



TOWN OF LAKE COWICHAN

Regular Meeting of Council

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

1. **AGENDA**

1. **CALL TO ORDER**

Page #

INTRODUCTION OF LATE ITEMS (if applicable)

2. **APPROVAL OF AGENDA**

3. **ADOPTION OF MINUTES**

(a) Minutes of the Regular Meeting of Council held on August 22nd, 2017

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4. **BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

5. **DELEGATIONS AND REPRESENTATIONS**

None.

6. **CORRESPONDENCE**

(a) **Action Items**

(i) Kaatza Historical Society re: Request for letter of Support.

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

(i) Jon Lefebure, Chair CVRD, re: Tofino Bus Application No. 233-17-Route #2.

8

(ii) Carolyn Prellwitz, Secretary-Treasurer Cowichan Valley Schools Heritage Society, re: Phase II Signage Project.

13

(iii) Green Communities Committee re: Reduction of greenhouse gas emissions.

15

7. **REPORTS**

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

(i) Finance & Administration Councillor McGonigle
• September 12th, 2017.

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(ii) Public Works & Environmental Services Councillor Austin
• September 5th, 2017.

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(iii) Parks, Recreation & Culture Councillor Vomacka
• September 5th, 2017.

23

(iv) Economic & Sustainable Development Councillor Day
• September 12th, 2017.

25

(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) **Other Reports**
 - (i) Cowichan Valley Regional District Board Meeting – Councillor Day.
 - (ii) Community Outreach Team Committee - Councillor Austin.
 - (iii) Community Safety Advisory Commission – Councillor Austin
 - (iv) Seniors’ Care Facility Committee – Councillor McGonigle.

(c) **Staff Reports**

- (i) Chief Administrative Officer- Re: Appointment to Advisory Planning Commission.
- (ii) Chief Administrative Officer- Re: Official Community Plan Review Process.

F/C

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8. BYLAWS

- (a) “Town of Lake Cowichan Fees and Services Bylaw No. 992-2017” may be given third reading.
- (b) “Town of Lake Cowichan Development Approval Procedures and Notifications Bylaw No. 993-2017” may be reconsidered and adopted.
- (c) “Town of Lake Cowichan Permissive Exemption form Taxation for King George Seniors Affordable Housing Society Bylaw No. 996-2017” may be given first, second and third readings.

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34

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9. NEW BUSINESS

None.

10. MAYOR’S REPORT

11. NOTICES OF MOTION

12. MEDIA / PUBLIC QUESTION PERIOD

- Limited to items on the agenda

13. IN CAMERA

- (a) Section 92 of the *Community Charter* requires that before a meeting or part of a meeting is closed to the public, the council must state, by resolution, that the meeting is to be closed, and
- (b) The basis on which the meeting is to be closed falls under the following:
 - s.90 (1) (c) labour relations or other employee relations; s.90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and s.90 (1) (g) litigation or potential litigation affecting the municipality.

14. ADJOURNMENT



TOWN OF LAKE COWICHAN
Minutes of a Regular meeting of Council
Tuesday, August 22nd, 2017

PRESENT: Mayor Ross Forrest
Councillor Carolyne Austin
Councillor Bob K. Day (left at 6:35)
Councillor Tim McGonigle
Councillor Lorna Vomacka

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Kari Lingren, Recording Secretary

PUBLIC: 12

1. CALL TO ORDER

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

2. AGENDA

No. R.00109/17

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

CARRIED.

3. ADOPTION OF MINUTES

No. R.00110/17

(a) Moved: Councillor Day
Seconded: Councillor Austin
that the minutes of the Regular Meeting of Council held on July 25th, 2017 be adopted.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. DELEGATIONS AND REPRESENTATIONS

None.

6. CORRESPONDENCE

(a) Action Items

(i) None.

(b) Information or Consent Items

(i) The correspondence item from Volunteer Cowichan re: 150 for 150 Challenge was treated as information and is to be forwarded to Chamber of Commerce and to Laketown Ranch.

7. REPORTS

No. R.00111/17
Finance and Administration

Moved: Councillor McGonigle
Seconded: Councillor Day
that the minutes of the Finance and Administration Committee meeting held on August 8, 2017 be approved with the following:

1- Lake Health Care Auxillary

that a donation to the Lake Healthcare Auxillary in the amount of \$50.00, one dollar for each year they have been operating, for its upcoming 50th Anniversary Tea be approved;

2- Lake Cowichan Fire Department

the Lake Cowichan Fire Department's incident report for July 2017 in the total amount totaling \$8,176.81 be approved;

3-Re-zoning fees

recommendations of the increase in fees for re-zoning OCP amendment and Development permits:

- Rezoning - \$2,500 (B&B - \$750)
- OCP Amendment - \$1000
- Development Permit - \$500 - \$1000
- Development Variance Permit - \$400

be accepted.

4- BC Hydro Cost for the Water Treatment Plant

that Council approve the upfront costs payment in the amount of \$188,333.25 to BC Hydro for the Water Treatment Plant with a rebate to the Town in the event of additional customers being added to that service.

CARRIED.

No. R.00112/17
Economic and Sustainable
Development

Moved: Councillor Day
Seconded: Councillor Austin
that the minutes of the Economic and Sustainable Development Committee meeting held on August 8, 2017 be approved with the following:

1-Hill 60 Ridge

that a letter of support for developing a launching and landing site on Hill 60 Ridge for paragliding be provided.

CARRIED.

Cowichan Lake Recreation

Mayor Forrest stated there was no update of the Cowichan Lake Recreation Commission meeting.

Vancouver Island Regional
Library

Councillor Vomacka stated there was no update. The next meeting is in September, 2017.

Advisory Planning Commission

Councillor McGonigle said there was no update from the last Advisory Planning Commission meeting.

Community Forest Co-
operative

Councillor McGonigle stated there was no update with the Community Forest Co-op.

(b) Other Reports

Cowichan Valley Regional
District Board

(i) Councillor Day gave a verbal report to the Council on his attendance at the last regional district meeting. Some of the highlights from the meeting included Area I raising fees for lighting, Laketown Ranch donating a bench or table to a park in Area F and the Solid Waste Bylaw being amended to provide free tipping for environmental clean-ups.

Community Outreach Team

(ii) Councillor Austin said the next Community Outreach Team meeting will be held Thursday August 24, 2017.

Community Safety Advisory (iii) Councillor Austin attended the Community Safety Advisory meeting this month and reported that she is now the vice-chair. The next meeting is to be held September 7, 2017.

(iv) The matter is to be discussed under staff reports.

(c) Staff Reports

No. R.00113/17
Seniors' Care Facility
Appointment

(i) Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that Council appoint the following to the Seniors' Care Facility Committee:
• Ted Gamble;
• W.J. (Jack) Peake;
• Sheila Service; and
• Wayne Stincombe.

