



TOWN OF LAKE COWICHAN

Regular Meeting of Council

Tuesday, December 19th, 2017 at 6:00 p.m. – Council Chambers

	Page #
1. AGENDA	
<u>CALL TO ORDER</u>	
<u>INTRODUCTION OF LATE ITEMS</u> (if applicable)	
2. <u>APPROVAL OF AGENDA</u>	
3. <u>ADOPTION OF MINUTES</u>	
(a) Minutes of the Regular Meeting of Council held on November 27 th , 2017	3
4. <u>BUSINESS ARISING AND UNFINISHED BUSINESS</u>	
(a) 127 North Shore Road.	
5. <u>DELEGATIONS AND REPRESENTATIONS</u>	
None.	
6. <u>CORRESPONDENCE</u>	
(a) Action Items	
(b) Information or Consent Items- (a member may ask that an item be dealt with separately)	
(i) Leo Facio, Mayor, Harrison Hot Springs, re: Prevention of Quagga and Zebra Mussels.	8
7. <u>REPORTS</u>	
(a) <u>Council and Other Committee Reports</u>	
(i) Finance & Administration Councillor McGonigle	
• December 12 th , 2017.	9
(ii) Public Works & Environmental Services Councillor Austin	
• December 5 th , 2017.	11
(iii) Parks, Recreation & Culture Councillor Vomacka	
• December 5 th , 2017.	13
(iv) Economic & Sustainable Development Councillor Day	
• December 12 th , 2017.	15
(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	
(b) <u>Other Reports</u>	
(i) Cowichan Valley Regional District Board Meeting – Councillor Day.	
(ii) Community Outreach Team Committee - Councillor Austin.	
(iii) Community Safety Advisory Commission – Councillor Austin	
(iv) Cowichan Lake Elder Care Initiative.	17
(c) <u>Staff Reports</u>	
(i) None.	

- 8. BYLAWS**
- (a) "Town of Lake Cowichan Advisory Planning Commission Bylaw No. 997-2017" may be reconsidered and adopted. **18**
 - (b) "Town of Lake Cowichan Building Bylaw No. 998-2017" be given first, second and third readings. **22**
 - (c) "Town of Lake Cowichan Fees and Charges for Services Bylaw No. 999-2017" be given first, second and third readings. **38**
 - (d) "Town of Lake Cowichan OCP Amending Bylaw No. 1000-2017" be given first and second readings. **F/C**
 - (e) "Town of Lake Cowichan Zoning Amendment No. 1001-2017" be given first and second readings. **F/C**

- 9. NEW BUSINESS**
- (a) Name Assignment for the Columbarium Site.
 - (b) Approval of Regular Meeting Dates for 2018. **44**
 - (c) LGLA- re: 2018 LGLA Leadership Forum. **45**

10. MAYOR'S REPORT

11. NOTICES OF MOTION

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

13. IN CAMERA

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

14. ADJOURNMENT



TOWN OF LAKE COWICHAN
Minutes of a Regular meeting of Council
Tuesday, November 28th, 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: 4

1. CALL TO ORDER

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

2. AGENDA

No. R.00163/17

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

Bylaws:

8.(a) Cemetery and Columbarium Bylaw No. 991-2017.

CARRIED.

3. ADOPTION OF MINUTES

No. R.00164/17

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

CARRIED.

No. R.00165/17

Moved: Councillor McGonigle
Seconded: Councillor Day
that the minutes of the Special Meeting of Council held on November 14th, 2017 be adopted.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) The Chief Administrative Officer updated Council on the status of the residence at 127 North Shore Rd. He said the owner was notified at a meeting at the town office on November 21st, 2017 on what was expected of him. He also mentioned that Worksafe is also involved with this matter.

5. DELEGATIONS AND REPRESENTATIONS

(a) Keely MacDonald and Jewel Irving, students at Lake Cowichan School made presentations on local projects they are preparing for their Social Justice class.

6. CORRESPONDENCE

(a) Action Items

No. R.00166/17

- (i)** Moved: Councillor McGonigle
Seconded: Councillor Day
that Council approve the appointment of Councillor Vomacka as the 2018 representative of the Town on the Vancouver Island Regional Library Board.
CARRIED.

No. R.00167/17

- Moved: Councillor Vomacka
Seconded: Councillor Day
that Council approve the appointment of Councillor Austin as an alternate representative of the Town on the Vancouver Island Regional Library Board.
CARRIED.

(b) Information or Consent Items

- (i)** The correspondence item from Jon Lefebure, Chair of the CVRD, on Councillor Austin's appointment to the Community Safety Advisory Commission and Councillor McGonigle's appointment as the alternate was received as information.

7. REPORTS

No. R.00168/17
Finance and Administration

- Moved: Councillor McGonigle
Seconded: Councillor Austin
that the minutes of the Finance and Administration Committee meeting held on November 14th, 2017 be approved with the following:

Code of Ethics-

that the code of ethics policy for Council and Committee Members be adopted by Council;

Lake Cowichan Fire Department-

that approval of the Lake Cowichan Fire Department's incident report expense for September 2017 in the total amount of \$7,916.87 be given;

Lake Cowichan Fire Department-

that the Lake Cowichan Fire Department's incident report expense for October 2017 in the total amount of \$11,865.71 be approved.

CARRIED.

No. R.00169/17
Public Works and
Environmental Services

- Moved: Councillor Austin
Seconded: Councillor Day
that the minutes of the Public Works and Environmental Committee meeting held on November 7th, 2017, be approved with the following:

Watermain Upgrades-

that the cost estimate reports for watermain upgrades for Arbutus Street and MacDonald Road be moved to budget discussions.

CARRIED.

No. R.00170/17
Parks, Recreation and
Culture

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

CARRIED.

Economic
And
Sustainable Development

The Economic and Sustainable Development Committee meeting was cancelled.

Cowichan Lake Recreation

Mayor Forrest updated Council on the Cowichan Lake Recreation Commission meeting which included information that due to excessive rain that leaked into the ice plant, a breaker blew and caused the ice rink and curling sheets to start melting. The arena was able to purchase parts and have them installed in time so the ice was saved.

Councillor Day asked about the upcoming Hometown Hockey event taking place in the Cowichan Valley. Mayor Forrest suggested attaching hockey sticks to the bears at the wye entrance of town.

Vancouver Island Regional
Library

Councillor Vomacka reported on some of the highlights from the November 25th, 2017 Vancouver Island Regional Library meeting which included a call for nominations for the next year; policy revisions; the success of the summer reading program and the increase in computer use at libraries.

