



## TOWN OF LAKE COWICHAN

### Regular Meeting of Council

*Tuesday, December 17<sup>th</sup>, 2019 at 6:00 p.m. – Council Chambers*

#### 1. **AGENDA** **CALL TO ORDER**

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#### **INTRODUCTION OF LATE ITEMS** (if applicable)

#### 2. **APPROVAL OF AGENDA**

#### 3. **ADOPTION OF MINUTES**

(a) Minutes of the Public Hearing held on October 22<sup>nd</sup>, 2019.

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(b) Minutes of the Regular Meeting of Council held on November 26<sup>th</sup>, 2019.

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

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

(a) Parker Jefferson, One Cowichan re: Climate Change

#### 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) None.

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

(i) None.

#### 8. **REPORTS**

(a) **Council and Committee Reports**

(i) Finance & Administration

Councillor McGonigle

• December 3<sup>rd</sup>, 2019.

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(ii) Public Works & Environmental Services

Councillor Vomacka

• December 10<sup>th</sup>, 2019.

<b>13</b>
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(iii) Parks, Recreation & Culture

Councillor Austin

• December 10<sup>th</sup>, 2019.

<b>15</b>
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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
- (iv) LIFT meeting – Mayor Peters
- (v) Cowichan Watershed Board – Councillor Sandhu

(c) **Staff Reports**

- (i) None.

**9. BYLAWS**

- (a) "Town of Lake Cowichan Zoning Amendment Bylaw No. 1030-2019" may be given first and second readings.

**17**

**10. NEW BUSINESS**

- (a) LGLA February 2020

**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, October 22<sup>nd</sup>, 2019



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

STAFF: Joseph A. Fernandez, Chief Administrative Officer  
Ronnie Gill, Director of Finance  
Roni-Lee Roach, Executive Secretary

PUBLIC: 4

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. 1028-2019 which intends to rezone a property on which is located the former Kingdom Hall from a Public (P-1) Use to a Limited Commercial and Residential (C-1-B) Use.

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 no questions on the process he had laid out, Mayor Peters then called on the Chief Administrative Officer to introduce the bylaw.

**2. BYLAW NO. 1028-2019**

- (a) The Chief Administrative Officer advised that the Zoning Amendment Bylaw No. 1028-2019 has been given 1<sup>st</sup> and 2<sup>nd</sup> readings by Council on September 17<sup>th</sup>, 2019.

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 and no written submission had been received by the public as of the close of the business day.

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

Council was advised it may after the adjournment of the public hearing proceed to adopt Bylaw 1028-2019 which will effectively amend the Zoning Bylaw 935-2013.

**(b)** The Mayor called for public input.

David Ridley

David Ridley, 11 Wellington, asked for clarification on where the property was located and was advised that it was the old Kingdom Hall building.

The Mayor invited the proponent of the application to address the meeting.

Ross Johnston

Ross Johnston, owner of the property at 149 Neva Road reported that his plans for his facility. He shared his view that it would be a boon to the community.

**(c)** The Mayor issued a second call for public input.

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.

**3. ADJOURNMENT**

Mayor Peters declared the public hearing for the proposed Bylaw No. 1028-2019 closed and advised that the bylaw would be returned to Council for further consideration (6:05pm.).

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

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

\_\_\_\_\_  
Mayor





**TOWN OF LAKE COWICHAN**  
Minutes of a Regular meeting of Council  
*Tuesday, November 26<sup>th</sup>, 2019*

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

STAFF: Ronnie Gill, Director of Finance  
Ron-Lee Roach, Executive Secretary

PUBLIC: 4

**1. CALL TO ORDER**

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

**2. AGENDA**

No. R.0152/19  
Agenda

Moved: Councillor Vomacka  
Seconded: Councillor Sandhu  
that the agenda be approved.

CARRIED.

**3. ADOPTION OF MINUTES**

No. R.0153/19  
Minutes

Moved: Councillor Vomacka  
Seconded: Councillor Sandhu  
that the minutes of the Regular Meeting of Council held on October  
22<sup>nd</sup>, 2019 be adopted.

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

**5. DELEGATIONS AND REPRESENTATIONS**

- (a) Mike Wright, Community Health Officer presented Council with the quarterly report for Community Health. He also introduced the new ambulance station Unit Chief, Donna Jouan-Topp.