CARRIED.

No. R.00114/17
Advisory Planning Commission

(ii) Moved: Councillor Austin
Seconded: Councillor Vomacka
that the Committee appoint Brian Locher and Willa Suntjens to the Advisory Planning Commission for the remainder of the two-year term.

CARRIED.

8. BYLAWS

No. R.00115/17
Bylaw No. 991-2017
Cemetery and Columbarium
Bylaw

(a) Moved: Councillor McGonigle
Seconded: Councillor Day
that the Town of Lake Cowichan Cemetery and Columbarium Bylaw No. 991-2017 be read a first, second and third time.

CARRIED.

No. R.00116/17
Bylaw No. 992-2017
Fees and Services Bylaw

(a) Moved: Councillor McGonigle
Seconded: Councillor Austin
that the Town of Lake Cowichan Fees and Services Bylaw No. 992-2017 be read a first and second time.

CARRIED.

No. R.00117/17
Bylaw No. 993-2017
Development Approval
Procedures and Notifications
Bylaw

(b) Moved: Councillor Austin
Seconded: Councillor McGonigle
that the Town of Lake Cowichan Development Approval Procedures and Notifications Bylaw No. 993-2017 be read a first, second and third time.

CARRIED.

No. R.00118/17
Bylaw No. 994-2017
Official Community Plan
Amendment Bylaw

(b) Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that the Town of Lake Cowichan Official Community Plan and Amendment Bylaw No. 994-2017 be read a first and second time.

CARRIED.

No. R.00119/17
Bylaw No. 995-2017
Official Community Plan
Amendment Bylaw

(b) Moved: Councillor McGonigle
Seconded: Councillor Austin
that the Town of Lake Cowichan Zoning Amendment Bylaw No. 995-2017 be read a first and second time.

CARRIED.

9. NEW BUSINESS

None.

10. MAYOR'S REPORT

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

- Report on the large turnout of 500 – 600 people at the Laketown Ranch for the public showing of the TV show Still Standing.
- Sunfest once again was a huge success. Laketown Ranch and the people of the Town did a great job at managing an event of this magnitude
- The CLRSS river clean-up was held Saturday August 19, 2017 with over 100 volunteers participating in the clean-up; and
- We are inching closer to the establishment of our columbarium facility for the interment for cremated remains.

11. NOTICES OF MOTION

None.

12. PUBLIC RELATIONS

13. IN CAMERA

No. R.00120/17

Moved: Councillor McGonigle
 Seconded: Councillor Vomacka
 that pursuant to Section 90 of the Community Charter, Council closes the meeting to the public to deal with issues relating to the following relevant sections of the Community Charter: 90(1) (c) on labor relations or other employee relations, 90(1) (f) on law enforcement and 90(1)(g) on litigation or potential litigation affecting the municipality (6:58 p.m.).

CARRIED.

14. ADJOURNMENT

No. R.00121/17
Adjournment

Moved: Councillor McGonigle
 Seconded: Councillor Austin
 that we arise and adjourn at 7:40 p.m. without report.

CARRIED.

Certified correct _____

Confirmed on the _____ day of _____, 2017.

Mayor

KAATZA HISTORICAL SOCIETY

Kaatza Historical Society
PO Box 135
Lake Cowichan, BC
V0R 2G0

September 13, 2017

Hi Joe:

Re: A letter of support or permission for the museum to build the addition for an application for a gaming grant to cover some capital costs.

Points to mention - The building is owned by the town
 The Town is covering the cost of the building permit
 The Town is allowing the addition to the museum thereby giving
 permission for the structure to sit on Town land.
 The building inspector has been working with the museum.
 The Town has completed the Hazmat assessment.

We have the matching funds needed to apply. We have the drawings from Glen Calihoo, a professional draftsman.

Thanks for your help Joe.

Pat



175 Ingram Street
Duncan, BC V9L 1N8
www.cvrld.bc.ca

Office: 250.746.2500
Fax: 250.746.2513
Toll Free: 1.800.665.3955

September 14, 2017

File No.:

Passenger Transportation Board
PO Box 9850, STN Prov Govt
VICTORIA BC V8W 9T5

via email: ptboard@gov.bc.ca

To Whom It May Concern:

Re: Tofino Bus Application No. 233-17 – Route #2

The Board of Directors of the Cowichan Valley Regional District (CVRD) at its Regular Board meeting of September 13, 2017, considered the Tofino Bus Services Inc.'s (TBSI) letter dated August 27, 2017 regarding their application No. 233-17, and passed the following resolution:

"That a letter be sent to the Passenger Transportation Board of British Columbia in response to the Tofino Bus Service Incorporated's application number 233-17 specific to route 2, advising that the Cowichan Valley Regional District supports the application and requests the applicant to respond to the questions outlined in the response letter dated September 14, 2017."

The above-referenced application is put forth to amend the terms and conditions of its intercity bus licence for four routes. Changes to intercity bus service and stops on Route #2 (Victoria to Tofino) fall within local municipalities and electoral areas in the Cowichan Valley. We wish to provide the Passenger Transportation Board and TBSI the following general information about our existing inter-regional transit routes, schedules, and stops operating in the Cowichan Valley, as well as our service to Victoria. This information is provided so that any changes to intercity bus services can be coordinated to maximize transportation choices and connections moving forward.

The CVRD and BC Transit are responsible for operation of the Cowichan Valley Regional Transit system, which provides transit service in four municipalities: City of Duncan, Municipality of North Cowichan, Town of Ladysmith, and Town of Lake Cowichan; as well as in seven participating electoral areas. The CVRD Board makes decisions on transit fares, routes and services levels, based on information and planning provided by BC Transit. The CVRD also works with local road authorities to coordinate installation, operation and maintenance of bus stops and related infrastructure.

The CVRD has operated a transit service connecting the Cowichan Valley to the Capital Regional District (Victoria) since 2008 and the service details are provided in the attachments to this correspondence. In addition, the CVRD and the Victoria Regional Transit Commission are partners in the operation of the two inter-regional transit routes between the Cowichan Valley and the Capital Regional District, operating on weekdays only.

This Cowichan Valley Commuter (CVC) service includes Route #66: the Duncan Commuter, and Route #99; the Shawnigan Lake Commuter. Commuter transit trips leave Duncan and Cobble Hill early in the morning and return in the late afternoon (see Attachment A for CVC transit route and schedule information). The CVC service is well used by working commuters and was introduced in 2008 to reduce single occupancy vehicles on the Malahat corridor. No statutory holiday service or midday service is available on these routes, with no immediate plans to provide additional weekday transit service between the two regions due to costs and funding limitations. Also of note, while local transit routes connect Cowichan Valley communities to Duncan these routes do not operate early enough to connect with the commuter bus service to and from Victoria on weekdays. As a result, residents in smaller communities (e.g. Cowichan Bay, Cobble Hill, Mill Bay, Shawnigan Lake, etc.) have expressed a desire for more direct and more frequent transportation connections to Victoria.