Advisory Planning
Commission

Councillor Austin said the next Advisory Planning Commission meeting will be held on Thursday December 21st, 2017. She said at the last meeting of the APC, more discussions on the future columbarium site and the possible landscaping to be done at that site were had.

Councillor Austin said they also discussed the need for a policy in the future if cannabis becomes legalized.

Community Forest Co-
operative

Councillor McGonigle said there was nothing to report for the Community Forest Co-op. He said the next meeting will be on November 30th, 2017.

(b) Other Reports

Cowichan Valley Regional
District Board

- (i) Councillor Day gave a verbal report to Council on his attendance at the last two regional district meetings. Highlights from the meetings included: Nanaimo Airport Committee held nominations that included Colleen Johel's nomination and acceptance of the Chair to the committee; elections were held for the new CVRD chair, vice-chair, and board members; Hospice requested funding for Cairnsmore; and Bing's Creek and Meades Creek facilities will no longer accept drywall.

Community Outreach Team

- (ii) Councillor Austin said there was nothing to report for the Community Outreach Team meeting but they are still waiting on a report from the 'Sharpe' program.

Community Safety Advisory

- (iii) Councillor Austin attended the Community Safety Advisory meeting and gave a verbal update to Council. Highlights from that meeting included a letter of support for Warmland Sharpe's Program; Affordable housing workshop; Search for a youth representative for the valley and Safer Futures receipt of funding for the Safety Walk. The next meeting will be on December 7th, 2017.

Seniors Care Facility

- (iv) Councillor McGonigle said that the committee went over wording in the terms of reference at the last meeting. The next meeting will be held on December 6th, 2017.
- (v) Councillor Austin gave an update on the Youth Place Making plans. She said

that Lake Cowichan Students are working to clear blackberry bushes to put in a crosswalk. Some kids are also going to fix up the area behind Subway for an area to 'hang out' at.

(c) Staff Reports

None.

8. BYLAWS

No. R.00171/17
Bylaw No. 991-2017
Cemetery and Columbarium

- (a) Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that the "Town of Lake Cowichan Cemetery and Columbarium Bylaw No. 991-2017" be reconsidered and adopted.

CARRIED.

No. R.00172/17
Bylaw No. 997-2017
Advisory Planning
Commission

- (b) Moved: Councillor McGonigle
Seconded: Councillor Day
that the "Town of Lake Cowichan Advisory Planning Commission Bylaw No. 997-2017" be given first, second and third readings.

CARRIED.

9. NEW BUSINESS

- (a) The power outage planned by BC Hydro for December 7th, 2017 has been cancelled. An outage has proven unnecessary.

No. R.00173/17

- (b) Moved: Councillor McGonigle
Seconded: Councillor Day
that Council approve \$750.00 from the 2017 grant-in-aid budget to help the Senior Girls Volleyball team with travel expenses to the Provincial Championships in Fernie, BC.

CARRIED.

10. MAYOR'S REPORT

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

- Our Town is filled with the generosity of local groups that come together in times of adversity. A few examples of this included when the Kin club's fundraising event to help a local family; local residents and businesses gave generously to the Senior Girls Volleyball team to help with travel costs to Fernie, BC for the provincials;
- The Public Meeting took place on November 20th, 2017 where the Lake Cowichan First Nations, the Lake Cowichan Fire Department, and the Advisory Planning Commission made presentations.
- The Advisory Planning Commission was looking for volunteers for working groups to help with the update of the Official Community Plan.;
- Two public meetings took place on recreation needs. One dealt with regional recreation while the other meeting looked at the curling facility in Lake Cowichan;
- Catalyst Paper hosted a meeting to gather feedback on its lake pump-down application; and
- A big thank you to everyone who helped to decorate the town for Christmas and to the Cowichan Lake Chamber of Commerce/ Country Grocer for organizing the Santa Parade.

11. NOTICES OF MOTION

- (a) Councillor Day requested that a review of current zoning designations and particularly for the downtown be brought forward to the next Finance and Administration meeting.

12. PUBLIC RELATIONS

- (a) Councillor McGonigle expressed the Forrest and Friday Atom Laker's Hockey team on winning the tournament held at the Lake Cowichan Sports arena this past weekend and to a job well done by all the volunteers who made this a successful event for all teams that traveled to our community.

13. IN CAMERA

No. R.00174/17

Moved: Councillor McGonigle
 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, and 90(1) (e) the acquisition, disposition or expropriation of land or improvements (8:20 p.m.).

CARRIED.

14. ADJOURNMENT

No. R.00175/17
Adjournment

Moved: Councillor McGonigle
 Seconded: Councillor Austin
 that we arise and adjourn at 8:50 p.m. without report.

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2017.

Mayor



HARRISON HOT SPRINGS

Naturally Refreshed

File: 0530-01

December 5, 2017

Honourable George Heyman
Minister of Environment and Climate Change Strategy
PO Box 9047 Stn Prov Govt
Rm 112, Parliament Buildings
Victoria, BC V8W9E2

Subject: Prevention of Quagga and Zebra Mussels

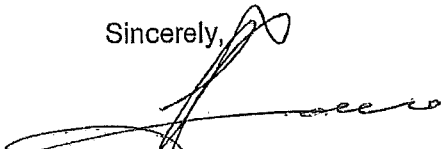
Dear Minister Heyman:

At a recent meeting of Council on December 4, 2017, Council passed a resolution in support of the District of Sicamous' concerns and threat of Quagga and Zebra mussels in the Province. Sicamous submitted a resolution at UBCM that was endorsed requesting more funding from the Provincial Government to increase awareness and education for the threat of Quagga and Zebra mussels into BC Lakes.

As expressed in the District of Sicamous' letter of November 29, 2017, the Village concurs that the impacts these bivalve molluscs can inflict in our BC waters is of a huge concern. We wholeheartedly agree with the District and recommend that the Province take the necessary steps to ensure continuing health and well-being of our waters and work towards a solution for the eradication of this invasive species.

We respectfully request that you consider the requests made on this very important issue.

Sincerely,



Leo Facio
Mayor

enclosure

cc: Mark Zarcharias, Deputy Minister (via email: DM.ENV@gov.bc.ca)
Wendy Booth, UBCM President (via email: wndbooth@gmail.com)
UBCM Members (via emails)
Council

Municipal Office: P.O. Box 160, 495 Hot Springs Road, Harrison Hot Springs, BC V0M 1K0
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TOWN OF LAKE COWICHAN

Minutes of Finance & Administration Committee

Tuesday, December 12th, 2017

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

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

PUBLIC: 1

No. FA.0060/17

1. CALL TO ORDER

The Chair called the meeting to order at 5:01 p.m.

