



TOWN OF LAKE COWICHAN

Regular Meeting of Council

Tuesday, April 23^d, 2019 at 6:15 p.m. – Council Chambers

AGENDA		Page #
1.	<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 March 26 th , 2019.	3
	(b) Minutes of the Public Hearing held on March 26 th , 2019.	10
	(c) Minutes of the Parcel Tax Roll Review Panel held on April 17 th , 2019	12
4.	<u>BUSINESS ARISING AND UNFINISHED BUSINESS</u>	
	None.	
5.	<u>DELEGATIONS AND REPRESENTATIONS</u>	
	(a) Judy Stafford, Cowichan Green Community re: 2018 Year in Review	
6.	<u>VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA</u> – (maximum 3 minutes per speaker and maximum time allotted 15 minutes)	
7.	<u>CORRESPONDENCE</u>	
	(a) Action Items	
	(i) Candace Spilsbury, School District #79 Board Chair re: Cannabis/Vaping retail stores near schools.	14
	(b) Information or Consent Items- (a member may ask that an item be dealt with separately)	
	(i) City of Port Moody re: UBCM resolution-Greenhouse Gas Limits for New Buildings.	15
8.	<u>REPORTS</u>	
	(a) <u>Council and Committee Reports</u>	
	(i) Finance & Administration Councillor McGonigle	
	• April 9 th , 2019.	25
	(ii) Public Works & Environmental Services Councillor Vomacka	
	• April 16 th , 2019.	27
	(iii) Parks, Recreation & Culture Councillor Austin	
	• April 16 th , 2019.	30
	(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) Development Permit and Development Variance Permit Application for 130 Neva Rd.
- (ii) Development Variance Permit Application for 20 Renfrew Rd.

32
38

9. BYLAWS

- (a) "Town of Lake Cowichan Animal Control Bylaw No. 1019-2019" may be given first, second and third readings.
- (b) "Town of Lake Cowichan Financial Plan Bylaw No. 1020-2019" may be given first, second and third readings.
- (c) "Town of Lake Cowichan 2019 Annual Rates Bylaw No. 1021-2019" may be given first, second and third readings.
- (d) "Town of Lake Cowichan Official Community Plan Bylaw No. 1022-2019" may be given first and second readings.

40
48
54
F/C

10. NEW BUSINESS

- (a) Town of Lake Cowichan Support for an Application for grant funding under the UBCM Asset Management Planning Program for Development of an Asset Management Plan with Town contributions as per the 5 year Financial Plan.

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

- (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) (d) land matters.

15. ADJOURNMENT



TOWN OF LAKE COWICHAN
Minutes of a Regular meeting of Council
Tuesday, March 26th, 2019

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

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

PUBLIC: 20

1. CALL TO ORDER

Mayor Peters called the meeting to order at 6:04 p.m.

2. AGENDA

No. R.0026/19

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

CORRESPONDENCE:

7(b)(iii) Corry Brooks re: Autism Awareness Month

CARRIED.

3. ADOPTION OF MINUTES

No. R.0027/19

Moved: Councillor McGonigle
Seconded: Councillor Sandhu
that the minutes of the Regular Meeting of Council held on
February 26th, 2019 be adopted.

CARRIED.

No. R.0028/19

Moved: Councillor Austin
Seconded: Councillor Vomacka
that the minutes of the Special Meeting of Council held on March
20th, 2019 be adopted.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. DELEGATIONS AND REPRESENTATIONS

(a) Terri Mattin, Cowichan Housing Association gave a presentation on the Cowichan Attainable Housing Strategy. She requested that Council review the reports and submit their feedback by April 15th, 2019. She also requested that Council sign a partnership document if it is in agreement.

(b) Bob Day, Cowichan Lake Trail Blazers Society gave a presentation highlighting the work the Trail Blazers Society has completed so far. He assured Council that the Trailblazers are a legitimate group and are in partnerships with Mosaic, Hancock

Logging, Lake Cowichan First Nations and Lake Town Ranch. He asked that staff review the Memorandum of Understanding and Service Agreement documents. Staff will review the documents and present a report to Council

- (c) Bruce Ingram and Lorne Scheffer, from the Community Forest Co-op expressed the Forest Co-op Board's disappointment at the deterioration of the Forest Workers Memorial Park. They proposed a partnership with the Town for an annual donation and a service agreement for maintaining the park.

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

7. CORRESPONDENCE

No. R.0029/19

(a) Action Items

- (i) Moved: Councillor McGonigle
Seconded: Councillor Sandhu
that the Cowichan Lake Trail Blazers Society be given permission to host a small beer garden in the covered area at Saywell Park on Saturday May 18th, 2019 providing that a special occasion license and liability coverage with the Town named as an additional insured in the amount of \$2 million for each occurrence, as well as security and fencing is provided.

CARRIED.

(b) Information or Consent Items

- (i) The letter from Gordon Anderson, FIFireE, ECFOR, Fire Commissioner re: Letter of acknowledgement and thanks for the support provided during the 2018 Wildfire season was treated as information.
- (ii) The letters from Lisa Helps, Mayor of Victoria re: Surtax on vacant and residential properties, Recovering Municipal costs arising from climate change, Granting permanent residents the vote in Municipal elections and Support for the Provincial universal school food program were treated as information. Councillor McGonigle suggested Council review the resolution on surtax on vacant properties.
- (iii) In response to the letter from Corry Brooks re: April being Autism Awareness Month blue lights may be lit on a location within the Town. Staff will look into having changeable light covers at the entrance to the Town to accommodate other Awareness needs.

8. REPORTS

No. R.0030/19
Finance and
Administration

(a) Council and other Committee Reports

- (i) Moved: Councillor McGonigle
Seconded: Councillor Austin
that the minutes of the Finance and Administration Committee meeting held on March 12th, 2019 be approved with the following:

1-Fire Truck #6 Equipment Purchases

that approval be given to spend \$22,556.80 plus applicable taxes for the new fire truck #6 equipment purchases prior to adoption of the budget.

2-Fire Department's Incident for January 2019

that approval of the Lake Cowichan Fire Department's incident report for January 2019 in the total amount of \$7480.89 be given;

3-Fire Department's Incident for February 2019

that approval of the Lake Cowichan Fire Department's incident report for February 2019 in the total amount of \$7929.00 be given;

4-Renewal of Kaatza Historical Society Lease

that the Committee approve the renewal of the 5-year lease with the Kaatza Historical Society, effective January 1st, 2019.

5-Removal of Note on Title on Lot A, Plan 29793

that the Note on Title on Lot A, Plan 29793 be removed and that a covenant be placed on the property that limits the lower level to commercial or storage use with the requirement that prior to occupancy for such use/ firewall and ceiling ratings have to be verified and approved by the Building Inspector and Fire Chief.

6-Grants-in-aids Approvals

Wildsafe BC - CVRD -Wildsafe BC program-\$750

Lake Cowichan Dry Grad -2019 Grad Class-\$500

LCS Scholarships -three at \$500 each

that Council approve the \$2,750 in grants-in-aid as listed above.

CARRIED.

No. R.0031/19

(ii)

Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that the minutes of the Public Works and Environmental Services Committee meeting held on March 19th, 2019 be approved as presented:

1- Water Treatment Plant Additional Capital Purchases

that Council approve of the following additional capital purchases for the new water treatment plant prior to budget adoption:

- Supply and installation of a Velodyne, or approved equal, manual soda ash bag system-\$250,000; and
- Underground tie in work estimated at \$10,000.

CARRIED.

No. R.0032/19

(iii)

Moved: Councillor Austin
Seconded: Councillor Sandhu
that the minutes of the Parks, Recreation and Culture Committee held on March 19th, 2019 be approved as presented.

1-Lakeview Camping Pass for 75th Anniversary Society

that a weekend camping site for the 2019 Lakeview Season be donated to the 75th Anniversary Society for its raffle.

CARRIED.

- Cowichan Lake Recreation (iv) There was no report for Cowichan Lake Recreation. The next meeting is being held Thursday March 28th, 2019. Councillor McGonigle asked that the minutes from the Cowichan Lake Recreation meetings be forwarded to Council.
- Vancouver Island Regional Library (v) Councillor Vomacka reported that there was no meeting in March 2019. She presented the following items of note:
- The community puzzle is ongoing at the Lake Cowichan Library;
 - Family Board Games are available to play at the Library;
 - April is poet's month;
 - A copy of the Wilderness Survival Guide was returned to the Courtenay library after being checked out since 1977; and
 - Budget meetings are in June. Due to high construction costs the board will have to relook at where new libraries are to be built and which libraries will get renovations.
- Advisory Planning Commission (vi) Councillor Austin reported the following highlights from the March 21st, 2019 meeting:
- Each member of the APC introduced themselves and spoke of their training, skills and how they came to the committee;
 - Corrections/Additions of the full OCP document were suggested to James vanHemert the Town Contract Planner. James will present the document at the Regular meeting of Council in April;
 - Various issues regarding the Fire Hazard map were discussed; and
 - There was a discussion on the possibility of an accessible ramp at the duck pond for those with mobility issues.
- The next meeting will be held Thursday April 18th, 2019.
- Community Forest Co-op (vii) Councillor McGonigle reported that the Co-op has moved to a new format. The directors are no longer responsible for the logging. They now hold quarterly dinner meetings. Application forms for the upcoming grants will be available on the Forest Co-op and Pacheedaht websites.
- Cowichan Valley Regional District Board (b) **Other Reports**
(i) Councillor McGonigle reported the following highlights:
- Regional Grants in Aid will be discussed at the meeting being held Wednesday March 27th, 2019;
 - The Special Directors Committee is working on a Code of Conduct for elected officials;
 - The documentary on the opioid crisis in the Cowichan Valley "A Just Society" is being presented to the public Thursday March 28th, 2019 at the Cowichan Theatre; and
 - The 5-year plan was approved. The average impact of the CVRD requisition for a Lake Cowichan homeowner is \$59.40.

Community
Outreach Team

(ii) Councillor Austin reported the following highlights from the March, 2019 meeting:

- Attainable housing was discussed. It was suggested that a volunteer group lobby for attainable housing in this area;
- The next Emergency Preparedness Task Force meeting is Wednesday March 27th, 2019 at Community Services;
- C.L. Elder Care co-chair and members will be attending a B.C. Housing meeting on April 3rd, 2019 in Victoria;
- Discussions are still happening regarding the idea of hosting a Community Block Party at Saywell Park;
- The seniors and students reading program continues at the library;
- Carolyn from Island Health reported there will be a clinic to catch up on measles vaccinations;
- Cowichan Lake Recreation now has an instructor for some of the exercise classes; and
- RCMP Corporal David Motley reported that their call volume is down compared to last year.