In October 2017, the CVRD and BC Transit are implementing new Route #44, Duncan-Victoria, which will provide three daily round trips between Duncan and Victoria on Saturdays using existing commuter buses available in the fleet. This service is the result of public demand for expanded transit service between the two regions. As a pilot service, Route #44 will be evaluated 6-12 months after implementation to determine if it is viable to continue operating (see Attachment B for Route #44 schedule and map information).

Transit services are not currently available between the Cowichan Valley and the Regional District of Nanaimo (RDN) to the north. Although transit service between the regions has been requested there are no immediate plans to implement this due to costs and other transit service priorities within each region. Residents in the Town of Ladysmith and the community of Chemainus are particularly interested in transportation connections to Nanaimo. The provision of intercity bus service by Tofino Bus Services is important to maintaining transportation connections between the two regions.

The CVRD supports the amendments to terms and conditions of TBSI's intercity bus licence to increase reserve stops, route destination points, and trip frequency on Route #2 between Nanaimo and Victoria as it views the proposed changes as a positive initiative in providing more transportation options to Cowichan Valley residents.

The CVRD is requesting TBSI provide some additional information in order to help the CVRD better understand the proposed changes in the application, this will also assist with the coordination and the provision of transportation services.

- What bus stops and route locations (roads) would Route #2 use?
- What days of the week and times of day, would trips be offered by Tofino Bus Services on Route #2?
- What type of vehicle would be used on the routes?
- What would be the proposed fares?

Thank you for the opportunity to review and comment on application No. 233-17. The CVRD Board of Directors look forward to the receipt of additional information as requested above.

Sincerely,



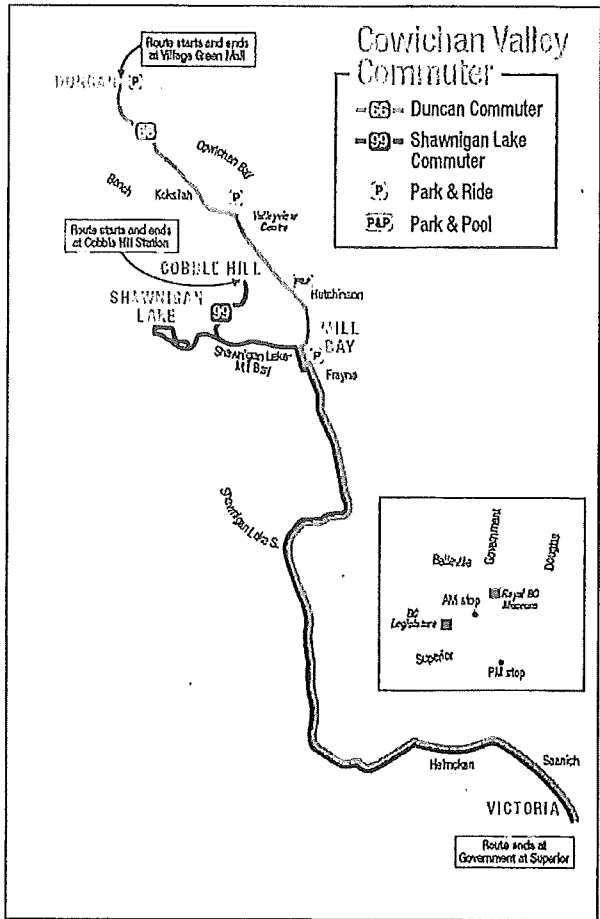
Jon Lefebure
Chair

JL/JW/sc

Attachments: A - Cowichan Valley Commuter (CVC) Transit information
B - New Route #44 (Duncan to Victoria) Information

pc: Board of Directors, CVRD
Mayor and Council, City of Duncan
Mayor and Council, Municipality of North Cowichan
Mayor and Council, Town of Ladysmith
Mayor and Council, Town of Lake Cowichan
Dave Edgar, Senior Planner, BC Ministry of Transportation and Infrastructure
Myrna Moore, Senior Regional Transit Manager, BC Transit
Brian Carruthers, Chief Administrative Officer, CVRD
Jim Wakeham, Manager Facilities & Transit Management, CVRD

Attachment A – Cowichan Valley Commuter (CVC) Transit Information
Launching October 14, 2017 – Saturdays Only

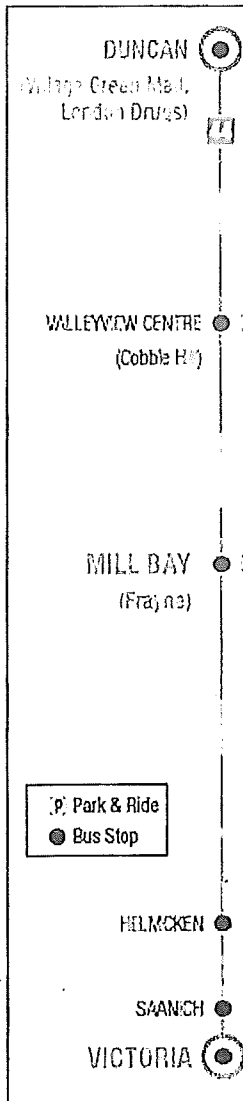


66 Duncan Commuter							
AM to Victoria							
Monday through Friday							
Village Green Mall*	Valleyview Park & Ride	Lodgepole and Freyre	View Royal: Hwy 1 and Helmcken Interchange	Victoria: Douglas and Boeskie	Victoria: Douglas and Finlayson	Victoria: Government and Superior	
5:32	5:42	5:53	6:20	6:28	6:30	6:44	
5:55	6:06	6:18	6:47	6:57	7:00	7:15	
6:10	6:21	6:33	7:03	7:14	7:17	7:32	
6:25	6:36	6:48	7:18	7:29	7:32	7:47	
PM to Duncan							
Monday through Friday							
Victoria: Superior and Government	Victoria: Douglas and Finlayson	Victoria: Douglas and Saanich	View Royal: Hwy 1 and Helmcken Interchange	Lodgepole and Freyre	Valleyview Park & Ride	Village Green Mall*	
3:45	3:58	4:03	4:13	4:48	4:58	5:12	
4:10	4:24	4:30	4:41	5:16	5:26	5:40	
4:45	4:59	5:05	5:16	5:51	6:01	6:15	
5:15	5:28	5:33	5:43	6:18	6:28	6:42	

