



# TOWN OF LAKE COWICHAN

## Regular Meeting of Council

Tuesday, February 26<sup>th</sup>, 2019 at 6:00 p.m. – Council Chambers

### 1. **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 on January 22<sup>nd</sup>, 2019.

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<b>5</b>

(b) Minutes of the Regular Meeting of Council held on January 22<sup>nd</sup>, 2019.

#### 4. **BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

#### 5. **DELEGATIONS AND REPRESENTATIONS**

(a) Gilbert Beaudry re: Note on Title 87/89 South Shore Road.

#### 6. **VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA** – (maximum 3 minutes per speaker and maximum time allotted 15 minutes)

#### 7. **CORRESPONDENCE**

(a) **Action Items**

(i)

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

(i) Selina Robinson, Ministry of Municipal Affairs and Housing re: AB Greenwell School.

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#### 8. **REPORTS**

(a) **Council and Committee Reports**

(i) Finance & Administration Councillor McGonigle

- February 5<sup>th</sup>, 2019.

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(ii) Public Works & Environmental Services Councillor Vomacka

- February 19<sup>th</sup>, 2019.

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(iii) Parks, Recreation & Culture Councillor Austin

- February 19<sup>th</sup>, 2019.

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(iv) Cowichan Lake Recreation Commission Mayor Peters

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

(vi) Advisory Planning Commission Councillor Austin

(vii) Community Forest Co-op Councillor McGonigle

(b) **Other Reports**

- (i) Cowichan Valley Regional District Board Meeting – Councillor McGonigle
- (ii) Community Outreach Team Committee - Councillor Austin
- (iii) Our Cowichan - Councillor Sandhu

(c) **Staff Reports**

- (i) CAO re: Application for Development Permit for 301 North Shore Road.
- (ii) CAO re: Renewal of the lease for the Ambulance Station.

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<b>20</b>

**9. BYLAWS**

- (a) "Town of Lake Cowichan Bylaw No. 1018-2019" be given first and second readings

<b>22</b>
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**10. NEW BUSINESS**

- (a) Cowichan Valley Regional District re: Bylaw No. 4202 Drinking Water and Watershed Protection.

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**11. MAYOR'S REPORT**

**12. NOTICES OF MOTION**

**13. QUESTION PERIOD (maximum 3 minutes per speaker and maximum time allotted 15 minutes)**

**- Limited to items on the agenda**

**14. IN CAMERA**

**15. ADJOURNMENT**

**TOWN OF LAKE COWICHAN**  
Minutes of a Public Hearing held on  
Tuesday, January 22<sup>nd</sup>, 2019



PRESENT: Mayor Rod Peters  
Councillor Carlyne Austin  
Councillor Kristine Sandhu  
Councillor Lorna Vomacka

REGRETS: Councillor Tim McGonigle

STAFF: Joseph A. Fernandez, Chief Administrative Officer  
Ronnie Gill, Director of Finance  
Trevor Auger, Superintendent, Public Works and Engineering  
Jill Walters, Recording Secretary

PUBLIC: 10

Mayor Peters 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. 1016-2018.

The Mayor established the rules of conduct for the conduct of the hearing. Mayor Peters asked if there were questions on the process he had laid out for the public hearing. He added that the input should be strictly on the bylaw that is the subject of the public hearing.

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

**2. BYLAW NO. 1016-2018**

- (a) The Chief Administrative Officer advised that the Zoning Amendment Bylaw No. 1016-2018 has been given 1<sup>st</sup> and 2<sup>nd</sup> readings by Council on November 27th, 2018.

The Chief Administrative Officer further advised the following:

The public notices as required under the Local Government Act had been issued and all statutory requirements have been met. He advised that no verbal inquiries or comments had been received as of the close of the business day.

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

Bylaw 1016-2018 was summarized as rezoning the land described as Lot 1, Plan VIP66385 -PID 023-975-092 from 'General Commercial - C-1' zone to 'Multi-Family Residential - R-3' zone.

Council was advised it may after the adjournment of the public hearing proceed to adopt Bylaw 1016-2018 which will effectively amend the Zoning Bylaw.

- (b) The Mayor called for public input. No input was received.
- (c) The Mayor issued a call for public input, a second time. No input was received.

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

Mayor Peters 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.

**4. ADJOURNMENT**

Mayor Peters declared the public hearing for the proposed Bylaw No. 1016-2018 closed and advised that the bylaw would be returned to Council for further consideration (6:04pm.).

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mayor



**TOWN OF LAKE COWICHAN**  
Minutes of a Regular meeting of Council  
*Tuesday, January 22<sup>nd</sup>, 2019*

PRESENT: Mayor Rod Peters  
Councillor Carlyne Austin  
Councillor Lorna Vomacka  
Councillor Kristine Sandhu

ABSENT: Councillor Tim McGonigle

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

PUBLIC: 11

**1. CALL TO ORDER**

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

**2. AGENDA**

No. R.001/19

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

**Reports:**

8(b)(iii) Island Corridor Foundation; and  
8(b)(iv) Our Cowichan;

**Business Arising and Unfinished Business:**

(a) Water Treatment Plant;

**Correspondence:**

7(b)(i) Brookside Garbage Pickup; and

**In Camera:**

s.90(1)(f) law enforcement affecting the  
municipality.

