



## TOWN OF LAKE COWICHAN

### Regular Meeting of Council

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

<b>1. AGENDA</b>	
<b><u>CALL TO ORDER</u></b>	<b>Page #</b>
<b><u>INTRODUCTION OF LATE ITEMS</u></b> (if applicable)	
<b>2. <u>APPROVAL OF AGENDA</u></b>	
<b>3. <u>ADOPTION OF MINUTES</u></b>	
(a) Minutes of the Regular Meeting of Council held on August 27 <sup>th</sup> , 2019.	<b>3</b>
<b>4. <u>BUSINESS ARISING AND UNFINISHED BUSINESS</u></b>	
None.	
<b>5. <u>DELEGATIONS AND REPRESENTATIONS</u></b>	
None.	
<b>6. <u>VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA</u></b> – (maximum 3 minutes per speaker and maximum time allotted 15 minutes)	
<b>7. <u>CORRESPONDENCE</u></b>	
(a) <b>Action Items</b>	
(i) Coralie Breen, Senior Planner, Cowichan Valley Regional District re: Housing Needs Report.	<b>8</b>
(b) <b>Information or Consent Items-</b> (a member may ask that an item be dealt with separately)	
(i) None.	
<b>8. <u>REPORTS</u></b>	
(a) <b><u>Council and Committee Reports</u></b>	
(i) Finance & Administration	Councillor McGonigle
• September 3 <sup>rd</sup> , 2019.	<b>9</b>
(ii) Public Works & Environmental Services	Councillor Vomacka
• September 10 <sup>th</sup> , 2019.	<b>12</b>
(iii) Parks, Recreation & Culture	Councillor Austin
• September 10 <sup>th</sup> , 2019.	<b>15</b>
(iv) Cowichan Lake Recreation Commission	Mayor Peters
(v) V.I.R.L.	Councillor Vomacka
(vi) Advisory Planning Commission	Councillor Austin
(vii) Community Forest Co-op	Councillor McGonigle

(b) **Other Reports**

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

(c) **Staff Reports**

- (i) Chief Administrative Officer re: Support for Temporary Use Permit for Lot A, Plan VIP29793 (87 South Shore Road).
- (ii) Director of Finance re: Cowichan Lake Senior Citizens Housing Society.

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**9. BYLAWS**

- (a) "Town of Lake Cowichan Permissive Exemption from Taxation for Not-for-Profit and Places of Worship Properties Bylaw No. 1025-2019" may be given first, second and third readings.
- (b) "Town of Lake Cowichan Permissive Exemption from Taxation for Cowichan Lake Senior Citizen Housing Bylaw No. 1026-2019" may be given first, second and third readings.
- (c) "Town of Lake Cowichan Official Community Plan Amendment Bylaw No. 1027-2019" may be given first and second readings.
- (d) "Town of Lake Cowichan Zoning Amendment Bylaw No. 1028-2019" may be given first and second readings.

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**10. NEW BUSINESS**

- (a) None.

**11. MAYOR'S REPORT**

- (a) Water Treatment Plant Update.

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**12. NOTICES OF MOTION****13. QUESTION PERIOD (maximum 3 minutes per speaker and maximum time allotted 15 minutes)  
- Limited to items on the agenda****14. IN CAMERA**

- (a) Section 92 of the *Community Charter* requires that before a meeting or part of a meeting is closed to the public, the council must state, by resolution, that the meeting is to be closed, and
- (b) The basis on which the meeting is to be closed falls under the following:  
s.90 (1) (c) labour relations or other employee relations.

**15. ADJOURNMENT**



## TOWN OF LAKE COWICHAN

Minutes of a Regular meeting of Council

Tuesday, August 27<sup>th</sup>, 2019

**PRESENT:**

Mayor Rod Peters  
Councillor Carolyn Austin  
Councillor Tim McGonigle  
Councillor Kristine Sandhu  
Councillor Lorna Vomacka

**STAFF:**

Joseph A. Fernandez, Chief Administrative Officer  
Roni-Lee Roach, Executive Secretary

**PUBLIC:**

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**1. CALL TO ORDER**

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

**2. AGENDA**

No. R.0115/19

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

**BUSINESS ARISING AND UNFINISHED BUSINESS:**

- (a) Chief Administrative Officer re: Remedial Order for  
Lot 24, Plan 5580 (226 Neva Road);

**REPORTS –STAFF REPORTS**

(c)(ii) Chief Administrative Officer re: Temporary Use  
Permit for 20 North Shore Road - Withdrawn; and

**IN-CAMERA**

Addition of law enforcement matters under s.90 (1) (f),  
*Community Charter*.