* London Drugs

99 Shawnigan Lake Commuter							
AM to Victoria							
Monday through Friday							
Cobble Hill Station and Fisher	Shawnigan Beach Estates and Gregory	Shawnigan Lake Village and Shawnigan-Mill Bay	Lodgepole and Freyre	View Royal: Hwy 1 and Helmcken Interchange	Victoria: Douglas and Boleskine	Victoria: Douglas and Finlayson	Victoria: Government and Superior
5:50	6:01	6:12	6:21	6:50	7:00	7:03	7:18
6:45	6:56	7:07	7:16	7:46	7:57	8:00	8:15
PM to Shawnigan Lake							
Monday through Friday							
Victoria: Superior and Government	Victoria: Douglas and Finlayson	Victoria: Douglas and Saanich	View Royal: Hwy 1 and Helmcken Interchange	Lodgepole and Freyre	Shawnigan Lake Village and Shawnigan-Mill Bay	Shawnigan Beach Estates and Gregory	Cobble Hill Station and Fisher
3:40	3:53	3:58	4:08	4:43	4:52	4:59	5:15
4:40	4:54	5:00	5:11	5:46	5:55	6:02	6:18

Attachment B – New Route #44 (Duncan-Victoria) Information



44 Victoria								To Victoria
Saturday								
Village Green Mall (London Drugs)	Duncan Train Station	Valleyview Centre	Lodge Pole and Frayne	View Royal: Hwy 1 and Helmcken	Victoria: Douglas and Boleskin	Victoria: Douglas and Finlayson	Victoria: Government and Superior	
9:17	—	9:31	9:42	10:11	10:17	10:20	10:32	
12:24	12:27	12:43	12:54	1:23	1:29	1:32	1:44	
3:36	3:39	3:55	4:06	4:35	4:41	4:44	4:56	

* NOTE: Pick up only to Victoria. No service on Statutory holidays which fall on Saturday. Scheduled times subject to change as a result of congestion, construction and/or detours.

44 Duncan								To Duncan
Saturday								
Victoria: Government and Superior	Victoria: Douglas and Finlayson	Victoria: Douglas and Saanich	View Royal: Hwy 1 and Helmcken	Lodge Pole and Frayne	Valleyview Centre	Duncan Train Station	Village Green Mall (London Drugs)	
10:47	10:58	11:03	11:10	11:40	11:50	12:05	12:09	
1:59	2:10	2:15	2:22	2:52	3:02	3:17	3:21	
5:11	5:22	5:27	5:34	6:04	6:14	—	6:28	

* NOTE: Drop off only to Duncan. No service on Statutory holidays which fall on Saturday. Scheduled times subject to change as a result of congestion, construction and/or detours.

*Not all stops are shown in the map & schedule above.



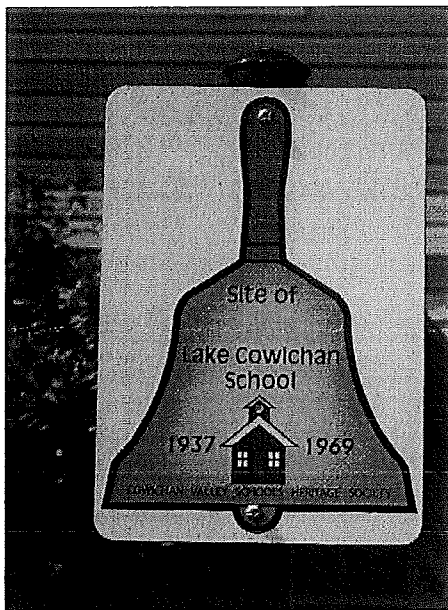
Cowichan Valley Schools Heritage Society

201 – 394 Duncan Street
Duncan, BC V9L 3X3
11 September 2017

Mayor and Council
Town of Lake Cowichan
PO Box 860
39 South Shore Road
Lake Cowichan, BC V0R 2G0

Dear Mr. Ross Forrest and Councillors:

As a follow-up to my letter dated 27 February 2015, and your reply dated 29 May 2015, this is to advise that our Society has now completed its Phase II signage project and wishes to thank the Council for supporting our endeavours to permanently recognize former schools within the current School District 79 (Cowichan Valley). The Lake Cowichan School (which later became the first Lake Cowichan High School) was one of the former schools recognized this round. A photo of the sign is show below:



We are now turning our attention to Phase III and look forward to continued support from the Town Council.

Please find enclosed twenty copies of our recently printed pamphlet listing the 31 schools we have been able to recognize to date for sharing amongst Councillors and staff. You will note that the Town of Lake Cowichan is listed on the "Thank You" page of the pamphlet.

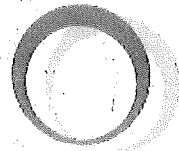
Yours truly,



Carolyn Prellwitz

CVSHS Secretary-Treasurer

✓ cc Joseph A. Fernandez, CAO
Town of Lake Cowichan



GREEN COMMUNITIES
COMMITTEE

RECEIVED SEP 08 2017

Ref: 206633

September 1, 2017

His Worship Mayor Ross Forrest and Councillors
Town of Lake Cowichan
PO Box 860
Lake Cowichan BC V0R 2G0

Dear Mayor Forrest and Councillors:

On behalf of the joint Provincial-Union of British Columbia Municipalities (UBCM) Green Communities Committee (GCC), we would like to extend our congratulations for your efforts to reduce greenhouse gas emissions in your corporate operations and community over the 2016 reporting year.

As a signatory to the Climate Action Charter (Charter) you have demonstrated your commitment to work with the Province and UBCM to take action on climate change and to reduce greenhouse gas emissions in your community and corporate operations.

The work that local governments are undertaking to reduce their corporate emissions demonstrates significant climate leadership and sets the stage for broader climate action in the community. Your leadership and commitment continues to be essential to ensuring the achievement of our collective climate action goals.

The GCC was established under the Charter to support local governments in achieving their climate goals. In acknowledgement of the efforts of local leaders, the GCC is again recognizing the progress and achievements of local governments such as yours through the multi-level Climate Action Recognition Program. A description of this program is enclosed for your reference.

As a Charter signatory who has demonstrated progress on the fulfillment of one of more of your commitments, we are pleased to acknowledge your achievement of Level 1 recognition – 'Demonstrating Progress on Charter Commitments.'