The next meeting will be held Thursday April 18th, 2019.

Our Cowichan

(iv) Councillor Sandhu reported the following highlights from March:

- March 4th, 2019 a Strategic Planning day was held at Providence Farms;
- The Regular meeting was held March 14th, 2019 where Adrian Bennett did a presentation on brain injuries and the documentary "A Just Society" was presented.

The next meeting will be held Thursday May 9th, 2019.

Weekly Meeting
with Council
Member

(v) Councillor Austin presented some of the issues the public has raised:

- Vacation rental bylaw;
- Live streaming Council meetings;
- Advertising for Cowichan Lake Education Centre;
- Newly elected officials training;
- Lakeview signage near Point Ideal;
- Animal Control bylaw re: animal abuse;
- River access at Prospect;
- Trans Canada Trail repairs;
- Handicap parking at Jakes at the Lake;
- The building beside the Forest Workers Memorial Park is moldy;
- Establishing a land bank;
- The trail from the arena to Lakeview is gated; and
- Snow removal

(c) **Staff Reports**

- (i) A discussion was had on the issue of fuel deliveries to the proposed Gas n' Go at Neva Road. Council has concerns regarding public safety and fuel spills near the river. Staff will review the use of a single tractor trailer.

9. **BYLAWS**

No. R.0033/19

Moved: Councillor McGonigle
Seconded: Councillor Austin
"Town of Lake Cowichan Zoning Amendment Bylaw 1018-2019"
be given third reading.

CARRIED.

No. R.0034/19

Moved: Councillor Austin
Seconded: Councillor Vomacka
"Town of Lake Cowichan Zoning Amendment Bylaw 1018-2019"
be reconsidered and adopted.

CARRIED.

10. **NEW BUSINESS**

None.

11. **MAYOR'S REPORT**

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

- The first 6 months have been interesting and challenging;
- The budget has been adopted in principle;
- We are working towards completing unfinished projects;
- The drainage issues at the Centennial Ball Fields are being addressed;
- We are still awaiting word on the grant submitted to CleanBC for the Municipal Hall upgrades; and
- Increased advertising at CLEC is being discussed.

12. **NOTICES OF MOTION**

The Vancouver Island Regional Library Budget Meeting is being held June 1st, 2019. Councillor Sandhu will attend in Councillor Vomcka's absence as she will be in Quebec City for FCM.

13. **QUESTION PERIOD**

14. **IN CAMERA**

None.

15. **ADJOURNMENT**

No. R.0035/19

Moved: Councillor McGonigle
Seconded: Councillor Sandhu
that we adjourn (7:30 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2019.

Mayor

TOWN OF LAKE COWICHAN
Minutes of a Public Hearing held on
Tuesday, March 26th, 2019



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

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

PUBLIC: 20

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. 1018-2019.

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. 1018-2019

- (a) The Chief Administrative Officer advised that the Zoning Amendment Bylaw No. 1018-2019 has been given 1st and 2nd readings by Council on February 26th, 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. He advised that there had been verbal input from the Fire Chief. The fire department wants the right to inspect storage containers to address ventilation concerns. No verbal inquiries or comments had been received by the public 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 1018-2019 was summarized as permitting accessory buildings on publicly owned and operated land.

Council was advised it may after the adjournment of the public hearing proceed to adopt Bylaw 1018-2019 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. 1018-2019 closed and advised that the bylaw would be returned to Council for further consideration (6:03pm.).

Certified correct _____.

Confirmed on the _____ day of _____, 2019.

Mayor

TOWN OF LAKE COWICHAN

Minutes of Parcel Tax Roll Review Panel Hearing held on
Tuesday, April 16th, 2019



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

ABSENT: Councillor Tim McGonigle

STAFF: Ronnie Gill, Director of Finance
Jill Walters, Recording Secretary

PUBLIC: 0

1. CALL TO ORDER

The Mayor called the meeting to order at 5:03 p.m.

2. AGENDA APPROVAL

No. PTRRP.01/19

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

CARRIED.

3. ADOPTION OF MINUTES

No. PTRRP.02/19

Moved: Councillor Austin
Seconded: Councillor Vomacka
that the minutes of the Parcel Tax Review Panel Hearing held
on Tuesday, April 10th, 2018 be approved.

CARRIED.

4. PARCEL TAX APPEALS

None.

5. EXAMINATION OF PARCEL TAX ROLLS

(a) The Director of Finance advised that as required by the
Community Charter advertisements were placed in the local
newspaper. The parcel tax rolls for sewer and water have been
made available for public inspection. There was one inquiry in
the Town office and no written submissions were received by
the time of the meeting. She stated there were, therefore, no
appeals to be heard by the panel.

No. PTRRP.03/19
Sewer Parcel Tax and
Water Parcel Tax
Rolls

Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that the water and sewer parcel tax rolls as presented to the
Panel be confirmed as the 2019 Parcel Tax Rolls for the Water
Parcel Tax and Sanitary Sewer Parcel Tax.

CARRIED.

6. ADJOURNMENT

No. PTRRP.04/19

Moved: Councillor Austin
Seconded: Councillor Vomacka
that we now adjourn (5:07 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2019.

Chair



Cowichan
Cowichan Valley School District

March 27, 2019

RECEIVED APR 03 2019

Rod Peters
Mayor
Town of Lake Cowichan
39 South Shore Road
Lake Cowichan, British Columbia
V0R 2G0

Dear Mayor Peters,

I am writing to the Council of the Town of Lake Cowichan on behalf of the Board of Education for School District No. 79 (Cowichan Valley) in regard to cannabis/vaping retail stores within your jurisdiction.

At the Board Meeting of March 5, 2019, the following resolution passed unanimously:

"That The Board of Education of School District No. 79 (Cowichan Valley) write letters to the City of Duncan, Town of Lake Cowichan and Cowichan Valley Regional District requesting they not permit cannabis/vaping retailers to be in close proximity to schools, and requesting the opportunity to provide input on applications."

It is our understanding that bylaws, policies and/or procedures are currently being developed regarding the locations and approval processes of applications for business licenses. The Board would like to strongly emphasize the need to locate cannabis/vaping stores distant from schools; it is our suggestion that 600 meters or more is appropriate, as required by other, similar jurisdictions. The Board would also like to respond to any request to comment on any application that is being considered for approval.

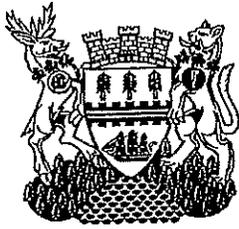
Thank you for your attention.

Yours truly,



Candace Spilsbury,
Board Chair

cc: Trustees
Rod Allen, Superintendent
Jason Sandquist, Secretary-Treasurer



City of Port Moody

Report/Recommendation to Council

Date: February 26, 2019 File No. 01-0360-20-55-00
Submitted by: Climate Action Committee
Subject: Union of BC Municipalities Resolution – Greenhouse Gas Limits for New Buildings

Purpose / Introduction

To bring forward a Union of British Columbia Municipalities resolution regarding greenhouse gas limits for new buildings and seek Council endorsement to advance the resolution to the Lower Mainland Local Government Association (LMLGA) and the Union of British Columbia Municipalities (UBCM) for consideration, as recommended by the Climate Action Committee.

Recommended Resolutions

THAT the following resolution regarding Greenhouse Gas Limits for New Buildings be submitted to the Lower Mainland Local Government Association, for subsequent submission to the Union of BC Municipalities, as recommended in the report dated February 26, 2019 from the Climate Action Committee regarding Union of BC Municipalities Resolution – Greenhouse Gas Limits for New Buildings:

WHEREAS climate change is recognized to be an urgent concern requiring rapid decarbonization of energy across all sectors, including buildings, in order to achieve 45% GHG emissions reductions by 2030 and net-zero GHG emissions by mid-century, as noted by the IPCC Special Report on 1.5C;

AND WHEREAS the British Columbia Energy Step Code establishes targets for increasing energy efficiency of new construction, but these may not result in the necessary levels of GHG emissions reductions to support local government GHG reduction targets nor BC's legislated GHG emissions reduction targets;

AND WHEREAS new buildings can last for many decades and are difficult, expensive, and disruptive to retrofit for renewable energy after construction;

AND WHEREAS near-zero GHG emissions mechanical systems are well proven and can be cost-effectively incorporated in new buildings, while also improving efficiency;

Report/Recommendation to Council

Union of BC Municipalities Resolution – Greenhouse Gas Limits for New Buildings
February 26, 2019

THEREFORE BE IT RESOLVED THAT the Province include GHG limits for new construction as an enforceable element in Division B of the British Columbia Building Code, including a pathway to achieve zero GHG emissions for new construction in a timeline commensurate with the science of climate change and BC's reduction targets;

AND BE IT FURTHER RESOLVED THAT the Province's goal in the CleanBC Plan to "make every new building constructed in BC "net-zero energy ready" by 2032" be revised to "make every new building constructed in BC "zero emissions" and "net-zero energy ready" by 2032";

AND THAT a request be sent to local governments in British Columbia for staff to advise their Councils to support the City of Port Moody's forthcoming resolution "Greenhouse Gas Limits for New Buildings" at the Lower Mainland Local Government Association conference on May 8-10, 2019 and the Union of BC Municipalities conference on September 23-27, 2019.

Executive Summary

The Province of British Columbia (BC) has committed to reducing greenhouse gas (GHG) emissions by at least 40% below 2007 levels by 2030, 60% by 2040, and 80% by 2050. In BC, most GHG emissions come from creating and using energy. Major energy-related sources of GHG emissions include transportation, such as driving cars, and stationary combustion sources, such as heating buildings.

New buildings can last for many decades and are difficult, expensive, and disruptive to retrofit for renewable low-carbon energy solutions after construction. The sooner new buildings achieve near zero emissions, the fewer buildings there will be that require costly and challenging deep energy retrofits to achieve GHG reduction targets.

While the BC Energy Step Code establishes a provincial framework for reducing energy use in new buildings, it does not explicitly address GHG emissions from buildings. As buildings represent up to half of GHG emissions at the community level, there is a need to develop an effective policy framework to achieve emissions reductions.

The Climate Action Committee recommends advancing a resolution to the LMLGA and subsequently to the UBCM, calling on the Province to mandate GHG limits for new buildings as an enforceable element of Division B of the British Columbia Building Code (BCBC). The resolution also asks that the provincial goal in the CleanBC Plan "to make every new building constructed in BC net-zero energy ready by 2032" be revised to "make every new building constructed in BC net-zero energy ready and zero emissions by 2032".

