMMERCIAL ZONE** and is currently undeveloped except for an eating area and informal storage of recreation equipment.

The lot is 1100 square metres in area.

The character of the adjacent property is as follows:

- South: parking lot of the Riverside Inn
- West: Cowichan River
- North: two story apartment building
- East: North Shore Road and Tim Horton's Restaurant

### ***Neighbouring 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**

#### ***Land Use Designation***

The subject property is designated Downtown with the goal of "*The promotion, revitalization and enhancement of Downtown as the focal point for commerce, culture, government, institutions and public gathering places.*" (s. 7.1)

Relevant objectives include the following:

- b) To revitalize downtown through redevelopment, investment in public infrastructure, and by promoting a diversity of land uses.*
- c) To promote infill development of underused, vacant or blighted property.*

#### ***Comment:***

The proposal is consistent with the goal and identified objectives of the Downtown area.

## **Waterfront (S. 11)**

The goal is "*The protection and enhancement of public access to Cowichan Lake and the Cowichan River.*" (S. 11.2)

A relevant objective (S. 11.3) is the following:

*c) To create new access points and connecting trail and boardwalk facilities*

Supporting policies include the following:

*6) For all redeveloped waterfront developments, negotiate with landowners to purchase or secure right-of-way access to the waterfront.*

*8) Development of a trail within the North Shore Road Greenbelt.*

*9) In areas of existing development where a trail location is desirable, the Town shall negotiate with the landowner to acquire public access.*

## **Implementation (S. 18)**

For greenway and trail standards "*The Town shall consider a Greenway Plan and adoption of trail standards.*"

### **Comment:**

Waterfront goal, objectives, and policies clearly indicate an intent to improve public access to the Cowichan river; however no Greenway Plan has been established and it is not clear that the Town intends to provide either/or public access and a trail along the north side of the Cowichan River in this vicinity.

## **Development Permit Areas**

The proposal is subject to Watercourse and Streamside Protection Development Permit Area DPA 1, Natural Hazard Lands DPA 2, Guidelines for Greenhouse Gas Reduction (Climate Protection) DPA-3, and Downtown Development Permit Area DPA 4.

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

### **Guidelines for Watercourse and Streamside Protection DPA 1 (S. 17.4.4)**

The guiding site design principle is the width of the Streamside Protection and Enhancement Area (SPEA). The guidelines state:

- b) The width of the SPEA, shall be determined in one of the following three ways:*
  - i As specified on Map 3 measured 30 metres horizontally from and at right angles to the Top of Bank of the watercourse except where the watercourse is located in a ravine; in which case the SPEA extends beyond the Top of Bank for the distance specified on Map 3 and includes the area between the Top of Bank and the natural boundary; or*
  - ii where not specified on Map 3, or when believed to be less than 30 metres,*

*determined by a Qualified Environmental Professional (QEP) acting in accordance with the Riparian Areas Regulations of the Fish Protection Act; or*  
*iii as part of a variance, by a Qualified Environmental Professional (QEP) acting in accordance with the Riparian Areas Regulation of the Fish Protection Act.*

**Comment:**

A 15 m SPEA is established by the Qualified Environmental Professional who prepared the Riparian Area Regulation –Qualified Environmental Professional— Assessment Report.

The guidelines also address enhancement measures as follows:

- c) Additional measures may also be required depending on the degree of potential impacts of the development on the SPEA and the condition of the SPEA including, but not limited to:*
- i planting of native vegetation and removal of invasive non-native vegetation within the SPEA in accordance with an approved restoration plan;*
  - ii maintaining hydrologic characteristics that emulate the pre-development state of land;*
  - iii minimize impervious surfaces;*
  - iv return the stormwater runoff from impervious surfaces of the development in accordance with the Water Balance Model adopted by the Province;*
  - v environmental monitoring during the construction phase;*
  - vi developing and implementing a soil erosion and sediment control plan as part of site design and construction to prevent the discharge of sediment laden water into the watercourse;*
  - vii protecting the root zones of trees located within the SPEA and those identified for retention outside the SPEA during construction;*
  - viii installation of a permanent fence to demarcate the SPEA;*
  - ix abating windthrow hazard outside the SPEA;*
  - x registering of a conservation covenant over the SPEA; and*
  - xi dedication of the watercourse to the Town of Lake Cowichan.*

A Riparian Areas Regulation –Qualified Environmental Professional Assessment report was prepared by Madrone Environmental Services of Duncan, BC on October 28, 2016. It makes the following conclusions and recommendations:

1. Establishes a 15 m SPEA (Streamside Protection and Enhancement Area)
2. Identifies two separate planting areas for enhancing the riparian area:
  - a. Area 1 –steep slope below the top of bank: remove invasive species and replace with native shrubs.
  - b. Area 2—Flat area extending north from the top of bank: plant shrubs and trees.
3. Remove wooden fence, temporary eating area, and stored car and trailer.