.../2



GCC Communiqué on the Climate Action Recognition Program

B.C. local governments continue to play a critical role in reducing GHG emissions across the province. In acknowledgment of the ongoing efforts of local leaders, the joint Provincial-UBCM Green Communities Committee (GCC) is pleased to continue the Climate Action Recognition Program (*Recognition Program*) for B.C. local governments for the 2016 reporting year. This is a multi-level program that provides the GCC with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (*Charter*) signatory. Recognition is provided on an annual basis to local governments who demonstrate progress on their *Charter* commitments, according to the following:

Level 1: Demonstrating Progress on Charter Commitments

Local governments who demonstrate progress on fulfilling one or more of their *Charter* commitments will receive a letter from the GCC acknowledging their accomplishments:

Level 2: Measuring GHG Emissions

Local governments that achieve level 1, have completed a corporate carbon inventory for the reporting year and demonstrate that they are familiar with the Community Energy and Emissions Inventory (CEEI) for their community receive a letter from the GCC and a 'BC Climate Action Community 2016' logo, for use on websites, letterhead, etc.

Level 3: Accelerating Progress on Charter Commitments (NEW this year)

Local governments that achieve levels 1 and 2 and demonstrate significant corporate or community-wide climate action to reduce GHG emissions in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2016 – Climate Leader' logo, for use on websites, letterhead, etc.

Level 4: Achievement of Carbon Neutrality

Local governments that achieve carbon neutrality in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2016 – Climate Leader - Carbon Neutral' logo, for use on websites, letterhead, etc.

To be eligible for the *Recognition Program*, local governments must fulfill the public reporting requirements of the Climate Action Revenue Incentive Program (CARIP) including reporting on their progress to carbon neutrality. The GCC will determine recognition levels for the *Recognition Program* based on the information included in each local government's annual CARIP public report. Further information on CARIP and the public reporting requirements is available online.



TOWN OF LAKE COWICHAN
Minutes of Finance & Administration Committee
Tuesday, September 12th, 2017

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

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

PUBLIC: 0

1. **CALL TO ORDER**
The Chair called the meeting to order at 5:00 p.m.
2. **AGENDA**
No. FA.0047/17 Moved: Councillor Vomacka
Seconded: Councillor Day
that the agenda be approved with the following additions:
Correspondence:
(a) Community Garden Society re: Event Hosted by Scouts and Canada National Tree Day;

New Business:
(d) Airshed Task Force;
(e) One Cowichan Grant for Seniors;
(f) Chamber of Commerce Business Showcase;
(g) Meeting with Lake Cowichan First Nations; and
(h) Boat Ramp re: Notification under Section 11, Water Sustainability Act.

CARRIED.
3. **BUSINESS ARISING AND UNFINISHED BUSINESS**
Ongoing Items Still Being Addressed:
 - (a) The Chief Administrative Officer stated there is no update on the Municipal Hall upgrades.
 - (b) The future of the Kasapi Centre will be discussed at the Strategic Planning meeting.
 - (c) Further discussions on the columbarium will be held.
4. **DELEGATIONS AND REPRESENTATIONS**
None.
5. **CORRESPONDENCE**
 - (a) The correspondence from the Community Garden Society on the National Tree Day and event organized by the Community Garden and the local scouts.
6. **REPORTS**
 - (a) The financial report for the period ending August 31st, 2017 was treated as information.
 - (b) The Building Inspector's Service Report for August, 2017 was treated as information.

- (b) Safer Futures meeting is to be held on September 13th, 2017 at the Exhibition grounds.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. FA.0052/17
Adjournment

Moved: Councillor Vomacka
Seconded: Councillor Day
that we adjourn (6:13 p.m.).

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____ , 2017.

Chair



TOWN OF LAKE COWICHAN
Minutes of Public Works and Environmental Services Committee
Tuesday, September 5th, 2017

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

STAFF: Nagi Rizk, Superintendent, Public Works and Engineering Services
Ronnie Gill, Director of Finance
Dalton Smith, Manager, Cowichan Lake Education Centre
Kari Lingren, Recording Secretary

1. **CALL TO ORDER**
The Chair called the meeting to order at 5:01 p.m.

2. **AGENDA**

No. PW.0020/17
Agenda

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

New Business

(b) Water Restrictions and Need for Education;

Notice of Motion

(a) Emergency Preparedness Meeting for discussion at October Finance Meeting; and

(b) Our Cowichan re: Small Grants for discussion at September Finance Meeting.

CARRIED.

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

(a) (i) The Superintendent, Public Works and Engineering Services said that no tender was received for the Greendale Road watermain. It has now been re-tendered again on BC Bid with a close date of September 30th, 2017.

(ii) The Superintendent, Public Works and Engineering Services updated the committee that the design drawings for Ohtaki footbridge and Greendale watermain upgrades were over 50% complete. Tendering of the project will be made as soon as possible.

Councillor McGonigle excused himself as discussions on Water Treatment Plant began due to a possible conflict.

(b) The Superintendent, Public Works and Engineering Services informed the committee that a fire plan proposal had to be approved before work could be done on tree clearing and tree removal due to dry weather. He also explained the underground piping will be done first, the cement slab will be poured with the building to be built. Finally, the equipment installation in the water treatment plant will occur. After that work is complete, then they will have to tunnel under the Youbou highway in order to tie into the waterlines. It will be a year long project.

Councillor McGonigle returned to the committee meeting at 5:22 pm.

- (c) The Town has received class 'D' estimates for the final phase of the sewer treatment plant upgrades but not yet for the watermain upgrades.
- (d) Mayor Forrest said a study has been done by Kerrwood Leidel on the Integrated Urban Drainage Management Program. Mayor Forrest asked staff to look into an application for a grant for under the National Disaster Mitigation Program.
- (e) **Ongoing Items Still Being Addressed:**
 - (i) There is no update on the North Shore Road sidewalk and trail plan as it is an ongoing agenda item.
 - (ii) The Cowichan Lake Education Centre Manager said that the boat ramp improvements will probably take place the first week of this October when the water levels should be at their lowest.

Councillor Day would like to discuss options for upgrading the current boat ramp facility or finding another launch location at the next Planning meeting.

- (iii) The Superintendent, Public Works and Engineering Services said the CLEC water system upgrades is still in the designs stage before it can be tendered.

4. DELEGATIONS

None

5. CORRESPONDENCE

- (a) The correspondence from Ted Olynyk, BC Hydro Community Relations Manager, was for information only.

The committee had a discussion on applying for funding under the Beautification Fund for possibly purchasing graffiti wraps for some of the utility boxes within Town.

- (b) The correspondence item from Mr. and Mrs. Edward Lentz in regards to 159 River Road was treated as information.

- No. PW.0021/17
- (c) Moved: Councillor Day
Seconded: Councillor McGonigle
that BC Hydro be permitted to have a power outage on October 21st, 2017 to make improvements to the system and for as many residents in the affected area of the disruption of their hydro service to be notified of the inconvenience this may cause.

CARRIED.

6. REPORTS

None.