CARRIED.

**3. ADOPTION OF MINUTES**

No. R.002/19

(a) Moved: Councillor Sandhu  
Seconded: Councillor Vomacka  
that the minutes of the Regular Meeting of Council held on  
December 18<sup>h</sup>, 2018 be adopted.

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

(a) The issue of the Public Works Department having the proper  
tickets to operate the new Water Treatment Plant was  
discussed.

**5. DELEGATIONS AND REPRESENTATIONS**

None.

**6. VERBAL COMMENT FROM THE PUBLIC ON A  
SUBSEQUENT ITEM ON THE AGENDA**

**7. CORRESPONDENCE**

(a) **Action Items**

**(b) Information or Consent Items**

- (i)** The letter of thanks from the residents of Brookside regarding their garbage pick-up was treated as information.

**8. REPORTS**

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

No. R.003/19  
Finance and  
Administration

- (i)** Moved: Councillor Vomacka  
Seconded: Councillor Austin  
that the minutes of the Finance and Administration Committee meeting held on January 8th, 2019 be approved with the following:

1- that Councillor Sandhu be appointed as the liason for Our Cowichan, with Councillor Austin as the alternate representative.  
CARRIED.

No. R.004/19

- (ii)** Moved: Councillor Vomacka  
Seconded: Councillor  
that the minutes of the Public Works and Environmental Services Committee meeting held on January 15<sup>th</sup>, 2019 be approved as presented.

CARRIED.

No. R.005/19

- (iii)** Moved: Councillor Austin  
Seconded: Councillor  
that the minutes of the Parks, Recreation and Culture Committee held on January 15<sup>th</sup>, 2019 be approved with the following:

1- that the use of Saywell Park and Parking Lot by the 75<sup>th</sup> Birthday Society on the dates of August 16<sup>th</sup>-18<sup>th</sup>, 2019 be approved;

2- that the use of the Town square for the 75<sup>th</sup> Birthday Society garage sale being held on May 25<sup>th</sup>, 2019 be approved;

3- that staff apply for the grant under the Investing in Canada Infrastructure Program for the Lake Cowichan Connecting Communities Project;

4- that the green space by King George Roundabout be named Kate's Park; and

5- that Councillor McGonigle's absence be approved from the January 22nd, 2019 meeting.

CARRIED.

Cowichan Lake  
Recreation

- (iv)** Mayor Peters reported on the 2019 inaugural meeting of the Cowichan Lake Recreation Commission held on January 21st, 2019. Thor Repstock was elected Chair of the Committee with Rocky Wise Sr. elected as Vice-Chair.

- Vancouver Island Regional Library (v) Councillor Vomacka reported on the January 19<sup>th</sup>, 2019 Annual General Meeting of the Vancouver Island Regional Library. Highlights of this meeting were:
- The Budget for 2019 was discussed;
  - Cost comparisons were done on building Modular Libraries in smaller communities vs. building new buildings; and
  - January 27<sup>th</sup>, 2019 is Family Literacy Day at the local Library.
- Advisory Planning Commission (vi) Councillor Austin reported that Darlene Ector is the Chair of the Advisory Planning Commission. There are 3 former members returning to with 2 new members. The three working groups presented the minutes of their last meetings. The Official Community Plan Open House is on January 31<sup>st</sup>, 2019 between 4:00-8:00 p.m. at the Centennial Hall. The next Advisory Planning Commission meeting is January 24<sup>th</sup>, 2019.
- Community Forest Co-op (vii) There was no report on the Community Forest Co-op.
- Cowichan Valley Regional District Board (b) **Other Reports**  
(i) Councillor Sandhu will attend the upcoming CVRD meeting in Councillor McGonigle's absence.
- Community Outreach Team (ii) Councillor Austin reported the following highlights from the January 17<sup>th</sup>, 2019 meeting:
- Cowichan Lake Community Services Hamper Day was well attended, despite the power outage;
  - Seniors Wellness Pop-up Event was a success;
  - Project ideas for the New Year such as an affordable housing, info session at the library and a community block party and Emergency/Disaster Preparedness were discussed;
  - Emergency Preparedness Meeting January 23<sup>rd</sup>, 2019 at Centennial Hall;
  - Late fees for children are being eliminated at the Library;
  - The arena has lost a fitness instructor. It is looking for a new facilitator to keep programs running;
  - Kaatza Health Unit has a new Facebook page coming; and
  - The next meeting of the Community Outreach Team is on Thursday February 21<sup>st</sup>, 2019.
- Island Corridor Foundation (iii) Councillor Austin and Councillor Vomacka attended the January 17<sup>th</sup>, 2019 meeting of the Island Corridor Foundation. Highlights of this meeting included:
- Weekly checks of the rails are performed;
  - The goal is to have Tourist and Commuter trains;
  - Islanders are stakeholders;
  - Letters will be sent to the public to gather their opinions; and
  - The Island Corridor Foundation works with trail

builders on trails that are alongside the train tracks  
in a program called Rails to Trails.