As the proposed resolution will support other BC communities in achieving GHG emissions reductions, the Climate Action Committee further recommends that local government staff in BC be requested to advise their Councils to support the City of Port Moody's forthcoming resolution

Report/Recommendation to Council

Union of BC Municipalities Resolution – Greenhouse Gas Limits for New Buildings
February 26, 2019

“Greenhouse Gas Limits for New Buildings” at the LMLGA May 8-10, 2019 and UBCM September 23-27, 2019 conferences.

Background

At the February 25, 2019 Climate Action Committee meeting, staff provided a presentation on the BC Energy Step Code (Step Code), including an overview of GHG emissions modelling in relation to the Step Code, how greenhouse gas intensity (GHGI) is calculated, the reasoning for focusing on GHGs in new buildings, and introduced the proposed UBCM resolution (**Attachment 1**).

After the staff presentation, the Climate Action Committee passed a resolution in support of the proposed UBCM resolution and seeking support from other municipalities. This resolution is included as the recommended resolution in this report.

DiscussionClimate Change and Greenhouse Gas Emissions

In October of 2018, the Intergovernmental Panel on Climate Change (IPCC) published a special report on the impacts of global warming of 1.5°C¹ above pre-industrial levels and related global greenhouse gas emission pathways. The report states that human activities are estimated to have caused approximately 1.0°C of global warming above pre-industrial levels and that global warming is likely to reach 1.5°C between 2030 and 2052 if it continues to increase at the current rate. Global warming reflecting current nationally stated mitigation goals until 2030 is estimated to result in global warming of about 3°C by 2100, with warming continuing afterwards due to past and ongoing emissions.

Impacts on natural and human systems from global warming have already been observed as many land and ocean ecosystems and some of the services they provide have already changed due to global warming. In addition, climate-related risks to health, livelihoods, food security, water supply, and economic growth are projected to increase with global warming of 1.5°C and increase further with 2°C and 3°C (**Attachment 2**).

Warming from anthropogenic emissions from the pre-industrial period to the present will persist for centuries to millennia and will continue to cause further long-term changes in the climate system, such as sea level rise. The IPCC special report states that reaching and sustaining net zero global anthropogenic CO₂ emissions is necessary to halt anthropogenic global warming on multi-decadal time scales.

The IPCC advises that pathways limiting global warming to 1.5°C would require rapid and far-reaching transitions in energy, land, urban, and infrastructure, including transportation and buildings, and industrial systems in order to achieve 45% GHG emissions reductions by 2030 and net-zero GHG emissions by mid-century.

¹ https://www.ipcc.ch/site/assets/uploads/sites/2/2018/07/SR15_SPM_version_stand_alone_LR.pdf

Report/Recommendation to Council

Union of BC Municipalities Resolution – Greenhouse Gas Limits for New Buildings
February 26, 2019

Provincial Goals

The Province has committed to reducing GHG emissions by at least 40% below 2007 levels by 2030, 60% by 2040, and 80% by 2050. In BC, most GHG emissions come from creating and using energy. Major energy-related sources of GHG emissions include transportation, such as driving cars, and stationary combustion sources, such as heating buildings.

Building-related emissions account for almost half of community GHG emissions in most of B.C. As such, reducing building-related emissions can have a significant impact on meeting provincial and community GHG emissions reduction targets.

New buildings can last for many decades and are difficult, expensive, and disruptive to retrofit for renewable low-carbon energy solutions after construction. The sooner new buildings achieve near zero emissions, the fewer buildings there will be that require costly and challenging deep energy retrofits to achieve GHG reduction targets. Low-carbon mechanical systems that provide space heating, cooling, and domestic hot water heating are available in the market today for all of BC's climate and building needs. Most low-carbon energy systems can be cost-effectively incorporated into new buildings.

The BC Energy Step Code

The BC Energy Step Code was introduced in April 2017 as a voluntary energy-efficiency standard in the *British Columbia Building Code (BCBC)*. As an optional compliance path within the *BCBC*, any builder can choose to build to the requirements of the Step Code, and local governments can implement bylaws or policies that require compliance with the Step Code. To comply, builders must use energy modelling software and on-site testing to demonstrate that both their design and the constructed building meet the energy efficiency requirements of the Step Code. The Step Code establishes targets for increasing energy efficiency of new construction, but does not explicitly address GHG emissions.

Greenhouse Gas Emissions in BC Buildings

Rapidly reducing GHG emissions is an important objective for BC and local governments to reach GHG emission reduction targets consistent with the science of climate change. While Step Code establishes a framework for reducing energy use in new buildings, it does not explicitly address GHG emissions from buildings.

There are many examples of buildings constructed throughout the region using a variety of low-carbon heating and cooling systems. These include air source heat pumps, ground source heat pumps, waste heat recovery systems, biomass systems, and solar collectors. There are multiple options for most building types including single-family, multi-family and commercial buildings, including building-scale and district energy systems. These systems are cost-competitive with more carbon-intensive systems, and can be reliably designed, installed, and operated.

The City of Vancouver has requirements to limit GHG emissions in new buildings, and a number of other local governments have introduced Step Code policies that include a low-carbon energy system option with a lower step (including Surrey, Richmond, Burnaby, New Westminster, and

Report/Recommendation to Council

Union of BC Municipalities Resolution – Greenhouse Gas Limits for New Buildings
February 26, 2019

the Township of Langley), while others are considering a similar approach. This low-carbon system “option” approach may result in more low-carbon buildings, but GHG reduction is not guaranteed, and a more rigorous and standardized approach is needed.

In order to better understand the relationship between energy efficiency performance and GHG emissions, as well as policy options, the Provincial Ministry of Housing and Affairs is commissioning a study to explore the range of possible GHG emission reductions in new buildings at each step of the Step Code in relation to common and/or emerging energy systems in buildings, and to provide policy options on how to optimize GHG emission reductions from new buildings.

CleanBC Plan

CleanBC, released in December 2018, outlines the Province’s plan for a more prosperous, balanced, and sustainable future. CleanBC includes a target for GHG reduction for buildings of 40% by 2030, and notes the need for further electrification of buildings and support of low-carbon approaches. The CleanBC plan also recognizes the benefits of living and working in greener buildings, like greater comfort, lower energy use, and better air quality – both indoors and in communities. The plan establishes a goal to make every new building constructed in BC net-zero energy ready by 2032.

However, CleanBC does not specifically outline a policy pathway to achieve the 40% target, nor state a long-term goal of zero-carbon buildings. Therefore, policies and regulations that achieve GHG reduction as well as energy efficiency are consistent with both provincial and local government interests.

Encouraging Zero-Carbon Buildings

Although population growth in Port Moody has been moderate in the past, the number of development applications has increased with the addition of the Evergreen Line extension in recent years, making Port Moody an attractive and accessible location. With minimal opportunity for new development, redevelopment has become the focus. As redevelopment in Port Moody continues to grow, an opportunity exists to reduce community GHG emissions by ensuring replacement buildings are equipped with low-carbon solutions.

There is no current governing plan or policy that outlines Port Moody’s targets or commitments to building-related emissions reduction. Local governments in BC are required through the *Green Communities Statutes Amendment Act* (Bill 27) to include targets, policies, and actions for the reduction of GHG emissions in their Official Community Plans (OCP). Both the OCP and the Master Transportation Plan (MTP) refer to a community emissions database that is outdated, as well as an interim GHG reduction target of 10% below 2007 levels by 2017, that is past due.

The City has identified a number of climate action goals and initiatives in the OCP that signal Council’s commitment to a low-carbon building stock, outlined in **Attachment 3**.

Report/Recommendation to Council

Union of BC Municipalities Resolution – Greenhouse Gas Limits for New Buildings
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Port Moody continues to show support for zero-carbon buildings by encouraging and prioritizing low-carbon development applications using the Sustainability Report Card, exploring early adoption of the Step Code, and leading by example through investments in energy efficient upgrades to civic facilities.

Clear direction and leadership in climate policy will strengthen Port Moody's local green economy, and contribute to reaching climate change goals.

Next Steps

The Climate Action Committee is recommending to advance a resolution to the LMLGA and subsequently to UBCM, calling on the Province to mandate GHG limits for new buildings as an enforceable element of Division B of the *British Columbia Building Code*. The resolution also asks that the provincial goal in the CleanBC Plan "to make every new building constructed in BC net-zero energy ready by 2032" be revised to "make every new building constructed in BC net-zero energy ready and zero emissions by 2032".

As the proposed resolution will support other BC communities in achieving GHG emissions reductions, the Climate Action Committee recommends that local government staff in BC be requested to advise their Councils to support the City of Port Moody's forthcoming resolution "Greenhouse Gas Limits for New Buildings" at upcoming 2019 LMLGA and UBCM conferences.

Other Options

THAT the report dated February 26, 2019 from the Climate Action Committee regarding Union of BC Municipalities Resolution – Greenhouse Gas Limits for New Buildings be received for information.

Financial Implications

There are no financial implications associated with the recommendations in this report.

Communications and Civic Engagement

No communications or civic engagement initiatives are required by the recommendations in this report.

Council Strategic Plan Objectives

Advancing the UBCM resolution regarding GHG limits in new buildings is consistent with the strategic outcomes in the areas of Community Planning and Preserving the Environment identified in the 2015-2018 Council Strategic Plan.

Attachments:

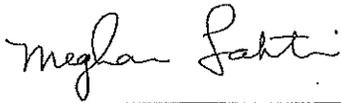
1. UBCM Resolution Regarding GHG Limits in New Buildings.
2. Global Warming Impacts Based on the IPCC Special Report.
3. OCP Policies to Support Zero-Emission New Buildings.

