



TOWN OF LAKE COWICHAN

Regular Meeting of Council

Tuesday, February 27th, 2018 at 6:00 p.m. – Council Chambers

	Page #
1. <u>AGENDA</u>	
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 Public Hearing held on January 30 th , 2018.	3
(b) Minutes of the Regular Meeting of Council held on January 30 th , 2018.	7
4. <u>BUSINESS ARISING AND UNFINISHED BUSINESS</u>	
None.	
5. <u>DELEGATIONS AND REPRESENTATIONS</u>	
(a) Judy Stafford, Cowichan Green Community re: 2017 Year in Review video.	
6. <u>CORRESPONDENCE</u>	
(a) Action Items	
(b) Information or Consent Items- (a member may ask that an item be dealt with separately)	
(i)	
7. <u>REPORTS</u>	
(a) <u>Council and Other Committee Reports</u>	
(i) Finance & Administration • February 13 th , 2018.	Councillor McGonigle 16
(ii) Public Works & Environmental Services • February 6 th , 2018.	Councillor Austin 19
(iii) Parks, Recreation & Culture • February 6 th , 2018.	Councillor Vomacka 21
(iv) Economic & Sustainable Development • February 13 th , 2018.	Councillor Day 24
(v) Cowichan Lake Recreation Commission	Mayor Forrest
(vi) V.I.R.L	Councillor Vomacka
(vii) Advisory Planning Commission	Councillor McGonigle
(viii) Community Forest Co-op	Councillor McGonigle
(b) <u>Other Reports</u>	
(i) Cowichan Valley Regional District Board Meeting – Councillor Day.	
(ii) Community Outreach Team Committee - Councillor Austin.	
(iii) Community Safety Advisory Commission – Councillor Austin	
(iv) Cowichan Lake Elder Care Initiative.	26
(c) <u>Staff Reports</u>	
(i) CAO re: Development Permit Application for 283 North Shore Road, Lot 10, Section 5, Plan 50930.	28

8. **BYLAWS**
(a) "Town of Lake Cowichan Zoning Amendment No. 1001-2017" be reconsidered and adopted.

30

9. **NEW BUSINESS**
(a) Public Hearing – 5.00 p.m, March 6th, 2018.
(b) Special Hearing – 7.00 p.m., March 6th, 2018.

10. **MAYOR'S REPORT**

11. **NOTICES OF MOTION**

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

13. **IN CAMERA**

14. **ADJOURNMENT**



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

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

PUBLIC: 19

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

1. OPENING REMARKS

- (a)** The Mayor explained the process for the public hearing. The purpose of the hearing was to give the public the opportunity to provide input on the proposed Town of Lake Cowichan Land Use Amendment Bylaws No. 1000-2017 and 1001-2017.

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

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

2. BYLAW NO. 1000-2017

- (a)** The Chief Administrative Officer advised that the Official Community Plan Amendment Bylaw that had been given 1st and 2nd readings by Council on December 19, 2017.

The Chief Administrative Officer further advised:

The required public notices as required under the Local Government Act had been issued and all statutory requirements have been met. He advised that he had received verbal inquiries on the bylaw but that written input received as of the close of the business day, this day dealt strictly with the amendments to the zoning bylaw.

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

Bylaw 1000-2017 was summarized as incorporating a map amendment and text amendments that are the result of an application from the property owners.

Council was advised it may after the adjournment of the public hearing proceed to adopt Bylaw 1000-2017 which will then amend the Official Community Plan.

- (b) The Mayor called for public input.

Cliff Sunjens of 87 Nelson Road wanted to know the reasoning for the rezoning.

Mark Martin of 65 Somenos Street asked if this was the last phase and whether the big trees were located on or off the subject property and was concerned that the exit to the property would be blocked

Mike McQuire of 159 Cedar Avenue wanted to know what the zoning included and the purpose of the change.

Sharon Rankin of 77 Nelson Road wanted to know if the new housing was to be sold or rented.

Jane Martin of 65 Somenos Street asked if the riparian setbacks would be complied with.

The applicant for the land use amendments, Laurie Leblanc, stated that the property has not been commercial for over 10 years. A change of land use will allow for better uses than what is available now.

⇒ The Mayor issued a call for public input, the second time.

No input was received.

⇒ The Mayor issued a third call for public input.

No input was received.

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

3. BYLAW NO. 1001-2017

- (a) The Mayor requests the CAO to now introduce Bylaw 1001-2017.

- (b) The Chief Administrative Officer advised that the Zoning Amendment Bylaw had been given 1st and 2nd readings by Council on December 19, 2017.

The Chief Administrative Officer further advised:

The required public notices as required under the Local Government Act had been issued and all statutory requirements have been met. He advised that he had received verbal inquiries on the bylaw but that written input

was only submitted prior to the close of the business day, this day.

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

Bylaw 1001-2017 was summarized as incorporating a map and amendments which are the result of an application from the property owners.

Council was advised it may after the adjournment of the public hearing proceed to adopt Bylaw 1001-2017 which would then amend the Zoning Amendment Bylaw.

- (c) Cliff Sunjens-of 87 Nelson Road asked what the rationale was for this change. Was it to change the foot print, he asked.

Mark Martin of 65 Somenos Street was worried about how emergency vehicles would access properties in the strata subdivision and if this would limit visitor parking.

Sharon Rankin of 77 Nelson Road was concerned about the drainage system for the new buildings.

Jane Martin of 65 Somenos Street was concerned about underground water.