Our Cowichan (iv) Councillor Sandhu and Councillor Austin attended the January 10<sup>th</sup>, 2019 meeting of Our Cowichan. Our Cowichan is a group of different bodies of health care that are looking for solutions for the new hospital. They are looking to the Provincial Government for funding some of the new programs. As of now there has been no contact with the doctors in the Cowichan Valley and the Government and Vancouver Island Health Association. The new hospital is anticipated to have 135 beds.

(c) **Staff Reports**

(i) The Director of Finance' Metered Water Billings was dealt with the same time as the item from B. Kitagawa who questioned his utility charge of \$2.82 that went back to July 2017. Staff was requested to respond in writing.

9. **BYLAWS**

No. R.006/19 (a) Moved: Councillor Austin  
Seconded: Councillor Vomacka  
"Town of Lake Cowichan Zoning Amendment Bylaw No. 1016-2018" be given third reading.  
CARRIED.

No. R.007/19 (b) Moved: Councillor Sandhu  
Seconded: Councillor Austin  
"Town of Lake Cowichan Zoning Amendment Bylaw No. 1016-2018" be reconsidered and adopted.  
CARRIED.

No. R.008/19 (c) Moved: Councillor Sandhu  
Seconded: Councillor Vomacka  
"Town of Lake Cowichan Fees and Charges Services Bylaw No 1017-2018" be reconsidered and adopted.  
CARRIED.

10. **NEW BUSINESS**

(a) Sgt. Foster of the Lake Cowichan RCMP detachment presented the RCMP quarterly report to Mayor and Council. He reported that there was a significant reduction in assaults. The amount of property related offences stayed the same. The Priority Property Initiative has had a positive effect on property related incidents and priority offenders.

11. **MAYOR'S REPORT**

The Mayor presented his report for January 2019 with the following highlights:

- He has been Mayor for 12 weeks now;
- He feels that it has gone well, with minimal controversy;
- Council has supported him to date; and
- Budget decisions are ahead. He hopes to find answers to appease the public.

12. **NOTICES OF MOTION**

None.

**13. QUESTION PERIOD**

**14. IN CAMERA**

No. R.009/19

Moved: Councillor Vomacka  
Seconded: Councillor Austin  
that the Committee close the meeting to the public to deal with issues that deals with litigation or potential litigation affecting the municipality that fall under section 90(1) (f) law enforcement affecting the municipality. of the Community Charter (6:45 p.m.)

CARRIED.

**15. ADJOURNMENT**

No. R.0010/19

Moved: Councillor Vomacka  
Seconded: Councillor Sandhu  
that we arise and adjourn (8.12 p.m.), without report.

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mayor



RECEIVED FEB 15 2019

February 8, 2019

Ref: 242384

His Worship Mayor Rod Peters  
Town of Lake Cowichan  
39 South Shore Rd  
PO Box 860  
Lake Cowichan BC VOR 2G0

Dear Mayor Peters:

The Ministry of Municipal Affairs and Housing (MAH) has reviewed your application for a Sponsored Crown Grant (SCG) for 2.56 hectares of Crown land. As your proposed use of Crown land for this area meets the Province of British Columbia's criteria, I am pleased to sponsor your application.

Location and Proposed Use	File #	Amount
Town of Lake Cowichan – Greenwell School	1414707	\$410,000

Obtaining sponsorship is the first step in the application process for a Province of British Columbia SCG. Ministry sponsorship does not guarantee final approval of your application by the Province. The intent of the sponsorship is to inform FrontCounter BC (FCBC) staff, who coordinate Crown land applications, and the lands staff at the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD), that this Ministry supports your proposed use of the Crown land. FLNRORD staff will review your SCG application. MAH is not involved in the adjudication process.

Any additional costs identified during the processing of your application, other than the value of the land, will need to be covered by the applicant. These may include legal, conveyance, survey and appraisal fees, advertising, and development and marketing costs of the subject property. In addition, FLNRORD may request your assistance in engaging with local First Nations prior to any land transfer or tenure.

FCBC and other lands staff at FLNRORD will process your application when they receive a copy of this sponsorship letter, and will notify you if additional information is required. FLNRORD will then forward recommendations to Government to obtain approval for the transfer of Crown land or tenure. To track your application, please contact your regional FCBC office at FLNRORD or visit: [www.frontcounterbc.gov.bc.ca/contact/](http://www.frontcounterbc.gov.bc.ca/contact/).