CARRIED.

**3. ADOPTION OF MINUTES**

No. R.0116/19

Moved: Councillor McGonigle  
Seconded: Councillor Sandhu  
that the minutes of the Regular Meeting of Council held on July  
23<sup>rd</sup>, 2019 be adopted.

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

No. R.0117/19  
Required Remedial  
Order – Lot 24,  
Plan 5580

**(i)**

Moved: Councillor Sandhu  
Seconded: Councillor Austin  
that the owners of Lot 24, Section 6, Plan 5580 (PID: 005-991-  
633) must apply for a demolition permit immediately for the  
premises at 226 Neva Road together with the requisite fees,  
subject to the following:

- Prior to demolition, the Town must be in receipt of a  
Hazardous Material Declaration completed by a qualified  
professional; and
- The demolition is to occur no later than September 30<sup>th</sup>,

2019 or the Town will without further notice to and at the expense of the Owner award a contract to a qualified contractor to complete the remedial action for the one structure.

CARRIED.

**5. DELEGATIONS AND REPRESENTATIONS**

None.

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

**7. CORRESPONDENCE**

**(a) Action Items**

No. R.0118/19  
Application – Non-Medical Cannabis  
Retail Store License

- (i)** Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that Council for the Town of Lake Cowichan may consider the application for a non-medical cannabis retail store license made by Misty Mountain Cannabis Inc. to be established at 53 North Shore Road, Lake Cowichan, BC subject to the following conditions:

- Public input on the matter;
- Establishment of policy, procedures and guidelines for cannabis retail sales; and
- Consideration of a temporary use permit for a 3 to 5-year term.

CARRIED.

**(b) Information or Consent Items**

No. R.0119/19  
City of North  
Vancouver

- (i)** Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that the correspondence item received from the City of North Vancouver on the request for provincial support for public libraries be received as information.

CARRIED.

**8. REPORTS**

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

No. R.0120/19  
Finance and  
Administration

- (i)** Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that the minutes of the Finance and Administration Committee meeting held on August 13<sup>th</sup>, 2019 be approved with the following:

**1-Fire Department June Incident Report**

that Council approve the Fire Department's incident report for June, 2019 in the total amount of \$9,814.12;

**2-Fire Department July Incident Report**

that Council approve the Fire Department's incident report for July, 2019 in the total amount of \$8,373.60;

**3-Application for Grant Funding - UBCM**

that the Town of Lake Cowichan make application under the Union of BC Municipalities Community Emergency Fund for

\$25,000 for the Lake Cowichan Volunteer Fire Department for a fire burning training module; and

**4-Application for Grant Funding – Forest Co-op**

that that the Town of Lake Cowichan support an application for funding from the Cowichan Lake Community Forest Co-operative for the Lake Cowichan Volunteer Fire Department for a fire burning training module.

CARRIED.

No. R.0121/19  
Public Works and  
Environmental  
Services

(ii)

Moved: Councillor Vomacka  
Seconded: Councillor Austin  
that the minutes of the Public Works and Environmental Services Committee meeting held on August 20<sup>th</sup>, 2019 be approved as presented.

CARRIED.

No. R.0122/19  
Parks, Recreation  
and Culture

(iii)

Moved: Councillor Austin  
Seconded: Councillor McGonigle  
that the minutes of the Parks, Recreation and Culture Committee meeting held on August 20<sup>th</sup>, 2019 be approved with the following:

**1- Saywell Park Use – Hot Rod and Bike Show**

that the Town of Lake Cowichan 75<sup>th</sup> Anniversary Committee be granted approval for use of Saywell Park on September 8<sup>th</sup>, 2019 from 10:30 am to 4:30 pm to host a Hot Rod and Bike Show, subject to the following conditions:

- Parking area to be cordoned off;
- Liability insurance with the Town as an additional insured to be provided; and
- That traffic control measures be implemented.

CARRIED.

Cowichan Lake  
Recreation

(iv)

There was no minutes for the Cowichan Lake Recreation Commission.

Councillor Sandhu asked if the budget for 2019-2020 has been approved. Mayor Peters replied in the affirmative.

Councillor Austin requested that the minutes of the Recreation Commission be forwarded to members of Council for information. Mayor Peters indicated that the Recreation Commission may change its meetings to quarterly.

No. R.0123/19  
Vancouver Island  
Regional Library

(v)

Councillor Vomacka reported that there would be no meetings of the Library Board until September.

