



TOWN OF LAKE COWICHAN

Regular Meeting of Council

Tuesday, June 27th, 2017 at 6:00 p.m. – Council Chambers

AGENDA

1. **CALL TO ORDER**

Page #

INTRODUCTION OF LATE ITEMS (if applicable)

2. **APPROVAL OF AGENDA**

3. **ADOPTION OF MINUTES**

- (a) Minutes of the Public Hearing held May 23rd, 2017
- (b) Minutes of the Regular Meeting of Council held on May 23rd, 2017
- (c) Minutes of the Special Meeting held on May 29th, 2017

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4. **BUSINESS ARISING AND UNFINISHED BUSINESS**

5. **DELEGATIONS AND REPRESENTATIONS**

None.

6. **CORRESPONDENCE**

- (a) **Action Items**
- (b) **Information or Consent Items-** (a member may ask that an item be dealt with separately)
 - (i) UBCM re: 2016 Resolutions.

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7. **REPORTS**

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

- (i) Finance & Administration Councillor McGonigle
 - June 13th, 2017.
- (ii) Public Works & Environmental Services Councillor Austin
 - June 6th, 2017.
- (iii) Parks, Recreation & Culture Councillor Vomacka
 - June 6th, 2017.
- (iv) Economic & Sustainable Development Councillor Day
 - June 13th, 2017.
- (v) Cowichan Lake Recreation Commission Mayor Forrest
- (vi) V.I.R.L Councillor Vomacka
- (vii) Advisory Planning Commission Councillor McGonigle
- (viii) Community Forest Co-op Councillor McGonigle

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

- (c) **Staff Reports**
 - (i) Chief Administrative Officer- re: Note Against Land Title That Building Regulations Contravened.
 - (ii) Chief Administrative Officer- re: Resignations from the Advisory Planning Commission.
 - (iii) Chief Administrative Officer- re: Remedial Action – 182 Neva Road Property.

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8. BYLAWS
None.

9. NEW BUSINESS

10. MAYOR’S REPORT

11. NOTICES OF MOTION

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

- 13. IN CAMERA**
- (a) Section 92 of the *Community Charter* requires that before a meeting or part of a meeting is closed to the public, the council must state, by resolution, that the meeting is to be closed, and
 - (b) The basis on which the meeting is to be closed falls under the following:
- s.90 (1) (c) labour relations or other employee relations.

14. ADJOURNMENT

TOWN OF LAKE COWICHAN
Minutes of a Public Hearing held on
Tuesday, May 23rd, 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: 3

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

1. OPENING REMARKS

- (a) The Mayor explained the process for the public hearing. The purpose of the hearing was to give the public the opportunity to provide input on the proposed Town of Lake Cowichan Zoning Amendment Bylaw No. 988-2017.

The Mayor established the rules of conduct for the conduct of the hearing. Mayor Forrest asked if there were questions on the process he had laid out for the public hearing.

Hearing none, Mayor Forrest then called on the Chief Administrative Officer to introduce the bylaw.

2. BYLAW NO. 988-2017

- (a) The Chief Administrative Officer advised that the Zoning Amendment Bylaw had been given 1st and 2nd readings by Council on April 25th, 2017.

The Chief Administrative Officer further advised:

The required public notices as required under the Local Government Act had been issued and all statutory requirements have been met. He advised that he had received verbal inquiries on the bylaw but that no written input had been received as of the close of the business day, this day.

The public has had had the opportunity to review documentation relating to the bylaw amendments, in the meantime.

Bylaw 988-2017 was summarized as incorporating a map amendment and that is the result of an application from the property owners.

Council was advised it may after the adjournment of the public hearing proceed to adopt Bylaw 988-2017 which will then amend the Zoning Bylaw 935-2013.

(b) ⇒ The Mayor called for public input.
No input was received.

⇒ The Mayor issued a call for public input, the second time.
No input was received.

⇒ The Mayor issued a third call for public input.
No input was received.

(c) Mayor Forrest stated that no more submissions would be accepted after the meeting and that the bylaw would be referred to the regular meeting following the public hearing.

3. ADJOURNMENT

Mayor Forrest declared the public hearing for the proposed Bylaw No. 988-2017 closed and advised that the Bylaw would be returned to Council for further consideration (6:10 pm.).

Certified correct _____.

Confirmed on the _____ day of _____, 2017.

Mayor



TOWN OF LAKE COWICHAN
Minutes of a Regular meeting of Council
Tuesday, May 23rd, 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:

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1. CALL TO ORDER

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

2. AGENDA

No. R.0059/17

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

New Business:

(b) BCAA Play- update; and

Staff Reports:

(c)(ii) Municipal hall retrofit and tax strategic priorities funding.
CARRIED.