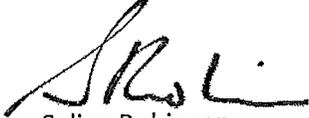
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His Worship Mayor Rod Peters  
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You will be advised of a final decision prior to the end of the application process.

I wish you every success with your project.

Sincerely,



Selina Robinson  
Minister

cc: Valerie Bresnahan, Natural Resource Specialist, Nanaimo FrontCounter BC  
Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Joseph Fernandez, Chief Administrative Officer  
Town of Lake Cowichan



## TOWN OF LAKE COWICHAN

Minutes of Finance & Administration Committee

Tuesday, February 5th, 2019

PRESENT: Councillor Tim McGonigle  
Mayor Rod Peters  
Councillor Carolyne Austin  
Councillor Kristine Sandhu  
Councillor Lorna Vomacka

STAFF: Joseph A. Fernandez, Chief Administrative Officer  
Ronnie Gill, Director of Finance  
Dalton Smith, CLEC Manager  
Jill Walters, Recording Secretary

PUBLIC: 8

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:01 p.m.

**2. AGENDA**

No. FA.005/19

Moved: Mayor Peters

Seconded: Councillor Vomacka

that the agenda be approved with the following additions:

**CORRESPONDENCE:**

(a) John Scombe re: Tennis Courts;

**NEW BUSINESS:**

(a) Seniors Contract Renewal;

**DELEGATIONS:**

(a) 75<sup>th</sup> Anniversary and Beyond Society; and

**IN CAMERA:**

s.90(1)(e) Land Matters

CARRIED.

**3. BUSINESS ARISING AND UNFINISHED BUSINESS**

**Ongoing Items Still Being Addressed:**

- (a) The Architects and Structural Engineers have looked at the options for the Municipal Hall and have made recommendations. It would prepare a schedule of timelines and work for the Municipal Office upgrades.

**4. DELEGATIONS AND REPRESENTATIONS**

- (a) Loretta Puckerin did a presentation on the work the 75<sup>th</sup> and Beyond Society has completed so far. It has made a request to the Town for use of public properties at no charge and inclusion in the Town's liability insurance and a financial request for \$10,000.

**5. CORRESPONDENCE**

- (a) Letter from John Scombe re: Request for Tennis Courts to be built in Lake Cowichan was discussed.

**6. VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA**

**7. REPORTS**

- (a) The Financial Report for the period ending January 31st, 2019 was treated as information.
- (b) The Building Inspector's Service Report for January 31st, 2019 was unavailable.

No. FA.006/19 (c) Motioned: Councillor Austin  
Seconded: Councillor Vomacka  
that the Committee recommend approval of the Lake Cowichan Fire Department's incident report for December, 2018 in the total amount of \$12,735.96.  
CARRIED.

(d) The Bylaw Officers report for the month of December, 2018/January, 2019 was treated as information.

(e) Dalton Smith, CLEC/Lakeview Manager gave a verbal 2018 year-end review of the operations of the education centre and Lakeview campsite.

**8. NEW BUSINESS**

No. FA.007/19 (a) Moved: Mayor Peters  
Seconded: Councillor Vomacka  
that Council renew the lease with the Cowichan Lake District Seniors Association from February 1st, 2019 to January 31st, 2024.  
CARRIED.

**9. NOTICES OF MOTION**

**10. PUBLIC RELATIONS ITEMS**

(a) The Harlequin Dance sponsored by the Lake Cowichan Seniors Association and the Cowichan Women Against Violence will be held Saturday February 9th, 2019 at the 50+ Activity Centre.

**11. MEDIA/PUBLIC QUESTION PERIOD**

**12. IN CAMERA**

No. FA.008/19 Moved: Councillor Sandhu  
Seconded: Councillor Austin  
that the Committee close the meeting to the public to deal with issues that fall under section 90(1) (e) land matters of the Community Charter (8:02pm)  
CARRIED.

**13. ADJOURNMENT**

No. FA.009/19 Adjournment  
Moved: Councillor Sandhu  
Seconded: Councillor Vomacka  
that we arise with report that upgrades to municipal hall be commenced (9 p.m.).  
CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Chair



TOWN OF LAKE COWICHAN  
Minutes of Public Works and Environmental Services Committee held on  
*Tuesday, February 19th, 2019*

PRESENT: Councillor Lorna Vomacka, Chair  
Mayor Rod Peters  
Councillor Kristine Sandhu  
Councillor Tim McGonigle

ABSENT: Councillor Carolyne Austin

STAFF: Joseph A. Fernandez, Chief Administrative Officer  
Ronnie Gill, Director of Finance  
Trevor Auger, Superintendent of Public Works and Engineering Service  
Jill Walters, Recording Secretary

PUBLIC: 3

No. PW.03/19  
Agenda

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:02 p.m.