No. R.0124/19  
Advisory Planning  
Commission

(vi)

There was no report for the Advisory Planning Commission with meetings to resume again on September 19<sup>th</sup>, 2019.

No. R.0125/19  
Community Forest  
Co-operative

(vii)

Councillor McGonigle reported there was no report for the Community Forest Co-operative as it is still waiting on applications for the grant funding with submissions to be received by September 15<sup>th</sup>, 2019.

Cowichan Valley  
Regional District  
Board

**(b) Other Reports**

**(i)** Councillor McGonigle reported on his attendance at the following:

Community Services Committee meeting

- Regional recreation funding possibilities and discussion to approve in principle Option A that is based on usage;
- With the approval of regional recreation funding, the Town requisition could see an increase of \$37,000 annually; and
- Amendments to the Cowichan Lake Recreation budget will result in an increase in its capital budget.

Regional District Board meeting

- Regional area grants were brought forward;
- Short term borrowing for the North Oyster Fire Hall;
- Gas tax allocations to be decided solely by the regional areas only;
- Inventory of parks and greenspaces and creation of an online app for visitors which may be linked to North Cowichan's biking trail;
- All minutes of Committee and Board meetings to be available online; and
- The next Board Meeting is scheduled for August 28<sup>th</sup>, 2019.

Councillor Sandhu asked what announcements are being posted to social media by the Regional District Chair. Councillor McGonigle reported that it was on funding for salmon restoration.

No. R.0126/19  
Community  
Outreach Team

**(ii)** There was no report for the Community Outreach Team with meetings to resume again in September.

No. R.0127/19  
Our Cowichan

**(iii)** There was no report for Our Cowichan with meetings to resume again in September.

**(c) Staff Reports**

**(i)** The Chief Administrative Officer reported on an application for a temporary use permit for the establishment of a child care facility at Lot A, Plan VIP29793 (87 South Shore Road). The required notices under the *Local Government Act* may be posted and Council may then consider issuing a Temporary Use Permit for a period of three (3) years at its next meeting.

**9. BYLAWS**

No. R.0128/19  
Zoning Amendment  
No. 1024-2019

**(a)** Moved: Councillor Austin  
Seconded: Councillor McGonigle  
that the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1024-2019" be read a first and second time.

CARRIED.

**10. NEW BUSINESS**

No. R.0129/19

**(a)** Moved: Councillor McGonigle

Roof Renewal at 39  
South Shore Road

Seconded: Councillor Vomacka  
that the roof renewal project at 39 South Shore Road be  
awarded to G & G Roofing Limited for a total cost of \$173,460;  
and that the Town and G & G Roofing enter into discussions on  
timelines for completing the project.

CARRIED.

**11. MAYOR'S REPORT**

Mayor Peter's reported that it has a been a busy few months this  
summer and reported on the following:

- New intake for the water pumping station has  
been installed;
- Paper Excellence (Catalyst) will begin pumping  
water from the lake on Thursday, August 28<sup>th</sup>,  
2019;
- Stantec engineers are addressing deficiencies such  
as paving and soda ash system at the water  
treatment plant; and
- 75<sup>th</sup> birthday celebrations were awesome, and the  
organizers did a fantastic job; and
- he was looking forward to the show and shine  
coming up at the Saywell Park on September 8<sup>th</sup>,  
2019.

**12. NOTICES OF MOTION**

**13. QUESTION PERIOD**

**14. IN CAMERA**

No. R.0130/19  
Retire to In-Camera

Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that Council close the meeting to the public to deal with issues  
relating to labor relations or other employee relations, security  
of the property of the municipality, and law enforcement which  
fall under Section 90(1) (c), (d) and (f) of the *Community  
Charter* (6:49 p.m.)

CARRIED.

**16. ADJOURNMENT**

No. R.0131/19  
Arise/Report from  
In-Camera

Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that Council adjourn with no report (7.52 p.m.)

CARRIED.

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

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

\_\_\_\_\_  
Mayor

## Joseph Fernandez

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**From:** Coralie Breen <Coralie.Breen@cvrd.bc.ca>  
**Sent:** September 13, 2019 10:40 AM  
**To:** Rob Conway; danica@duncan.ca; jbelobaba@ladysmith.ca; Joseph Fernandez; Chris Hutton  
**Cc:** Mike Tippet  
**Subject:** Housing Needs Report - Notice of CVRD Invitation to Munis Mayor and Council forthcoming

Good morning Colleagues,

Local governments in BC are required by legislation to complete housing needs reports by April 2022 and every five years thereafter. A funding opportunity through the Union of BC Municipalities exists to cover costs associated with the project. Applications with Council and Board Resolutions indicating support for the proposed projects are due by November 29, 2019. One combined application for Cowichan Valley Regional District (CVRD) electoral areas and incorporated areas could offer potential benefits and efficiencies.