3. ADOPTION OF MINUTES

No. R.0060/17

(a) Moved: Councillor Day
Seconded: Councillor McGonigle
that the minutes of the Regular Meeting of Council held on April 25th, 2017 be adopted.

CARRIED.

No. R.0061/17

(b) Moved: Councillor Day
Seconded: Councillor Vomacka
that the minutes of the Special Meeting held on May 9th, 2017 be adopted.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. DELEGATIONS AND REPRESENTATIONS

6. CORRESPONDENCE

(a) Action Items

None.

(b) Information or Consent Items

None.

7. REPORTS

No. R.0062/17
Finance and Administration

Moved: Councillor McGonigle
Seconded: Councillor Day
that the minutes of the Finance and Administration Committee meeting held on May 9th, 2017 be approved with the following:

1- Cowichan Lake Community Garden

that the Community Garden agreement with the Cowichan Lake Community Garden Society be executed for a five year term; and

2-Lake Cowichan Fire Department

that of the Lake Cowichan Fire Department's incident report for March 2017 in the total amount totaling \$6,562.02 be approved.

CARRIED.

No. R.0063/17
Public Works and
Environmental Services

Moved: Councillor Austin
Seconded: Councillor Day
that the minutes of the Public Works and Environmental Services Committee meeting on May 2nd, 2017 be approved as presented.

CARRIED.

No. R.0064/17
Parks, Recreation and Culture

Moved: Councillor Vomacka
Seconded: Councillor Austin
that the minutes of the Parks, Recreation and Culture Committee meeting on May 2nd, 2017 be approved, as presented.

CARRIED.

No. R.0065/17
Economic and Sustainable
Development

Moved: Councillor Vomacka
Seconded: Councillor Austin
that the minutes of the Economic and Sustainable Development Committee meeting held on May 9th, 2017 be approved, as presented.

CARRIED.

Ohtaki Twinning Committee

The minutes of the Ohtaki Twinning Committee meeting from May 2th, 2017 was treated as information.

Cowichan Lake Recreation

Mayor Forrest informed Council of the highlights from the last Cowichan Lake Recreation Commission meeting that included a discussion on the Lake to Lake Walk that will be taking place on September 9th, 2017 from Shawnigan Lake to Lake Cowichan.

Vancouver Island Regional
Library

Councillor Vomacka said there was no meeting for the Vancouver Island Regional Library this month.

Advisory Planning Commission

Councillor McGonigle said the next meeting of the Advisory Planning Commission will be on Thursday, May 25th, 2017.

Community Forest Co-
operative

Councillor McGonigle reported on the Community Forest Co-operative meeting

(b) Other Reports

Cowichan Valley Regional
District Board

(i) Councillor Day gave a verbal report to Council on his attendance at the last Cowichan Valley Regional District's Board meeting. Some of the highlights from the meeting included a presentation from Dr. Hasselback on drug use and free

injection sites. The next meeting is to take place on May 24th, 2017.

Community Outreach Team

- (ii) Councillor Austin summarized the topics discussed by the Community Outreach Team which included the Public Health Fair, the Netflix show titled "13 Reasons Why", setting up a phone hot line for kids needing help, an adult recreation day, and things for teens to do in town.

Community Safety Advisory

- (iii) Councillor Vomacka said that the Community Safety Advisory meeting discussed the difficulty of getting some communities to the table these meetings to be cancelled because of not have quorums. Additionally, some of the issues discussed at these meetings had more to do with the larger communities than the smaller towns.

Seniors' Care Facility

- (iv) Councillor McGonigle introduced Ross Fitzgerald who reported on the process used to find new members for the Senior Care Facility Steering Committee.

(c) Staff Reports

No. R.0066/17

- (i) Moved: Councillor McGonigle
 Seconded: Councillor Austin
 that Council approve making a grant application submission for a total of \$1,085,945 under the Strategic Priorities Fund so it may undertake and complete the second and final phase of the Centennial Park upgrades.
- CARRIED.

No. R.0067/17

- (ii) Moved: Councillor McGonigle
 Seconded: Councillor Day
 that Council approve a funding request of \$2,252,620 through the Strategic Priorities Fund (SPF) program for a retrofitted municipal hall with the Town's share to be funded through reserves and general revenues.
- CARRIED.

No. R.0068/17

- (iii) Moved: Councillor Day
 Seconded: Councillor McGonigle
 that Council approve the issuance to the applicant of a Development for 38 North Shore Road on satisfactory completion of or be subject to 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 to 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).