Report/Recommendation to Council

Union of BC Municipalities Resolution – Greenhouse Gas Limits for New Buildings

February 26, 2019

Prepared by:



Councillor Meghan Lahti

Chair

UBCM Resolution

**Greenhouse Gas (GHG) limits in the
British Columbia Building Code**

City of Port Moody

WHEREAS climate change is recognized to be an urgent concern requiring rapid decarbonization of energy across all sectors, including buildings, in order to achieve 45% GHG emissions reductions by 2030 and net-zero GHG emissions by mid-century, as noted by the IPCC Special Report on 1.5C;

AND WHEREAS the *British Columbia Energy Step Code* establishes targets for increasing energy efficiency of new construction, but these may not result in the necessary levels of GHG emissions reductions to support local government GHG reduction targets nor BC's legislated GHG emissions reduction targets;

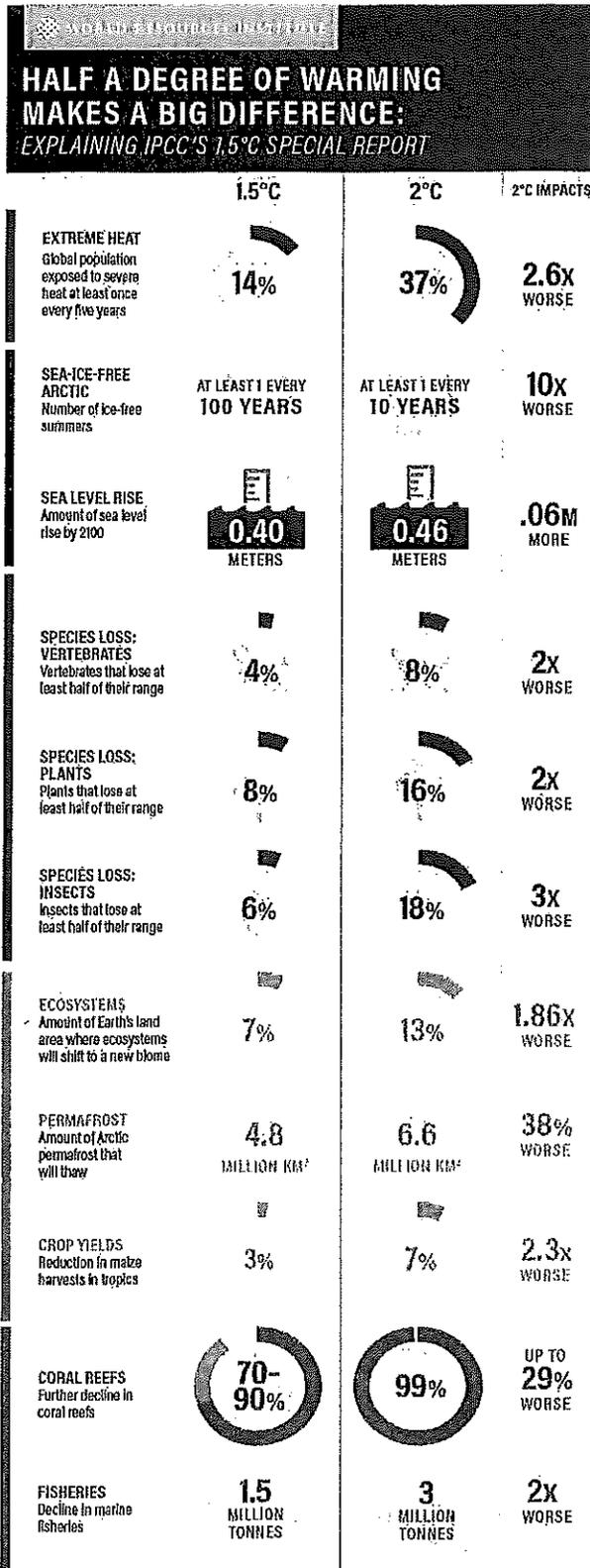
AND WHEREAS new buildings can last for many decades and are difficult, expensive, and disruptive to retrofit for renewable energy after construction;

AND WHEREAS near-zero GHG emissions mechanical systems are well proven and can be cost-effectively incorporated in new buildings, while also improving efficiency;

THEREFORE BE IT RESOLVED THAT the Province include GHG limits for new construction as an enforceable element in Division B of the British Columbia Building Code, including a pathway to achieve zero GHG emissions for new construction in a timeline commensurate with the science of climate change and BC's reduction targets;

AND BE IT FURTHER RESOLVED THAT the Province's goal in the CleanBC Plan to "make every new building constructed in BC "net-zero energy ready" by 2032" be revised to "make every new building constructed in BC "zero emissions" and "net-zero energy ready" by 2032".

Attachment 2 – Global Warming Impacts based on the IPCC Special Report



Attachment 3 – OCP Policies to Support Zero-Emission New BuildingsChapter 5 – Sustainable Resource Use and Climate Change Response

3. The City will develop a Community-wide Sustainable Building Policy to encourage the renovation of existing buildings and the creation of new development that meets a high standard of sustainable building performance with features that may include but are not limited to:

- (d) Passive building systems;
- (e) Energy efficiency technology;
- (f) On-site renewable energy technology;
- (g) District renewable energy systems;

5. The City will develop, implement and regularly update a community GHG and energy management plan as a means to plan for an energy-wise and low-carbon future where energy demand is reduced and needs are met through sustainable practices through the community and by sustainable energy systems (e.g., renewable, affordable, reliant, efficient, etc.).

10. The City will encourage the planning, design and construction of efficient neighbourhoods and buildings to minimize resource consumption, increase use of renewable resources, increase alternative modes of transportation, reduce greenhouse gas emissions and prepare for climate change.

11. The City will encourage local low carbon energy systems, including district energy, as part of larger developments and within areas expected to experience significant redevelopment.

12. The City will encourage sustainable project development by applying the Sustainability Checklist, including energy considerations, to assess the relative strengths of a development proposal from a sustainability perspective and encourage the most sustainable project possible.

14. To encourage strong energy performance, the City will consider incentives for developers including variances, density bonusing, modified/alternative development standards or other appropriate mechanisms available under the Local Government Act.

15. The City will work to provide information to local developers, builders and homeowners about energy efficient building practices and available incentives and funding programs.



TOWN OF LAKE COWICHAN
Minutes of Finance & Administration Committee
Tuesday, April 9th, 2019

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

STAFF: Ronnie Gill, Director of Finance
Jill Walters, Recording Secretary

PUBLIC: 6

- No. FA.0018/19
1. **CALL TO ORDER**
The Chair called the meeting to order at 6:00 p.m.
 2. **AGENDA**
Moved: Councillor Sandhu
Seconded: Mayor Peters
that the agenda be approved with the following additions under:

IN CAMERA:
90(1)(g) litigation or potential litigation affecting the municipality.

CARRIED.

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**
Ongoing Items Still Being Addressed:
 - (a) A preliminary renovation schedule was provided by the architect. Mayor Peters asked if there was an update on where the staff will be working during the renovations.
4. **DELEGATIONS AND REPRESENTATIONS**
 - (a) Cowichan Lake District Chamber of Commerce presented their 2018 year end. Highlights included:
 - Increased membership to 107;
 - Success of the mobile visitor center;
 - Increased social media presence;
 - Review of events hosted;
 - 5 year revenue vs. expenses;
 - Issue of visitor center deficits; and
 - The Chamber of Commerce will be requesting additional funding for their next contract.
5. **CORRESPONDENCE**
 - (a) None
6. **VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA**
7. **REPORTS**
 - (a) The Financial Report for the period ending March 31st, 2019 was treated as information.
 - (b) The Building Inspector's Service Report for March, 2019 was treated as information.
 - (c) The Lake Cowichan Fire Department's incident report for March, 2019 was unavailable.
 - (d) The Bylaw Officers Report for February and March was treated as

information.

(e) A discussion was had on the report from the Contract Planner regarding attainable housing. Councillor Austin reported that the workshop hosted by the Cowichan Housing Association was well attended and interesting.

(f) Council will review the amendments to the Animal Control bylaw when presented at the April Regular meeting of Council.

No. FA.0019/19

(g) Moved: Councillor Sandhu
Seconded: Mayor Peters
that the committee approve the purchase of a mower from Island Tractor and Supply Ltd. for a total price of \$26,919.24 inclusive of taxes.

CARRIED.

8. NEW BUSINESS

(a) The Director of Finance briefly reviewed the Audit Service Plan. The auditors will be in the office this week.

9. NOTICES OF MOTION

None.

10. PUBLIC RELATIONS ITEMS

(a) National Volunteer Week is April 7th-13th, 2019.

(b) The Lake Cowichan School Health Fair is April 11th, 2019. Councillor Austin supplied them with apples and oranges from the Town.

11. MEDIA/PUBLIC QUESTION PERIOD

12. IN CAMERA

No. FA.0020/19

Moved: Councillor Austin
Seconded: Councillor Vomacka
(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: 90(1) (c) on labor relations or other employee relations; 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and 90(1)(g) litigation or potential litigation affecting the municipality.(7:16)

CARRIED.

No. FA.0021/19

13. Moved: Councillor Austin
Seconded: Councillor Sandhu
that the meeting be adjourned. (8:20 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, April 16th, 2019

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

STAFF: Ronnie Gill, Director of Finance
Trevor Auger, Superintendent of Public Works and Engineering Service
Dalton Smith, CLEC Manager
Jill Walters, Recording Secretary

PUBLIC: 5

1. **CALL TO ORDER**

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

2. **AGENDA**

No. PW.010/19
Agenda

Moved: Mayor Peters
Seconded: Councillor Sandhu
that the agenda be approved with the following additions under:

BUSINESS ARISING AND UNFINISHED BUSINESS

(b)(i) Parking and River Speed Signage.

CARRIED.

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

(a)

(i)

Construction is going well on the Greendale Trestle Watermain Crossing. The pipe has been installed and the tie ins should be completed this week. Landscaping will be addressed at the end of the project. Mayor Peters asked if the Superintendent of Public Works and Engineering could look at the possibility of having fencing placed at both ends of the pipes for safety reasons.

(ii)

The Water Treatment Plant is still operating in the interim status with the chlorine and UV treatment. The contractors have been on site addressing the deficiencies. Stantec is researching the price of the soda ash.

(b)

Ongoing Items Still Being Addressed:

(i)

A license application had been submitted by the technical operators for the well at CLEC. The Vancouver Island Health Authority will decide if it will be UV and chlorinated treated. The quote given is within the budget of \$50,000.

(ii)

A letter has been received from Ted Johnson requesting an 8 km/h speed limit sign be placed on the river. The Town does not have authority over the river. Staff will contact the appropriate authorities to see if signs can be placed along the river.

Councillor Austin asked if the Superintendent of Public Works and Engineering could look at changing the 1 hour parking signs near Cafe Mochica to 2 hours. She also asked what was happening

with the Lakeview Park wayfinding sign. The Superintendent of Public Works and Engineering stated that the Lakeview Park and Arena signs will be moved to the top of the wayfinding sign.

Mayor Peters asked if the Ministry of Transportation had contacted the Superintendent of Public Works and Engineering about the speed reader sign at Lake Cowichan School. Mayor Peters asked if the sign could be placed further up from the school.

The topic of the no right turn sign at Darnell was discussed. There is an issue with large trucks being able to turn because of the curb. The Superintendent of Public Works and Engineering will contact the Ministry as the curb removal would have to be approved by them.

4. DELEGATIONS

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) In February the Minister of Environment inspected the sewer lagoon. There were a few issues of non-compliance. The Superintendent of Public Works and Engineering is working with a consultant to address the issues. Mayor Peters asked if the sluffing of the third cell had been addressed. The Superintendent of Public Works doesn't feel that there is an issue with the cell.

9. NOTICES OF MOTION

None.