Mark Martin wanted to if the proposed buildings would comply with the 200-year flood plain height limitation.

Sharon Rankin of 77 Nelson Road wanted to know where the run-off would go.

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

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

4. ADJOURNMENT

Mayor Forrest declared the public hearing for the proposed Bylaw No. 1000-2017, and Bylaw No. 1001-2017 closed and advised that the bylaws would be returned to Council for further consideration (6:35 pm.).

Certified correct _____.

Confirmed on the _____ day of _____, 2018.

Mayor



TOWN OF LAKE COWICHAN
Minutes of a Regular meeting of Council
Tuesday, January 30th, 2018

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

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

PUBLIC: 11

1. CALL TO ORDER

Mayor Forrest called the meeting to order at 6:38 p.m.

2. AGENDA

No. R.001/18

Moved: Councillor McGonigle
Seconded: Councillor Austin
that the agenda be approved with the following additions under:
Correspondence:
6. (a) Providence Farm re: Letter of Support.

CARRIED.

3. ADOPTION OF MINUTES

No. R.002/18

(a) Moved: Councillor Day
Seconded: Councillor Vomacka
that the minutes of the Regular Meeting of Council held on December 19th, 2017 be adopted.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. DELEGATIONS AND REPRESENTATIONS

(a) Jen Woike and Mona Kaiser made a presentation to Council on the progress of the planning for the BC Summer Games. They stated that there will be approximately 3800 participants with 1800 medals being given out. Laketown Ranch will be hosting the opening ceremonies, which will be open to the public to attend. A torch lighting ceremony will take place at the Discovery Visitor Centre in Duncan on April 19th, 2018.

(b) Brian Carruthers and Jon Lefebure gave an update to Council on the Cowichan Watershed and the need for Watershed Service Establishment Bylaw.

6. CORRESPONDENCE

(a) Action Items

(i) Providence Farm asked for a letter of support from the Town of Lake

Cowichan on a grant-in-aid from the Cowichan Valley Regional District. The correspondence item was received and filed.

(b) Information or Consent Items

None.

7. REPORTS

No. R.003/18
Finance and Administration

Moved: Councillor McGonigle
Seconded: Councillor Austin
that the minutes of the Finance and Administration Committee meeting held on January 16th, 2018 be approved with the following:

BC Mayor's Caucus

that approval be given for Mayor Forrest to attend the BC Spring Mayor's Caucus in March 2018 in Squamish, BC; and

Lake Cowichan Fire Department-

that approval of the Lake Cowichan Fire Department's incident report expense for December 2017 in the total amount of \$6,951.99 be given.

CARRIED.

No. R.004/18
Public Works and
Environmental Services

Moved: Councillor Austin
Seconded: Councillor McGonigle
that the minutes of the Public Works and Environmental Committee meeting held on January 9th, 2018, be approved with the following:

Project approvals-

that the committee recommend approval of the projects as listed below:

- Balance of Water Treatment Plant at an estimated cost of \$4,728,000;
- Greendale Water Main Upgrade remaining at an estimated cost of \$543,000; and
- CLEC Water System Upgrade estimated at \$90,000; and

Infrastructure Planning Grant-

that the Town undertake a feasibility study of how best to approach the issue of funding storm water infrastructure for the near and long term under the Infrastructure Planning Grant.

CARRIED.

No. R.005/18
Parks, Recreation and
Culture

Moved: Councillor Vomacka
Seconded: Councillor Day
that the minutes of the Parks, Recreation and Culture Committee meeting held on January 9th, 2018 be approved with the following:

Columbarium Name-

that River's Edge Memorial Garden be approved as the name for the site selected for the columbarium; and

Centennial Park-

that approval of the outstanding improvements at Centennial Park prior to the adoption of the financial plan for an estimated total cost of \$400,000 be given so the Town may issue a proposal for the design and pricing of the

remaining required upgrade components.

CARRIED.

No. R.006/18
Economic and Sustainable
Development

Moved: Councillor Day
Seconded: Councillor McGonigle
that the minutes of the Economic and Sustainable Development Committee meeting held on January 16th, 2018 be approved with the following:

Letter of Endorsement-

that the purchase of Little Beach by Cowichan Valley Regional District as a park acquisition be endorsed by the Town.

CARRIED.

Cowichan Lake Recreation

Mayor reported that the Cowichan Lake Recreation Commission met and held elections that elected Laurie Johnson as the Chair. He also mentioned that Calvin Convery was a new member of the commission. Mayor Forrest said that the arena had to purchase a new part for \$5,000 that had to be replaced.

Vancouver Island Regional
Library

Councillor Vomacka reported to Council that the Lake Cowichan Vancouver Island Regional Library held its Annual General Meeting where Barry Avis was elected as the Chair and Steve Arnett was elected as the Vice Chair. She also said that Christmas cards were produced to promote new library cards, a regional poetry book was being compiled and code reader caterpillars (for kids) would be coming to libraries soon.

Advisory Planning
Commission

Councillor McGonigle informed Council that the three working committee groups for the Advisory Planning Commission have been established and are going to meet soon.

Community Forest Co-
operative

Councillor McGonigle said there is not much to report for the Community Forest Co-op until after the return of the Legislature in order have the contract signed.

(b) Other Reports

Cowichan Valley Regional
District Board

(i) Councillor Day gave a verbal report to Council on his attendance at the last Cowichan Valley Regional District meetings. Highlights from the meetings included: Meades Creek project being over budget with funding for Bings Creek rolled over to 2018; 2022 strategic plan to be distributed, and Cowichan Housing Society presented its plan.