At its September 11, 2019 meeting ***the CVRD Board resolved to invite*** the City of Duncan, Town of Ladysmith, Town of Lake Cowichan and Municipality of North Cowichan Councils requesting support, in the form of a resolution, for the Cowichan Valley Regional District to apply for, receive and manage the grant funding on their behalf and to prepare a Regional Housing Needs Report on behalf of electoral areas and municipalities within the region. A letter to respective Mayors and Council will be emailed shortly, 2019.

This coordinated approach is recommended on behalf of CVRD electoral and incorporated areas to maximize benefits and efficiencies, including consistent data collection to inform Official Community Plans. Background information on the Housing Needs Report can be found here: <https://cvrd.primegov.com/portal/#/> (September 4, 2019 Electoral Area Services Committee meeting Staff Report R6).

Please convey your resolution and/or any queries to Coralie Breen, Senior Planner – Strategic Initiatives at [coralie.breen@cvrd.bc.ca](mailto:coralie.breen@cvrd.bc.ca) or 250-746-2526 by October 15, 2019. Following receipt of your resolution, CVRD staff will report back to the Board to obtain overall direction prior to submission of the grant application. A joint request for proposals (RFP) will be co-developed by all participants.

If you have any questions, please contact myself. Note I am away from September 30 – October 14<sup>th</sup> inclusive.

Have a great weekend!

Coralie

Coralie Breen, PhD, RPP, MCIP  
Senior Planner – Strategic Initiatives  
Land Use Services Department  
Cowichan Valley Regional District  
175 Ingram Street, Duncan, BC V9L 1N8  
Tel: 250.746.2625 Toll Free 1.800.665.3955 Fax: 250.746.2543





## TOWN OF LAKE COWICHAN

Minutes of Finance & Administration Committee

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

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

STAFF: Joseph Fernandez, Chief Administrative Officer  
Roni-Lee Roach, Executive Secretary

PUBLIC: 5

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

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

### 2. **AGENDA**

No. FA.0051/19

Moved: Mayor Peters

Seconded: Councillor Sandhu

that the agenda be approved with the following additions under:

#### **Business Arising and Unfinished Business**

(c) Mayor Peters re: E-mail on Water Treatment Plant; and

#### **Reports**

(b) Addition of Building Inspector's Report for August, 2019.

CARRIED.

### 3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

#### **Ongoing Items Still Being Addressed:**

- (a) The Chief Administrative Officer reported on the process of getting the contract signed for the roofing project with some minor issues being addressed with electrical services being relocated by BK Electric and the need for lowering the fire siren tower. He further reported that a qualified carpenter will undertake the construction of a hub for the siren.

- (b) The Chief Administrative Officer reported that the public input process regarding retail cannabis was underway with a deadline of September 30th for the survey to be submitted.

The Chief Administrative Officer further advised that he has corresponded with Kerry Marshall, Senior Licensing Analyst, Liquor and Cannabis Regulation Branch on the application and on the process outlined by Council at its meeting of August 27th, 2019.

- (c) The Mayor requested that the matter of the water treatment plant remain on the agenda until the project is completed. He stated that Stantec was to submit a report last Friday, August 30<sup>th</sup>, 2019.

### 4. **DELEGATIONS AND REPRESENTATIONS**

- (a) Peter and Dorothy Shaw were on hand to request the Town's support for them being granted a right-of-way over a 30 foot wide strip of Town property running the length of the property along Point Ideal Drive. Mr. Shaw shared his proposal for the development of 30 units on property described as Lots 1 and 2, Plan VIP5980 (Fern Road) and which would require a relaxation of the required setbacks.

The Committee directed Mr. Shaw to work with staff on his development proposal.

### 5. **CORRESPONDENCE**

None.

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

**7. REPORTS**

- (a) The Financial Report for the period ending August 31<sup>st</sup>, 2019 was treated as information.

Councillor Vomacka requested clarification of the budgeted park capital expenditures. The Chief Administrative Officer advised that grants must still be budgeted for in the fiscal year. Councillor McGonigle advised that the Job Creation Programme funding has yet to be applied for.