Ms. Jouan-Topp stated that she was available to hear concerns and would work in collaboration with the Town on community health care.

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

**7. CORRESPONDENCE**

**(a) Action Items:**

- (i) Councillor McGonigle requested that Council direct staff to contact the 1<sup>st</sup> Lake Cowichan Scouts to clarify whether the monies they recently received from the Community Forest Cooperative did not sufficiently cover the costs of the first aid kits.

No. R.0154/19  
Vancouver Island  
Regional Library  
Appointment -  
Representative

- (ii) Moved: Councillor Sandhu  
Seconded: Councillor Austin  
that Councillor Lorna Vomacka be appointed as the Town's representative to the Vancouver Island Regional Library Board.

CARRIED.

No. R.0155/19  
Vancouver Island  
Regional Library  
Appointment –  
Alternate  
Representative

Moved: Councillor McGonigle  
Seconded: Councillor Sandhu  
that Councillor Carolyn Austin be appointed as the Town's alternate  
representative to the Vancouver Island Regional Library Board.  
CARRIED.

No. R.0156/19  
City of Victoria

**(b) Information or Consent Items**

**(i)** Moved: Councillor Sandhu  
Seconded: Councillor McGonigle  
that the correspondence item from the City of Victoria regarding  
consideration of resolutions for Union of BC Municipalities be received  
and filed.  
CARRIED.

**(ii)** Councillor Sandhu expressed the view in response to the letter from  
Truck Loggers Association on the current strike that that a letter  
should be sent to the two parties encouraging them to get back to the  
bargaining table as it was affecting some of the local residents.

Direction was given to staff to voice the concerns of Council on the  
matter.

**8. REPORTS**

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

No. R.0157/19  
Finance and  
Administration

**(i)** Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that the minutes of the Finance and Administration Committee  
meeting held on November 12<sup>th</sup>, 2019 be approved, as amended, with  
the following:

**1- 2020 Budget**

that Council refer the funding request by the Cowichan Lake District  
Chamber of Commerce for printing Cowichan Lake area maps to the  
2020 budget discussions;

**2- Property Insurance**

that the property renewal proposal from Aon Reed Stenhouse be  
approved for payment at a cost of \$58,346;

**3- Fire Department - Incident Report**

that Council approve the Lake Cowichan Fire Department's incident  
report for October, 2019 in the total amount of \$9,700.92;

**4- Audit Services – 2019 to 2023 Fiscal Years**

that the audit proposal be awarded to MNP LLP for the five year term,  
2019 to 2023 fiscal years, at costs stated as follows:

2019	\$17,850;
2020	\$18,900;
2021	\$19,950;
2022	\$21,000; and
2023	\$22,050

plus the applicable GST;

**5- Policy – Cannabis Retail Sales**

that the Cannabis Retail Sales policy, as written, be approved;

**6- River Road Water Main**

that McElhanney be awarded the River Road Water Main project at a  
cost of \$54,944 plus GST;

**7- Asset Management Plan**

that Urban Systems be awarded the Asset Management Plan project at a cost of 35,000 plus applicable taxes; and

**8- North Shore Road Pump Station Genset**

that Stantec be awarded the contract for the design and engineering work for the North Shore Road Pump Station Genset project to allow for fast-tracking of the supply and installation of the required genset.  
CARRIED.

No. R.0158/19  
Public Works and  
Environmental  
Services

(ii)

Moved: Councillor Vomacka  
Seconded: Councillor Sandhu  
that the minutes of the Public Works and Environmental Services Committee meeting held on November 19<sup>th</sup>, 2019 be approved with the following:

**1- Sanitary Treatment Plant – Slope Stabilization**

that McElhanney be awarded the design and construction administration of the sanitary treatment plant slope stabilization project at a cost of \$20,246 plus applicable taxes.

CARRIED.

No. R.0159/19  
Parks, Recreation and  
Culture

(iii)

Moved: Councillor Austin  
Seconded: Councillor McGonigle  
that the minutes of the Parks, Recreation and Culture Committee meeting held on November 19<sup>th</sup>, 2019 be approved with the following:

**1- Memorandum of Understanding**

that the Town approve the Memorandum of Understanding with the Cowichan Lake Community Forest Co-op; and

**2- Grant-in-Aid**

that the Town make a one-time contribution to the Lake Cowichan School annual winter luncheon in the amount of \$200 from the 2019 grant-in-aid budget.