Community Outreach Team

(ii) Councillor Austin did not attend but she received an email from that updated her on the information Cindy Lise sent on drug initiatives. She also mentioned that there will be an open house with speakers on April 10th, 2018. The next meeting will take place on February 15th, 2018.

Community Safety Advisory

(iii) Councillor McGonigle will attend Jan 31st, 2018 meeting.

Seniors Care Facility

(iv) Councillor Day read out the minutes from the Cowichan Lake Elder Care Initiative's last meeting.

(c) Staff Reports

No. R.007/18

(i) Moved: Councillor Day

Seconded: Councillor McGonigle

WHEREAS Division 12 of Part 3 of the Community Charter (the "Charter") authorizes Council to impose a remedial action requirement on the owner or owners of a building including a requirement to remove or demolish the building where:

- 1) Council considers that the buildings are in or create an unsafe condition;
- 2) Council considers that the buildings contravenes the Provincial building regulations or a Town bylaw under s. 8(3) (1) (buildings and other structures); and
- 3) Council declares the premises are a nuisance;

AND WHEREAS 2030 INVESTMENTS LTD. INC. NO. 288620 is the registered owner (the "Owner") of the premises at 220 MacDonald Road, Lake Cowichan, British Columbia, PID # 005-991-633 (the Property);

AND WHEREAS the buildings on the Property are in a state of disrepair and have been occupied or left vacant and unsecure for a considerable period of time and are a threat to public safety and have not been repaired, secured or demolished, despite the Town's efforts to persuade the owner to take remedial action;

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

1. that Council hereby considers that the building or buildings and the property located at 220 Macdonald Road, Lake Cowichan, BC are in a hazardous condition, within the meaning of Section 73(2)(b) of the Community Charter in that it contravenes the building regulations for British Columbia and the Town of Lake Cowichan Building Bylaw No. 987-2017 (the Building Bylaw) and the Town of Lake Cowichan Fire Protection Bylaw 865-2009 ;
2. that Council hereby considers that the buildings on the Property are in and create an unsafe condition within the meaning of Section 73(2)(a) of the Community Charter, as a result of the buildings being vacant and insecure, the buildings continuing to deteriorate and/or the building contravening the Building Bylaw;
3. that Council hereby declares that the buildings on the Property are a nuisance, within the meaning of Section 74(2) of the Community Charter, as Council considers the buildings on the Properties to be so dilapidated as to be offensive to the community;
4. that Council hereby declares that the buildings on the Property are nuisances, within the meaning of Section 74(2) of the Community Charter, as Council has received community complaints about the unsightliness of the Properties;
5. that Council hereby requires pursuant to its remedial action powers under Part 3, Division 12 of the Community Charter that the Owner:
 - (a) demolish the buildings on the Property and remove all remnants of

the demolished buildings no later than thirty (30) days after notice of this remedial action requirement under s. 77 of the Charter has been sent by the Town to the Owner;

(b) erect a strongly constructed fence at least 1.5 meters tall around the area where the building was formerly located immediately after the building is demolished and removed and maintain the fence until the requirement in s. 5(c) of this resolution has been complied with; and

(c) fill in and level any hole created by the removal of the building no later than thirty (30) days after notice of this remedial action requirement under s. 77 of the Community Charter has been sent by the Town to the Owner;

6. and that the Town advise the Owner that he may request that Council reconsider the Remedial Action Requirement by providing the Town written notice within 14 days of the date on which notice under s. 77 of the Community Charter was sent and that if any or all of the actions required by the Remedial Action Requirement is not completed by the date specified for compliance, the Town may take action in accordance with section 17 of the Community Charter and undertake any or all of the actions required by the Remedial Action requirement without further notice to and at the expense of the Owner.

CARRIED.

No. R.008/18

(ii) Moved: Councillor McGonigle
Seconded: Councillor Vomacka
WHEREAS Division 12 of Part 3 of the Community Charter (the "Charter") authorizes Council to impose a remedial action requirement on the owner or owners of a building including a requirement to remove or demolish the building where:

- 1) Council considers that the buildings are in or create an unsafe condition;
- 2) Council considers that the buildings contravenes the Provincial building regulations or a Town bylaw under s. 8(3) (1) (buildings and other structures); and
- 3) Council declares the premises are a nuisance;

AND WHEREAS ROYAL SELF STORAGE LTD., INC. BC0692286 is the registered owner (the "Owner") of the property at 21 Oak Lane, Lake Cowichan, British Columbia, PID # 004-534-956 (the Property);

AND WHEREAS the building on the Property are in a state of disrepair and have been left vacant and unsecured for a considerable period of time and are a threat to public safety and have not been repaired, secured or demolished, despite the Town's efforts to persuade the owner to take remedial action;