10. PUBLIC RELATIONS ITEMS

- (a) The 50+ Activity Centre is holding an Easter Market Saturday April 20th, 2019 from 10:00-2:00.
- (b) Council has been invited to speak to the Lake Cowichan School Grade 9 English class. There is a new graduation requirement in which students have to be involved in a project that creates improvement in the Town. Some suggestions were the 75th and Beyond Society and a Jr. Council.

11. QUESTION PERIOD

12. ADJOURNMENT

No. PW.011/19
Adjournment

Moved: Councillor McGonigle
Seconded: Councillor Sandhu
that this meeting be adjourned. (6:20 p.m.)

CARRIED.

Minutes of Public Works & Environmental Services Committee held on April 16th, 2019

Certified correct _____.

Confirmed on the _____ day of _____, 2019.

Chair



TOWN OF LAKE COWICHAN

Minutes of Parks, Recreation and Culture Committee held on
Tuesday, April 16th, 2019

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

STAFF: Ronnie Gill, Director of Finance
Trevor Auger, Superintendent, Public Works and Engineering Services
Dalton Smith, CLEC Manager
Jill Walters, Recording Secretary

PUBLIC: 5

1. CALL TO ORDER

The Chair called the meeting to order at 6:30 p.m.

2. AGENDA

Moved: Councillor Vomacka

No. PR.0014/19

Seconded: Mayor Peters

that the agenda be approved as presented.

CARRIED.

3.(a) BUSINESS ARISING AND UNFINISHED BUSINESS

(i) The 75th and Beyond Society has been given a \$2,000 grant in aid from the Cowichan Valley Regional District. There are still tickets available for the May long weekend fishing derby.

(b) Ongoing Items:

(i) There was no update available for the Riverfront Walkway and Trail Connections.

(ii) The Superintendent of Public Works and Engineering reported that landscaping has been done, the fountain is working and the bricks have been power washed at the Forest Workers Memorial Park. There are some issues with the masonry and the benches that are being addressed. Councillor McGonigle will approach the Forest Workers Co-op Board about a plan to work with the Town. The Day of Mourning will be held at the park April 28th, 2019 at 10:00 a.m.

4. DELEGATIONS AND REPRESENTATIONS

Wayne Rees, Lake Cowichan Midget Baseball Coach gave a presentation on his concerns regarding the Centennial Park Ball Fields. He presented a list of recommendations he feels need to be made to the fields.

No. PR.0015/19

Moved: Councillor McGonigle

Seconded: Mayor Peters

that the concerns raised by Wayne Rees be forwarded to the May Finance and Administration Meeting for discussion.

CARRIED.

5. CORRESPONDENCE

None.

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

7. REPORTS

None.

8. NEW BUSINESS

- (a)** A discussion was had on the road access being blocked at Lakeview Park. Councillor Sandhu had questions about the decision to block the access to Lakeview Park Beach. She requested that the barriers be removed and the road maintenance be addressed. Councillor McGonigle stated that it was brought in to place due to safety issues but it could be brought back to the table for reconsideration. This item will be discussed at the May Finance and Administration meeting.

9. NOTICES OF MOTION

- (a)** Regular Meeting of Council held April 23rd, 2019 - In Camera s.90 (1) (d) the security of the property of the municipality.

10. PUBLIC RELATIONS ITEMS

- (a)** April 12th-14th, 2019 Council was in Powell River for the Association of Vancouver Island and Coastal Communities Convention.

11. QUESTION PERIOD

None.

Adjournment
No. PR.0016/19

13. ADJOURNMENT

Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that the meeting be adjourned. (7:13 p.m.)

CARRIED.

Certified correct _____

Confirmed on the _____ day of _____, 2019.

Chair

Staff Report

Date: April 18, 2019
To: Chief Administrative Officer
From: James van Hemert, Consulting Planner



Re: **Application for a and Development Permit and Development Variance Permit for 130 Neva Road, Lot A, Section 6, Renfrew District Plan, VIP 55855**

APPLICATION:

The applicant proposes a ***Development Permit*** to support the renovation of a portion of a building and the establishment of a convenience store and gasoline pumps under a canopy.

A ***Development Variance Permit*** may accompany this application; however, no variance to any of the Town's Bylaws is necessary to support the application because of the acquisition of additional lands which will satisfy building setback requirements of the Zoning Bylaw.

BACKGROUND

Subject property and neighbouring property characteristics

The subject property is zoned C1 General Commercial and is currently occupied by a small 'strip commercial' centre and an Irlly Bird lumber store and yard.

The surrounding property uses comprise Greendale Road Park and Riverside Edge Memorial Park to the south and across Cowichan Lake Road, single-detached residential to the west and north, and an OK Tire store across Neva road to the east.

Application review process

The town office received an incomplete application on October 4, 2018. Staff prepared a letter identifying how the deficiencies could be addressed on October 5. The deficiencies included:

- incorrect property boundary information and its relationship to the proposed site plan;
- detailed colour and materials scheme for all renovated and new structures;
- landscape plan and cost estimate;
- parking, access, and circulation plan;
- bicycle parking;
- assessment of how the proposal meets the Development Permit Area 5 guidelines; and
- dimensions of proposed signage.

Town staff met with the applicant and his representative in mid-October to discuss the issues raised.

On November 27 the Town Office received updated information from the applicant's representative in response to the October 5 letter. Many of the deficiencies were satisfactorily addressed, however, the inclusion of accurate property boundary information made it clear that the proposal included construction of the gas pump canopy on public land, a matter not permissible under Section 25 of the Community Charter, prohibiting assistance to a business. The Town prepared a letter of response on November 29 clarifying this concern, proposing a purchase of available Town owned land (a portion of Kenvir Road not owned by MOTI), and identifying a number of remedies to the site plan to address parking, security lighting for employees, shielded lighting, and a design modification to the gas pump canopy.

An updated development proposal was submitted to the Town office the week of February 18th and a response prepared and sent to the applicant on March 1. This proposal included proposed fuel delivery truck turning movements as requested by the Town Public Works. A number of deficiencies or concerns remained and were outlined in the letter:

- Cost estimate for installation of landscaping and irrigation
- Shielded lighting for employee parking
- Signage calculations
- Bike rack design
- Depiction of the a clear, straight proposed southern property line to follow the property purchase from the Town
- Fuel delivery using Neva Road would not be permissible in accordance with Section 7.01 and 7.02 of the Town's traffic Bylaw which restricts large trucks--such as the B-train proposed--on residential streets. A proposal using Lake Cowichan Road as access was requested.

On March 11 an updated site plan and requested information was received. The matter of access turning movements for fuel truck delivery was further discussed among staff and a referral sent to the Ministry of Transportation and Infrastructure and to the Town's Fire Department. The applicant was requested to expand the area of landscaping.

A revised and satisfactory site plan, including updated landscaping estimates, shielded lighting specifications, and a single tanker fuel truck turning movement plan was submitted on March 28.

NEIGHBORING PROPERTY OWNERS

Written notice of the applications was provided to all neighboring property owners and no comments have been received at the time of writing this report.

RELEVANT TOWN BYLAWS

Official Community Plan (2011)

The proposal is subject to Development Permit Area (DPA) 5 Highway Commercial, Neighbourhood Centre and Tourism.

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

17.8.4 Guidelines

- a) Development will promote compatibility with surrounding neighbourhoods through landscaped buffers, building massing, and building setbacks.

Comment: The proposal is compatible with surrounding commercial and community infrastructure land uses.

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

Comment: The renovation proposal features natural wood highlights including canopy posts.

- c) Development shall generally reflect the bulk, mass, character, shape and form of adjacent buildings and acknowledging architectural, design and historic features of the area.

Comment: The renovated buildings and new gas bar canopy reflect appropriate architectural character.

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

Comment: Proposed natural wood and stone materials and hardiplank is appropriate.

- e) Vinyl siding is prohibited.

Comment: No vinyl siding proposed.

- f) Buildings shall be designed in keeping with the west coast climate with particular attention given to rain related design with overhangs to protect walls and windows and covered walkways to protect clientele from the elements.

Comment: Protective overhangs by doors and entrances form part of the design.

- g) Colours shall reflect the natural environment of the Cowichan Lake area. Primary and bright neon colours may only be used for trim and accents

Comment: Natural wood colours are used.

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

Comment: A modest canopy is provided above the convenience store entrance and a full canopy above the gas pumps.

- i) Hand-crafted signage of professional quality is encouraged whereas roof mounted signs are prohibited. Permitted signs are to be constructed from individually raised, externally illuminated and non-illuminated letters and shall conform to the Town's Sign Bylaw.

Comment: Single letter signage is shown on the building elevation. Typical back-

lit logo is proposed for the canopy; the blue band of the canopy, if backlit, is considered part of the sign and would require a variance, which is not supported by staff.

A sign permit will be required to ensure that the dimensions are consistent with the Sign Bylaw.

- j) Exterior storage, service and refuse areas shall be landscaped and should be fenced and buffered to minimize intrusions on adjacent uses.

Comment: Waste containers will be screened.

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

Comment: Street access will be by paved sidewalk; lower level access for pedestrians by concrete sidewalk.

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

Comment: The proposed vehicular and pedestrian access is reasonable.

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

Comment: A landscape plan is being prepared at the time of this writing and will be focused primarily on landscaping along the front elevation of the building adjacent to South Shore Drive.

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

Comment: Reasonable barrier free access is provided at the street level.

- q) The guidelines of the Cowichan Valley Safer Futures Program shall be used in reviewing development proposals (See Appendix C for a project review checklist). Issues covered include:

- i. public consultation process;
- ii. overall design; and
- iii. specific design issues of isolation, visibility, lighting, signage, maintenance, management.

Comment: Cut-off fixtures for the staff parking area shall be placed on the building.

- r) All development shall use on-site, low-impact, shielded lighting to provide for safety and security as well as to reduce glare and spillage onto adjacent sites.

Comment: Approval is conditional upon the provision of fully shielded exterior lighting for parking areas.

Additional site and building design requirements may be imposed through the Development Permit process to provide for improved traffic and pedestrian circulation and to comply with the community objectives set out in the Plan.

DISCUSSION

Land Purchase

In order to satisfy on-site turning movements, access to fuel pumps, and meet building setback requirements, an additional land purchase of 459.8 m² at market value from the Town is necessary. Sufficient land may be available, subject to a land survey. A completed land transaction is a condition of the final issuance of a development permit.

Access for Fuel Delivery Trucks

The Town requested the applicant to provide an analysis of fuel delivery truck turning movement concepts. Turning movements for a fuel delivery truck with trailer (B train) is constrained by the relatively small size of the site and access points to Lake Cowichan Road and Neva Road.