CARRIED.

Cowichan Lake  
Recreation

(iv)

Mayor Peters advised that no meeting of the Cowichan Lake Recreation Commission was held.

Vancouver Island  
Regional Library

(v)

Councillor Austin gave a verbal report on her attendance at the Vancouver Island Regional Library Board meeting held on November 23<sup>rd</sup>, 2019.

Advisory Planning  
Commission

(vi)

Councillor Austin reported on the Advisory Planning Commission meeting held on November 21<sup>st</sup>, 2019.

Community Forest  
Co-operative

(vii)

Councillor McGonigle reported that the Community Forest Co-operative held its Annual General meeting on November 14<sup>th</sup>, 2019 and that he was acclaimed as Vice-Chair. He also advised that the second uptake of grant funding will occur in the Spring of 2020 and applicants are encouraged to apply.

Mayor Peters reported on his attendance at the Halalt Annual General meeting held at Soule Creek Lodge in Port Renfrew.

Cowichan Valley  
Regional District  
Board

(b)  
(i)

**Other Reports**

Councillor Sandhu reported on her attendance at the Community Services Committee of the Cowichan Valley Regional District held on November 13<sup>th</sup>, 2019 where 34 recommendations for funding were recommended, as well as, the model base governance for recreation where four options were presented.



She further reported that at the Corporate Services meeting held on November 21<sup>st</sup>, 2019 when a review of grant-in-aid requests and functions related to the 2020 budget was conducted.

Councillor McGonigle reported that the Town of Lake Cowichan's requisition may see a possible increase of 11.37% due to increases in the solid waste, transit, and new watershed project functions and a decrease in parkland acquisition requirement.

Councillor McGonigle further advised that the Regional District would be looking at the parkland acquisition function to evaluate its usefulness.

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| Community Outreach Team                                  | (ii)  | Councillor Austin went over her written report on the Community Outreach Team meeting held on November 14 <sup>th</sup> , 2019.  |
| Our Cowichan   | (iii) | Councillor Sandhu reported on her attendance at the Our Cowichan meeting of November 14 <sup>th</sup> , 2019 and advised that the next meeting would be held on January 20 <sup>th</sup> , 2020.   |
| L.I.F.T.   | (iv)  | There was no report.   |
| Cowichan Watershed Board                                 | (v)   | Councillor Sandhu reported on her attendance at the Cowichan Watershed Board meeting held November 25 <sup>th</sup> , 2019 and advised that a project manager for the weir project has been hired. The next meeting will be held on January 30 <sup>th</sup> , 2020.   |
|  | (c)   | <b><u>Staff Reports</u></b>  |
| No. R.0160/19<br>Holiday Hours –<br>Municipal Facilities | (a)   | <p>Moved: Councillor Sandhu<br/>                     Seconded: Councillor Austin<br/>                     that Council approve the closure of the municipal facilities on December 27<sup>th</sup>, 2019 so long as operational requirements allow, with staff and employees required to use vacation leave or banked time to be away that day.</p> <p style="text-align: right;">CARRIED.</p> |
|  | 9.    | <b><u>BYLAWS</u></b><br>None   |
|  | 10.   | <b><u>NEW BUSINESS</u></b>   |
|  | (a)   | <p>Mayor Peters reported that he had spoken with representatives of the Ministry of Transportation and Infrastructure with respect to elk fencing and the accidents due to wildlife encounters on Highway 18.</p> <p>Councillor Austin advised that conservation services were looking at placement of game lights and cameras at the wildlife corridors on Highway 18.</p>                    |
| No. R.0161/19<br>Forest Fire Danger<br>Rating Signage    | (b)   | <p>Moved: Councillor Austin<br/>                     Seconded: Councillor Vomacka<br/>                     that Council approve the design and size of the forest fire danger rating signage installed by the Fire Hall at North Shore Road.</p> <p style="text-align: right;">CARRIED.</p>  |
|  | (c)   | The municipal office and works yard hours for Christmas holidays was treated as information.   |



No. R.0162/19  
Regular Meeting  
Dates - 2020

- (d) Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that Council approve the Notice for Regular meetings of Council for 2020, as presented.

CARRIED.