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

1. that Council hereby considers that the building or buildings and the property located at 21 Oak Lane, Lake Cowichan, BC are in a hazardous condition, within the meaning of Section 73(2)(b) of the Community Charter in that it contravenes the building regulations for British Columbia and the Town of Lake Cowichan Building Bylaw No. 987-2017 (the Building Bylaw) and the Town of Lake Cowichan Fire Protection Bylaw 865-2009 ;
2. that Council hereby considers that the buildings on the Property are in and create an unsafe condition within the meaning of Section 73(2)(a) of the Community Charter, as a result of the buildings being vacant and insecure, the buildings continuing to deteriorate and/or the building contravening the Building Bylaw;
3. that Council hereby declares that the buildings on the Property are a nuisance, within the meaning of Section 74(2) of the Community Charter, as Council considers the buildings on the Properties to be so dilapidated as to be offensive to the community;
4. that Council hereby declares that the buildings on the Property are nuisances, within the meaning of Section 74(2) of the Community Charter, as Council has received community complaints about the unsightliness of the Properties;
5. that Council hereby requires pursuant to its remedial action powers under Part 3, Division 12 of the Community Charter that the Owner:
 - (a) demolish the buildings on the Property and remove all remnants of the demolished buildings no later than thirty (30) days after notice of this remedial action requirement under s. 77 of the Charter has been sent by the Town to the Owner;
 - (b) erect a strongly constructed fence at least 1.5 meters tall around the area where the building was formerly located immediately after the building is demolished and removed and maintain the fence until the requirement in s. 5(c) of this resolution has been complied with; and
 - (c) fill in and level any hole created by the removal of the building no later than thirty (30) days after notice of this remedial action requirement under s. 77 of the Community Charter has been sent by the Town to the Owner;
6. and that the Town advise the Owner that he may request that Council reconsider the Remedial Action Requirement by providing the Town written notice within 14 days of the date on which notice under s. 77 of the Community Charter was sent and that if any or all of the actions required by the Remedial Action Requirement is not completed by the date specified for compliance, the Town may take action in accordance with section 17 of the Community Charter and undertake any or all of the actions required by the Remedial Action requirement without further notice to and at the expense of the Owner.

CARRIED.

No. R.009/18 (iii) Moved: Councillor Day
Seconded: Councillor Austin
that approval be given for the issuance to the applicant of a Development Permit of Lot 19, Section 5, Plan 50930, 245 North Shore Road with the following conditions:
1) Prior to the issuance of a building permit, any retaining walls and structures higher than 1.0 metres in the rear, front, and side yards must be designed by a professional geoscientist or structural engineer to the satisfaction of the town's building inspector and must be located entirely on the parcel.
2) Prior to the issuance of a building permit, the driveway access point on North Shore Road and its slope and configuration must be approved by the Superintendent of Public Works.
3) that Council require the submission of a rainwater management plan by a qualified consultant that demonstrates that all rainwater and run-off will be managed on site and which will not impact the downstream and adjacent properties.

CARRIED.

No. R.0010/18 (iv) Moved: Councillor Austin
Seconded: Councillor Vomacka
that approval be given for the issuance to the applicant of a Development Permit for Lot 16, Section 5, Renfrew District, Plan 50930, 259 North Shore Road with the following conditions:
1) Prior to the issuance of a building permit, any required retaining walls and structures higher than 1.0 metres in the rear, front, and side yards must be designed by a professional geoscientist or structural engineer to the satisfaction of the town's building inspector and must be located entirely on the parcel.
2) Prior to the issuance of a building permit, the driveway access point on North Shore Road and its slope and configuration must be approved by the Superintendent of Public Works.
3) that Council require the submission of a rainwater management plan by a qualified consultant that demonstrates that all rainwater and run-off will be managed on site and which will not impact the downstream or adjacent properties.
4) that a professional geotech be retained to ensure that the construction is undertaken pursuant to the requirements of the building inspector.

CARRIED.

8. BYLAWS

No. R.0011/18 (a) Moved: Councillor McGonigle
Bylaw No. 998-2017 Seconded: Councillor Vomacka
Building that the "Town of Lake Cowichan Building Bylaw No. 998-2017" be reconsidered and adopted.

CARRIED.

No. R.0012/18 (b) Moved: Councillor Day
Bylaw No. 999-2017 Seconded: Councillor Austin
Fees and Charges for that the "Town of Lake Cowichan Fees and Charges for Services Bylaw No. 999-2017" be reconsidered and adopted.
Services

CARRIED.

No. R.0013/18
Bylaw No. 1000-2017
OCP Amending

- (c) Moved: Councillor Day
Seconded: Councillor Vomacka
that the "Town of Lake Cowichan OCP Amending Bylaw No. 1000-2017" be given third reading.

CARRIED.

No. R.0014/18
Bylaw No. 1000-2017
OCP Amending Bylaw

- (d) Moved: Councillor Austin
Seconded: Councillor Day
that the "Town of Lake Cowichan OCP Amending Bylaw No. 1000-2017" be reconsidered and adopted.

CARRIED.

No. R.0015/18
Bylaw No. 1001-2017
Zoning Amendment

- (e) Moved: Councillor Day
Seconded: Councillor Austin
that the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1001-2017" be given third reading.

CARRIED.

- (f) Councilor Day declared potential conflict of interest and left meeting.

No. R.0016/18
Bylaw No. 1002-2018
Zoning Amendment

- (g) Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1002-2018" be given first and second readings.

CARRIED.

Councillor Day returned to the meeting.

9. NEW BUSINESS

None.

10. MAYOR'S REPORT

The Mayor presented his report for January 2018 which included the following:

- Emphasizing the replacement of our aging infrastructure while looking at additional improvements to provide more dependable services to residents;
- Update on the work at Centennial Park;
- Social media responsibility;
- Success of Rogers Hometown Hockey and Paint the Town Red;
- BC Summer Games that will be hosted by the Cowichan Valley this coming July.

11. NOTICES OF MOTION

Councillor Austin and Councillor Vomacka asked that water billing calculations be brought forward to better understand the calculation process.