Mayor Peters expressed concern over the Education Centre revenues being down from the previous year. Councillor Sandhu requested that a report be submitted for the next meeting on this matter. Mayor Peters further spoke on the potential of having an assessment undertaken to review use options and potential upgrades requirements for the Centre. Councillor McGonigle stated that this should be done in conjunction with staff, as well as, the need for an updated business plan prepared on the combined facilities of Education Centre and Lakeview Park.

- (b) The Building Inspector's reports for July and August, 2019 were treated as information.

- (c) The Bylaw Officer's report for August, 2019 was treated as information.

The Committee discussed the nuisance property at 95 North Shore Road and were advised that the tenant(s) had moved out of the basement and that an inspection by the Building Inspector and the Fire Department may be required.

- (d) The staff report on the matter of Cannabis retail stores was treated as information and the Chief Administrative Officer recommended a policy as it allowed for greater flexibility.

The Committee compared retail sales versus medical sales and requested that other similar communities be looked at for their policies and guidelines. District of Sooke, City of Duncan, North Cowichan and Cumberland were cited as examples.

The matter will be brought forward to the next meeting for discussion.

**8. NEW BUSINESS**

None.

**9. NOTICES OF MOTION**

None.

**10. PUBLIC RELATIONS ITEMS**

- (a) Councillor Austin advised that Councillor Sandhu and herself would be going on a watershed tour hosted by Mosaic which would include Cottonwood and Widow Creek.

Councillor Vomacka stated that the Hot Rod Show in association with A&W and Vancouver Island Motor Sport Circuit is scheduled at Saywell Park on September 8th, 2019.

**11. MEDIA/PUBLIC QUESTION PERIOD**

**12. IN-CAMERA**

None.

**13. ADJOURNMENT**

No. FA.0052/19  
Adjournment

Moved: Mayor Peters  
Seconded: Councillor Vomacka  
that the meeting be adjourned. (6:42 p.m.)

CARRIED.

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

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

\_\_\_\_\_  
Chair



## TOWN OF LAKE COWICHAN

Minutes of Public Works and Environmental Services Committee held on  
*Tuesday, September 10<sup>th</sup>, 2019*

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

STAFF: Joseph Fernandez, Chief Administrative Officer  
Kam So, Superintendent, Public Works and Engineering Services  
Dalton Smith, Manager, Cowichan Lake Education Centre  
Ronnie Gill, Director of Finance  
Roni-Lee Roach, Executive Secretary

PUBLIC: 2

**1. CALL TO ORDER**

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

**2. AGENDA**

No. PW.024/19  
Agenda

Moved: Councillor Austin

Seconded: Mayor Peters

that the agenda be approved with the following additions under:

**Delegation**

(a) Introduction of newly hired Kam So, Superintendent, Public Works and Engineering Services;

**Correspondence**

(a) Paper Excellence re: Weekly Update.

CARRIED.

**3. BUSINESS ARISING AND UNFINISHED BUSINESS**

(a)

(i)

The Committee reviewed the staff report on the update on deficiencies at the water treatment plant which included soda ash system and paving. The Chief Administrative Officer clarified that the project holdbacks will address most of the deficiencies. The costs of the acquisition of the soda ash system is not covered.

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

(i)

The Chief Administrative Officer reported that there was still an issue with leaks in the system at the Education Centre.

The Manager reported that the Centre was still continuing to pump from the Cowichan Lake as permits were still not received from the Ministry of Environment and testing for the leak would be delayed as user groups were still accessing the centre. He further reported that a small building will be constructed to protect the wellhead from damage or vandalism.

(ii)

Councillor Austin spoke on the beach access signage and trail signage at Hammond Road to direct hikers to the trailhead.

The Chief Administrative Officer responded that staff would look at the access signage at Point Ideal Drive and the trail.

Councillor McGonigle stated the trail signage may be addressed with the Cowichan Valley Regional District and he would have a discussion with the Parks Manager and report back.

Mayor Peters asked that consideration be given to signs on the river for speed.

- (iii) The Committee briefly discussed the matter of in vessel composting system.

Councillor McGonigle shared his view that the matter should be looked at with collaboration with Electoral Areas "F" and "I" and that all avenues such as subregional, regional and municipal options be considered prior to budget.

**4. DELEGATIONS**

- (a) Kam So introduced himself as the newly hired Superintendent, Public Works and Engineering Services.

The Committee members welcomed him and looked forward to his contribution to the community.