Councillor Austin requested that the public meetings to be held in May and November, 2020 be placed on Council's calendar.

**11. MAYOR'S REPORT**

Mayor Peter's read out his report that included the following:

- The Cowichan Lake Recreation Commission remain as an entity and that the function not be dissolved by the Regional District;
- Will be attending a meeting on December 5<sup>th</sup>, 2019 in Nanaimo, BC to discuss the earlier closure of the weir in 2020;
- Has asked to sit on a board to discuss the protection of the Cowichan River (PTAC); and
- His attendance at the recent Cowichan Lake District Chamber of Commerce holiday parade with members of Council.

Councillor McGonigle advised that the public hearing for North Cowichan to hear from proponents of the Vancouver Island Motorsport Circuit would be held on December 9<sup>th</sup>, 2019.

Councillor Austin requested that a luncheon be held for the Advisory Planning Commission members to celebrate the holidays.

**12. NOTICES OF MOTION**

None.

**13. QUESTION PERIOD**

**14. IN CAMERA**

None

**15. ADJOURNMENT**

No. R.0163/19  
Adjournment

Moved: Councillor Sandhu  
Seconded: Councillor Austin  
that Council adjourn (7:22 p.m.)

CARRIED.

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

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

\_\_\_\_\_  
Mayor



## TOWN OF LAKE COWICHAN

Minutes of Finance & Administration Committee

Tuesday, December 3<sup>rd</sup>, 2019

PRESENT: Councillor Tim McGonigle, Chair  
Mayor Rod Peters  
Councillor Carolyne Austin  
Councillor Kristine Sandhu

REGRETS: Councillor Lorna Vomacka  
(with prior notice)

STAFF: Joseph Fernandez, Chief Administrative Officer  
Ronnie Gill, Director of Finance  
Roni-Lee Roach, Executive Secretary

PUBLIC: 1

**1. CALL TO ORDER**

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

**2. AGENDA**

No. FA.0069/19  
Agenda

Moved: Councillor Austin

Seconded: Mayor Peters

that the agenda be approved with the following additions under:

**New Business**

(c) Leave of absence for Councillor Vomacka; and

(d) Mayor Peters re: Committee Appointments;

**Notices of Motion**

Mayor Peters re: Delegation – One Cowichan re: Climate Change.

CARRIED.

**3. BUSINESS ARISING AND UNFINISHED BUSINESS**

**Ongoing Items Still Being Addressed:**

- (a) The Committee received the Chief Administrative Officer's report on the municipal hall upgrades as information.

Mayor Peters inquired about the recent changes to the hall renovations. The Chief Administrative Officer advised that there is not expected to be a change in the 1.8 million project cost.

- (b) The Committee reviewed the Superintendent's report on the water treatment plant and commissioning date of January, 2020.

The Chief Administrative Officer advised that an operator 4 will be retained from Port Hardy until current staff training is to be completed into 2021.

- (c) Councillor Vomacka spoke on the request by the Cowichan Lake District Chamber of Commerce for funding for printing Cowichan Lake area maps at a cost of \$7,800 to be shared by the Town, Electoral Areas "F" and "I" and the Lake Cowichan First Nation.

No. FA.0070/19  
Policy - Travel and  
Conference Expense

- (c) Moved: Councillor Austin

Seconded: Mayor Peters

that the Committee recommend that the Travel and Conference Expense policy, as written, be approved.

CARRIED.

**4. DELEGATIONS AND REPRESENTATIONS**

None.

**5. CORRESPONDENCE**

None.

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

**7. REPORTS**

- (a) The Financial Report for the period ending November 30<sup>th</sup>, 2019 was treated as information.
- (b) The Building Inspector's report for November, 2019 was treated as information.
- No. FA.0071/19  
Incident Report
- (c) Moved: Councillor Austin  
Seconded: Mayor Peters  
that the Committee recommend approval of the Lake Cowichan Fire Department's incident report for September 2019 in the total amount of \$6,295.26.
- CARRIED.
- (d) The Bylaw Officer's report for November, 2019 was treated as information.
- Councillor Austin asked if property addresses can be provided, similar to the Fire Department incident reports for follow up.