13. IN CAMERA

No. R.0017/18

- Moved: Councillor McGonigle
Seconded: Councillor Day
that pursuant to Section 90 of the Community Charter, Council closes the meeting to the public to deal with issues relating to the following relevant sections of the Community Charter: 90(1) (b) personal information about an

identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;90(1) (c) on labor relations or other employee relations; and 90(1) (e) the acquisition, disposition or expropriation of land or improvements, and 90(1) (f) law enforcement (8:13 p.m.).

CARRIED.

ADJOURNMENT

14.

No. R.0018/18
Adjournment

Moved: Councillor McGonigle
Seconded: Councillor Austin
that we arise and adjourn at 8.55 p.m. without report.

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2018.

Mayor



TOWN OF LAKE COWICHAN
Minutes of Finance & Administration Committee
Tuesday, February 13th, 2018

PRESENT: Councillor Tim McGonigle, Chair
Mayor Ross Forrest
Councillor Carolyne Austin
Councillor Lorna Vomacka

ABSENT: Councillor Bob Day

STAFF: Joe Fernandez, Chief Administrative Officer
Nagi Rizk, Superintendent, Public Works and Engineering Services
Ronnie Gill, Director of Finance
Dalton Smith, CLEC Manager
Jill Walters, Recording Secretary

PUBLIC: 3

No. FA.004/18

1. CALL TO ORDER

The Chair called the meeting to order at 5:07 p.m.

2. AGENDA

Moved: Councillor Vomacka

Seconded: Councillor Austin

that the agenda be approved with the following additions:

New Business:

(b)Funding opportunities for Seniors Needs Assessment

(c)Quotes for Centennial Park; and

(d) Councillor Day will be absent from tonights meeting

CARRIED.

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

(a) Mayor Forrest said that there is no update on the status of the Municipal Hall upgrades. A discussion was had on the possibility of doing the work in phases if grants are not available.

(b) The Chief Administrative Officer said that the name of the Columbarium has been sent to the Province. Awaiting the next steps for design.

(c) No update on the Employment Code of Ethics.

4. DELEGATIONS AND REPRESENTATIONS

None.

5. CORRESPONDENCE

None.

6. REPORTS

(a) The financial report for the period ending January 31st, 2018 was treated as information.

- (b) The Director of Finance gave a report on how the metered water billings work.
- No. FA.005/18 (c) Moved: Councillor Austin
Seconded: Councillor Vomacka
The Chief Administrative Officer recommended the approval of the submission of two separate applications under the Strategic Wildfire Prevention Initiative for a grant of \$10,000 for FireSmart Planning and a grant of \$75,000 for Fuel Management Prescriptions. CARRIED.
- (d) The Building Inspector's Service Report for January 2018 was treated as information.
- No. FA.006/18 (e) Moved: Councillor Austin
Seconded: Mayor Forrest
that the Committee recommend approval of the Lake Cowichan Fire Department's incident report expense for January 2018 in the total amount of \$10,097.26. CARRIED.

7. NEW BUSINESS

- (a) The Chief Administrative Officer reported the staff has completed the process for the 5 year budget. Council will meet to do their portion prior to February 27th, 2018 meeting to go over the budget. They will start with the Fire Department budget.
- (b) The Chief Administrative Officer reported that he is continuing to look for grant options for funding the Seniors Needs Assessment.
- No. FA.007/18 (c) Moved: Mayor Forrest
Seconded: Councillor Austin
A motion was put forward to accept the revised quote from Tower Fencing for the Centennial Park upgrades. The original quote was 361,571 with revisions it is now \$276,639. CARRIED.
- No. FA.008/18 (d) Moved: Mayor Forrest
Seconded: Councillor Vomacka
Leave of absence for Councillor Day from tonight's meeting. CARRIED.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

- (a) Councillor Austin reported that there will be no Youth Council at LCS this year. Mr. Batty will ask the students from the Social Justice class if they would like to continue with Place Making.
- (b) Councillor Austin reported the following events at LCS
-Health Fair April 12, 2018
-Portfolios May 11, 2018
-Scholarships June 7
-Grad June 23

10. MEDIA/PUBLIC QUESTION PERIOD

Lexi had a question regarding the Financial Report and miscellaneous operation increases at CLEC. Dalton Smith explained about maintaining the road to CLEC and Lake View and unexpected maintenance costs such as hot water tanks, toilets and tree removal that can't be budgeted for.

11. ADJOURNMENT

No. FA.009/18
Adjournment

Moved: Mayor Forrest
Seconded: Councillor Vomacka
that we adjourn (6:08 p.m.).

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____ , 2018.

Chair



TOWN OF LAKE COWICHAN
Minutes of Public Works and Environmental Services Committee
Tuesday, February 6th, 2018

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

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

PUBLIC: 3

No. PW.03/18
Agenda

1. CALL TO ORDER

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

2. AGENDA

Moved: Councillor Vomacka

Seconded: Councillor Day

that the agenda be approved as presented.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) (i) The Superintendent of Public Works reported that the Greendale Road water main upgrades are close to being completed. Council would like a letter issued to property owners on the matter of extending sewer services to the Greendale Road area and advising them of their responsibility for assuming all costs related to the sewer system extension.

(ii) The Superintendent of Public Works reported that an extension for the completion of the Ohtaki footbridge and Greendale Trestle waterline projects has been approved. There has to be some redesign work done for cost savings. The project should go out for tender soon.

(b) The Superintendent of Public Works reported that the Water Treatment Plant upgrades are right on schedule. One of the critical phases which involved the tying into the current reservoir has been completed. The new plant should be up and operational by February, 2019.