4. Temporary fencing during construction activities that is highly visible such as orange snow fencing.
5. Existing steps and raised walkway and floating dock encroaching into the SPEA can remain in place.
6. Edge of SPEA should be clearly defined on a permanent basis by constructing a visual barrier such as a split rail cedar fence.
7. Erosion control measures during construction include straw mulch and a sediment fence.
8. Rainwater management:
  - a. Recognizes rock filled chambers.
  - b. Permeable paving using 'grasscrete' pavers.
9. Monitoring by the QEP with a site visit prior, during and post construction

### **Guidelines for Natural Hazard Lands DPA 2**

A portion of the subject property lies within the 200-year floodplain. Relevant guidelines are as follows:

- a) *All development or redevelopment within the 200-year flood plain shall ensure that post development rain water hydrologic regime remains unchanged from pre development conditions. Rain water flow shall be measured in terms of both total volume and the rate of flow.*
- b) *Where applicable, the applicant shall replace or install walkways or driveways with materials such as crushed stone or gravel to allow stormwater to infiltrate into the ground and to reduce the velocity of floodwaters as it moves across the ground.*
- c) *All buildings shall incorporate one foot of freeboard for the building's lowest habitable floor.*

### **Comments:**

A rainwater management plan is a condition of approval of this development permit.

The building's lowest habitable floor is at 167.12 m elevation, approximately 0.4 m above the elevation of 166.7 m inclusive of freeboard identified in the Town's 200 year flood plain mapping.

### **Guidelines for Greenhouse Gas Reduction (Climate Protection) DPA-3**

Relevant guidelines for reducing greenhouse gas emissions include the following:

#### *17.6.4.2 Building and Structure Guidelines*

- a) *Whenever possible, renewable energy sources should be used in large scale structures.*
- b) *Where feasible, buildings should have a south oriented roof to maximize solar gain and to allow for future use of solar hot water panels.*



- c) Opportunities for natural ventilation and airflow should be incorporated into the building.*
- d) Building materials should encourage thermal massing and seasonal thermal energy storage.*
- e) Physical building envelopes should be highly energy efficient*

#### **17.6.4.3 Landscape Guidelines**

- a) Vegetation should require minimal irrigation.*
- b) Enhanced landscaping should be located along the south and west facing site boundaries to create shade.*
- c) If possible, opportunities for rainwater recycling should be included in landscape design.*
- d) Maximize the use of porous materials throughout landscaping.*
- e) Water features must use recirculation systems as opposed to once through systems.*

#### **Comment:**

The building design is reasonably oriented to maximize solar gain; and landscape plan is acceptable: it is designed for minimal irrigation and has no water features.

#### **Downtown Development Permit Area (DPA 4)—S. 17.7**

Relevant guidelines are as follows, with comments as needed:

- a) New development should be brought as close to the street line as possible to take advantage of the street frontage, thereby making the use and the street an active and dynamic place. Where possible, commercial buildings with residential uses located on an upper floor, should have access from the front and side. Side access should be primarily for residential uses above commercial, except where a lot is situated on a corner.*

#### **Comment:**

Building is proposed near the street with side access for the vacation rental suites.

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

#### **Comment:**

Cultured 'river rock' stone, natural wood posts, cedar shingles are incorporated as design features.

- d) 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 design incorporates metal roofing and board and batten siding as acknowledgements of the historic and natural resources design theme.

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

**Comment:**

Board and batten, cultured stone, shingles, and board and battens are incorporated as exterior finishing.

*g) 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:**

Substantial roof overhangs, particularly by entrances, are incorporated as protection from the elements.

*h) 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:**

Appropriate colours are used.

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

*j) 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:**

Any proposed signage shall be consistent with individually raised, and either externally illuminated or non-illuminated letters.

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

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

**Comment:**

Use stamped concrete or pavers for pedestrian paths shown in the landscaping plan.

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

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

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

**Comment:**

Proposed landscaping in front and side of building is acceptable and uses the planting list of the Town. Additional landscaping in the SPEA is per the Qualified Environmental Professional's recommendation.

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

**Comment:**

Use a ramp with acceptable gradient instead of stairs for the south entrance to accommodate people on foot or wheelchair.

*s) 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 concerns relative to isolation are noted.

Outdoor lighting to be addressed in accordance with the low-impact, shielded lighting.

*t) 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:**

A lighting plan is required. Applicant has provided this to staff's satisfaction.

## **Zoning Bylaw**

The property is zoned **C-3 – LAKEFRONT AND RIVERFRONT COMMERCIAL ZONE.**

*Dimensional and coverage standards for principal structures:*

- The front lot line setback is 1.5 m
- Side lot line setback is 3.0 m
- Rear lot line setback is 3.0 m
- Maximum height is 10.5 m
- Maximum site coverage is 40%

**Comment:**

All dimensional and coverage standards are met.