**8. NEW BUSINESS**

- (a) The Cowichan Lakefolks project request for use of Centennial Hall in February, 2020 was discussed by the Committee.
- The matter has been referred to the next Finance and Administration Committee meeting for further consideration.
- No. FA.0072/19  
Infrastructure  
Planning Grant
- (b) Moved: Councillor Sandhu  
Seconded: Mayor Peters  
that the Committee recommend that the Town of Lake Cowichan make application under the Ministry of Municipal Affairs and Housing Investing in Canada Infrastructure Program for a planning grant of \$10,000.
- CARRIED.
- The Chief Administrative Officer advised that the deadline for the funding application was January 15<sup>th</sup>, 2020.
- No. FA.0073/19  
Leave of Absence
- (c) Moved: Councillor Sandhu  
Seconded: Councillor Austin  
that the Committee recommend that a leave of absence for Councillor Vomacka be approved for this meeting.
- CARRIED.
- No. FA.0074/19  
Appointment
- (d) Moved: Councillor Sandhu  
Seconded: Councillor Austin  
that the Committee recommend that Mayor Peters be appointed as the Town's representative to the Cowichan Leadership Committee.
- CARRIED.
- No. FA.0075/19  
Appointment
- Moved: Councillor Austin  
Seconded: Councillor Sandhu  
that the Committee recommend that Mayor Peters be appointed as the Town's representative to the Department of Fisheries and Ocean, Pacific Region Committee dealing with the closing of the weir.
- CARRIED.
- No. FA.0076/19  
Appointment
- Moved: Councillor Austin  
Seconded: Councillor Sandhu  
that the Committee recommend that Mayor Peters be appointed as the Town's representative to the Cowichan River Sustainability Water Supply Project Technical Advisory Committee (PTAC).
- CARRIED.

**9. NOTICES OF MOTION**

- (a) Mayor Peters requested that a delegation form be forwarded for One Cowichan to make a presentation to Council at its Regular meeting of Council on December 17<sup>th</sup>, 2019.

**10. PUBLIC RELATIONS ITEMS**

- (a) Councillor Austin advised that the Lake Cowichan School luncheon would be held on Thursday, December 5<sup>th</sup>, 2019.

The Community Service hamper programme would be held on December 18<sup>th</sup>, 2019 with members of Council serving lunch to the volunteers. The hampers will be picked up and delivered on December 19<sup>th</sup>, 2019.

The public hearing for Block 200 is to be held on Monday, December 9<sup>th</sup>, 2019.

The Chief Administrative Officer reported that the staff report will be made available on Thursday, December 5<sup>th</sup> for public review. Councillor Sandhu requested that a map of the area and adjacent be made available for the public meeting.

**11. MEDIA/PUBLIC QUESTION PERIOD**

**12. IN-CAMERA**

None.

**13. ADJOURNMENT**

No. FA.0077/19  
Adjournment

Moved: Mayor Peters  
Seconded: Councillor Austin  
that the Committee adjourn (6:40 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, December 10<sup>th</sup>, 2019

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

STAFF: Joseph Fernandez, Chief Administrative Officer  
Kam So, Superintendant, Public Works and Engineering Services  
Ronnie Gill, Director of Finance  
Jill Walters, Recording Secretary

PUBLIC: 1

No. PW.033/19  
Agenda

**1. CALL TO ORDER**

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

**2. AGENDA**

Moved: Councillor Austin

Seconded: Mayor Peters

that the agenda be approved with the following addition:

**NEW BUSINESS**

(a) Leave of Absence for Councillor McGonigle from the Regular  
Meeting December 17<sup>th</sup>, 2019; and

**NOTICES OF MOTION**

(a) LGLA February 2020.

CARRIED.

**3. BUSINESS ARISING AND UNFINISHED BUSINESS**

(a)

(i) The Committee reviewed the staff report on the water treatment plant. The installation of the soda ash system should be completed by mid to late December. The Velodyne supplier will be onsite to commission the soda ash system on January 13<sup>th</sup>, 2020. A 3 month order for chemicals has been placed. The filters have been commissioned.

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

(i) An application for the water license for the CLEC water system was submitted in April. The Chief Administrative Officer reported that he had spoken to the Agent representative and he stated that there is a back log of applications.

(ii) A discussion was had on Park and Water access signage at Point Ideal.

**4. DELEGATIONS**

None.

**5. CORRESPONDENCE**

None.

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

None.