Further, access to the site via Highway 18 and Neva Road is limited due to Section 7.01 and 7.02 of the Town's Traffic Bylaw which regulates the classification of trucks permitted on residential roads. Fuel trucks with trailers are restricted from residential streets.

In a referral review of proposed turning movements the Ministry of Transportation and Infrastructure noted the following:

We can't accept this access. The delivery vehicle is exiting onto Neva Road using the gated access. The truck as shown in their drawing will totally be on the wrong side of the road on Neva and enter the Cowichan Lake Road intersection from that wrong lane. Confusing for all other drivers as it is not just a truck that needs a bit of extra road space but it is completely outside the normal lanes.

The Town Council, in its meeting of Tuesday, March 26, determined that fuel deliveries onto the proposed gas station site shall be only by a single-tank fuel truck, one without a trailer.

The applicant has submitted a single tank fuel truck turning movement plan that illustrates that it is possible to ingress and egress the site appropriately and safely in accordance with Town Bylaws and without creating the type of safety issues identified by MOTI.

APPROVAL CONDITIONS:

Should Council wish to grant approval of the Development Permit, the following conditions are necessary in order to conform with Town Bylaws in advance of the issuance of a Development Permit:

- 1) A satisfactory execution of the sale at market value from the Town to the land owner of 459.8 m² of land, as shown on the proposal site plan dated March 28 2019. A land survey will be necessary to determine the precise location and extent of Town owned land that is available for this sale.

- 2) No construction or works may be undertaken until completion of the land transfer and sale at market value.
- 3) Landscape surety of \$8,634 to be held for a period of 2 years.
- 4) The blue band on the canopy is not lit in any way, either backlit, or otherwise.
- 5) Sidewalk, curb, and possibly asphalt reinstatement will be required (aprons at a minimum) to at least the minimum standard set forth in the Master Municipal Construction Documents (MMCD) as amended from time to time. This matter will be addressed in advance of the required Building Permit.
- 6) Approval of this Development Permit does not constitute approval of a Building Permit and any required sign permits.



James van Hemert, MCIP, RPP
Consulting Planner

Memo

TO: Mayor and Council

FROM: Chief Administrative Officer

DATE: April 3rd, 2019

SUBJECT: Application for Development Variance Permit – Proposed duplex
– Lot 1, Cowichan Lake District Plan VIP66385

Background Information

Brian Kelly made an application for a Development Variance Permit to allow for the construction of a duplex unit on a 712 square meter lot where the requirement for such a unit is 780 square meters on the following property:

Location: 20 Renfrew Road, Lake Cowichan, BC

Legal Description: Lot 1, District Lot 12, Cowichan Lake District Plan VIP66385

Date Application completed with payment: March 14, 2019.

Owner: Arbutus Industries Ltd.

Applicant: Owners.

Size of Parcel: 712 square metres

Existing Zoning: R-3 (Multi-family Residential)

OCP Designate: UR (Urban Residential)

Existing Use of Property: Residential

Existing Use of Surrounding Properties: Residential and Commercial

Services: Road Access – Renfrew Avenue and King George Road
All municipal services are available.

Proposal

An application has been made to the Council of the Town of Lake Cowichan to vary the following requirements of the Zoning and Subdivision Bylaws:

- Lot size to be reduced to 712 sq. m. from a minimum required size of 780 sq. m. for the construction of a side-by-side duplex residence.

The development variance permit is intended to allow the construction of a residential duplex as proposed in the attached drawing. This would allow the construction of a two-unit residential structure that would meet all of the required setbacks.

Comments

The adjacent property owners have been advised of the development variance application which has been submitted on this the above property. No comments or input has been received.

Section 455 of the Local Government Act does allow Council to issue a development variance permit that varies the requirements of the subdivision bylaw.

Recommendation

That Council issue a Development Variance Permit under Section 455 of the Local Government Act to Arbutus Industries Ltd. so it may proceed with the development of the above property subject to the following condition;

- That the applicant must comply with the requirements of the Zoning Bylaw, the Subdivision and Service Bylaw, the Building Bylaw, the DCC Bylaw and all requirements of the Local Government Act.



Joseph A. Fernandez

TOWN OF LAKE COWICHAN

Bylaw No. 1019-2019

A bylaw to provide for the regulation, keeping, impounding of animals and licensing of same within the municipal boundaries of the Town of Lake Cowichan under the *Community Charter*.

WHEREAS paragraph 8 (3) (k) of the Community Charter, SBC 2003, c. 26 provides general authority to regulate, prohibit and impose requirements by bylaw in relation to animals;

AND WHEREAS Section 48 of the *Community Charter* provides authority for the seizure of animals and related powers;

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

1. TITLE

This bylaw may be cited for all purposes as "Animal Control Bylaw No. 1019-2019"

2. DEFINITIONS

2.1 In this Bylaw,

ANIMAL shall mean any horse, mule, cattle, cat, dog, ass, swine, sheep, goat, domesticated rabbit, animal of bovine species, chicken, turkey, goose, duck, fowl, dove, pigeon, reptiles, or any domesticated wild animal;

ANIMAL CONTROL OFFICER shall mean a Bylaw Enforcement Officer, Peace Officer, Police Officer, or Pound Keeper.

AT LARGE shall mean any animal being elsewhere than on the premises of the person owning or having custody, care or control of any animal and not being under the direct and continuous charge of a person who is competent to control it;

COLLECTOR shall mean the Collector of the Town of Lake Cowichan, or any other person duly appointed by the Council to collect fees pursuant to this bylaw;

COUNCIL shall mean the elected Council of the Town of Lake Cowichan;

DOG shall mean any animal of the canine species over the age of four months, regardless of sex;

DOMESTIC ANIMAL shall mean any animal, tame or kept, or that has been or is being sufficiently tamed or kept, to serve some purpose for the use of man; and is designated by Order of the Lieutenant Governor in Council pursuant to the Livestock Protection Act to be a Domesticated animal;

FOUL shall mean when an animal defecates.

INFRACTION NOTICE shall mean a notice of contravention of this bylaw in the form established by Council;

LICENCE shall mean a dog licence issued in accordance with the provisions of this bylaw;



OWNER shall mean any person who owns or is possession of or who has the care, control or custody of an animal, or any person who harbours or allows a dog or animal to remain about his house and/or premises, and "owned" includes possessed or harboured in fact and or in law;

POUND shall mean the premises designated by the Council for confinement and shelter of dogs and animals pursuant to this bylaw designated as a pound;

POUNDKEEPER shall mean the person or persons or company duly appointed by council to enforce and carry out the provisions of this bylaw;

REDEEM shall mean to pay all outstanding Poundage and Boarding Fees, possess or purchase a dog licence if applicable, and to claim the animal from the Pound

RESTRICTED ANIMAL shall mean any horse, mule, cattle, ass, swine, sheep, goat, animal of bovine species, chicken, turkey, goose, duck, or other fowl;

TOWN shall mean the Town of Lake Cowichan;

TAG shall mean a tag made of metal, plastic or fibreglass;

TICKET shall mean a notice of contravention of this bylaw in the form established by the regulations under the *Offence Act*;

VETERNARIAN shall mean a person who holds a recognised university degree as a Doctor of Veterinary Medicine (DVM);

VICIOUS DOG shall mean

- (a) a dog that has attacked, bitten or caused injury to a person or has demonstrated a propensity, tendency or disposition to do so; or
- (b) a dog that has bitten, killed or caused injury to a domestic animal; or
- (c) a dog that has aggressively pursued or harassed a person or domestic animal; or
- (d) a dog with a known propensity to attack or injure a person without provocation.

3. ANIMAL SHELTER

The Council is hereby empowered to establish and/or designate a pound facility at such premises as the Council may, by contract, determine.

4. POUNDKEEPER

Council may by contract appoint a Pound keeper to maintain and operate a pound facility.

5. ANIMAL CONTROL OFFICER

5.1 Authority of an Animal Control Officer

5.1.1 An Animal Control Officer may enter, at reasonable times and with reasonable notice, upon any land in the Town for the purpose of:

- (a) ascertaining whether the requirements of this bylaw are being observed; or
- (b) seizing and impounding animals under this bylaw.



5.1.2 An Animal Control Officer may seize and impound:

- (a) Unlicensed dogs;
- (b) animals unlawfully at large on a Highway or in a Public Place;
- (c) animals straying or trespassing on private property; or
- (d) animals on unfenced land and not securely tethered or contained.

5.1.3 No person shall:

- (a) rescue or attempt to rescue any animal in the lawful custody of an Animal Control Officer;
- (b) directly or indirectly, delay or interfere with an Animal Control Officer issuing a Municipal Ticket Information or Bylaw Notice;
- (c) refuse to comply with the lawful direction of an Animal Control Officer; or
- (d) hinder, interfere with or obstruct an Animal Control Officer acting in the course of his duties.

6. DOG AND LICENCE FEES

- 6.1 No Owner shall keep, or permit to be kept, more than two (2) dogs on any parcel except in the lawful and licenced operation of a veterinary medical clinic.
- 6.2 No person shall keep, harbour or have in their possession or in their care, custody or control any dog, within the Town unless a dog licence under this bylaw has been obtained, whether or not the licence has been demanded of said person.
- 6.3 Any owner failing to adhere to this bylaw will be fined the amounts set out in Schedule A.
- 6.4 There shall be raised, levied, and collected from the owner of any dog within the Town, an annual licence fee as set out in Schedule A. The annual licence fee shall be payable on or before January 31st of each year or within the first month of purchasing a dog.
- 6.5 After January 31st of each year the late licence fee, as set out in Schedule A, for any dog which the owner has owned for more than one month.
- 6.6 An additional licence fee, as set out in Schedule A, will apply for any dog that has not been spayed or neutered. Establishing written proof of the claim that the dog has been spayed or neutered will be the responsibility of the owner.
- 6.7 A tag shall accompany every licence issued under this bylaw. Said tag will be fastened to a collar or harness and worn at all times on the dog for which the licence was paid.
- 6.8 Every licence tag issued under this bylaw shall expire on December 31st of each year.
- 6.9 The Collector shall keep a record of all dogs in respect of which a licence has been obtained, showing the date, tag number, description/age/ and breed of the dog, and the name and address of the person who obtained such licence.
- 6.10 A replacement tag may be obtained upon the payment of the fee set out in Schedule A.



7. DOGS AT LARGE

- 7.1 No owner of any dog shall suffer, permit, or allow such dog to run at large. The owners/possessor or harbourer of a dog shall be required to have control of a dog when in any street or public place by means of a leash not exceeding 2.5 M in length. Any dog found to be At Large may be taken and impounded.
- 7.2 Upon impounding any such dog, the Animal Control Officer shall immediately inform the owner of the dog that he/she has done so. If the owner of the dog is unknown to the Town, or if the Town is unable to contact the owner, the Town shall within twenty-four hours of the impoundment, post a notice of the impounding on the notice board at the Municipal Hall. The posting of such notice as aforesaid shall be deemed for all purposes sufficient notice to the owner of such dog.