**2. AGENDA**

Moved: Councillor McGonigle

Seconded: Mayor Peters

that the agenda be approved with the following additions under:

**NEW BUSINESS:**

**(b)** Parking infractions at Cedar Road; and

**(c)** Councillor Austin's leave of absence from the committee meetings of this day.

CARRIED.

**3. BUSINESS ARISING AND UNFINISHED BUSINESS**

**(a)**

**(i)**

The Superintendent, Public Works and Engineering Services reported that the contract for the Greendale waterline crossing has been awarded. The project is expected to start this week. The Ohtaki Footbridge Watermain upgrade will be removed from the agenda until further notice.

**(ii)**

The Superintendent, Public Works and Engineering Services reported that he is working on the wording for the bathroom signs. The new signs should be installed in the spring.

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

**(i)**

A review of the design of the existing well at the Education Centre is complete. The pricing estimate is high. Council asked if it was possible to install a waterline from Lakeview Park.

**4. DELEGATIONS**

None.

**5. CORRESPONDENCE**

**(a)**

The letter of thanks from Terri Kalar, President Brookside Villages regarding curbside garbage pickup was treated as information.

**Minutes of Public Works & Environmental Services Committee held on February 19<sup>th</sup>, 2019**

- (b) The letter from Vanessa Isnardy, Provincial WildSafe BC Coordinator requesting funding for the WildSafe BC program will be referred to budget.

**6. VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA**

None.

**7. REPORTS**

None.

**8. NEW BUSINESS**

- (a) Trevor Auger, Superintendent Public Works and Engineering Services reported that snow removal went well during the recent snow falls. There were a few minor complaints but over all residents were happy with the snow clearing. The public was directed to the Town website to view the street cleaning priorities for the snow plows.

- (b) There has been a complaint from a citizen on Cedar Road regarding cars jamming the cul-de-sac and making it impassable for the snow plows. Staff will address this issue.

No. PW.04/19

- (c) Moved: Councillor McGonigle  
Seconded: Councillor Sandhu  
that Councillor Austins absence from this day's committee meetings be approved.

CARRIED.

**9. NOTICES OF MOTION**

None.

**10. PUBLIC RELATIONS ITEMS**

- (a) The Trailblazers Society meeting will be held Wednesday February 20<sup>th</sup>, 2019 6:00 at the Library.
- (b) The Attainable Housing Meeting will be held Thursday February 21<sup>st</sup>, 2019 at the Riverside
- (c) Congratulations were handed to the Atom Laker Minor Hockey Team for its successful Tournament held Family Day weekend.
- (d) The Mixed Curling Play down event held at the Cowichan Lake Sports Arena Family Day weekend was also a success.

**11. QUESTION PERIOD**

**12. ADJOURNMENT**

No. PW.05/19  
Adjournment

Moved: Mayor Peters  
Seconded: Councillor McGonigle  
that this meeting be adjourned. (6:40 p.m.)

CARRIED.

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



## TOWN OF LAKE COWICHAN

Minutes of Parks, Recreation and Culture Committee held on  
Tuesday, February 19th, 2019

PRESENT: Councillor Kristine Sandhu, Chair  
Mayor Rod Peters  
Councillor Lorna Vomacka  
Councillor Tim McGonigle

ABSENT: Councillor Carlyne Austin

STAFF: Joseph A. Fernandez, Chief Administrative Officer  
Ronnie Gill, Director of Finance  
Trevor Auger, Superintendent of Public Works and Engineering Services  
Jill Walters, Recording Secretary

PUBLIC: 3

1. **CALL TO ORDER**

The Chair called the meeting to order at 6:50 p.m.

2. **AGENDA**

No. PR.008/19

Moved: Mayor Peters

Seconded: Councillor Vomacka

that the agenda be approved with the following additions under:

**In Camera:**

90(1)(c) labour relations or other employee relations.

CARRIED.

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

(i)

The 75<sup>th</sup> Birthday Society has asked to be added to the Town's liability insurance policy. A request needs to be submitted to Council by the society which then can by resolution add it as an associate member at a cost of \$250. The birthday cake is being built at Irly Bird.

(ii) No update on the river access at Prospect.

(b) **Ongoing Items:**

(i)

An application for a \$2 million dollar grant has been submitted to the Investing in Canada Infrastructure Program for the Lake Cowichan Connecting Communities Project. Mayor Peters has suggested exploring funding from the ICET program.

(ii)

Due to private lands the Single Track Trail along the South Shore of the Lake on Town property can only go from the Ohtaki bridge to the Town office.

4. **DELEGATIONS AND REPRESENTATIONS**

None.

5. **CORRESPONDENCE**

None.

6. **VERBAL COMMENT FROM THE PUBLIC ON A  
SUBSEQUENT ITEM ON THE AGENDA**

None.

**7. REPORTS**

None.