**7. REPORTS**

(a) The Committee reviewed the November/December Public Works summary report.

(b) The Superintendent, Public Works and Engineering reviewed the Lake

Park Road Crossing Concerns report. A meeting was held November 21<sup>st</sup>, 2019 between the Public Works Superintendent, MOTI and concerned citizens. It was decided that action was needed at the intersection. Staff will continue to investigate the options.

- (c) The Superintendent, Public Works and Engineering reported on Garbage and Organic Waste. He stated that due to the close proximity to landfill and transfer stations it is uneconomical to divert waste to alternate sources.

**8. NEW BUSINESS**

No. PW.034/19  
Councillor  
McGonigle's  
Absence

- (a) Moved: Councillor Austin  
Seconded: Mayor Peters  
that Councillor McGonigle's absence from the Regular meeting being held December 17<sup>th</sup>, 2019 be approved.

CARRIED.

**9. NOTICES OF MOTION**

- (a) LGLA February 2020-Regular Meeting December 17<sup>th</sup>, 2019.

**10. PUBLIC RELATIONS ITEMS**

- The Habitat for Humanity family has moved into the new home;
- The Palsson School Annual Turkey Luncheon is being held December 13<sup>th</sup>, 2019;
- The Advisory Planning Commission lunch is being held December 12<sup>th</sup>, 2019;
- The Community Services Hamper lunch is being held December 18<sup>th</sup>, 2019; and
- The Tree Canada website has an ongoing debate real vs. fake Christmas trees.

**11. QUESTION PERIOD**

**12. ADJOURNMENT**

No. PW.035/19  
Adjournment

Moved: Councillor McGonigle  
Seconded: Mayor Peters  
that this meeting be adjourned. (6:36 p.m.)

CARRIED.

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

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

\_\_\_\_\_  
Chair



## TOWN OF LAKE COWICHAN

Minutes of Parks, Recreation and Culture Committee held on  
Tuesday, December 10<sup>th</sup>, 2019

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

STAFF: Joseph Fernandez, Chief Administrative Officer  
Kam So, Superintendent, Public Works and Engineering Services  
Dalton Smith, Manager, Cowichan Lake Education Centre  
Ronnie Gill, Director of Finance  
Jill Walters, Recording Secretary

PUBLIC: 2

### 1. CALL TO ORDER

The Chair called the meeting to order at 6:45 p.m.

### 2. AGENDA

No. PR.0039/19  
Agenda

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

CARRIED.

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

- (i) The Stone Park upgrade has been referred to the 2020 budget discussions.
- (ii) The Trans Canada Trail signage at Hammond Road has been installed. There is an issue with the sign being tampered with.

### (b) Ongoing Items:

- (i) There was no update on the Riverfront Walkway and Trail Connections.

### 4. DELEGATIONS AND REPRESENTATIONS

- (a) Mathew Butterfield, Manager, Property Development and Marketing, Ministry of Transportation and Infrastructure gave a presentation on the areas of the Trans Canada Trail that the Ministry is responsible for and some of the maintenance they have completed and its plans for the future. He also spoke of the local governments that work with the Ministry in collaboration to maintain the Trail and highlighted the benefits of these agreements. He requested that Council consider entering into a similar partnership for the maintenance of the portion of the Trail that is within the Town.

### 5. CORRESPONDENCE

None.

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

None.

### 7. REPORTS

- (a) The summary report for parks that outlined capital and maintenance parks and recreation matters included discussions on the commission and maintenance of the signs made by Zalk Stolk was treated as information.

- (b) The Superintendent reviewed his report on Outdoor Exercise Equipment. He presented the pro's and con's of the different parks that the equipment could be placed in.

No. PR.0040/19  
Collapse of  
Commissions

**8. NEW BUSINESS**  
(a) Moved: Mayor Peters  
Seconded: Councillor Vomacka  
that the Town of Lake Cowichan support the following:  
Option E from the Regionally Significant Recreation Facilities Based on the Residency of Use Report, which calls for the Collapse of Two of the Existing Four Commissions;  
and that we continue to maintain the Cowichan Lake Commission.  
CARRIED.

**9. NOTICES OF MOTION**  
None.

**10. PUBLIC RELATIONS ITEMS**  
None.

**11. QUESTION PERIOD**  
None.

No. PR.0041/19  
Adjournment

**12. ADJOURNMENT**  
Moved: Councillor Vomacka  
Seconded: Councillor Sandhu  
that the meeting be adjourned. (7:22 p.m.)  
CARRIED.