Permitted uses

The Zoning Bylaw was recently amended to permit short term vacation rentals on the subject property. Specifically, the amendment provided as follows:

- (b) *Principal Use of Short Term Vacation Rental and a Minimum Lot Size of 667m<sup>2</sup>, subject to the provisions of Part VI Special Provisions, Section 6.3 Conditions for Short Term Rentals, only on the parcel described as Lot 1, Section 6, Renfrew District, Plan 5631; street address of 38 North Shore Road.*

A single family unit is also permitted as an accessory use.

The definition of a short-term vacation rental is as follows:

- (c) **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**.

Parking

Off Street Parking Calculation			
38 North Shore road			
	Requirement	No. units or Square footage	Number spaces required
Residential			
	1.5 per 2 bedroom	1	1.5
	1.25 per 1 bedroom	2	2.5
	1 per bachelor	1	1
Subtotal Residential			5
Retail/Office	1 per 46m <sup>2</sup>	164 m <sup>2</sup>	3.56
total spaces required			8.56

**Comment:**

9 spaces are provided; however one space is identified in an informal location that functions as a driveway. The Town can accept this provided an alternative bicycle parking facility is also provided. A post that accommodates 2 bicycles is acceptable. The design of the rack used at Tim Horton's across the street will suffice.

**Floodplain Provisions (S. 4.15)**

*"Notwithstanding any other provisions of this bylaw, no building or any part thereof shall be constructed, reconstructed, moved or extended nor shall any mobile home or unit, modular home or structure be located.....within 30 metres of the natural boundary of the Cowichan River..."*

**Comment**

The proposed building will be set back 30 metres from the natural boundary.

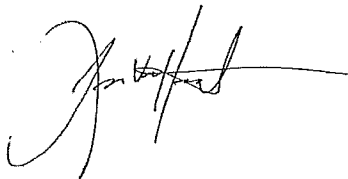
Furthermore, elevations shall be no lower than 166.7 m inclusive of freeboard in accordance with the Town's 200 year flood plain mapping.

**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.

**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.



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James van Hemert, MCIP, RPP  
Consulting Planner

**TOWN OF LAKE COWICHAN**

**BYLAW NO. 988-2017**

**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. 988-2017".

**2. AMENDMENTS**

1) Schedule "A" to Zoning Bylaw No. 935-2013 is amended by rezoning a property described Lot 2, Section 5, Renfrew District, Plan VIP80887 as from General Commercial (C-1) to Multi-family Residential (R-3), which is outlined in heavy black ink and identified on Schedule "A" to this Bylaw.

**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 25<sup>th</sup> day of April, 2017.

READ A SECOND TIME on the 25<sup>th</sup> day of April, 2017.

PUBLIC HEARING held on the \_\_\_\_\_<sup>rd</sup> day of \_\_\_\_\_, 2017.

READ A THIRD TIME on the \_\_\_\_\_<sup>rd</sup> day of \_\_\_\_\_, 2017.

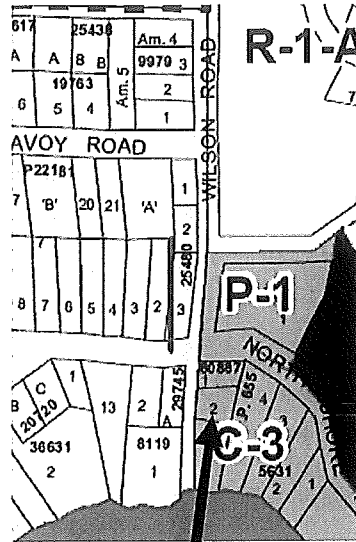
RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the \_\_\_\_\_<sup>rd</sup> day of \_\_\_\_\_, 2017.

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

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

SCHEDULE "A"

Attached to and Forming Bylaw No. 988-2017



Rezone from Lakefront and Riverfront Commercial (C-3) zone to Multi-Family Residential (R-3) zone

## General

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**From:** Seniors <seniors@islandnet.com>  
**Sent:** Tuesday, May 16, 2017 11:16 AM  
**To:** General  
**Cc:** seniors@islandnet.com; Ginny Saboe  
**Subject:** Letter of Support

Good Morning,

The Cowichan Lake District Seniors Association, is looking for a Letter of Support from the town of Lake Cowichan. At this time we are applying for the New Horizons Grant, which will enable the Centre to update lighting and doors that are badly needed at this time. We would require the Letter of Support no later than May 31, 2017.

Thank you for your support

Lynda Jones  
Office Administrator  
Cowichan Lake District Seniors Association  
250-749-6121