2. AGENDA

Moved: Councillor Vomacka

Seconded: Councillor Day

that the agenda be approved as with the following addition:

New Business

- Councillor McGonigle request for absence.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS
Ongoing Items Still Being Addressed:

- (a) The Chief Administrative Officer advised he still had no update on status of the Municipal Hall upgrades.
- (b) The Chief Administrative Officer said that a geotechnical assessment has been completed on the columbarium site and that an application to register the site with the province has been submitted.
- (c) The Chief Administrative Officer said additional time is needed for staff and employee input on the Employment Code of Ethics.

4. DELEGATIONS AND REPRESENTATIONS

None.

5. CORRESPONDENCE

- (a) The correspondence from Liam Edwards, Executive Director Local Government Infrastructure and Finance Branch, re: 2018 Local Government Grants Program-Infrastructure Planning Grants on planning grants has a deadline of January 17th, 2018.

Councillor McGonigle suggested planning for the walking trail on North Shore Road as a possible grant application.

- (b) The correspondence from Wendy Booth, UBCM President, re: Gas Tax Agreement Community Works Fund Payment, was treated as information.

6. REPORTS

- (a) The financial report for the period ending November 30th, 2017 was treated as information.
- (b) The Building Inspector's Service Report for November, 2017 was treated as information.
- No. FA.0061/17 (c) Moved: Councillor Day
Seconded: Councillor Austin
that the Committee recommend approval of the Lake Cowichan Fire Department's incident report expense for November 2017 in the total amount of \$7,875.20.

CARRIED.

7. NEW BUSINESS

- (a) A discussion was held on the Cannabis Regulation in B.C. the Public and Stakeholder Engagement (September 25th - November 1st, 2017) report. The committee said it may have to have policies in place similar to alcohol tolerances for the safety of employee and the public.
- (b) A discussion was held on possible rezoning of the downtown business area. Councillor Day asked everyone to read the downtown section of the Official Community Plan.
- No. FA.0062/17 (c) Moved: Councillor Day
Seconded: Councillor Austin
that Councillor McGonigle be excused from the next Economic and Sustainable Development meeting to be held on December 12th, 2017 at 6:00 pm.

CARRIED.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

None.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

- No. FA.0063/17
Adjournment
Moved: Councillor Vomacka
Seconded: Councillor Day
that we adjourn (5:52 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, December 5th, 2017

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

STAFF: Joseph Fernandez, Chief Administrative Officer
Nagi Rizk, Superintendent, Public Works and Engineering Services
Ronnie Gill, Director of Finance

PUBLIC: 3

1. **CALL TO ORDER**

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

2. **AGENDA**

No. PW.0029/17
Agenda

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

New Business:

(d) 2017 Meeting Schedule for November 14th, 2017.

CARRIED.

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

(a) (i) The Superintendent, Public Works and Engineering Services reported that the Greendale Road water main project construction is in progress.

(ii) The Superintendent, Public Works and Engineering Services advised that three tenders were received for the Ohtaki footbridge and Greendale water main upgrade projects.

(b) The Superintendent, Public Works and Engineering Services advised that the contractors are doing a good job on the Water Treatment Plant upgrades. The project is very complex and change order are being needed.

(c) BC Hydro power outage scheduled for December 7, 2017 has been cancelled.

Ongoing Items Still Being Addressed:

(d) (i) The Chief Administrative Officer reported that the remainder of the boat ramp cement slab will have to be completed next year when the water level is at its lowest.

(ii) The Superintendent, Public Works and Engineering Services advised that a consultant is to prepare the CLEC water system design for the second barrier.

4. **DELEGATIONS**

None

5. CORRESPONDENCE

- (a) BC Hydro has provided a grant to the Town for \$500.00 towards vandalism and anti-graffiti projects.
- (b) Mayor Forrest received a letter from FCM regarding infrastructure funding and the planned member engagement sessions to better understand needs to define strategic direction. Mayor Forrest is attending the 90 minute session to be held in Victoria to discuss the Town's need on priorities for funding.
- (c) The email received from Rick Bryon of the BC Recreational Canoeing Association, requesting the washrooms at Saywell and Riverside Park be kept open during the winter months was discussed. Staff was asked to bring back costs of keeping the washroom open. The need for better signage indicating that the washroom is closed on weekends was suggested.

6. REPORTS

None.

7. NEW BUSINESS

No. PW.0030/17
Leave of Absence

- (a) Moved: Councillor Day
Seconded: Councillor Lomacka
that a leave of absence be approved for Mayor Forrest for meetings to be held on December 12 and 19th and January 9, 2018.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

None

10. MEDIA/PUBLIC QUESTION PERIOD

None.

11. ADJOURNMENT

No. PW.0031/17
Adjournment

- Moved: Councillor Vomacka
Seconded: Councillor McGonigle
that this meeting adjourns. (5:53 p.m.)

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2017.

Chair



TOWN OF LAKE COWICHAN

Minutes of Parks, Recreation and Culture Committee

Tuesday, December 5th, 2017

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

STAFF: Joseph Fernandez, Chief Administrative Officer
Nagi Rizk, Superintendent, Public Works and Engineering Services
Ronnie Gill, Director of Finance

1. CALL TO ORDER

The Chair called the meeting to order at 6:03 p.m.

2. AGENDA

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

No. PR.0023/17

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(i) The Superintendent, Public Works and Engineering Services said that the contracted work at Centennial Park has been completed.

An update was given on fencing, dugouts and back stop costs. The layout of the field is contracted out to a surveying company in conjunction with fencing

(ii) The Town of Lake Cowichan will start planning the 75th Birthday celebration at the beginning of 2018.

(b) Ongoing Items:

(i) No update on the trail connection proposal for the Riverfront properties was available.

(ii) The water park proposal will remain on the agenda for consideration as a possible future project.

(iii) Councillor Austin advised that Ms. Sheer and the Grade 9 students from LCS are designing a prototype of the lamppost banners.

A discussion was held on the possibility of displaying Christmas banners. The Superintendent, Public Works and Engineering Services said winters are hard on the banners. Ornaments and lighting would be a better option, he stated. BC Hydro approval would also be required.