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

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

\_\_\_\_\_  
Chair



## TOWN OF LAKE COWICHAN

Bylaw No. 1030-2019

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 rezone land comprising Remainder Lot A, District Lot 13, Cowichan Lake District, Plan VIP64669, Except Part in Plans VIP66922, VIP68015, VIP72607, VIP78144, VIP88404 and VIP88405, from "R-1—B Single Family and Duplex Residential Zone to a revised "R-1-B Single Detached, Duplex and Triplex Residential Zone" in accordance with Official Community Plan;

**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.1030-2019".

### 2. AMENDMENTS

- 1) Schedule "A" to Zoning Bylaw No. 935-2013 is amended by rezoning a property described as Remainder Lot A District Lot 13 Cowichan Lake District Plan VIP64669, Except Part in Plans VIP66922, VIP68015, VIP72607, VIP78144, VIP88404 and VIP88405 from R-1-B Single Family and Duplex Residential Zone to a revised "R-1-B Single Detached, Duplex and Triplex Residential Zone", which is outlined in bold black ink and identified on Schedule "A" to this Bylaw.
- 2) Zoning Bylaw No. 935-2013 is amended with the addition of a new Schedule "E" Density Bonus Calculations, which is Schedule "B" to this Bylaw.
- 3) Part V "Regulations for Each Zone, Zoning Categories," Section 5.3 "R-1—B Single Family and Duplex Residential Zone" is amended by deleting its companion Schedule B –Concept Plan for Remainder Lot 1 District Lot 13 Cowichan Lake District Plan VIP 64669, Except Part in Plans VIP66922, VIP68015, VIP72607, VIP78144, VIP88404, and VIP88405, attached to and forming Bylaw No. 1007-2018.
- 4) Part V "Regulations for Each Zone, Zoning Categories," Section 5.3 "R-1—B Single Family and Duplex Residential Zone" is amended by deleting all text and replacing it with a new Section title replacement and new text , as follows:

#### 5.3 **R-1 –B SINGLE DETACHED AND DUPLEX, AND TRIPLEX RESIDENTIAL ZONE**

##### .1 Intent

The intent of the R-1-B -- Single Detached, Duplex and Triplex Residential Zone is to provide for single detached dwellings, side by side duplexes, side by side triplexes and bed and breakfast facilities in a medium density environment.

##### .2 Permitted Uses

	Principal Use	Minimum Lot Size
(a)	Single detached dwelling	350 m <sup>2</sup>
(b)	Side by side duplex	600 m <sup>2</sup>
(c)	Side by side triplex	650 m <sup>2</sup>

	Accessory Use
(i)	Home-based business, accessory to principal use in (a); OR
(ii)	Bed and Breakfast, accessory to principal use in (a) OR
(iii)	Secondary suites in single detached dwellings only, accessory to principal use in (a)

### .3 Conditions of Use

#### .1 Dimensional and Coverage Standards

	Dimensions and Coverage	Principal building	All other buildings and structures
(a)	Maximum height (In metres)	9	7.5
(b)	Maximum lot coverage (as a %)	45	

#### .2 Minimum building setbacks

	Use / Structure	Front Lot Line	Rear Lot Line	Exterior Side Lot Line	Interior Side Lot Line
(a)	Single unit residential, structures and accessory buildings (In metres)	6.0 to garage face; 4.5 to front face of dwelling	4.5	1.5	1.5

- .3 The garage face shall in all cases be set back a minimum of 1.5 metres further than the home face.
- .4 Except in the case where a parcel of land abuts a street either in the side or in the rear, accessory buildings of a size less than 10 metres square shall be permitted a setback clearance of 0.6 metres for the interior side and rear.
- .5 Notwithstanding the provisions of Article a), a *principal* building may be constructed with a zero-lot line setback from an interior property line adjacent to another R-1--B lot, provided the following
- (i) A minimum distance of 3 (three) meters is maintained between buildings on adjacent lots;
  - (ii) A maintenance and construction easement shall be executed between the owners of the adjacent zero lot line lots and shall establish a minimum 2 (two) meters width extending in all directions from all zero setback walls.
- .6 For the parcel of land with the legal description of Remainder Lot A District Lot 13 Cowichan Lake District Plan VIP64669, Except Part in Plans VIP66922, VIP68015, VIP72607, VIP78144, VIP88404, and VIP88405, and physically located on Point Ideal Drive, development shall provide the following amenities:

- (i) A minimum 2.5 ha of public park land dedication, including a playground, walking trails and protected areas;
- (ii) Public walking trails connecting to existing parks, adjacent neighbourhood, playground and viewpoint;
- (iii) Environmental protection area; and
- (iv) Protected riparian area.