**8. NEW BUSINESS**

- (a) July 26<sup>th</sup>-28<sup>th</sup>, 2019 Cowichan Pickleball Championships.  
Bleachers will be provided from North Cowichan.

**9. NOTICES OF MOTION**

None.

**10. PUBLIC RELATIONS ITEMS**

None.

**11. QUESTION PERIOD**

None.

**12. IN CAMERA**

No. PR.009/19

Moved: Councillor McGonigle

Seconded: Mayor Peters

that the Committee close the meeting to the public to deal with issues that deals with labour relations or other employee relations that fall under section 90(1) (c) of the Community Charter (7:05pm)

**13. ADJOURNMENT**

No. PR.0010/19

Adjournment

Moved: Councillor

Seconded: Councillor

that the meeting be adjourned. (7: p.m.)

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Chair

Memorandum

Date: February 22, 2019  
To: Mayor and Council  
From: Chief Administrative Officer  
Re: Application for a Development Permit for 301 North Shore Road, Lot 2, Section 5 Renfrew District Plan 50930



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## **APPLICATION**

The applicant requests a Development Permit to support the construction of a single-family residence.

## **BACKGROUND**

The subject property is zoned **R-1 Urban Residential** and is currently undeveloped. The character of the adjacent properties is single family residential.

## **RELEVANT TOWN BYLAWS**

### **Official Community Plan, Development Permit Areas**

The proposal is subject to Natural Hazard Lands DPA 2 guidelines.

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

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

#### ***17.5.4.3***

Steep slopes

a) Significant excavation or filling to accommodate buildings or structures or to alter existing slopes shall not be undertaken, nor shall any building or structure be erected, constructed or placed in areas subject to bank instability or potential damage from bank instability. To avoid areas subject to unstable slopes, buildings and structures shall be sited in accordance with building setbacks and other requirements as determined by a geotechnical engineer registered as a Professional Engineer in British Columbia.

b) All lands shown on Map 4 Natural Hazard Lands Development Permit Area (DPA 2) with slopes of greater than 10% shall be subject to slope stability studies to determine where hazardous conditions exist prior to any development being permitted. These studies shall include but not be limited to identifying areas of slope equal to or greater than 30%, areas of springs and seepage and organic soils, the 200-year flood plain, and any areas with a high-water table, and other studies as required. Reports shall be prepared, signed and sealed by a qualified practising engineer, licensed to practise in British Columbia. If fish habitat areas are potentially affected by the proposed

development, a report prepared by a qualified fish biologist specifying how the proposal will meet all applicable Federal and Provincial regulations is required.

***Comments:***

The site is already subdivided for single family and two-family residences and the majority of lots are already developed. The applicant notes that a two-storey wood-framed residence as well as a garden suite will be constructed.

Soil test pits were analyzed by Lewkowich Engineering Associates The report does not , however, address the need for any retaining walls. In the event that retaining walls be are required to 'take up grade' on the property, an engineered design for walls over a 1 metre in height shall be required.

The concern to be addressed with the issuance of a development permit is to ensure long term safety for future residents of the property. This can be accomplished by mitigation of the steep slope risks by appropriate grading or via professionally engineered retaining walls and structures in all proposed locations on the property.

**RECOMMENDATION**

That the approval of a Development Permit to the owner of Lot 2, Section 5 Renfrew District Plan 50930 at 301 North Shore Road, with the following conditions:

- 1) Prior to the issuance of a building permit, any retaining walls and structures higher than 1.0 metres in the rear, front, and side yards must be designed by a professional geoscientist or structural engineer to the satisfaction of the town's building inspector and must be located entirely on the parcel;
- 2) A rainwater management plan prepared by a qualified consultant must be submitted as part of the building permit application. The plan must demonstrate that all rainwater and run-off will be managed on-site and will not impact downstream or adjacent properties;
- 3) All issues raised in the geotechnical assessment must be clearly addressed which includes the evaluation of bearing soils and whether subgrade reinforcement and structural fill is required; and
- 4) Prior to the issuance of a building permit, the driveway access point on North Shore Road and its slope and configuration must be approved by the Superintendent of Public Works and must be paved by time of the completion of the construction of the residences.



Joseph A. Fernandez



# Memo

**TO:** Mayor and Council

**SUBJECT:** Renewal of the lease for the Ambulance Station at 3 North Shore Road, Lake Cowichan

**DATE:** February 22, 2019

**FROM:** Chief Administrative Officer

Staff have been in negotiations with Kellee Drummond, Lease Manager at the Real Property Division of the Ministry of Citizens' Services, since the latter part of 2018 and we have agreed to the following which she has very properly summarized:

1. Estimated operating costs – at the last renewal were estimated at \$6.25 per square foot. Using a 3% escalation per year, that now puts us at an estimated \$7.25 per square foot for this renewal.
2. The gross rent rate under the current lease is \$17.00 per square foot. Based on the current estimated operating costs of \$6.25 psf that's a net rent rate of \$10.75 per square foot.
3. Replacement of the glass man door - the estimated cost for this is around \$2,000. This would work out to approximately \$0.15 per square foot per year (\$2,000 / 5yrs. / 2,637 sq. ft.).