7. NEW BUSINESS

- (a) Councillor Austin raised concerns about watering restrictions within the Town of Lake Cowichan. She would like to see more education about water conservation to make residents aware of tips to save water.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

- (a) The 43 km Lake to Lake Walk will be taking place this weekend, September 9th, 2017, beginning in Shawnigan Lake and ending in Lake Cowichan.
- (b) The River Stewardship Society's river clean-up took place on Saturday, August 19th, 2017.
- (c) Charles Montgomery will be speaking on community planning at the Cowichan Valley Regional District on September 14th, 2017.
- (d) On September 19th, 2017, 10% of all gas sales at the Co-op gas station will go help the local food hamper fund.
- (e) The Tube Shack were congratulated for putting on a great live music event on September 4th, 2017.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. PW.0022/17
Adjournment

Moved: Councillor Vomacka
Seconded: Councillor McGonigle
that this meeting adjourn. (6:11 p.m.)

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2017.

Chair



TOWN OF LAKE COWICHAN
Minutes of Parks, Recreation and Culture Committee
Tuesday, September 5th, 2017

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

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

PUBLIC: 1

1. CALL TO ORDER

The Chair called the meeting to order at 6:23 p.m.

2. AGENDA

No. PR.0017/17

Moved: Councillor Day
Seconded: Councillor Austin
that the agenda be approved with the following:
Business Arising and Unfinished Business:
3. (a) (iii) Columbarium Park.

Delegations and Representations:

4. (a) Move the delegation item to the beginning of the meeting.

Notice of Motion:

7. (b) Cannabis Discussion.

CARRIED.

3. (a) Terry Akiyama and Dennis Peters gave a verbal update on the pickleball courts on Cowichan Ave. They mentioned that the local pickleball association will be hosting the Vancouver Island Championships in 2018.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

(i) The Superintendent, Public Works and Engineering Services reported on the Centennial Park upgrades and said that they are still at the irrigation stage and the drainage lines are going to be backfilled next. He also mentioned that there is still water coming out of the bank and the contractor has improved the drainage by the bank. He also said that a laser machine will be used that will grade it to a ¼ inch level.

There was direction to staff to look into the costs of fencing and backstop costs to make the fields playable as soon as possible for the next season of baseball.

(ii) The 75th Birthday celebration for the Town of Lake Cowichan is an ongoing and will remain on the agenda.

(iii) A discussion was held on the columbarium park and how many niches could actually be housed in that location. Councillor Day would like to know the maximum capacity these hold so a

location for another columbarium is not required.

(b) Ongoing Items:

- (i)** There was no update on the trail connection plans for the Riverfront Parkway.
- (ii)** The water park proposal will remain on the agenda for consideration as a possible future project.
- (iii)** Councillor Austin said that the art teacher from Lake Cowichan School had contacted her asking how many banners the town would like to design in her class. Councillor Austin will meet with her soon and report back at the next meeting.

Councillor day asked what will happen with the Canada 150 banners and how long they would stay up. The Superintendent, Public Works and Engineering Services said that they can be taken down at any time but there is a cost of approximately \$2500 for the rental of the crane truck and his crew to take them down.

5. CORRESPONDENCE

None.

6. REPORTS

None.

7. NEW BUSINESS

- (a)** A discussion was had on possible solutions to reducing dust on the road to Lakeview beach due to a complaint from a nearby resident. The manager of Lakeview campsite updated the committee on how the road is utilized now and the issues they face with parking.

8. NOTICES OF MOTION

- (a)** Councillor Day asked for a discussion to be held at the next Finance meeting on the Town's readiness for the legalization of Cannabis.

9. PUBLIC RELATIONS ITEMS

None.

10. MEDIA/PUBLIC QUESTION PERIOD

None.

11. ADJOURNMENT

No. PR.0018/17
Adjournment

Moved: Councillor Austin
Seconded: Councillor Day
that the meeting be adjourned. (8:20 p.m.)

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2017.

_____Chair



TOWN OF LAKE COWICHAN

Minutes of Economic and Sustainable Development Committee
Tuesday, September 12th, 2017

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

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

OTHER: 4

1. CALL TO ORDER

The Chair called the meeting to order at 6:18 p.m.

2. AGENDA

No. SPD.0021/17

Moved: Councillor McGonigle
Seconded: Councillor Austin
that the agenda be approved with the following addition:

New Business

(f) Hang Gliding Delegation.

CARRIED.

3. (a) BUSINESS ARISING AND UNFINISHED BUSINESS

(i) The Cowichan Valley Regional District is reviewing their current sustainable waste and composting plan and will email the Town with an update as soon as it is available.

(b) Ongoing Items Still Being Addressed:

(i) The committee would like to call a meeting of local business owners to network ideas at the upcoming Chamber of Commerce's Business Showcase.

4. DELEGATIONS AND REPRESENTATIONS

(a) Gilbert Beaudry, Dominion Tax Accounts Inc., addressed the committee and circulated a written report on his interpretations of the Community Plan.

5. CORRESPONDENCE

None.

6. REPORTS

None.

7. NEW BUSINESS

(a) Ideas for future downtown revitalization that could include streetscapes, roundabout, west entrance sign, or façade improvements were discussed.

(b) A discussion was held to continue applying for funding under grant programs for storm drain upgrades due to climate change.

- (c) The committee discussed the need for the weir upgrades and the potential benefits that could arise from those improvements.
- (d) A discussion was held on the possible land uses of (eg. mountain biking, hang gliding, or ATV clubs) on private forest lands.
- (e) The committee would like to keep discussions going on alternate locations for additional access opportunities to the lake and river.
- (f) The hang glider group is requested to be in attendance at the next regular meeting.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

None.

10. MEDIA/PUBLIC QUESTION PERIOD

None.

No. SPD.0022/17
In-Camera

11. IN-CAMERA

Moved: Councillor McGonigle
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) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; 90(1) (g) litigation or potential litigation affecting the municipality; and 90 (1) (k) negotiations and related discussions respecting the proposed provision of a municipal service. (7:13 p.m.).

CARRIED.

No. SPD.0023/17
Adjournment

12. Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that the meeting adjourn. (8:56 p.m.).

CARRIED.

Certified correct _____

Confirmed on the _____ day of _____, 2016.

Chair

Memo



TO: Mayor and Council
FROM: Chief Administrative Officer
DATE: September 15, 2017
SUBJECT: Official Community Review Process

BACKGROUND

Lake Cowichan was first incorporated as a Village in 1944. A Community Plan was unheard of at the time. In 1974 the Ministry of Municipal Affairs prepared such a plan for the Village of Lake Cowichan.

As the community grew and became a Town in 1996, it was clear that the Town had to map out its vision for its citizenry in terms of its social, economic, environmental and physical needs, both current and future.

The first Official Community Plan (OCP) that was prepared by the Town was adopted in January 1999. The current Plan was adopted in October 2011.