(iv) The Cowichan Lake Education Centre Manager, Dalton Smith met with a local resident to discuss the location of a Single Track Trail Along South Shore.

4. DELEGATIONS AND REPRESENTATIONS

None.

5. CORRESPONDENCE

- (a)** Ernie Mansueti, Municipality of North Cowichan, had a request for the Town to display the banners for the Hometown Hockey event.

The event sign by the Town entrance will be used to display the Minor Hockey Jamboree event on January 20th, 2018 and for Hometown Hockey on January 21st, 2018.

Scarves and hockey sticks may be placed on the 2 bears at the Town entrance sign.

- (b)** Linda Blatchford, Manager of Cowichan Lake Recreation is to be advised that the Christmas lights will be left up until after the Rogers Hometown Hockey event.

6. REPORTS

None.

7. NEW BUSINESS

None.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

None.

10. MEDIA/PUBLIC QUESTION PERIOD

Tree of remembrance Wednesday Dec 6th, 2017 at 6:00pm

11. ADJOURNMENT

No. PR.0024/17
Adjournment

Moved: Councillor Austin
Seconded: Councillor Day
that the meeting be adjourned. (6:34 p.m.)

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2017.

_____ Chair



TOWN OF LAKE COWICHAN

Minutes of Economic and Sustainable Development Committee

Tuesday, December 12th, 2017

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

STAFF: Joseph 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 6:15 p.m.

2. AGENDA

No. SPD.0027/17

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

CARRIED.

The Chair asked that the two delegations be moved to the beginning of the meeting.

3. DELEGATIONS AND REPRESENTATIONS

(a) Cathy Robertson, General Manager Community Futures, gave an update on the rural dividend fund with regard to the grant received. She talked about the Pacific Marine Circle Route and explained that of the \$120,000 grant that was given to them with the majority of the funds to go towards an engaging tourism consultant. She also said that she is looking at a working group of local residents with one local resident to work approximately 20 hours a week. They would also like to find a local business owner that will offer some storefront space for this project that will take place for about 6 months.

(b) Ross Blackwell, General Manager, Land Use Services, Cowichan Valley Regional District, made a presentation on rural DNA's which is the the make-up of towns and cities within British Columbia. He explained that it takes many years to achieve a successful vision for a community.

The Chair asked that all other items on the agenda be moved to a future meeting.

4. NOTICES OF MOTION

None.

5. PUBLIC RELATIONS ITEMS

None.

6. MEDIA/PUBLIC QUESTION PERIOD

None.

7. IN-CAMERA

8. ADJOURNMENT

No. SPD.0028/17
Adjournment

Moved: Councillor Austin
Seconded: Councillor Vomacka
that the meeting adjourn. (8:15 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2017.

Chair

- Call to order 6:00pm
- Attendance: Ross Forrest, Carlyne Austin, Tim McGonigle, Bob Day, Terry Hale, Sheila Service, Jack Pearce, Wayne Stinchcombe
- Introduction and welcome to new member Don Beldessi
- A decision was made for the Committee to have two Co-chairpersons (as opposed to a Chairperson and Vice-Chairperson). One Co-chair to be from Town Council and the other from the general membership. It was also decided that a Secretary was also needed at this time. Other Committee positions will be outlined and filled as required. These decisions were followed by a nomination and selection process which determined the following:
 - o Co-chairpersons: Jack Peake and Bob Day
 - o Secretary: Wayne Stinchcombe
- A review of the CLECI "Practices and Procedures" document was completed updating the entire document. All changes and edits agreed to in the meeting are included in the updated document dated November 2017. A motion was approved that this updated document will be presented to Town Council for their approval.
- Tim committed to review the requirement for Town sign off on minutes AND review the process for Committee reimbursement of approved expenses AND funding for a second Age Friendly analysis.
- A recommendation to have a Committee position representing our First Nations band was accepted.
- Ross suggested that First Nations be invited to participate with our initiative. It was decided the invitation will be delivered in writing and hopefully held on First Nations land. Invitation to be drafted by Jack, Bob and Wayne.
- The following future agenda items were discussed:
 - o Review of the previous Strategic Plan with focus on 'partnerships' and 'property inventory'
 - o Evaluate some existing elder care facilities and opportunities as suggested by Terry and identified by various Committee members:
 - Terry agreed to inventory a list of BC elder facility websites for future research
 - Jack, what can be learned by the history of Olsen Manor
 - Carlyne, 3 elder care centres on Salt Spring Island
 - Don, BC Non-Profit Housing Association and the numerous resources they provide their website is <http://bcnpa.ca> members are encouraged to visit the site prior to the next meeting
 - A theme of a need for a needs assessment to better zero in on levels of care needed and approximate numbers such as beds, rooms and facilities was identified
 - Sheila shared key data available in the CVRD website, under Our Cowichan, specifically 12 Determinates of Health which includes specifics to Cowichan Lake communities
 - Identify what we immediate and future of needs and the steps to take to better zero in on the levels of care and the number of beds needed to meet the needs of our community
- Adjourn 7:40 pm
- Next Meeting Wednesday December 6, 2017 6:00pm Town Hall

TOWN OF LAKE COWICHAN
ADVISORY PLANNING COMMISSION
Bylaw No. 997-2017

WHEREAS pursuant to Section 461 of the *Local Government Act*, a bylaw may be enacted to establish an advisory planning commission to advise Council on all matters respecting land use, community planning or proposed bylaws or permits relating to land use matters;

AND WHEREAS it is deemed desirable to establish an advisory planning commission to advise council on such matters respecting land use;

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

1.0 CITATION

- 1.1 This Bylaw may be cited as the "Town of Lake Cowichan Advisory Planning Commission Bylaw No. 997-2017".

2.0 ESTABLISHMENT OF COMMISSION

- 2.1 An Advisory Planning Commission is established to advise Council upon all matters regarding land use issues which may be referred to it by the Council.

3.0 MEMBERSHIP

- 3.1 The Advisory Planning Commission shall be comprised of five members who shall be appointed by Council.
- 3.2 A member of council may be appointed to attend Commission meetings in a resource capacity.
- 3.3 The composition of the membership of the Commission shall be as follows:
 - (a) No less than four (4) members shall be residents of the Town of Lake Cowichan pursuant to the *Local Government Act* which requires that at least 2/3 of the members must be residents; and
 - (b) One (1) member may be a non-resident.
- 3.4 The members who are appointed by Council shall hold office at the pleasure of Council for a two-year term, commencing January 1st in the year they are appointed and terminating two years later on December 31st.