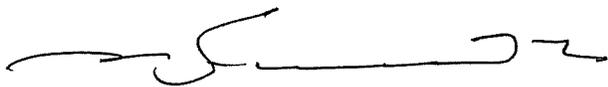
The following proposals were also agreed to:

Tenant:	BC Emergency Health Services (BCEHS)
Premises:	Approximately 2,637 square feet on the ground floor of the building located at 3 North Shore Road, Lake Cowichan, BC
Lease Commencement Date:	February 1, 2019
Lease Term:	Five (5) years
Annual Base Rent (includes Landlord's reasonable estimate of Operating Costs at \$7.25 per square foot):	\$18.25 per square foot for the Term (Net rate of \$11.00 per square foot)
Schedule B:	Change the Schedule B matrix as follows:  <u>Under Cleaning – Premises</u> – move the "X" from Column (E) to Column (D) for: a) Janitorial Service & Supplies b) Window Cleaning Interior c) Window Cleaning Exterior

	<p><u>Under Electrical</u> – move the “X” from Column (E) to Column (D) for:</p> <p>a) Lamp &amp; Tube Replacement – Premises</p> <p><u>Under Security Systems</u> – move the “X” from Column (B) to Column (E) for:</p> <p>a) Building Systems – Equipment &amp; Monitoring</p>
Option to Renew:	Option to renew for an additional five (5) year term with three (3) months’ written notice.
Landlord Work:	<p>The Landlord agrees to perform the following work at its sole cost:</p> <ol style="list-style-type: none"> <li>1. Remove the current glass man door and provide and install a solid door with a peephole.</li> </ol> <p>The above-noted Landlord Work will be completed to the satisfaction of the Tenant prior to March 31, 2019. The implementation of the above work will be monitored by the Tenant’s Service Provider (WSI) Facility Manager or designate.</p>
Lease Document:	On the same lease form that is in place, with changes as outlined.

**Recommendation**

that council execute the Lease Agreement for a Five-Year term with British Columbia Emergency Health Services for the premises located at 3 North Shore Road on the same basis as previously except for changes as outlined and now forming part of the lease.



\_\_\_\_\_  
Joseph A. Fernandez

**TOWN OF LAKE COWICHAN**

## BYLAW NO. 1018-2019

## A Bylaw to Amend Zoning Bylaw No. 935-2013

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

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

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

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

**1. TITLE**

This bylaw may be cited for all purposes as the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1018-2019".

**2. AMENDMENTS**

- 2.1. Part III, Section 3.1 LAND USE DEFINITIONS is amended by repealing and replacing the definition of Civic Use with the following:

**CIVIC USE** means the use of land, buildings, or structures for the following public functions which are under the auspices of a public body: schools, libraries, fire halls, parks and recreation facilities owned by a public body, storage buildings, storage container, public washrooms, garages, sewage pumping stations, water pumping stations, and reservoirs owned by the Town or by the Cowichan Valley Regional District, but does not include government office buildings;

Part IV LAND USE CATEGORIES AND REGULATIONS, Section 4.8 Accessory Buildings and Structures is amended as follows:

- 2.2. The addition of the following to the final sentence of Subsection 4.8.2:

'... except as provided in subsection 4.8.4.'

- 2.3. The addition of a new Subsection, 4.8.4, as follows:

Subsection 4.8.2 does not apply to any publically owned and operated land use, building, or structure in any zone district; and any building, structure or use that may otherwise be considered as an accessory use, such as a garage, storage container, storage building, or washroom, is considered a principal use.

3. Section 5.15.3 Public Use Zone, Conditions of Use is amended with the addition of an additional condition 5.15.3.3 Screening with the following provision:

(a) A storage container, if permitted, shall be entirely enclosed or wholly

screened.

4. FORCE AND EFFECT

That upon adoption of this bylaw, Bylaw No. 1018-2019 being the "Town of Lake Cowichan Zoning Bylaw No. 935-2013" shall hereby be amended and take effect with the amendments hereto attached.

READ A FIRST TIME on the --<sup>th</sup> day of \_\_\_\_\_, 2019.

READ A SECOND TIME on the --<sup>th</sup> day of \_\_\_\_\_, 2019.

PUBLIC HEARING held on the --<sup>th</sup> day of \_\_\_\_\_, 2019.