CARRIED.

8. BYLAWS

No. R.0069/17
No. 988-2017
Zoning Amendment

- (a) Moved: Councillor Austin
Seconded: Councillor Vomacka
that the "Town of Lake Cowichan Zoning Amendment Bylaw No. 988-2017" be given third reading.

CARRIED.

No. R.0070/17
No. 988-2017
Zoning Amendment

- (b) Moved: Councillor McGonigle
Seconded: Councillor Day
that the "Town of Lake Cowichan Zoning Amendment Bylaw No. 988-2017" be reconsidered and adopted.

CARRIED.

9. NEW BUSINESS

No. R.0071/17

- (a) Moved: Councillor Day
Seconded: Councillor Vomacka
that Council write a letter of support for the Cowichan Lake District Seniors' Association in its application for the New Horizons Grant so it may update the lighting and doors at the Centre.

CARRIED.

- (b) Councillor McGonigle reported to Council that Sahtlam Park was one of the ten finalists in the BCAA Play contest. He encouraged everyone to cast their votes online so Sahtlam Park may be successful in being upgraded.

10. MAYOR'S REPORT

The Mayor presented his report for May 2017 which included the following:

- Offered his congratulations to Sonia Furstenu of the BC Green Party for being elected MLA on May 9th, 2017;
- Tourism now playing a tremendous role in the local economy with the week of May 28th to June 3rd being declared Tourism Week in Canada;
- Extended a big thank you to the organizers of the recent Heritage Days and the upcoming Lake Days celebration. These events are successful only because of the countless hours put in by volunteers;

- CBC's show "Still Standing" episode of Lake Cowichan will be airing on August 1st, 2017;
- The new inductees of the Heritage Sports Wall of Fame will be honored at the Lake Cowichan Sports arena on June 12th, 2017. This year's inductees are Tanya Clarke-Young for Free-style Skiing and Linda Jakubowski (Atchison), Jolene Livingston (Cook), Shannon McKinlay (Knott), Justine Miles, Christine Nash, and Kirsten Harkins (Nimmo) for Figure Skating. This event is open to public. Please come and meet the new inductees; and
- Water main upgrade work has begun at the Park Road and Wilson Road. Following that work, there will be water main upgrades at Greendale Road, Greendale Trestle and the footbridge between Ohtaki and Duck Pond Parks.

11. NOTICES OF MOTION

None.

12. IN CAMERA

No. R.0072/17

Moved: Councillor Austin
 Seconded: Councillor Vomacka
 that pursuant to Section 90 of the Community Charter, Council closes the meeting to the public to deal with issues relating to the following relevant sections of the Community Charter: 90(1)(c) on labor relations or other employee relations, 90(1)(f) law enforcement and 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service (7:10 p.m.).

CARRIED.

13. ADJOURNMENT

No. R.0073/17
Adjournment

Moved: Councillor Vomacka
 Seconded: Councillor Day
 that we arise and adjourn at 8.57 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
Councillor Tim McGonigle
Councillor Lorna Vomacka

STAFF: Joseph A. Fernandez, Chief Administrative Officer

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

No R.0074/17

Moved: Councillor Day
Seconded: Councillor Austin
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

No R.0075/17

- (i) Moved: Councillor Austin
Seconded: Councillor Vomacka
that Council rescind Resolution R.0067 dealing with a funding request from the Strategic Priorities Fund (SPF) for a retrofitted municipal hall which was based on an incorrect estimate.

CARRIED.

No R.0076/17

- (ii) Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that Council approve a grant funding request of \$2,877,195 through the Strategic Priorities Fund (SPF) program for a proposed project to "Retrofit and Modify the Town Hall with the addition of a new Council Chambers" estimated at a total cost \$3,466,500 with the Town's share to be funded through reserves and general revenues.

CARRIED.

8. **BYLAWS**

9. **NEW BUSINESS**

10. **MAYOR'S REPORT**

11. **MEDIA/PUBLIC QUESTION PERIOD**

12. **IN CAMERA**

No R.0077/17
Adjournment

Moved: Councillor Vomacka
Seconded: Councillor Austin
that Council close the meeting to the public to deal with issues
relating to labor relations or other employee relations under
Section 90(1) (c) of the Community Charter (6:08 p.m.).

CARRIED.

13. **ADJOURNMENT**

No R.0078/17
Adjournment

Moved: Councillor Vomacka
Seconded: Councillor Austin
that this meeting adjourn. (6:20 p.m.)