**5. CORRESPONDENCE**

- (a) The Chair read aloud the weekly update received from Brian Houle, Paper Excellence on the following:
- 14 pumps began pumping on August 29<sup>th</sup>, 2019 at 4.5 cm per second;
  - the boat lock was shutdown until repairs were undertaken to address some safety concerns;
  - the pumping will continue until water levels in lake are sustained;
  - the risk to lampreys, a species at risk, was minimal;
  - residential well pumps were being affected; and
  - climate change was the root cause of less water in the lake and river.

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

The matter of the right turn only at Darnell Road onto Cowichan Lake Road was raised and discussed.

**7. REPORTS**

- (a) The Committee reviewed the staff report on the matter of the Town's siphon system and pump station which included an update on monitoring the air bubbles on the syphon.

**8. NEW BUSINESS**

None.

**9. NOTICES OF MOTION**

None.

**10. PUBLIC RELATIONS ITEMS**

- Councillor Austin advised that the Lake to Lake Walk would be held on Saturday, September 14<sup>th</sup>, 2019;
- Attendance of Councillors Austin and Sandhu on a watershed tour hosted by Mosaic (formerly Timberwest Forest);
- Councillor McGonigle reported that Teal Jones would be

containing its involvement with the tree farm license which will affect an approximate 200 people and subsequent spinoff to the community; and

- Mayor Peters reported on his attendance at the Hot Rod and Bike Show N' Shine held September 8<sup>th</sup>, 2019 with 92 vehicles in attendance.

**11. QUESTION PERIOD**

**12. ADJOURNMENT**

No. PW.025/19  
Adjournment

Moved: Councillor McGonigle  
Seconded: Mayor Peters  
that this meeting be adjourned. (6:33 p.m.)

CARRIED.

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

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

\_\_\_\_\_  
Chair



## **TOWN OF LAKE COWICHAN**

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

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

**STAFF:** Joseph Fernandez, Chief Administrative Officer  
Kam So, Superintendant, Public Works and Engineering Services  
Dalton Smith, Manager, Cowichan Lake Education Centre  
Ronnie Gill, Director of Finance  
Roni-Lee Roach, Executive Secretary

**PUBLIC:** 2

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

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

### **2. AGENDA**

No. PR.0029/19  
Agenda

Moved: Councillor Vomacka

Seconded: Mayor Peters

that the agenda be approved with the following additions under:

#### **Business Arising and Unfinished Business**

(a)(ii) Councillor Austin re: Jet skis on Cowichan River;

#### **New Business**

(c) Councillor Austin re: Lakeview Park;

(d) Councillor Austin re: Trans Canada Trail Signage;

(e) Councillor Austin re: Gates at Centennial Park;

(f) Chief Administrative Officer re: Lake Cowichan First Nation  
Protocol Agreement; and

(g) Chief Administrative Office re: Management Agreement with  
Lake Cowichan First Nation for its future campsite.

CARRIED.

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

- (i)** Mayor Peters stated he would get in contact with one of the fathers of the youths who requested improvements to Stone Park.

The Chief Administrative Officer advised that some of the improvements can be addressed shortly while the remaining bigger items would have to be budgeted in 2020.

- (ii)** The Chair spoke on the need for signage advising of no jet skis on the Cowichan River.

The Committee directed staff to write a letter to Transport Canada with a copy to Paper Excellence on the matter.

Mayor Peters will be meeting with Paper Excellence on September 29<sup>th</sup>, 2019 so he will bring this matter forward.

**(b) Ongoing Items:**

- (i)** The Chief Administrative Officer reported that he had previously spoken to Associated Engineering on the matter of a riverfront walkway and trail connection, similar to the waterfront walkway on North Shore Road.
- (ii)** The Chair asked that the access to Cowichan River at Prospect Avenue remain on the agenda as she has spoken with three of the property owners already and still needed to speak to others.

**4. DELEGATIONS AND REPRESENTATIONS**

- (a)** None.

**5. CORRESPONDENCE**

None.

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

None.

**7. REPORTS**

- (a)** None.

**8. NEW BUSINESS**

- (a)** Mayor Peters spoke on the matter of the utilization of the Education Centre for winter programming for Vancouver Island University (VIU) eco-watershed and community forests programmes. The Manager advised that the Centre is already being utilized by the University of Victoria (UVIC), University of British Columbia (UBC) and Simon Fraser University (SFU) on a short and long term basis.
- (b)** The Chair shared her view that the Town's 75<sup>th</sup> anniversary organizers did a wonderful job on the Hot Rod and Bike show that was held on September 8<sup>th</sup>, 2019.
- (c)** The Manager of the Education Centre spoke on the potential collaboration with the Lake Cowichan First Nation to construct a campground adjacent to the lands of the Education Centre and Lakeview Park. He spoke on the discussions that have been had to explore the expansion of the location of campsite on the lands being transferred to the Lake Cowichan First Nation.  
  