Generally, the general rule is the Plan must anticipate local needs over a 5-year time span.

The OCP must outline goals and policies of the Town based on the following section of the *Local Government Act*:

Content and process requirements

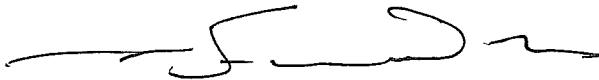
473. (1) An official community plan must include statements and map designations for the area covered by the plan respecting the following:
- (a) the approximate location, amount, type and density of residential development required to meet anticipated housing needs over a period of at least 5 years;
 - (b) the approximate location, amount and type of present and proposed commercial, industrial, institutional, agricultural, recreational and public utility land uses;
 - (c) the approximate location and area of sand and gravel deposits that are suitable for future sand and gravel extraction;
 - (d) restrictions on the use of land that is subject to hazardous conditions or that is environmentally sensitive to development;
 - (e) the approximate location and phasing of any major road, sewer and water systems;
 - (f) the approximate location and type of present and

Request for Removal of Restrictive Covenant

- (g) proposed public facilities, including schools, parks and waste treatment and disposal sites; other matters that may, in respect of any plan, be required or authorized by the minister.
- (2) An official community plan must include housing policies of the local government respecting affordable housing, rental housing and special needs housing.
- (3) An official community plan must include targets for the reduction of greenhouse gas emissions in the area covered by the plan, and policies and actions of the local government proposed with respect to achieving those targets.
- (4) In developing an official community plan, the local government must consider any applicable guidelines under section 582 [*provincial policy guidelines*].

RECOMMENDATION

That council authorizes the Advisory Planning Commission to undertake a review of the current Official Community Plan which would include an extensive and thorough public engagement process that ensures compliance with the statutory requirements under the *Local Government Act* and that the adjacent local governments, including the School District are included in the consultation process.



Joseph A. Fernandez

TOWN OF LAKE COWICHAN
Bylaw No. 992-2017

Fees and Charges for Services

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

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

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

1. This bylaw may be cited for all purposes as "Town of Lake Cowichan Fees and Charges for Services Bylaw No. 992-2017".
2. Fees listed in Schedule "A" attached to and forming part of this bylaw shall apply for the use of the Lakeview Park Campground.

Notwithstanding the charges stipulated in the foregoing schedule, off-season rates and terms may be varied and approved by resolution of council.
3. Fees listed in Schedule "B" attached to and forming part of this bylaw shall apply for the use of the Cowichan Lake Outdoor Education Centre.

Notwithstanding the charges stipulated in the foregoing schedule, group rates may be varied through contract negotiations approved by Council.
4. Fees listed in Schedule "C" attached to and forming part of this bylaw shall apply to other goods and services provided by the municipality on a demand basis.
5. Fees listed in Schedule "D" attached to and forming part of this bylaw shall apply to miscellaneous development charges.
6. The fees and charges contained in this bylaw shall become effective on passage of this bylaw.
7. That the fees and charges contained in Bylaw 978-2016 being the "Town of Lake Cowichan Fees and Charges for Services Bylaw" and all amendments are hereby repealed.

READ A FIRST TIME on the 22nd day of August, 2017.

READ A SECOND TIME on the 22nd day of August, 2017.

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

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

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer



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

(attached to and forming part of Bylaw No. 992-2017)

Lakeview Park Campground:

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

• In-season site fee per night *	\$ 33.00
• Off-season site fee per night **	\$ 23.00
• Tenting site fee per night	\$ 20.00
• Serviced site fee - water and electrical services	\$ 8.00
Call-in Reservations booking fee (non-refundable) — per camp site per night to a maximum of 3 nights.	\$ 11.00
***Cancellations made at least 10 days prior to reservation date shall receive a refund of the campsite fee, less \$22 per site per reservation.	\$ 22.00
Additional person(s) 19 years and over in camp site per night	\$ 11.00
Additional vehicle per night	\$ 16.00
Moorage per night	\$ 16.00
Fire wood sales	\$ 6.00
Ice for resale	Cost plus \$ 1.00
Campsite clean-up fee	\$ 100.00
Daily rental of propane powered campfire unit (deposit required)	\$ 12.00

* a Site will accommodate the following:

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

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

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



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

(attached to and forming part of Bylaw No. 992-2017)

Cowichan Lake Outdoor Education Centre

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

		<u>Off-Season</u>	<u>In Season</u> July & August
Adult	per person, double occupancy, inclusive of 3 meals and overnight accommodation, minimum group size 20	\$ 111.00	\$ 118.00
School	per student, inclusive of 3 meals and shared dormitory-style accommodation, no bedding provided, two and one-half day package inclusive of all on-site programmes.	\$ 179.00	\$ 190.00
Youth / School	3 meals and shared overnight accommodation, no bedding provided	\$ 73.00	\$ 78.00
Exclusive Day Use	per day, meals not included	\$ 675.00	\$ 1,425.00
Other Uses	Small meeting room	\$ 87.00	\$ 100.00
	Programming charges will be levied on a cost recovery basis	\$ 132.00	\$ 150.00



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

(attached to and forming part of Bylaw No. 992-2017)

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

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



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

(attached to and forming part of Bylaw No. 992-2017)

Sign Fees

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

Other Fees

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

Miscellaneous Development Fees

The following charges apply for all miscellaneous development applications:

Subdivision	Preliminary Subdivision – strata and fee simple lots (excludes parent lot if principal structure exists)	\$100.00 per lot
	Final Subdivision – strata and fee simple lots	250.00 per lot
Strata Conversion	Per unit	300.00
Rezoning amendment	Bed and breakfast	750.00
	All other rezoning amendments	2,500.00
OCP Amendment	Application	1,000.00
Development Permit	Less than \$50,000 commercial value or up to 4 residential units	500.00
	More than \$50,000 commercial value or 5 or more residential units	1,000.00
Variance Permit	Application	300.00
Development Variance	Application	400.00



TOWN OF LAKE COWICHAN**A BYLAW TO ESTABLISH PROCEDURES TO AMEND THE OFFICIAL COMMUNITY PLAN
AND THE ZONING BYLAW OR ISSUANCE OF DEVELOPMENT PERMITS AND
DEVELOPMENT VARIANCE PERMITS; AND FOR NOTIFICATION OF PUBLIC
HEARINGS****BYLAW NO.993-2017**

WHEREAS the *Local Government Act* provides for procedures for amending the Official Community Plan, the Zoning Bylaw, and the issuance of Development Permits and Development Variance Permits;

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

1. TITLE

- 1.1. This bylaw may be cited for all purposes as the Town of Lake Cowichan "Development Approval Procedures and Notifications Bylaw No. 993-2017".