3.5 Notwithstanding Section 3.4, all members shall continue to hold office until their successors are appointed. In the event of a vacancy occurring in the membership of the Advisory Planning Commission, the Council shall appoint a person to fill such vacancy for the unexpired term of office of the member being replaced.

3.6 Advisory Planning Commission members can be removed by a 2/3 vote of Council.

4.0 VOTING

4.1 All matters before any meeting of the Advisory Planning Commission shall be decided by a majority of the members present.

4.2 No members serving in a resource capacity to the Advisory Planning Commission are entitled to vote on any matter but may act in an advisory capacity only.

5.0 ELECTION OF CHAIRPERSON

5.1 The appointed members of the Advisory Planning Commission shall, at the first regular meeting held after January 1st in each year, elect a Chairperson from among their number who shall preside at all meeting for the balance of the year.

5.2 If the chairperson fails to attend any meeting of the Advisory Planning Commission, the appointed members present shall elect one of their numbers to be Acting Chairperson and the member so elected shall preside at the meeting.

5.3 If the Chairperson ceases to be a member of the Advisory Planning Commission, the appointed members present at the next meeting shall elect one of their number to be Chairperson who shall preside at all meetings for the balance of the year.

5.4 Chairmanship is limited to a maximum of four years, unless an extension is recommended by the appointed members.

6.0 QUORUM

6.1 Three appointed members of the Advisory Planning Commission is a quorum.

7.0 MEETINGS AND ATTENDANCE

7.1 Meetings shall be conducted according to Canadian Parliamentary Procedure in accordance with Roberts Rules of Order.

7.2 Meetings of the Advisory Planning Commission shall be held monthly, on a regular day. Meetings may be cancelled due to insufficient agenda items, at the call of the Chairperson.

7.3 Notwithstanding Section 7.2, special meetings may be held at the call of the Chairperson, provided at least 24 hours notice of such meeting is given to all members.



- 7.4 If the Chairperson refuses or neglects to call a special meeting, at the request of not less than two members, within 48 hours of the receipt of such request, then such members may call a special meeting giving at least 24 hours notice of such meeting to all members.
- 7.5 Save with respect to matters expressly dealt with or provided for in this bylaw, the rules governing proceedings of the Advisory Planning Commission shall be those governing the proceedings of Council under the Procedure Bylaw, insofar as the said rules may be applicable.
- 7.6 The Chairperson may appoint such committees from within the members of the Advisory Planning Commission as may be deemed necessary for the efficient operation of the Advisory Planning Commission.
- 7.7 The Chairperson shall preside at all meetings of the Advisory Planning Commission, and shall preserve order and decide all points of order which may arise, subject to an appeal to the other members present. All such appeals will be decided without debated.
- 7.8 All appointed members of the Advisory Planning Commission may vote on all questions. In the event of an equality of votes, the question shall be decided in the negative. Any member of the Advisory Planning Commission who abstains from voting shall be deemed to have voted in the affirmative.
- 7.9 All questions put before a meeting of the Advisory Planning Commission shall be decided by a majority vote.
- 7.10 No act or proceeding of the Advisory Planning Commission is valid unless it is authorized by resolution at a regular or special meeting.
- 7.11 Any appointed member of the Advisory Planning Commission who is absent from three consecutive regular meetings, without leave or valid reason satisfactory to the Advisory Planning Commission, shall be deemed to have resigned.
- 7.12 If the Advisory Planning commission is considering an amendment to a plan or bylaw, or the issue of a permit, the applicant for amendment, or permit is entitled to attend meetings of the Advisory Planning Commission and be heard.

8.0 MINUTES

- 8.1 The Chairperson shall cause minutes of the meetings to be kept and such minutes shall be made available to all members of the Advisory Planning Commission and Council.

9.0 ANNUAL BUDGET

- 9.1 All items of revenue and expenditure relating to the activities of the Advisory Planning Commission shall be included in the annual budget.
- 9.2 No expenditure shall be made by the Advisory Planning Commission that is not provided for in the annual budget of the Town of Lake Cowichan or the annual budget as amended.



9.3 All monies received by the Advisory Planning Commission shall be paid into the hands of the Treasurer of the Town of Lake Cowichan for deposit to the credit of the Town in a general fund bank account.

9.4 Accounts for authorized expenditures of the Advisory Planning Commission shall be paid by the Treasurer of the Town of Lake Cowichan in the same manner as other accounts.

10.0 REPEAL

That upon adoption of the bylaw, Bylaw No. 898-2011 being the "Town of Lake Cowichan Advisory Planning Commission Bylaw" is hereby repealed.

READ A FIRST TIME on the ____ day of _____, 2017.

READ A SECOND TIME on the _____ day of _____, 2017.

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

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

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer

I hereby certify the foregoing to be a true and correct copy of "Town of Lake Cowichan Advisory Planning Commission Bylaw No. 997-2017" as adopted on the 19th day of December, 2017

Corporate Officer



TOWN OF LAKE COWICHAN

BYLAW NO. 998-2017

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

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

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

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

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

1. Title

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

2. Definitions

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

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

BUILDING CODE means the British Columbia Building Code;

BUILDING INSPECTOR means the person duly appointed to that office;

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

COUNCIL means the Council of the Town;

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

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

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

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

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



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

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

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

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

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

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

TOWN means the Town of Lake Cowichan.

3. **Purpose**

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

4. Application

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

5. Permit Conditions

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



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

6. Permits

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

7. Building Inspector

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

and types of materials, devices or assemblies used in the construction of a building or structure substantially conform

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

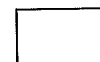
- (d) require that tests be carried out in accordance with recognized standard test methods with copies of such tests provided to the Building Inspector and be available on-site during the construction of the building or structure;
- (e) require the owner to uncover and replace at the owner's expense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

8. Permit Applications

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

9. Building Permit Applications

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



- (d) include, as exhibits, copies in duplicate of scale drawings of and specifications for the building or structure respecting which work is to be done, showing:
 - (A) the building or structure's dimensions,
 - (B) each room or floor area's proposed use,
 - (C) the dimensions of the land on which the building or structure is, or is to be, situated,
 - (D) building grades,
 - (E) the grades, and elevations, of streets, and sewers, abutting the land on which the building or structure is, or is to be, situated, and
 - (F) the position, height, and horizontal dimensions, of all existing and proposed buildings and structures on the land on which the building or structure is, or is to be, situated,
 - (e) a plan showing the location and size of every driveway, water service line, building drain, storm sewer, sanitary sewer, trap, and inspection piece; and
 - (f) a sectional drawing showing the size and location of every soil or waste pipe, trap, and vent pipe.
- (3) The exhibits referred to in the last paragraph of the previous subsection must bear their designers' names and business addresses.