Councillor McGonigle expressed his view that a customer satisfaction survey should be made available online for users of Lakeview Park to ascertain the additional needs from the users of the current facility.  
  
The Manager stated that some of the improvements for consideration may be bigger sites, provision of WIFI, provision of sewer utilities.
- (d)** The matter of the Trans Canada Trail signage will be referred to the next meeting to allow Councillor McGonigle to speak with the Cowichan Valley Regional District on the matter.
- (e)** The Committee discussed the feasibility of leaving the gates to Centennial park open now that ball season is completed. The Canadian geese excrement has become a real concern as it is



causing damaging to the field.

No. PR.0030/19  
Access Gate to  
Centennial  
Park

Moved: Councillor McGonigle  
Seconded: Mayor Peters  
that staff be directed to determine the feasibility of leaving  
Centennial Park ungated during the winter months.

CARRIED.

- (f) The Committee was advised that the protocol agreement between the Town and the Lake Cowichan First Nation will require renewal. The Chief Administrative Officer advised that the agreement would require some updates as there are a number of new infrastructures needs that require addressing.

Council will determine a suitable date and time for the parties to meet.

- (g) The matter of an agreement with Lake Cowichan First Nation for a future campsite was discussed earlier in the meeting.

A meeting with Town officials, Electoral "I" and "F" and Lake Cowichan First Nation (LIFT) will be held on October 19<sup>th</sup>, 2019 at the Cowichan Motorsports. Councillor Austin advised that she would not be able to attend.

**9. NOTICES OF MOTION**

**10. PUBLIC RELATIONS ITEMS**

Councillor Vomacka reported that the Cowichan Lake District Chamber of Commerce Santa Parade would be held on November 24<sup>th</sup>, 2019 with the parade procession going to the Centennial Hall for activities and events.

**11. QUESTION PERIOD**

**12. ADJOURNMENT**

No. PR.0031/19  
Adjournment

Moved: Councillor Vomacka  
Seconded: Mayor Peters  
that that the meeting be adjourned. (7:15 p.m.)

CARRIED.

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

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

\_\_\_\_\_  
Chair

# Staff Report



**Date:** September 9, 2019  
**To:** Joseph Fernandez, CAO  
**From:** James van Hemert, Consulting planner  
**Re:** Application for a Temporary Use Permit to operate a daycare at 87 South Shore Road

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## REVIEW & ANALYSIS:

### Permitted Use

The subject property is zoned C3- Lakefront & Riverfront Commercial. A daycare is not a permitted use. As an alternative to rezoning, Section 2.5 of the Town's Zoning Bylaw provides for a Temporary Use Permit in commercial zones:

#### TEMPORARY USES

2.5 The Town of Lake Cowichan Council may designate areas within the Town for the issuance of temporary use permits and may issue such permits in all commercial, industrial and water recreation zones. Applications for temporary use permits must follow the process outlined in section 921 (now 493) of the *Local Government Act*.

Division 8-- Temporary Use Permits--of the *Local Government Act* provides that a local government may issue a temporary use permit for a use not otherwise permitted by the zoning bylaw, may specify conditions under which the temporary use may be carried on, and may regulate the construction of buildings and structures in respect to the use. A permit may be issued for a period of three years and is renewable once, for an additional three years.

### Off-street Parking & Loading

Off street parking requirements of the Zoning Bylaw are 2 per 100 m<sup>2</sup> gross floor area. This is an older building that predates the Zoning Bylaw with only one or two off street parking spaces in the rear. Use changes generally are supported by Town policy for such older buildings without requiring off street parking.

There is no drop-off / pick-up zone (loading zone) on site and no designated area on the street. Currently, the only available space is the use of any vacant on-street parking space in front of the block at 87 / 89 South Shore Drive. This area can accommodate only 4 or 5 cars and serves 5 business locations. During busy times this area may be full.