2. INTERPRETATION

- 2.1. In this Bylaw, unless the context requires otherwise:
- a) 'Act' means the Local Government Act, as may be amended from time to time;
 - b) Development Permit means a permit authorized by the Act;
 - c) Development Variance Permit means a permit authorized by the Act;
 - d) Official Community Plan means the Town of Lake Cowichan Official Community Plan, as may be amended from time to time; and
 - e) Zoning Bylaw means the Town of Lake Cowichan Zoning Bylaw, as may be amended from time to time.

**3. APPLICATION FOR AMENDMENT TO THE OFFICIAL COMMUNITY PLAN
AND ZONING BYLAW**

- 3.1. Application for amendment to either the Official Community Plan land use designation or to the Zoning Bylaw shall be made on a form as established by the Town.
- 3.2. The applicant shall provide the following information:
- a) The specific nature of the request for an amendment;
 - b) Identification of the text and/or schedule map requested for amendment; including a citation of any and all relevant sections of the bylaw;
 - c) The rationale for the proposed amendment;
 - d) In the case of an amendment to the Zoning Bylaw, identify supporting goals, objectives, or policies of the Official Community Plan;
 - e) A location sketch of the land subject to the application;
 - f) A description of surrounding land uses; and
 - g) Certificate of Title.

**4. APPLICATION FOR ISSUANCE OF A DEVELOPEMTN PERMIT AND
DEVELOPMENT VARIANCE PERMIT**

- 4.1. Development Permit
- a) The applicant shall provide the following information:
 - (1) Identify all the Development Permit Areas applicable to the subject land;
 - (2) Four (4) paper sets of detailed plans, including a PDF file, drawn to scale showing the following:
 - i) Site plan, including sidewalks, paths, off street parking layout, access points, and amenities;

- ii) Rainwater management plan (for all new construction);
 - iii) Landscaping plan showing location, type and quantities of all plants and ground cover material;
 - iv) Detailed colour renderings from all sides, including manufacturer specifications for all external building materials and colours;
 - v) Exterior lighting plan, including locations and manufacturer specifications; and
 - vi) Signage plan, including locations and size specifications.
- (3) For lands within a Watercourse and Streamside Protection or Natural Hazard Development Permit Area, submit the appropriate environmental and/or geotechnical study to respond to the guidelines of the Development Permit Area;
- (4) A site grading plan;
- (5) A written explanation of how the proposal satisfies all relevant Development Permit Area guidelines;
- (6) Certificate of title; and
- (7) A fee, as identified in an applicable bylaw.
- 4.2. Development Variance Permit
- a) The applicant shall provide the following information:
- (1) Identification of all relevant land use bylaw regulations and the proposed variance request, including specific dimensions and number of parking spaces (if applicable);
 - (2) A written explanation of the purpose of the request, including the rationale and a description of the proposed development;
 - (3) Four (4) paper sets of a plan, including a PDF file, drawn to scale, illustrating the site, parking, access points, building footprints, building elevations (if relevant), sign dimensions, and proposed variance dimensions or reduction in off street parking requirements;
 - (4) Certificate of Title; and
 - (5) A fee, as identified in an applicable bylaw.

5. NOTIFICATION OF APPLICATION AND PUBLIC HEARING PROCESS

5.1. Public Hearing

- a) Where a public hearing is to be held for the purpose of allowing the public to make representation to the municipality with respect to amendments proposed to the Zoning Bylaw or the Official Community Plan, such hearing will be held before the third reading of the bylaw.
- b) The newspaper notification process for a public hearing will be given as provided in Section 466 of the Act, as may be amended from time to time.

5.2. Notification to Owners and Tenants of Land Parcels in the Vicinity

- a) Owners and/or tenants of all land parcels within fifty (50) metres from that area, which is subject to the bylaw amendment, will receive notification by mail at least ten (10) days before the public hearing, as provided in Section 466 of the Act, as may be amended from time to time.
- b) Notification by mail will not be provided if ten (10) or more parcels owned by ten (10) or more persons are affected by the bylaw alteration.
- c) For the purposes of Development Permits (Sections 488 through 491 of the Act, as may be amended from time to time), and Development Variance Permits (Sections 498 and 499 of the Act, as may be amended from time to time), notices shall be mailed or otherwise delivered to the owners and to any tenants in occupation of all parcels within a distance of fifty (50) metres from that part of the land or the width of an abutting street plus fifty (50) metres, that is the subject of the Permit application.

6. FORCE AND EFFECT

That upon adoption of this bylaw "Development Approval Procedures and Notifications Bylaw No. 747-2002" shall hereby be repealed.

READ A FIRST TIME on the 22nd day of August, 2017.

READ A SECOND TIME on the 22nd day of August, 2017.

READ A THIRD TIME on the 22nd day of August, 2017.

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

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer

TOWN OF LAKE COWICHAN

BYLAW NO. 996-2017

WHEREAS Section 224 of the *Community Charter* permits Council, by by-law, to exempt from taxation certain buildings, the lands on which the buildings stand and the lands surrounding certain buildings to the extent, for the period and subject to the conditions provided in the bylaw;

AND WHEREAS the Community Charter allows tax exemptions to be provided for the following:

- 224 (2) (a) *land or improvements that*
- (i) *are owned or held by a charitable, philanthropic or other not for profit corporation, and*
 - (ii) *the council considers are used for a purpose that is directly related to the purposes of the corporation;*

AND WHEREAS the Town of Lake Cowichan deems it expedient and useful to exempt certain properties from taxation;

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

1. This Bylaw may be cited as "Town of Lake Cowichan Permissive Exemption from Taxation for King George Seniors Affordable Housing Society Bylaw No. 996-2017".
2. The property located at 20 South Shore Road owned by King George Seniors Affordable Housing Society is hereby exempted from taxation for the calendar years 2018 to 2020, inclusive.
3. The property located at 20 South Shore Road, Lot A, District Lot 12, Plan 34057, except part B of Plan 38015, PID 000-272-230, is hereby exempted from taxation on 50% of its land and improvement assessments for the calendar years 2018 to 2020, inclusive.
4. That upon adoption of this bylaw prior to October 31 the property located at 20 South Shore Road shall be effectively exempt from 50% of taxation for the period as provided for in this bylaw.

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

READ A SECOND TIME on the 16th day of _____, 2017.

READ A THIRD TIME on the 16th day of _____, 2017.

RECONSIDERED, FINALLY PASSED AND ADOPTED on the ___th day of _____, 2017.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer

I hereby certify the foregoing to be a true and correct copy of "Town of Lake Cowichan Permissive Tax Exemption for King George Seniors Affordable Housing Society Bylaw No. 996-2017" as adopted on this ___th day of _____, 2017.

Corporate Officer