(c) Ongoing Items Still Being Addressed:

(i) The balance of the Boat Ramp upgrades should be completed by September 2018. The Superintendent of Public Works is investigating a drop box replacement for the sani-dump that would be theft proof.

(ii) The Superintendent of Public Works is awaiting the engineering and design for the CLEC Water System Upgrades.

4. DELEGATIONS

None

5. CORRESPONDENCE

(a) The letters from Harold Norlund, Vice President and General Manager Crofton

Division, Catalyst Paper Corporation regarding its applications for Water License was treated as information.

- (b) A letter from Tina Rowledge of Cowichan Lake District Senior's Association requesting that the Seniors Centre parking lot be included in the Town's snow removal program, is to receive a response that it approach the CVRD for a requisition increase to cover snow removal expenses.
- (c) Bill Swain of the Valley Fish and Game Club wanted to pass on a thank you to the Council for improvements to the boat launch.
- (d) Dave Parsons' request for removal of signage along Highway 18 is to be treated as information.

REPORTS

6. None

NEW BUSINESS

None.

NOTICES OF MOTION

None.

PUBLIC RELATIONS ITEMS

The Boil Water Advisory was lifted on February 7, 2018.

The members were advised that the CVRD Watershed Management Info Session was on this evening.

10. ADJOURNMENT

No. PW.04/18
Adjournment

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

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2018.

Chair



TOWN OF LAKE COWICHAN

Minutes of Parks, Recreation and Culture Committee
Tuesday, February 6th, 2018

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

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

PUBLIC: 4

1. CALL TO ORDER

The Chair called the meeting to order at 5:56 p.m.

2. AGENDA

Moved: Councillor Austin

Seconded: Councillor Day

that the agenda be approved with the following additions under:

CORRESPONDENCE:

5. (b) Linda Blatchford, Manage CLR re : Centennial Park field bookings; and

NEW BUSINESS:

7. (a) Naming of fields at Centennial Park.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(i) The Superintendent of Public Works reported that Phase 1 of Centennial Park upgrade is now complete. Tenders will close on Feb 9th, 2018 for the fencing, dugouts and backstops.

(ii) Planning for the Town of Lake Cowichan 75th Birthday celebration should begin soon. Councillor Austin suggested contacting the Heritage Commission if it is still operating.

(iii) Hometown Hockey and Paint the Town Red events were huge successes with volunteers doing great work in the organizing of the events and the showcasing of the Cowichan Valley in the process.

(b) Ongoing Items:

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

(ii) Councillor Day suggested review of the previous grant applications for the water park at Centennial Field.

(iii) Councillor Austin advised that Ms. Sheer and the Grade 9 students from LCS

No. PR.003/18

have started the lamppost banners. There will be 12 banners showcasing a Lake Cowichan. Councillor McGonigle suggested ordering a full set from the supplier just in case these are not lamppost banners by the students are not ready. The Superintendent of Public Works suggested using the 22 banners from last year, 12 from the school and ordering 10 new ones for a complete set.

- (iv) No report on the Single-Track Trail was available.

4. DELEGATIONS AND REPRESENTATIONS

- (a) Kelly Bergstrom from Lake Cowichan Minor Baseball updated the committee on the activities of the Minor Baseball Association. He reported that I was recently incorporated as a society number giving it the ability to apply for grants. If successful, there are plans to build a new club house and concession stand. There has been interest from the Cowichan Mustangs and the Harbour Cats for use of the fields for practices and games. Some concern was raised about the fields being ready in time for this year. The baseball association also wanted it be known that it preferred temporary mounds.

5. CORRESPONDENCE

- (a) Jack Peake, on behalf of a donor, has a proposal to have the arbor at the south end of the foot bridge in Ohtaki Park replaced. The committee did not consider it prudent to accept a donation that it may not be able to utilize.
- (b) Linda Blatchford, Manager CLR wanted confirmation of how the ball fields are going to be booked. The committee suggested following the process that was in place previously as the fields should be utilized to the maximum with Minor Ball to be accommodated, where feasible.

6. REPORTS

None.

7. NEW BUSINESS

- (a) Mayor Forrest suggested that additional names for the Centennial Park fields be considered. Councillor Day suggested starting a short list to be posted on Facebook. Suggested names are to be submitted from members to the CAO.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

- (a) Councillor Austin would like the presentation Managing Parks added to the Parks agenda in April, 2018.
- (b) Councillor McGonigle would like to see the "for sale" sign removed from the entrance to the Centennial Park fields.
- (c) Councillor Day announced that the Victoria Royals would be playing at the Cowichan Lake Arena from March 1 to March 11, 2018.

- (d) Mayor Forrest suggested a letter be written to Cowichan Lake Recreation encouraging it to promote events that take place at the Lake Cowichan Recreation facilities.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. PR.004/18
Adjournment

Moved: Councillor McGonigle
Seconded: Councillor Austin
that the meeting be adjourned. (7:10 p.m.)

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2018.

Chair



TOWN OF LAKE COWICHAN

Minutes of Economic and Sustainable Development Committee

Tuesday, February 13, 2018

PRESENT:

Mayor Ross Forrest
Councillor Carlyne Austin
Councillor Tim McGonigle
Councillor Lorna Vomacka

ABSENT:

Councillor Bob Day

STAFF:

Joseph Fernandez, Chief Administrative Officer
Ronnie Gill, Director of Finance
Nagi Rizk, Superintendent, Public Works and Engineering Services
Dalton Smith, CLEC Manager
Jill Walters, Recording Secretary

PUBLIC:

3

1. CALL TO ORDER

The Chair called the meeting to order at 6:15 p.m.