5) Part IV Land Use Categories and Regulations is amended with the revision of the R-1-B Zone name and map symbol in the Residential Zone Category as shown below:

NAME OF ZONE	ZONE CATEGORY	MAP SYMBOL
<b>RESIDENTIAL ZONES</b>		
Single Detached, Duplex, and Triplex Residential		<b>R-1-B</b>

### 3. FORCE AND EFFECT

That upon adoption of this bylaw, Bylaw No. 1030-2020, the Town of Lake Cowichan Zoning Bylaw No. 935-2013 shall hereby be amended and take effect.

READ A FIRST TIME on the \_\_\_ day of \_\_\_, 2020.

READ A SECOND TIME on the \_\_\_ day of \_\_\_, 2020.

PUBLIC HEARING held on the \_\_\_ day of \_\_\_, 2020.

READ A THIRD TIME on the \_\_\_ day of \_\_\_, 2020.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the \_\_\_ day of \_\_\_, 2020.

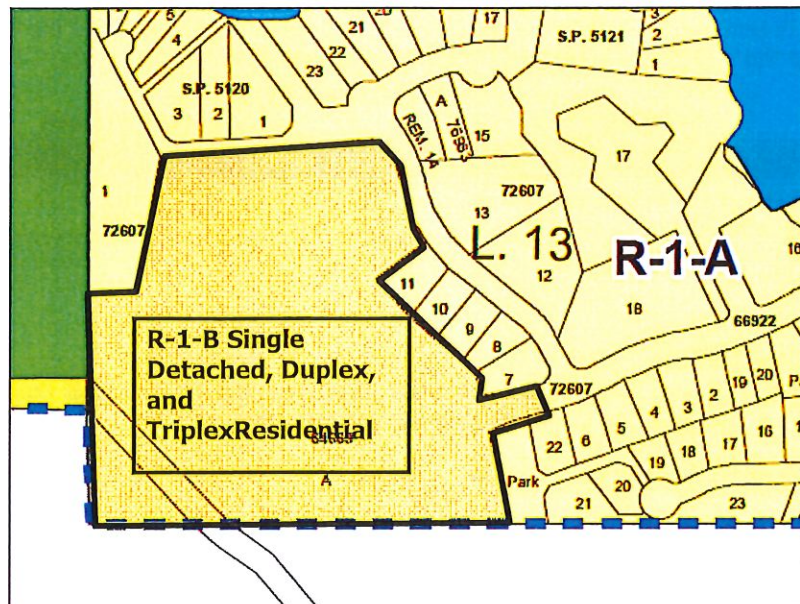
\_\_\_\_\_  
Rod Peters  
Mayor

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



## Schedule A –Zone Map Amendment

Attached to and forming Bylaw No. 1030-2019





## Schedule B –Density Bonus Calculations

Attached to and forming Bylaw No. 1030-2019 and forming Schedule 'E' in Zoning Bylaw No. 935-2013

1. Density bonus calculations for specific property (ies) are set forth in this Schedule in accordance with the Town of Lake Cowichan's Official Community Plan (2019) density bonus policies in subsection 5.2.1.4.

### 2. Density Bonus Calculation Table

Parcel	Zone district—pre development application	Estimated unit yield prior to development application	New or amended Zone district (if applicable)	Additional unit yield permitted with amended zoning or development approval	Voluntary affordable housing contribution	Voluntary amenity contribution
Remainder Lot 1 District Lot 13 Cowichan Lake District Plan VIP 64669, Except Part in Plans VIP66922, VIP68015, VIP72607, VIP78144, VIP88404, and VIP88405	R-1-B Single Family and Duplex Residential Zone	55	R-1-B Single Detached, Duplex and Triplex Residential Zone			

1.