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

Chair

RECEIVED MAY 25 2017



May 17, 2017

Mayor Ross Forrest
Town of Lake Cowichan
Box 860
Lake Cowichan BC V0R 2G0

Dear Mayor Forrest:

Re: 2016 Resolutions

Please find attached the provincial response to the 2016 resolution(s) put forward by your Council and endorsed by the UBCM membership at Convention.

I trust this information will be of assistance to you. Please feel free to contact Reiko Tagami, UBCM Information & Resolutions Coordinator, with any questions.

Tel: 604.270.8226 ext. 115 Email: rtagami@ubcm.ca

Sincerely,

A handwritten signature in black ink, appearing to read "Murry Krause".

Councillor Murry Krause
President

Enclosure

Whereas the smaller local governments are looking at ways and means of encouraging the revitalization of their downtowns through incentives that would encourage small businesses to undertake much needed improvements to building facades, signage and siding;

And whereas the Province had previously instituted a grant programme that provided financial assistance to businesses so they may undertake improvements through application to their respective local governments:

Therefore be it resolved that the Province be petitioned to re-implement the Business Improvement Grant Programme that will provide each local government an annual intake to a maximum of \$20,000 so local businesses may participate in a programme that would see the rejuvenation of business areas with the end goal of enhancing community appearance and pride which are integral to economic activity and growth.

Convention Decision: Endorsed

Provincial Response

Ministry of Community, Sport and Cultural Development

The Province provides local governments across BC with approximately \$110 million in annual unconditional grant money through programs such as Small Communities Grants, Traffic Fine Revenue Sharing, and Regional District Basic Grants. These grants may be used to fund different services and programs that local governments deem appropriate. In addition, the Province has provided significant infrastructure funding to local governments through various programs.

The Province also empowers local governments to encourage beautification and revitalization through authority such as the Revitalization Tax Exemption, which enables local governments to promote different types of social, economic and environmental revitalization, such as upgrading buildings. The Community Charter also authorizes local governments to provide tax exemptions for protected heritage properties.



TOWN OF LAKE COWICHAN
Minutes of Finance & Administration Committee
Tuesday, June 13th, 2017

PRESENT: Councillor Tim McGonigle, Chair
Mayor Ross Forrest
Councillor Carolyne Austin
Councillor Bob K. Day
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 5:14 p.m.

2. AGENDA

No. FA.0025/17

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

Correspondence:

(b) King George Seniors Affordable Housing re: Letter of Support;

New Business :

(b) Language for Medical Marijuana dispensaries; and
(c) UBCM re: Community to Community Funding.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

Ongoing Items Still Being Addressed:

- (a) The Chief Administrative Officer said he had submitted a grant application to the Strategic Priorities Funding for the retrofit for the Municipal Hall Upgrade.

4. DELEGATIONS AND REPRESENTATIONS

None.

5. CORRESPONDENCE

No. FA.0026/17

- (a) Moved: Councillor Day
Seconded: Mayor Forrest
that the carved garden gnome be gifted to the Cowichan Lake Community Garden with the understanding that it is responsible for mounting and maintaining the carving.

CARRIED.

No. FA.0027/17

- (b) Moved: Councillor Austin
Seconded: Councillor Vomacka
that a letter of support be written from the Town of Lake Cowichan for the King George Seniors Affordable Housing for their application to New Horizons grant for upgrading three automatic door openers to improve access at Evergreen Place.

CARRIED.

6. REPORTS

- (a) The financial report for the period ending May 31st, 2017 was treated as information.
- (b) The Building Inspector's Service Report for May, 2017 was treated as information.
- No. FA.0028/17 (c) Moved: Councillor Austin
Seconded: Councillor Day
that the Committee recommend approval of the Lake Cowichan Fire Department's incident report for April, 2017 in the total amount of \$8,436.68.
CARRIED.
- No. FA.0029/17 (d) Moved: Councillor Day
Seconded: Mayor Forrest
that the Committee recommend acceptance of the revisions to the Fire Department Service Level Establishment and Limitations policy.
CARRIED.
- No. FA.0030/17 (e) Moved: Mayor Forrest
Seconded: Councillor Vomacka
that the Committee recommend approval of the updated Sanitary and Storm Sewer Blockages policy with revisions.
CARRIED.

7. NEW BUSINESS

- No. FA.0031/17 (a) Moved: Councillor Austin
Seconded: Councillor Day
that the Committee recommend the approval of the Strategic Community Investment Fund Plan and Progress Report.
CARRIED.
- (b) Discussion was had on the recent location of an illegal marijuana operation in town.
- (c) Staff was directed to investigate the feasibility of a community to community forum.