READ A THIRD TIME on the --<sup>th</sup> day of \_\_\_\_\_, 2019.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the --<sup>th</sup> day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Rod Peters  
Mayor

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



## COWICHAN VALLEY REGIONAL DISTRICT

### BYLAW No. 4202

#### A Bylaw to Establish a Service for Drinking Water and Watershed Protection

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**WHEREAS** pursuant to Sections 332 and 338 of the *Local Government Act*, a Regional District may, by bylaw, establish and operate any service that the Board considers necessary or desirable for all or part of the Regional District;

**AND WHEREAS** the Board of the Cowichan Valley Regional District wishes to establish a service for the purpose of drinking water and watershed protection within the Cowichan Valley Regional District;

**AND WHEREAS** the Board of the Cowichan Valley Regional District has obtained the approval of the service area electors in accordance with the *Local Government Act* and the *Community Charter*;

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

#### 1. CITATION

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 4202 – Drinking Water and Watershed Protection Service Establishment Bylaw, 2018**".

#### 2. SERVICE BEING ESTABLISHED

The service being established under the authority of this bylaw is a service for the purpose of protecting drinking water and watersheds by:

- a) Increasing the level of knowledge regarding drinking water sources to support the long term sustainability of the water resource;
- b) Coordinating the efforts of provincial and local governments and non-governmental organizations with respect to drinking water source protection;
- c) Increasing the level of public awareness regarding drinking water and watershed protection requirements and strategies;
- d) Obtaining and holding water licenses;
- e) Promoting and undertaking water conservation initiatives and programs;
- f) Developing and implementing water management plans;
- g) Entering into agreements as needed to accomplish the objectives of this service;
- h) Assessing needs and planning for infrastructure and natural system improvements to maintain or enhance water quality or water supply; and
- i) Providing grants and financial support to entities approved by the Board for the purpose of water and watershed protection.

The service shall be known as the "Drinking Water and Watershed Protection Service".

3. SERVICE AREA BOUNDARIES

The boundaries of the service area are the boundaries of the whole of the Cowichan Valley Regional District.

4. PARTICIPATING AREA

The participating area for this service is the whole of the Cowichan Valley Regional District comprised of the City of Duncan; District Municipality of North Cowichan; Town of Lake Cowichan; Town of Ladysmith; and Electoral Areas: A – Mill Bay/Malahat; B – Shawnigan Lake; C – Cobble Hill; D – Cowichan Bay; E – Cowichan Station/Sahtlam/Glenora; F – Cowichan Lake South/Skutz Falls; G – Saltair/Gulf Islands; H – North Oyster/Diamond; and I – Youbou/Meade Creek.

5. METHOD OF COST RECOVERY

The annual cost of providing this service shall be recovered by one or more of the following:

- a) property value taxes requisitioned and collected on the basis of the net taxable value of land and improvements within the service area;
- b) revenues raised by other means authorized by the *Local Government Act*, or any other Act.

6. MAXIMUM REQUISITION

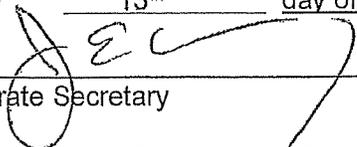
The maximum amount of money that may be requisitioned annually in support of this service shall be the greater of \$750,000 or an amount equal to the amount that could be raised by a property value tax of \$0.045050 per \$1,000 of net taxable value of land and improvements within the service area.

READ A FIRST TIME this 13<sup>th</sup> day of June, 2018.

READ A SECOND TIME this 13<sup>th</sup> day of June, 2018.

READ A THIRD TIME this 13<sup>th</sup> day of June, 2018.

I hereby certify this to be a true and correct copy of Bylaw No. 4202 as given Third Reading on the 13<sup>th</sup> day of June, 2018.

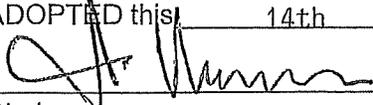
  
 \_\_\_\_\_  
 Corporate Secretary

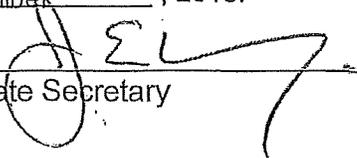
\_\_\_\_\_  
 Date

June 14, 2018

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 8<sup>th</sup> day of August, 2018.

ADOPTED this 14<sup>th</sup> day of November, 2018.

  
 \_\_\_\_\_  
 Chairperson

  
 \_\_\_\_\_  
 Corporate Secretary



# *Statutory Approval*

*Under the provisions of sections* \_\_\_\_\_ 342 \_\_\_\_\_

*of the* \_\_\_\_\_ Local Government Act \_\_\_\_\_

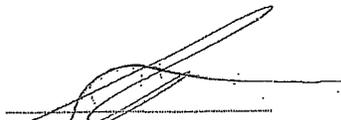
*I hereby approve Bylaw No.* \_\_\_\_\_ 4202 \_\_\_\_\_

*of the* \_\_\_\_\_ Cowichan Valley Regional District \_\_\_\_\_,

*a copy of which is attached hereto.*

*Dated this* 8<sup>th</sup> *day*

*of* August *, 2018*

  
\_\_\_\_\_  
Deputy Inspector of Municipalities