10. **Water Conservation**

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

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

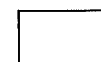
11. Prohibitions

No person may:

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

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

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



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

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

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

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

14. Professional Plan Certification

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

must notify the owner that the permit is issued in reliance on the registered professional's certifying that the designs and plans submitted in support of the permit application comply with the Building Code and other applicable codes, standards, and enactments.

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

15. Professional Design and Field Review

- (1) If the Building Inspector considers that a project's size or complexity, or a site condition, warrants, the Building Inspector may require a registered professional's design and plan certification, and field review, supported by letters of assurance in the form of Schedules:

- (a) A, B-1, B-2, and C-a; or
- (b) B-1, B-2, and C-b;

of the *British Columbia Building Code*.

- (2) An owner must provide the Town with letters of assurance in the form of Schedules C-a or C-b to the *British Columbia Building Code* before an occupancy permit is issued for a:
 - (a) complex (Part 3) building, or
 - (b) standard (Part 9) building where letters of assurance are required.

16. Owner's Responsibilities

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



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

17. Inspections

- (1) If a registered professional provides letters of assurance, the Town relies solely on the field reviews undertaken by the registered professional and the letters of assurance submitted under section 14 (2) as assurance that construction
 - (a) substantially conforms to the design, and
 - (b) substantially complies with the Building Code, this Bylaw, and other applicable codes, standards, and enactments,although the Building Inspector may attend at a construction site from time to time to determine if field reviews are occurring and to monitor them.
- (2) The Building Inspector may attend at a standard (Part 9) building or structure's construction site to determine whether design and construction are being carried out in substantial conformance to the Building Code, this Bylaw, and other applicable codes, standards, and enactments.
- (3) The owner, or the owner's agent, must notify the Building Inspector at least 24 hours before work is ready to be inspected and ensure that the Building Inspector inspects and accepts work:
 - (a) after completing the foundation and footing forms, before pouring concrete in them;

- (b) after removing the forms from the foundation, installing perimeter drain tiles and roof drains, and damp-proofing, before backfilling against the foundation;
 - (c) when framing and sheathing the building or structure, before insulating, lathing, or applying an interior or exterior finish, that would hide the building or structure's framing and sheathing;
 - (d) after completing the plumbing rough-in:
 - (i) under slab,
 - (ii) for the water supply system under test, and
 - (iii) for the drainage system under test;
 - (e) after insulating and installing the vapour barrier, before applying drywall;
 - (f) before covering water service, or a building drain or sanitary or storm sewer;
 - (g) while constructing a masonry fireplace, before completing the smoke chamber;
 - (h) after completing the rough-in of new:
 - (i) prefabricated fireplaces and chimneys; and
 - (ii) solid fuel-burning appliances, before covering clearances to combustibles in them, and chimneys; and
 - (i) after completing the building or structure, but before occupying it.
- (4) The previous subsection does not apply to work that is the subject of a registered professional's letter of assurance regarding field reviews.

18. Occupancy Certificates

- (1) No person may occupy a building or structure, or part of a building or structure, until the Building Inspector issues an occupancy certificate in the form prescribed by the Town.
- (2) An occupancy certificate must not be issued unless
 - (a) all required letters of assurance have been submitted, or
 - (b) all aspects of the work requiring inspection and acceptance under section 17 have been inspected and accepted.
- (3) A Building Inspector may issue an occupancy certificate for part of a building or structure if the part is self-contained, supplied with water and sanitary sewer services and storm drainage, and meets the requirements of the previous subsection.



19. Relocation of Buildings

- (1) No person shall:
 - (a) move or cause to be moved any building or structure from one parcel of land to another without first obtaining a moving permit and providing a detailed hazardous materials report in compliance with WorkSafe guidelines; and
 - (b) move or cause to be moved any building or structure unless it has been certified by a professional engineer or architect as meeting the requirements of the Building Code, or the applicant provides detailed plans and specifications certified by a professional engineer or architect showing any and all upgrading necessary to meet the requirements of this bylaw;
 - (c) move or cause to be moved a residential building or part of it to a parcel of land within the Town, unless it can be shown by a qualified appraiser that the appraised value after relocation will be at least equal to the average assessed value of all residential buildings within 61 meters (200 feet) of the parcel of land to which the building is to be moved. For comparative purposes, the assessed values of surrounding residential buildings will be those values given by the British Columbia Assessment Authority;
 - (d) move or cause to be moved any building that was constructed prior to 1990;
 - (e) move or cause to be moved a building or structure unless the Town has been provided proof of liability insurance of not less than five million dollars (\$5,000,000) with the Town endorsed as an added insured and a security in the amount prescribed in Schedule "A" to insure against damage or injury arising out of the building, structure or part thereof.
- (2) A person who applies for a permit to move a building or structure either within or into the Town shall deposit with the Town an Irrevocable Letter of Credit, money order or bank draft in favour of the town in an amount equal to five percent (5%) of the appraised value of the rehabilitated building. This is to ensure that the building or structure shall be completely re-erected on the new parcel of land within six (6) months of the date of issuance of the permit. If the building or structure, or part thereof, is not completed within six (6) months of the issuance of the permit, the Town may send a written notice to the owner stating that the building does not comply with this bylaw, and direct the owner to remedy the non-compliance within thirty (30) days from the date of service of the notice. If the non-compliance is not remedied within thirty (30) days, the security shall be forfeited to the Town.
- (3) Every person relocating a building or structure from a parcel of land within the Town shall ensure that the site shall be left in a neat, clean, and safe condition after the removal.
- (4) The provisions of the "*Motor Vehicle Act*", R.S.B.C. c.288, and the "*Commercial Transport Act*", R.S.B.C. C.55, and any amendments thereto pertaining to the movement of buildings and large structures shall apply on all roads within the Town".