8. NOTICES OF MOTION

9. PUBLIC RELATIONS ITEMS

- (a) Council was informed of the receipt of a \$3,000.00 grant by the Pacific Salmon Foundation for upgrading the bridge deck at Beaver Creek.
- (b) Mayor Forrest thanked the Lake Days committee, Kinsmen and Kinettes for a great Lake Days weekend.
- (c) Mayor Forrest thanked everyone who attended the Heritage Wall of Fame inductee ceremony over the Lake Days weekend.
- (d) Councillor McGonigle wished all the firefighters involved in this weekend's Muscular Dystrophy ball tournament in Mesachie Lake success.
- (e) A special thank you to Pat Weaver for all her hard work in organizing the Town BBQ for Lake Days was expressed.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. FA.0032/17
Adjournment

Moved: Councillor Austin
Seconded: Councillor Vomacka
that we adjourn (5:54 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, June 6th, 2017

PRESENT: Councillor Carlyne Austin, Chair
Mayor Ross Forrest
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

1. **CALL TO ORDER**

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

2. **AGENDA**

No. PW.0014/17
Agenda

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

Correspondence

(a) R. Perry re: Cowichan Lake Rd;

New Business

(b) Water main upgrade re: next projects; and
(c) ICBC update.

CARRIED.

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

(a) (i) The Chief Administrative Officer said that the watermain upgrade work has been completed and commissioned for Wilson Road and Park Road. He said that the paving will begin on Thursday June 8th, 2017.

(ii) The Chief Administrative Officer said that the Greendale Road watermain design is about 95% done. Once everything is completed and tendered, the work is scheduled to begin near the end of July. Some concerns with the area will be with the traffic and the tubers that use the road.

(iii) There is no new update on the Greendale Trestle and the Ohtaki Park watermain upgrades at this time.

(b) The Chief Administrative Officer updated the committee that the tenders closed today, June 6, 2017 at 2:00 pm for the Water Treatment Plant. Stantec will open the tenders on Thursday morning and will provide their recommendation after that. The project is scheduled to begin soon after.

(c) Councillor McGonigle said that work is being done on the road to patch it but it is a very long road so it will take some time to complete.

(d) The Chief Administrative Officer reported that the paving has been completed at Cowichan Ave West. He also said that fresh gravel was getting delivered to even up boulevard adjacent to where the paving was done.

(e) 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. He added that an application through the Rural Dividends study has been submitted by Community Futures.
- (ii)** Mayor Forrest said that we are waiting on the lowering of the lake level before upgrades to the boat ramp upgrade on North Shore Rd could begin. A discussion was held on the concern about parking and congestion for the boat launch this season as it is the only public ramp available in Town of Lake Cowichan. Mayor Forrest would like to put forward this topic to another meeting to discuss solutions for this problem.
- (iii)** There is no new update on the Cowichan Lake Education Centre water system upgrades.

4. DELEGATIONS

None

5. CORRESPONDENCE

- (a)** The Chief Administrative Officer informed the committee that a response letter from Ray Perry was received on his traffic safety concerns and the matter was also looked being investigated by ICBC and they were sending out someone to investigate and report back on the issue.

6. REPORTS

None.

7. NEW BUSINESS

- (a)** The Chief Administrative Officer said that the Town be prepared to submit grant applications for much needed capital projects.

No. PW.0015/17

Moved: Councillor Day
Seconded: Councillor McGonigle
that staff proceed to get updated class 'D' estimates for the 2nd and final phase of the Sewer Treatment Plant.

CARRIED.

- (b)** The Chief Administrative Officer recommended that Council discuss possible locations within Town that are in need of new Watermain upgrades so when grants become available, applications can be made.

Councillor Day recommended that sidewalks be improved at the same time.

No. PW.0016/17

Moved: Mayor Forrest
Seconded: Councillor Vomacka
that cost of estimates be obtained for the upgrading of watermain at MacDonald Rd and the 100 Houses area so these projects will be shelf ready when grant opportunities arise.

CARRIED.

- (c)** The Chief Administrative Officer met with an ICBC representative to discuss crosswalks in Lake Cowichan. They discussed crosswalk lighting at the Post Office and at the arena. Future use

of solar lighting at those locations will be considered.

Councillor Day suggested considering signal lighting for the crosswalks at South Shore Rd and Lakeview Rd and South Shore Rd and Wellington Rd as they are very busy locations with sight lines difficult due to the natural direction of the street.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

- (a) Councillor Vomacka reminded the committee that Opportunity night is on June 7th 2017 and the Lady of the Lake Ball is on June 9th, 2017.

Mayor Forrest mentioned that the Heritage Sports Wall of Fame event is scheduled for June 10th, 2017 at 4:00 pm at the arena.