2. AGENDA

No. SPD.004/18

Moved: Councillor Austin

Seconded: Councillor McGonigle

that the agenda be approved with the following deletion and addition respectively under:

Delegations

(a) Amy Melmock re: Cowichan 2050- was unable to attend tonight's meeting; and under

In Camera:

90(1) (c) labour relations or other employee relations; 90(1) (g) litigation or potential litigation affecting the municipality.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) Recent Items:

(i)

The Chief Administrative Officer explained that the downtown district does extend from the Arena to OK Tire. There are two segments to the downtown area which could be treated as Commercial on one side of the bridge and Residential/Cultural on the other. Councillor McGonigle suggested referring this matter to the Advisory Planning Commission for its input.

(b) Ongoing Items Still Being Addressed:

(i)

There was no update on the business walkabout.

(ii)

On the sustainable waste and composting item, an update from Cowichan Valley Regional District is expected.

4. DELEGATIONS AND REPRESENTATIONS

None.

5. CORRESPONDENCE

None.

6. STAFF REPORTS

None.

7. NEW BUSINESS

- (a)** Ross Blackwell, General Manager, Land Use Services, CVRD is to be invited to do a presentation to the Advisory Planning Commission and 3 working groups of the Advisory Planning Commission.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

None.

10. MEDIA/PUBLIC QUESTION PERIOD

None.

No. SPD.005/18

11. IN CAMERA

Moved: Councillor Austin

Seconded: Councillor Vomacka

that the pursuant to Section 90 of the Community Charter, Council closes the meeting to the public to deal with issues relating to the following relevant sections of the Community Charter: 90(1) (c) labour relations or other employee relations; 90(1) (g) litigation or potential litigation affecting the municipality. (6:28 p.m.).

CARRIED.

No. SPD.006/18
Adjournment

12. ADJOURNMENT

Moved: Councillor McGonigle

Seconded: Councillor Austin

that the meeting adjourns. (7.16 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2018.

Chair

COWICHAN LAKE ELDER CARE INITIATIVE

Meeting Minutes

January 3, 2018

Call to order: 6:04 pm

Roll call: Bob Day, Tim McGonigle, Carolyne Austin, Sheila Service, Don Beldessi, Wayne Stinchcombe

Approval of minutes from last meeting: Moved by Sheila S., Seconded by Don B.

Open issues

1. First Nation update: Meeting still pending and no new developments. Group did identify strengths CLECI brings to discussions with LCFN: political influence, experience/expertise in a number of areas including health care, and fundraising capability. We will continue to explore all available options to expedited a much needed facility in our area. General consensus that we should have tangible action in place by 3-4 years after the opening of the CDH.
2. Strategic Plan: Agreed that there is value to be found in the 2017 plan and identified as appropriate. Further agreement that we should take action toward societal status through joint discussions with Olsen Manor and Evergreen. The advantages include the ability to issue tax receipts for donations.
3. Needs assessment: Consensus that this is needed. Project possibilities include: CMHC or BC Housing funding; involving James van Hemert – the author of the Age Friendly document; Our Cowichan support; direct funding from the LC Town – Tim agreed to follow up on this with Council and BC Housing grant opportunities.
4. Better At Home: Committee support to continue to look for ways to promote the BAH program as it is consistent with CLECI mission. Wayne to make contact with Jennifer Lazenby (BAT Coordinator) and share any updates at the next meeting.

New business

5. Action Plans: Although not put in stone, group discussed planning to obtaining society status by March 31, 2018 in order to give tax receipts; gain more concrete Town commitment to fund the initiative; build a detailed public awareness plan; gain full support of a 5-7 year expectation to completion.
6. EPIC update: Sheila shared that EPIC is re-organizing after a change in leadership which will be addressed shortly. The EPIC newsletter will be shared with Committee members.

Seeing our Cowichan Lake residents living their entire lives in their homeland with health, safety, security and the support needs they require

7. Guest Speakers: CLECI procedure is that names of prospective speakers be shared with the Secretary no later than one week prior to a meeting for clearance. At this time little need for guest speakers is a lower priority.
8. Membership: The Committee accepts Jack Speake's resignation. We thank him for his contributions and wish him well. To replace Jack and the co-chairperson position will be an agenda item for the next meeting looking for names while considering what skill/experience gaps exist within the Committee that can be filled.

Adjournment

Bob Day adjourned the meeting at 7:48pm.

Next Meeting: Wednesday February 7, 2018 6:00pm at Town Hall

Meeting Minutes Sign Off:

Date:

Staff Report



Date: January 13, 2018
To: Mayor and Council
From: Chief Administrative Officer
Re: Application for a Development Permit for 283 North Shore Road, Lot 10, Section 5 Renfrew District Plan 50930

APPLICATION

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

BACKGROUND

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

RELEVANT TOWN BYLAWS

Official Community Plan .Development Permit Areas

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

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

Guidelines for Natural Hazard Lands DPA 2

17.5.4.3

Steep slopes

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

b) All lands shown on Map 4 Natural Hazard Lands Development permit Area (DPA 2) with slopes of greater than 10% shall be subject to slope stability studies to determine where hazardous conditions exist prior to any development being permitted. These studies shall include but not be limited to identifying areas of

slope equal to or greater than 30%, areas of springs and seepage and organic soils, the 200 year flood plain, and any areas with a high water table, and other studies as required. Reports shall be prepared, signed and sealed by a qualified practising engineer, licensed to practise in British Columbia. If fish habitat areas are potentially affected by proposed development, Council shall require a report prepared by a qualified fish biologist specifying how the proposal will meet all applicable Federal and Provincial regulations.