20. Demolishing Buildings and Structures

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

21. Swimming Pools and Fences

- (1) No person shall commence or continue any work related to the installation, construction and alteration of a swimming pool or related ancillary equipment unless a valid permit has been obtained pursuant to this Bylaw.
- (2)
 - (a) Fences shall be constructed around the perimeter of swimming pools and shall not be less than 1.5 metres (4.92 feet) high. The base of every fence shall be not more than 100 millimetres (4 inches) above ground or adjacent grade.
 - (c) No horizontal or angled framing member shall be located on the outside of the fence between 200 millimetres (8 inches) and 900 millimetres (36 inches) above ground level or adjacent finished grade. Fences composed of vertical members shall have no openings of a size, which will permit the passage of a spherical object having a diameter of 100 millimetres (4 inches). Fences composed of angle members shall have no openings between adjacent members greater than 13 millimetres (1/2 inch).
 - (d) Notwithstanding the provisions of this Section, standard chain link wire mesh may be acceptable provided that such fence is a minimum of 1.5 metres (4.921 feet) in height.
 - (e) Access through required fences shall be by means of self-closing gates so designed as to cause the gates to become secured with self-latching devices located on the swimming pool side of the fence and at a height of at least 1 metre (3.281 feet) above grade at the outside of the fence, or on the outside of the fence at 1.5 metres (4.921 feet) above grade.

22. Penalty

- (1) A person who violates a provision of this Bylaw is guilty of an offence and liable on conviction to:
 - (a) a fine not exceeding two thousand dollars (\$2,000) plus the cost of prosecution.



- (2) A separate offence is considered to be committed on each day during which a violation continues.

23. Repeal

"Town of Lake Cowichan Building Bylaw No. 987-2017" being the Building Bylaw is hereby repealed.

READ A FIRST TIME this _____ day of _____, 2017.

READ A SECOND TIME this _____ day of _____, 2017.

READ A THIRD TIME this _____ day of _____, 2017.

RECONSIDERED, FINALLY PASSED AND ADOPTED by the Municipal Council of the Municipal Council of the Town of Lake Cowichan on the ____ day of _____, 2018.

Mayor

Clerk



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

ALL CONSTRUCTION **PERMIT FEE**

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

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

PLUMBING **PERMIT FEE**

(a) Number of Fixtures	
Minimum fee (One or two fixtures)	\$ 24.00
Three to 100 fixtures	\$ 12.00 per fixture
Over 100 fixtures	\$ 1,000
(b) Inspection	
Water lines on private property	\$ 10.00
Sewer lines on private property	\$ 10.00
Fire sprinkler system (per sprinkler head)	\$ 2.00
Lawn sprinkler system (residential or commercial) (per zone).....	\$ 25.00
Fire protection system (per standpipe hydrant or hose connection)....	\$ 25.00
Sanitary or storm sewer (connection to or alteration of)	\$ 30.00
Connection of water service	\$ 30.00
Maintenance holes, interceptors and catch basins	\$ 30.00
Storm drain or sanitary sewer larger than four inches or longer than 250 feet (per 100 feet)	\$ 30.00
Callback inspection.....	\$ 30.00

OTHER **PERMIT FEE**

Reviewing plans before inspection	\$ 100.00
Building permit fee reduction for plans certified by an Architect and provided with Schedule A, B-1, B-2	10 percent (10 %)
Demolition of building or structure	\$ 100.00
Permit to move building	\$500.00
Each re-inspection, each woodstove installation	\$ 50.00
Building permit application refund if no work has begun.....	70 percent (70 %)
Building file review	\$ 50.00
Security for moving building or structure	\$ 10,000
Security for demolishing building or structure	\$ 5,000
Security for Damage to Town Property	\$ 2,000



Any construction without a valid permit

DOUBLE FEE

SCHEDULE "B"

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

CONSTRUCTION VALUATION SCHEDULE

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

CONSTRUCTION VALUE

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



**TOWN OF LAKE COWICHAN
Bylaw No. 999-2017**

Fees and Charges for Services

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

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

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

1. This bylaw may be cited for all purposes as "Town of Lake Cowichan Fees and Charges for Services Bylaw No. 999-2017".

2. Fees listed in Schedule "A" attached to and forming part of this bylaw shall apply for the use of the Lakeview Park Campground.

Notwithstanding the charges stipulated in the foregoing schedule, off-season rates and terms may be varied and approved by resolution of council.

3. Fees listed in Schedule "B" attached to and forming part of this bylaw shall apply for the use of the Cowichan Lake Outdoor Education Centre.

Notwithstanding the charges stipulated in the foregoing schedule, group rates may be varied through contract negotiations approved by Council.

4. Fees listed in Schedule "C" attached to and forming part of this bylaw shall apply to other goods and services provided by the municipality on a demand basis.

5. Fees listed in Schedule "D" attached to and forming part of this bylaw shall apply to miscellaneous development charges.

6. The fees and charges contained in this bylaw shall become effective on passage of this bylaw.

7. That the fees and charges contained in Bylaw 992-2017 being the "Town of Lake Cowichan Fees and Charges for Services Bylaw" and all amendments are hereby repealed.

READ A FIRST TIME on the ___nd day of _____, 2017.

READ A SECOND TIME on the ___nd day of _____, 2017.

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

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

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer



TOWN OF LAKE COWICHAN**Schedule "A"**

(attached to and forming part of Bylaw No. 999-2017)

Lakeview Park Campground:

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

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

* a Site will accommodate the following:

- One to four persons 19 years of age or older. Additional fees for adults apply as set above.
- A maximum of eight persons including children (18 years of age and younger).
- Vehicles per Camp Site:
One vehicle and trailer. Either one (but not both) may be an RV.
A second vehicle (non-RV) may be allowed for the additional nightly charge of \$16.00. Additional Vehicle(s) and/or person(s) will be charged according to fees set above.
There will be NO exceptions to Camp Site size and vehicle numbers.