8. POUND

- 8.1 Any animal impounded shall be taken to the designated Pound and furnished with good and sufficient food, water, and shelter and attended to by the Pound keeper.
- 8.2 The owner of the impounded animal shall pay to the Pound keeper, in addition to the Poundage charges, the boarding fee set out in Schedule A for each day or portion thereof.
- 8.3 The Poundage charges for all animals impounded are set out in Schedule A.
- 8.4 No dog shall be released from the Pound until a current Licence has been purchased.
- 8.5 Upon receiving the applicable Poundage, boarding and Licence fees in full from the owner, the Pound keeper will release the animal to such owner or other person entitled to the possession of the animal.
- 8.6 If no person entitled to claim possession of the impounded animal, appears at the pound and redeems such animal within three (3) days of the animal's impounding, or if the owner or other person entitled to possession of the animal shall refuse or neglect to redeem such animal, the Pound keeper shall put up for sale, adopt out, or destroy said animal at the discretion of the Pound keeper and/or Town.
- 8.7 If any dog to be disposed of is to be killed, the manner of death shall be by lethal injection administered by a Veterinarian.
- 8.8 If any cat to be disposed of is to be killed, the manner of death shall be either by use of a CO2 chamber or by lethal injection.
- 8.9 The Pound keeper shall keep a record of the description of all animals impounded together with the time and location of such impoundment, the fees owing and manner of disposal of the impounded animal, and all monies received by the Pound keeper on behalf of the Town.

9. VICIOUS DOGS

- 9.1 The classification of a dog as a Vicious Dog will be done by the Animal Control Officer if after careful consideration of the facts, in his or her opinion the dog is vicious. Owners of dogs that have been declared as vicious will be contacted promptly in written form. The Contractor will then monitor the securing and muzzling of the dog.
- 9.2 Once a dog has been declared vicious the only way in which this declaration can be determined to be incorrect is by the Court, if charges are brought into the Court under the ticketing bylaw. This

- can be done by the owner in defending a Municipal Ticket Information, a Long Form Information or an Application to Destroy the dog.
- 9.3 Every owner of a Vicious Dog shall, at all times while the dog is on the premises owned or controlled by such person, keep the dog securely confined either indoors or in an enclosed pen or other structure capable of preventing the entry of young children and adequately constructed to prevent the dog from escaping.
- 9.4 No owner of a Vicious Dog shall permit, suffer or allow the dog to be on any street, public place or any other place that is not owned or controlled by that person unless the dog is muzzled to prevent it from biting another animal or human.
- 9.5 Failure of an owner of a Vicious Dog to adhere to Sections 8.3 and 8.4 of this bylaw will result in the Town issuing an Infraction Notice or Ticket at their discretion.
- 9.6 The Provincial Court may on application and on being satisfied that a dog has killed or injured, or is likely to kill or injure a person or domestic animal, order that the dog be destroyed.

10. CRUELTY TO ANIMALS

10.1 A new section would be added that would reads as follows:

No person shall keep any animal within the Town unless it is provided with:

- a) clean potable drinking water at all times and suitable food of sufficient quantity and quality to allow for normal growth and the maintenance of normal body weight;
- b) food and water receptacles kept clean and disinfected and located to avoid contamination by excreta;
- c) the opportunity for periodic exercise sufficiently to maintain good health; and
- d) necessary veterinary medical care when the animal exhibits signs of pain or suffering.

10.2 No person shall keep any animal within the Town unless the animal is provided with outside shelter:

- a) to ensure protection from heat, cold and wet that is appropriate to the animal's weight and type of coat. Such shelters must provide sufficient space to allow any animal the ability to turn about freely and to easily stand, sit and lie in a normal position;
- b) at least 12 times the length of the animal and at least the animal's length in width, and at least as high as the animal's height measured from the floor to the highest point of the animal when standing in a normal position plus 10 percent;
- c) in an area providing sufficient shade to protect the animal from the direct rays of the sun at all times;
- d) any pen and run area must be regularly cleaned and sanitized and all excreta removed at least once a day.



- 10.3 No person may cause an animal to be hitched, tied or fastened by any rope, chain or cord that is directly tied around the animal's neck or to a choke collar.
- 10.4 No person may cause an animal to be confined in an enclosed space, including a car, without adequate ventilation.

11. GENERAL

No person shall own, harbour, or keep any dog which disturbs the quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood by barking for longer than ten (10) consecutive minutes. If the Town determines that this section has been violated the Town may issue an Infraction Notice or Ticket.

- 11.1 Owners shall not allow or suffer their animal to foul public property or private property other than the owner's residence. The owner, or any person having the care, custody or control of a dog, except for a guide dog in the company of a blind person, shall remove forthwith any excrement deposited by the dog and shall deposit it in a suitable refuse container. The Town may fine any owner who does not clean a property so fouled.
- 11.2 No person shall hinder, delay or obstruct the Pound keeper or Animal Control Officer during any of his or her duties, or be subject to the fines set in Schedule A.
- 11.3 No person shall break open the Pound in any manner or shall directly or indirectly aid or assist in breaking open the Pound or shall take or let any dog out of the Pound, without the consent of the Pound keeper.
- 11.4 No person shall keep, harbour or have in his possession any animal suffering from an infectious or contagious disease, unless such animal is in isolation under treatment for cure of the same.

12. PROHIBITIONS

- 12.1 No person shall cause or permit any Restricted Animal, designated in Section 1 of this bylaw, to be kept or harboured on any parcel of land within the Town having an area of less than two (2) acres.
- 12.2 No owner of any Restricted Animal shall suffer, permit, or allow such animal to run at large. Any Restricted Animal found to be At Large by the Town, may be taken and impounded. Or as an alternative an Infraction ticket will be levied.



13. REPEAL

13.1 That upon adoption of the bylaw, Bylaw No. 932-2013 being the "Town of Lake Cowichan Animal Control Bylaw" and all amendments thereto are hereby repealed.

READ A FIRST TIME on the ___ day of ____, 2019.

READ A SECOND TIME on the ___ day of ____, 2019.

READ A THIRD TIME on the ___ day of ____, 2019.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ___ day of ____, 2019.

Rod Peters
Mayor

Joseph A. Fernandez
Corporate Officer

I hereby certify the foregoing to be a true and correct copy of "Town of Lake Cowichan Animal Control Bylaw No. 1019-2019" as adopted on the ___ day of ____, 2019.

Corporate Officer



SCHEDULE "A"

(attached to and forming part of Bylaw No. 941-2014)

DOG LICENCES

Annual Dog Licence Fee before the end of February January	\$	15.00
Annual Dog Licence Fee after the end of February January		30.00
Additional Licence Fee for unspayed/unneutered Dogs		10.00
Replacement tag		5.00

POUND FEES

The following amounts shall be levied and collected by the Poundkeeper for each animal impounded:

	Section	Fine
<u>TICKETED FINES</u>		
No dog license	6.2	35.00
License tag not affixed	6.6	25.00
Dog at Large	7.1	75.00
<u>VICIOUS DOGS</u>		
Vicious dog not securely confined	9.3	150.00
Vicious dog not securely muzzled	9.4	150.00
Barking dog - Disturbance of peace by a dog	10.1	25.00
Failure to dispense of dog excrement	10.2	25.00
Hindering duties of Animal Control Officer or Poundkeeper	10.3	200.00
Possession of animal with infectious disease	10.5	100.00
Unlawful keeping of Restricted Animal	11.1	100.00
Restricted Animal at large	11.2	100.00



TOWN OF LAKE COWICHAN

Financial Plan Bylaw No. 1020-2019

A Bylaw respecting the Financial Plan for the Town of Lake Cowichan

WHEREAS Section 165 of the *Community Charter* requires a Municipality to prepare and adopt, a Financial Plan for a period of five years commencing in 2019;

AND WHEREAS the plan must by bylaw be adopted before the annual property tax bylaw is adopted;

NOW THEREFORE, the Municipal Council of the Town of Lake Cowichan desires to adopt the Financial Plan, in open meeting assembled, enacts as follows:

1. Schedule "A" attached hereto and made part of this bylaw sets out the objectives and policies of the municipality.
2. Schedules "B" and Schedule "C" attached hereto and made part of this bylaw shall be the Financial Plan for the Town of Lake Cowichan for the years 2019 to 2023.
3. This bylaw may be cited for all purposes as the "Town of Lake Cowichan Financial Plan Bylaw. No. 1021-2019".

READ A FIRST TIME on the ___th day of April, 2019.

READ A SECOND TIME on the ___th day of April, 2019.

READ A THIRD TIME on the ___th day of April, 2019.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ___th day of May, 2019.

Rod Peters
Mayor

Joseph A. Fernandez
Corporate Officer



2019-2023 Financial Plan
Statement of Objectives and Policies
Schedule "A"

Section 165(3.1) of the Community Charter requires that the Financial Plan include the objectives and policies of the Town of Lake Cowichan in respect of funding sources, distribution of property tax rates and permissive tax exemptions.

Funding Sources:

Property taxation revenue is determined in accordance to the operating and capital needs of the general fund and is the major revenue source for that fund. User fees and charges for water, sewer and garbage services are used to finance those areas of expenditures. The campsite and education center contribute 5% of the total revenue source requirements. A breakdown of the revenue sources are summarized as follows:

Revenue Source	% of Total Revenue	Dollar Value
Property taxes	23.95%	\$2,201,881
User fees and charges	5.41%	489,700
Recreational facilities	6.80%	608,000
Other sources	1.15%	100,950
Government grants	42.91%	4,229,900
Transfer from reserves	19.78%	1,511,000
Total	100%	\$9,141,431

Collections for other governments, fire service to CVRD, police levy, library levy and transfers from surplus and debt have not been included in the revenue sources in the above table.

Strategic Community Investment Funds:

Government grants include the Strategic Community Investment Funds which are provided by the Province of British Columbia. These funds reduce the level of municipal taxation and they may be used to fund infrastructure capital works. For a smaller municipality, these funds are instrumental to maintaining existing municipal service levels. In 2019, funds estimated in the amount of \$451,900 have been allocated to the Town.

Objective:

- The Town will attempt to increase the sources of government grants to complete much needed infrastructure capital projects in the municipality.
- Where feasible user fees will be levied where measurable level of services are rendered or provided.

Policies:

- The Town has implemented water metering and has setup metered user fees that include fixed fees and consumption charges based on usage.