Councillor Austin reminded everyone about the Town BBQ taking place on Saturday June 10th, 2017 at 6:00 pm at Saywell park.

Councillor Day encouraged everyone to come out and enjoy the Lake Days festivities on Sunday June 11th, 2017 also where there will be many activities going on for all ages including the Eagle Eyes tribute band will be performing in Saywell park from 3:00-5:00 pm.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. PW.0017/17
Adjournment

Moved: Councillor Vomacka
Seconded: Councillor McGonigle
that this meeting adjourn. (5:44 p.m.)

CARRIED.

Certified correct _____

Confirmed on the _____ day of _____, 2017.

Chair



TOWN OF LAKE COWICHAN
Minutes of Parks, Recreation and Culture Committee
Tuesday, June 6th, 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
Ronnie Gill, Director of Finance
Kari Lingren, Recording Secretary

PUBLIC: 3

1. CALL TO ORDER

The Chair called the meeting to order at 5:59 p.m.

2. AGENDA

No. PR.0013/17

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

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

- (i) The Chief Administrative Officer reported that the Town is still hoping that all work at Centennial is completed by the fall so that the fields can be seeded and ready for next year's ball season. Councillor McGonigle added that work has started up again on drainage and sand is being hauled in.
 - (ii) Councillor Austin said that the staining has been done at the kiosk in preparation for the Canada 150 celebration. The garden area has been cleaned up and flowers planted by July 1st morning so the deer won't eat anything before the event.

There was also direction that staff get Canada 150 T-shirts for the office staff for use during the last week of tax season.
 - (iii) The Chief Administrative Officer said the 75th birthday celebrations for the Town of Lake Cowichan will take place in 2019 and a volunteer group could help organize the event. The item will be left on the agenda.
- (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 Chief Administrative Officer said the banners have arrived and the Public Works crew will be putting them up soon.

4. DELEGATIONS

- (a) Katie Burrige gave an update on the BCAA Play Here contest for the Sahtlam Avenue Park. She encouraged everyone to keep voting. The contest closes on June 18th, 2017.

5. CORRESPONDENCE

None.

6. REPORTS

None.

7. NEW BUSINESS

- (a) The Chief Administrative Officer said that two applications were submitted on June 1st, 2017. The first was for phase 2 of the Centennial Park upgrades which included costing for tennis courts, lighting, parking, landscaping and the design and engineering for this phase. The second application was for a retrofit of the Municipal Town Office.

- (b) Mayor Forrest spoke about the Still Standing Premiere Party for Lake Cowichan's Episode that will air on August 1st, 2017. He stated that he talked with Greg Adams about hosting the event at the Laketown Ranch location with details to be worked out with their Event Co-ordinator, Chance Adams.

Mayor Forrest was going to speak with the Row of Crowz band about performing at the event.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

None.

10. MEDIA/PUBLIC QUESTION PERIOD

None.

11. ADJOURNMENT

No. PR.0014/17
Adjournment

Moved: Councillor Austin
Seconded: Councillor Day
that the meeting be adjourned. (6:47 p.m.)

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2017.

_____ Chair



TOWN OF LAKE COWICHAN

Minutes of Economic and Sustainable Development Committee
Tuesday, June 13th, 2017

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

STAFF: Ronnie Gill, Director of Finance
Nagi Rizk, Superintendent, Public Works and Engineering Services
Karl Lingren, Recording Secretary

OTHER: 2

1. **CALL TO ORDER**

The Chair called the meeting to order at 6:08 p.m.

2. **AGENDA**

No. SPD.0012/17 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 the updated statistics on organic waste, we should contact other municipalities to see what they have done with this type of waste.

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

(i) The Chief Administrative Officer mentioned that Timberwest had donated the water lot to the Town for the public dock that is presently located at Saywell park. He said if a new dock was constructed it would have to be installed on the Town side of the existing one. Councillor McGonigle asked about the possibility of installing a dock on the North Shore side of the lake.

Council directed staff to investigate the feasibility of adding another public dock through the acquisition of another water lot.

4. **DELEGATIONS AND REPRESENTATIONS**

None.

5. **CORRESPONDENCE**

None.

6. **REPORTS**

None.

7. **NEW BUSINESS**

(a) The City of Kamloops' "Sustainable Plan" was discussed. Councillor Austin stated that it was hard to compare Lake Cowichan to a much larger city. Councillor McGonigle added

that its infrastructure needs too were very different from that of Lake Cowichan's.

- (b) Councillor Day spoke of the need a walkabout by council so its vision for the downtown may be better gauged.
- (c) Councillor Day asked if there were any plans for a campground development possibly in concert with the Lake Cowichan First Nations.