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

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



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

(attached to and forming part of Bylaw No. 999-2017)

Cowichan Lake Outdoor Education Centre

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

		<u>Off-Season</u>	<u>In Season</u> July & August
Adult	per person, double occupancy, inclusive of 3 meals and overnight accommodation, minimum group size 20 – (standard meal plan)	\$ 111.00	\$ 125.00
Adult	Per person, double occupancy, inclusive of 3 meals and overnight accommodation, minimum group size 20 – (specialized meal plan)	\$ 116.00	\$ 130.00
School	per student, inclusive of 3 meals and shared dormitory-style accommodation, no bedding provided, two and one-half day package inclusive of all on-site programs.	\$ 179.00	\$ 194.00
Youth / School	3 meals and shared overnight accommodation, no bedding provided	\$ 80.00	\$ 80.00
Exclusive Day Use	per day, meals not included	\$ 675.00	\$ 1,450.00
Other Uses	Small meeting room	\$ 87.00	\$ 100.00
	Wedding and other programming charges will be levied on a cost recovery basis		



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

(attached to and forming part of Bylaw No. 999-2017)

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

Photocopies	8 ½" X 11"	\$ 0.75/page
	8 ½" X 14"	1.50/page
	11" X 17"	2.00/page
	Town documents	.50/page
Faxes	Outgoing	1.50/page
Email	Locate and send digital copy	5.00/document
	Produce digital copy	2.00/page
Maps	Zoning Map – Large	28.00
	Official Community Plan Map	28.00
	Town Street Map	28.00
Tax Certificates	(Except for those making a request under Section 249(1) of the <i>Community Charter</i>)	25.00
Tax Certificates	Commissioned through BC Online	15.00
Building Permit Register	Per Monthly Report	15.00
Zoning Compliance	Letter of comfort	200.00
Non-Sufficient Funds	Per returned cheque	20.00
Mortgage Lenders bank fees	Recovery of bank charges (wire transfer fees) on property tax payments by mortgage companies	up to \$4.00/folio
Digital Property Tax Information	Per request made	100.00
Replicate Town Document	To recreate an original document	10.00
Garbage/organics totes:	Replacement costs	At cost – minimum \$70.00
		At cost – minimum \$90.00
	80L	
	120L	



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

(attached to and forming part of Bylaw No. 999-2017)

Sign Fees

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

Other Fees

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

Permits and Development Fees

The following charges apply for all miscellaneous development applications:

Subdivision	Preliminary Subdivision – strata and fee simple lots (excludes parent lot if principal structure exists)	\$100.00 per lot
Damage deposit	Final Subdivision – strata and fee simple lots For works and services relating to subdivision	250.00 per lot \$10,000 or 5% of construction costs
Form P	Phased strata development	250.00
Strata Conversion	Per unit	300.00
Rezoning amendment	Bed and breakfast All other rezoning amendments	750.00 2,500.00
OCP Amendment	Application	1,000.00
Development Permit	Less than \$50,000 commercial value or up to 4 residential units	500.00
	More than \$50,000 commercial value or 5 or more residential units	1,000.00
Variance Permit	Application	300.00
Development Variance	Application	400.00
Plan Examination fees	For subdivisions	50.00





Ministry of Municipal
Affairs and Housing

Local Government Infrastructure
and Finance
PO Box 9838 Stn Prov Govt
(4th Floor - 800 Johnson Street)
Victoria, BC V8W 9T1

CIRCULAR

Circular No. 17:17
ARCS File #: 195-20

December 15, 2017

To: All Municipal Financial Administrators

Re: **Interest Rate on Taxes in Arrears or Delinquent
and Interest on Refunds of Tax Overpayments**

1. **Interest Rate on Taxes in Arrears or Delinquent** (Sections 245, 246 and 254 of the *Community Charter* and Section 655 and 660 of the *Local Government Act*)

Effective January 1, 2018, the interest rate established under Section 11(3) of the *Taxation (Rural Area) Act* shall be 6.20%

The next rate setting will occur on April 1, 2018.

2. **Interest on Refunds of Tax Overpayments** (Section 239 of the *Community Charter*)

Effective January 1, 2018, the interest rate for the foregoing purpose is 1.20%

The next rate setting will occur on April 1, 2018.

3. The above rates are based on the prime lending rate of the principal banker to the Province of British Columbia which, at December 15, 2017, was 3.20%; i.e., the interest rate on taxes in arrears or delinquent is 3.00% above and on overpayments 2.00% below the prime lending rate as of the 15th of the month preceding the effective dates.

Sean Grant
Director
Local Government Finance Unit



TOWN OF LAKE COWICHAN

**Notice
Regular Meeting Dates - 2018**

Please note that the Regular Meeting dates for Council of the Town of Lake Cowichan for 2018 are as follows:

- January 30th
- February 27th
- March 27th
- April 24th
- May 8th *
- May 22nd
- June 26th
- July 24th
- August 28th
- September 25th
- October 23rd
- November 27th
- December 18th

The start time for the regular meetings is 6:00 p.m. and the meetings are held at 39 South Shore Road, Lake Cowichan (Municipal Hall).

* This special meeting of Council will be held on May 8th, 2018 at 5:00 p.m. Additional special meetings may be held as council deems necessary during the year.

Dated this 19th day of December, 2017.

Joseph A. Fernandez,
Chief Administrative Officer



LOCAL GOVERNMENT LEADERSHIP ACADEMY

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2018 LGLA Leadership Forum

The 2018 LGLA Leadership Forum will take place **January 31-February 2** at the Radisson Hotel in Richmond. Our theme is **Leading to the Finish: Reflections on a Term in Office**. Delegates will attend and participate in a range of sessions looking back at the current term of office and ahead to both the legacy left behind and the years to come.

Concurrent sessions will be offered in the following three streams on the main day of the Forum:

- **Overcoming Challenges:** taking a look at some of the key challenges faced by local governments and individual elected officials over the current term.
- **Moving Forward:** exploring how things are changing and how we can draw on the experiences of the current term in office to move forward with purpose and intention.
- **Celebrating Achievements:** taking a moment to appreciate some of the recent successes and achievements of communities around the province.

In addition, delegates can expect an engaging keynote, lively plenary panel discussions, interactive and practical take-away sessions, and networking opportunities. All local government and First Nations elected officials and senior staff are welcome to attend. Please see below for agenda, registration and other details.

Event Notices

- 2018 LGLA Forum Notice #1 – Registration Open
- 2018 LGLA Forum Notice #2 – Full Program Now Available

Agenda & Program

- Forum Agenda – Graphic Display (*December 6 Update*)
- Program-at-a-Glance (*December 6 Update*)
- Full Program (*December 6 Update*)

Registration

- www.civicinfo.bc.ca/event/2018/LGLA-LeadershipForum
- \$325+GST until January 5, 2018; \$350+GST January 6-17, 2018
- Registration deadline = January 17, 2018

Accommodation

- Radisson Hotel Vancouver Airport, 8181 Cambie Rd, Richmond
- A block of rooms has been set aside for forum delegates at a rate of \$135 per night at the Radisson Hotel Vancouver Airport in Richmond. *Be sure to ask for the UBCM/LGLA group rate in order to reserve a spot at the discounted price.*
- Reserve online at www.radisson.com/LGLALeadership2018, or contact the hotel via phone (1-800-333-3333) or email (reservations@radissonvancouver.com).

Thank you to our Forum Sponsors!