- Where possible the Town will substitute revenues from user fees and charges and government grants rather than taxation.
- The Town will review municipal service and user fees to ensure that the operating and capital budgets are adequate while providing the residents with the service levels

Distribution of Property Tax Rates

The table below outlines the distribution of property taxes among the property classes. Residential property taxes account for more than three quarters of the taxes collected.

Property Class	% of Total Property Taxation	Dollar Value
Residential	84.28%	\$1,855,716
Utility	0.28%	6,158
Industrial	1.94%	42,720
Managed Forest	0.20%	4,462
Commercial	16.66%	234,743
Recreational	0.04%	802
Grants-in-Lieu	2.60%	57,280
Total	100%	2,201,881

Objective:

- The Town will strive to reduce the industrial and business tax rates to encourage investment and employment in the area. Currently there is a limited industrial taxation base within the municipality.

Policies:

- Encourage and promote economic development to increase commercial and retail businesses in the Town of Lake Cowichan;
- Supplement, where possible, revenues from user fees and government grants to keep the residential property tax increases to a manageable amount.

Parcel taxes:

The sewer parcel tax was implemented in 2010 and increased in 2013 to \$100 per parcel. This source of revenue is based on a set fee per parcel of land and offsets, in part, the costs of upgrading sewer infrastructure.

The water parcel tax has been increased to \$140 per parcel starting in 2016. A \$100 water parcel tax was implemented in 2013. This source of revenue is based on a set fee per parcel of land and offsets, in part, the costs of upgrading water infrastructure.



Permissive Tax Exemptions:

The Town's Permissive Tax Exemption policy provides property tax exemptions for properties meeting the requirements of Sections 224 and 226 of the *Community Charter*. Tax exemptions are provided for land and improvements owned or held by a charitable or other not-for-profit entity and for those land and buildings used for public worship or that meet the requirements of the Revitalization Tax Exemption Programme Bylaw. The annual municipal report contains a list of permissive tax exemptions granted each taxation year and the amount of tax revenue foregone.

Objective:

- The Town will continue to strive to provide tax exemptions to charitable non-profit organizations and places of public worship as council recognizes the efforts and activities of volunteer and community groups but at the same time ensuring that these exemptions are periodically reviewed;

Policy:

- Continue to support the non-profit and charitable groups that operate for the benefit of all residents of the Town of Lake Cowichan;
- Provide support for the growth of sustainable development and investment in the Town.



TOWN OF LAKE COWICHAN
Schedule "B"
General Fund - Financial Plan 2019-2023

	2019	2020	2021	2022	2023
	Budget	Budget	Budget	Budget	Budget
REVENUES					
Residential	1,855,716	1,911,387	1,949,615	1,988,607	2,028,379
Utility	6,158	6,343	6,470	6,599	6,731
Industrial	42,720	44,002	44,882	45,780	46,696
Commercial	234,743	241,785	246,621	251,553	256,584
Managed Forest	4,462	4,596	4,688	4,782	4,878
Recreational	802	826	843	860	877
Taxes	2,144,601	2,208,939	2,253,119	2,298,181	2,344,145
Grants-In-Lieu	57,280	58,451	59,611	60,799	62,015
	2,201,881	2,267,390	2,312,730	2,358,980	2,406,160
Penalties and Interest on Taxes	60,000	61,800	63,036	64,297	65,580
Licenses and Permits	46,200	47,586	48,538	49,509	50,500
Solid Waste Revenues	383,500	395,005	402,905	410,963	419,180
Lakeview Campsite Revenues	191,000	193,000	194,000	196,000	198,000
CLEC Revenues	417,000	422,000	423,000	425,000	428,000
Lease Revenues	61,700	62,500	63,000	63,500	64,000
Interest on Investments	30,000	25,000	20,000	20,000	20,000
Other Revenue	9,250	10,000	10,000	10,000	10,000
Unconditional Transfers	451,900	445,000	454,000	470,000	490,000
Conditional Transfers	3,778,000	10,000	10,000	10,000	10,000
Fire Service to CVRD	321,847	324,000	326,000	328,000	330,000
Police Tax	166,480	168,000	169,000	170,000	171,000
Library Levy	133,729	135,000	136,000	137,000	138,000
Transfers from Reserve Funds	1,511,000	330,000	120,000	100,000	70,000
Collections for Other Governments	2,476,441	2,490,000	2,510,000	2,530,000	2,550,000
Debt	300,000	-	-	-	-
Transfer from Surplus	-	297,219	460,791	606,751	-
	12,539,928	7,683,500	7,723,000	7,950,000	7,420,420
EXPENDITURES					
General Government Services	567,600	580,000	600,000	620,000	640,000
Fire Department	427,000	430,000	432,000	435,000	438,000
Police Force	166,480	168,000	169,000	170,000	171,000
Building Inspection and Other	61,000	61,500	62,000	62,500	63,000
Public Works	497,000	530,000	536,000	542,000	548,000
Solid Waste Disposal	402,100	405,000	410,000	420,000	430,000
Planning, Health & Other	60,500	61,000	62,000	62,500	63,000
Lakeview Campsite Expenses	178,300	181,000	182,000	184,000	188,000
Parks	286,900	290,000	292,000	294,000	296,000
CLEC Expense	485,000	486,000	487,000	488,000	489,000
Transfer to Library	133,729	135,000	136,000	137,000	138,000
Transfers to Other Governments	2,476,441	2,490,000	2,510,000	2,530,000	2,550,000
Capital Expenditures	6,414,774	1,500,000	1,479,000	1,639,000	499,000
Debt Repayment	201,100	230,000	230,000	230,000	230,000
Transfers to Fire Dept. Reserves	85,000	85,000	85,000	85,000	85,000
Transfer to Parks Capital Fund	1,000	1,000	1,000	1,000	1,000
Transfer to Building Reserve Fund	50,000	50,000	50,000	50,000	50,000
Transfer to Surplus	46,004	-	-	-	541,420
	12,539,928	7,683,500	7,723,000	7,950,000	7,420,420



TOWN OF LAKE COWICHAN
Schedule "C"
Sewer Utility Fund - Financial Plan 2019 - 2023

	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
REVENUES					
User Rates	471,000	480,000	510,000	540,000	570,000
Connection Fees	1,000	1,500	2,000	2,500	3,000
Penalties and Other Interest	4,500	4,700	4,800	4,900	5,000
Grants	2,200,000	2,877,000	-	-	-
Parcel Tax	166,500	167,600	168,600	169,600	170,600
Recovery from users	-	-	750,000	150,000	-
Transfer from Surplus	1,053,000	1,272,200	-	88,000	-
	3,896,000	4,803,000	1,435,400	955,000	748,600
EXPENDITURES					
Administration	157,000	168,000	175,000	180,000	185,000
Treatment and Collection	304,000	305,000	319,000	325,000	330,000
Capital	3,435,000	4,330,000	870,000	450,000	100,000
Transfer to Surplus	-	-	71,400	-	133,600
	3,896,000	4,803,000	1,435,400	955,000	748,600

Water Utility Fund - Financial Plan 2019 – 2023

	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
REVENUES					
User Rates	575,000	585,000	600,000	615,000	634,000
Connection Fees and Other	5,000	6,000	7,000	8,000	9,000
Penalties and Other Interest	5,400	5,500	5,600	5,800	6,000
Grant- Clean Water & Wastewater	182,075	256,100	293,000	403,000	220,000
Parcel Tax	238,420	239,400	240,800	242,200	243,600
Transfer from Surplus	503,005	144,000	-	-	-
	1,508,900	1,236,000	1,146,400	1,274,000	1,112,600
EXPENDITURES					
Administration	207,000	212,000	216,000	220,000	225,000
Treatment and Collection	481,900	485,000	488,000	490,000	500,000
Capital	820,000	539,000	400,000	550,000	300,000
Transfer to Surplus	-	-	42,400	14,000	87,600
	1,508,900	1,236,000	1,146,400	1,274,000	1,112,600

TOWN OF LAKE COWICHAN

2019 Annual Rates Bylaw No. 1021-2019

A bylaw for the levying of rates for Municipal, Debt, Regional Hospital, Regional District and Vancouver Island Regional Library purposes for the year 2019.

WHEREAS Section 197 of the *Community Charter* requires a council to impose property taxes for the year by establishing tax rates to meet its revenue requirements from taxation and the amounts to meet the taxing obligations of other local governments;

AND WHEREAS the Council is required to adopt the tax rates before May 15th in each year;

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

1. The following rates are hereby imposed and levied for the year 2019:
 - a) For all lawful general purposes of the Municipality on the value of land and improvements taxable for General Municipal Purposes, rates appearing in Column 1 of Schedule "A" attached hereto and forming a part hereof.
 - b) For debt purposes on the value of land and improvements taxable for General Municipal Purposes, rates appearing in Column 2 of Schedule "A" attached hereto and forming a part hereof.
 - c) For purposes of the Vancouver Island Regional Library on the value of land and improvements taxable for General Purposes, rates appearing in Column 3 of Schedule "A" attached hereto and forming a part hereof.
 - d) For purposes of the Cowichan Valley Regional District on the value of land and improvements taxable for Regional Hospital District purposes, rates appearing in Column 4 of Schedule "A" attached hereto and forming a part hereof.
 - e) For Hospital purposes on the value of land and improvements taxable for Regional Hospital District purposes, rates appearing in Column 5 of Schedule "A" attached hereto and forming a part hereon.
2. The minimum taxation upon a parcel of real property shall be One (1) dollar.
3. This Bylaw may be cited as "Town of Lake Cowichan 2019 Annual Rates Bylaw No. 1021-2019".

READ A FIRST TIME on the ___th day of April, 2019.

READ A SECOND TIME on the ___th day of April, 2019.

READ A THIRD TIME on the ___th day of April, 2019.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ___th day of May, 2019.

Rod Peters
Mayor

Joseph A. Fernandez
Corporate Officer



Town of Lake Cowichan

Schedule "A"

Attached to and forming part of Bylaw No. 1021-2019

CLASS		General Municipal	General Debt	Vancouver Island Library	Regional District	Regional Hospital
Residential	1	3.28050	0.20290	0.21740	1.81600	0.50827
Utility	2	20.33910	1.25798	1.34788	6.35600	1.77895
Heavy Industrial	4	59.86913	3.70293	3.96755	6.17440	1.72812
Light Industrial	5	11.15370	0.68986	0.73916	6.17440	1.72812
Business	6	8.03723	0.49711	0.53263	4.44920	1.24526
Managed Forest	7	9.84150	0.60870	0.65220	5.44800	1.52481
Recreational	8	3.28050	0.20290	0.21740	1.81600	0.50827