Councillor Vomacka wondered if year round camping was an option for the Town.

- (d) Councillor Day asked about the future plans for the Cowichan Lake Education Centre (CLEC) and wondered if there are other options that the land could be used for.

The Chief Administrative Officer said the property had been allocated to be used for educational purposes.

- (e) The committee had a discussion boat launch solutions for the upcoming summer due to having only one on North Shore Road.

Staff was directed to investigate solutions to alleviate the congestion at the boat ramp.

- (f) Councillor Day asked for a discussion on the idea of Lake Cowichan hosting a Tourism and Business Summit in the future.

Councillor McGonigle added that the Town can host up to 150 people at the arena or suggested use of the Cowichan Lake Education Centre in the off season.

- (g) Councillor Day talked about the meeting he attended in North Cowichan on mental health and addictions. He said that this is an ongoing and serious issue.

- (h) Councillor Day said in today's digital world, people can spend a lot of time responding to social media matters.

The Chief Administrative Officer asked if the Committee was interested in continuing to be part of Placespeak at its own costs or if the town's website and Facebook Page sufficed.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

None.

10. MEDIA/PUBLIC QUESTION PERIOD

None.

ADJOURNMENT

No. SPD.0013/17
Adjournment

- 11. Moved: Councillor Vomacka
Seconded: Councillor McGonigle
that the meeting adjourn. (7:30 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

Chair

Memo

TO: Mayor and Council

FROM: Chief Administrative Officer

DATE: June 23, 2017

SUBJECT: Note against land title that building regulations contravened

In response to information received on a property, letters were sent to the current and previous owner of the following property outlining the infractions at that property:

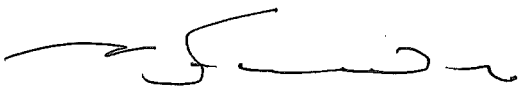
- Lot A, Plan 29793 on the failure to comply with building and zoning requirements and the construction of habitable living quarters without a building permit/s.

The current owner of the property indicated verbally that the appropriate remediation would be undertaken and then expressed a desire to make a zoning amendment application to authorize the use of property for residential purposes. No known corrective action that related to the construction or safety of the building has occurred.

However, a written response was received from a tenant which is attached for your information.

RECOMMENDATION

that in response to the recommendation of the building inspector it is prudent that council give the owner an opportunity to be heard at this meeting after which council may confirm the recommendation by passing a resolution that the corporate officer as per section 57 of the Community Charter is authorized to register a notice in the land title office against Lot A, Plan 29793



Joseph A. Fernandez

To the Mayor and Town Council, Lake Country, BC,

My name is Dean Unger. I am a tenant in the building at 97, South Shore Road, purchased recently by Gilbert Beaudreau. I moved here months ago to heal and overcome a devastating illness that brought my career as a magazine editor and music journalist to a screeching halt. Specifically, a medication was prescribed that provoked a brain injury received in a motorcycle accident years ago. Through diligence and hard work I was able to overcome the initial massive frontal lobe injury. Once again I find myself in the unenviable position of rebuilding.

Initially I came here to complete the healing journey I've been on and re-establish the life I had built prior to the illness. My initial intention was only to stay for as long as it takes to find my footing and to complete a book I was writing and that is near completion, and to begin my work again as a music journalist.

Since moving here, however, I have fallen in love with the place and the people. This peaceful place and the connectivity among the people that reside here is a beautiful thing. The over-arching effect is that I intend to stay, and look to one day purchase a home here. Lake Cowichan is more "home" to me than anywhere I've lived or worked through my lifetime.

I was incredibly fortunate to acquire a rental suite at a time rental vacancies in BC were at an all-time low. I searched seven months to find a home – not only here, but Island-wide.

Since moving here in March of this year I've started a writers group (we meet once a week), and have helped to get a weekly open-mic for local musicians off the ground at the Riverside Pub: Among the people here I have found what I suspect will be lifetime friendships that feel more like family than friends.

I do sincerely hope to stay.

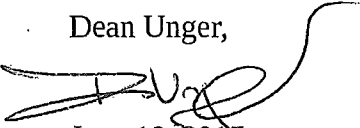
Thus my appeal to the Mayor and honourable town council: please, if there is any way we can work together to find a way to overcome what hurdles and challenges that face us in terms of regulation, we give it our best shot. I understand that the question of safety is at the root of it, and that the work you - each and every one of you - do on a daily basis, in addition to your careers, is arduous and challenging at times. If this is to be one of those occasions, let us do what we can to solve it without having to uproot any of its citizens at a time when there, is in literal form, no place to live.