Comments:

The site is already subdivided for single family and side-by-side two-family residences and the majority of lots are already developed. The applicant notes that retaining walls will not be necessary and all grade will be taken up with the design of the residence and associated stairways.

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

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

RECOMMENDATION

That the approval of a Development Permit to the owner of Lot 10, Section 5 Renfrew District Plan 50930 at 283 North Shore Road, with the following conditions:

- 1) Prior to the issuance of a building permit, any retaining walls and structures higher than 1.0 metres in the rear, front, and side yards must be designed by a professional geoscientist or structural engineer to the satisfaction of the town's building inspector and must be located entirely on the parcel.
- 2) A rainwater management plan prepared by a qualified consultant must be submitted as part of the building permit application. The plan must demonstrate that all rainwater and run-off will be managed on-site and will not impact the downstream or adjacent properties.
- 3) Prior to the issuance of a building permit, the driveway access point on North Shore Road and its slope and configuration must be approved by the Superintendent of Public Works.



Joseph A. Fernandez

TOWN OF LAKE COWICHAN

Bylaw No. 1001-2017

A Bylaw to Amend Zoning Bylaw No. 935-2013

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

AND WHEREAS the Council of the Town of Lake Cowichan deems it expedient to rezone land comprising Lot 1, District Lot 12, Cowichan Lake District, Plan VIP85461, Except Part in Plan VIS6635 (Phases 1 to 5), from C-3 Lakefront and Riverfront Commercial Zone to CD-2 Tiny House Comprehensive Development in accordance with Official Community Plan;

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

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

1. TITLE

This bylaw may be cited for all purposes as the "Town of Lake Cowichan Zoning Amendment Bylaw No.1001-2017".

2. AMENDMENTS

- 1) Schedule "A" to Zoning Bylaw No. 935-2013 is amended by rezoning a property described as Lot 1, District Lot 12, Cowichan Lake District, Plan VIP85461, Except Part in Plan VIS6635 (Phases 1 to 5) from C-3 Lakefront and Riverfront Commercial Zone to CD-2 Tiny House Residential Comprehensive Development Zone), which is outlined in bold black ink and identified on Schedule "A" to this Bylaw.

- 2) Part III "Land Use Definitions" is amended with the addition of the following terms:

TINY HOUSE is a small single residential dwelling of at least 29 square metres (312 square feet) and no more than 90 square metres (969 square feet) which is designed to fit on a small lot and within a neighbourhood of similarly proportioned dwellings

ZERO-LOT LINE SETBACK is a setback of zero metres which permits a building or structure to be set on one of its interior side lot lines.

- 3) Part V "Regulations for Each Zone, Zoning Categories" is amended with the addition of Section 5.18 "CD-2 Tiny House Residential Comprehensive Development Zone", of which the text is as follows:

5.18 CD-2 Tiny House Residential (THR) Comprehensive Development Zone**.1 Intent**

Accommodate and support the development of tiny house neighbourhoods.

.2 Permitted Uses

Principal Use

- a) Single family dwelling

Accessory Uses

- a) Home-based business, accessory to the principal use

.3 Conditions of Use

Dimensional and Coverage Standards

- a) The maximum density of a tiny house neighbourhood shall be one dwelling unit per 183 square meters (1,970 square feet).
- b) The minimum individual home lot size shall be 97 square metres (1,044 square feet).
- c) The minimum size of a tiny house shall be 29 square meters (312 square feet).
- d) The maximum size of a tiny house shall be 60 square metres (650 square feet) on the ground floor and a maximum of 90 square metres (969 square feet) for the combined ground floor and second storey.
- e) The maximum lot coverage for the tiny house and any accessory structures shall be 50%.

Building Height and Roof Pitch

- a) The height limit permitted for structures shall be 5.5 metres (18 feet).
- b) The ridge of pitched roofs with a minimum slope of six to 12 may extend up to 7.6 metres (24.9 feet).
- c) All parts of the roof above 5.5 metres (18 feet) shall be pitched.

Building Setbacks

- a) a *principal* building shall not be sited less than:
 - i) 1.5 meters (4.9 feet) from the front property line;
 - ii) 1.5 meters (4.9 feet) from the rear property line; and
 - iii) 1.2 meters (3.9 feet) from the side property line.
- b) Notwithstanding the provisions of Article a), a *principal* building may be constructed with a zero-lot line setback from an interior property line adjacent to another tiny house lot, provided the following:
 - i) A minimum distance of 3 (three) meters (9.8 feet) is maintained between buildings on adjacent lots;
 - ii) A maintenance and construction easement shall be executed between the owners of the adjacent zero lot line lots and shall establish a minimum 2 (two) meters width extending in all directions from all zero setback walls.

3. **FORCE AND EFFECT**

That upon adoption of this bylaw, Bylaw No. 1001-2017, the Town of Lake Cowichan Zoning Bylaw No. 935-2013 shall hereby be amended and take effect.

READ A FIRST TIME on the 19th day of December, 2017.

READ A SECOND TIME on the 19th day of December, 2017.

PUBLIC HEARING held on the 30th day of January, 2018.

READ A THIRD TIME on the 30th day of January, 2018.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ___ day of ___, 2018.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer

Schedule A

Attached to and forming Bylaw No. 1001-2017