I speak for myself when I state that we need to do everything in our power not to divest low-income and disabled individuals of an opportunity for a place at the table in this increasingly challenging world.

As a magazine editor and team-leader for more than twenty years, I have always encouraged and provided support for families and children in poverty. Though we, together, made inroads to solving systemic issues at the heart of it, there is still much to be done. And it starts at the street level, with each and every one of us doing our part.

My Sincere and
Heartfelt Regards,

Dean Unger,



June 19, 2017

Memo



TO: Mayor and Council
FROM: Chief Administrative Officer
DATE: June 23, 2017
SUBJECT: Resignations from the Advisory Planning Commission

The following members who are on the first year of a two year term have tendered their resignations from the above advisory body: Ross Fitzgerald who has served as the Chair since 2015 and who has been a member since 2014, and Katie Burrige who joined the commission early this year. Please refer to the attached letters from the two members that outline their reasons for not being able to continue in their advisory capacities.

Recommendation

that Council accept the resignations with regret from Ross Fitzgerald and Katie Burrige who have provided good and invaluable input on land use matters.

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

Joseph A. Fernandez

William Ross Fitzgerald
424 Winter Drive
Lake Cowichan, B.C.
V0R 2G1

June, 13, 2017

Joseph Fernandez
CAO - Town of Lake Cowichan

Joseph,

I want to advise you that I have decided to resign from the Advisory Planning Commission (APC) at this time.

We have decided change our living situation to better suit our aging and health compromises. While we knew this would ultimately be our decision, the current real estate market enables us to make the change now.

We have purchased a condo home in Cowichan Bay and our current home will be on the market shortly. We hope to be relocated in early September.

In anticipation of the pending update of the OCP it will be important to have the APC membership intact throughout the process. Therefore, it is best to begin the replacement process as soon as possible.

I want to thank you and the Council for giving me the opportunity to contribute to the community. And, most importantly, I want to thank the Commission members for making it a wonderful and rewarding experience.

Sincerely,



Ross Fitzgerald

Cc via email:
Commission Members
Councillor Tim McGonigle

Katie Burrige
28 Cowichan Ave, E
Lake Cowichan, BC
V0R 2G0

June 14, 2017

Attn: Joseph Fernandez, CAO - Town of Lake Cowichan
Re: Town of Lake Cowichan APC

Dear Joe,

It is with regret that I am writing to inform you I also have to step down from the Advisory Planning Commission. My husband has been posted to CFB Halifax for August 31, so we will be relocating after we sell our home this summer.

I am very grateful for the opportunity to be a member of the APC. I learnt a lot from the Commission members, guest speakers, and our discussions. I want to thank you for your willingness to help and answer any questions I had.

I am grateful that council gave me the opportunity to be part of the APC, and I really enjoyed this role. I have preliminary designs for the columbarium, that I would be happy to either complete or pass on at the discretion of council.

If I can be of any assistance during the time it will take to fill the position, please don't hesitate to ask.

Thank you,

Katie Burrige
M.CP, B.A (Hon)



Memo

TO: Mayor and Council

SUBJECT: Remedial Action – 182 Neva Road Property

DATE: June 23, 2017

FROM: Chief Administrative Officer

BACKGROUND

On April 25th, 2017 Council passed a resolution under section 73 of the Community Charter giving the owner of the above property notice to undertake the required remediation of the property located at the civic address of 182 Neva Road, Lake Cowichan. Personal delivery of the required notice was made to the owner at his current address at Duncan Manor, Duncan, BC on May 12th, 2017 by the Bylaw Officer. The owner refused to provide written acknowledgement of the receipt of the notice though he did accept it. The owner was given 14 days to dispute the remedial action requirement. To date we have had no response.

REMEDIAL ACTION REQUIREMENT

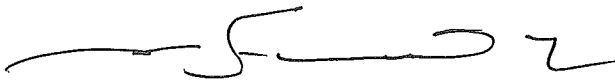
It is apparent from the non-response that the following claims are not being disputed:

1. 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. 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. 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; and
4. 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;

It follows then that following the 14 days 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 was not completed by the date specified for compliance, the Town may now 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 and at the expense of the Owner.

CONCLUSION

It is recommended that council authorize staff to commence such remedial action as may be necessary to remove hazardous and unsafe and unsightly conditions at 182 Neva Road, legally described as Lot 6, Plan 8069, and fulfil all of the requirements of the enforcement actions as outlined in the council resolution No. R.0044/17 passed at the regular meeting of April 25th, 2017.



Joseph A. Fernandez