A designated loading area would enhance the safety of parents and their children. A loading space could be designated nearby on the street at no. 75 South Shore Road, a

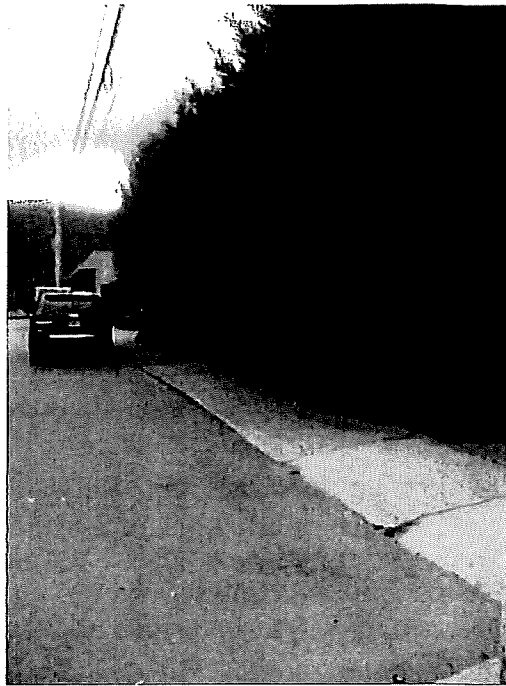
c:\users\joseph.lakecowichan\appdata\local\microsoft\windows\inetcache\content.outlook\ojvfwqjr\daycare 89 south shore road  
basement.docx


## RECOMMENDATION:

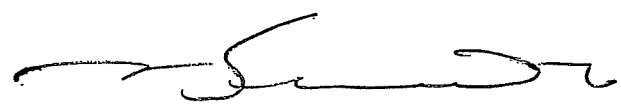
Approval of a Temporary Use Permit for three years subject to the following conditions:

### Conditions of use:

- 1) Use of a designated crosswalk on South Shore Road to access playground across the street
- 2) Full time accompaniment of children by a day care worker for all crossings to the playground
- 3) Dedicated drop-off and pick-up spot (loading zone) on street adjacent to no. 75 South Shore Road (see photo of the spot in this report). Requires signage and loading area painting.
- 4) Meet all building safety and fire code standards as set forth in the BC Building Code and BC Fire Code



  
James van Hemert  
Consulting planner

  
Reviewed by CAO



# Memo

**TO:** Chief Administrative Officer

**FROM:** Director of Finance

**DATE:** September 13, 2019

**SUBJECT:** 61 King George Street N. – Cowichan Lake Senior Citizens Housing Society

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A permissive tax exemption application has been received from Cowichan Lake Senior Citizens Housing Society located at 61 King George Street North.

The applicant states that:

*"The tax exemption sought is pursuant to the Community Charter; Section 224 (2) (a) land or improvements that are (1) owned or held by a charitable, philanthropic or other not for profit corporation, and Section 225 Partnering, heritage riparian and other special exemption authority".*

*"....the manor allows use of the foreshore and gazebo area located on the property. In particular, canoes and boats may tie up along the foreshore of the property located along the heritage Cowichan River and **visitors of residents** do use the gazebo area that was recently constructed for the purpose of a gathering place".*

As Council is keen to provide more public access to the water and foreshore for the residents and visitors, this location may be ideal for this purpose. However for tax exemption the areas would have to be open to the public not just visitors of residents.

Bylaw 1026-2019 has been prepared and will exempt the gazebo and a portion of the land that would be available for public use through a permissive tax exemption. The land use agreement will need to be executed with the Society. With appropriate signage this location would be a welcome addition to the public for access to the Cowichan River.

Bylaw 1026-2019 is on the agenda for Council consideration.

Ronnie Gill, CPA, CGA

**TOWN OF LAKE COWICHAN**

**PERMISSIVE TAX EXEMPTION BYLAW NO. 1025-2019**

**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** such exemptions may also be granted to properties used in relation to those already exempted for buildings used for public worship under Section 220(1) (h), which meets the qualifications as prescribed below:

- 224 (2) (f)
- (i) an area of land surrounding the exempt building,
  - (iii) a hall that the council considers is necessary to the exempt building and the land on which the hall stands, and
  - (iii) an area of land surrounding a hall that is exempt under subparagraph (ii);

**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 Tax Exemption for Not-for-Profit and Places of Worship Properties Bylaw No. 1025-2019".
2. All properties owned by a public authority and occupied by Not-for-Profit entities are listed under Schedule 'A' and are hereby exempted from taxation for the calendar years 2020 to 2024, inclusive.
3. All properties that receive statutory tax exemptions and are eligible for additional exemptions for ancillary properties surrounding the places of public worship are listed under Schedule 'B' and are hereby also exempted from taxation for the calendar years 2020 to 2024, inclusive
4. Schedules 'A' and 'B' are attached hereto and form part of this bylaw.
5. That upon adoption of this bylaw prior to October 31 the properties listed in Schedules 'A' and 'B' shall be effectively exempt from taxation for the period as provided for in this bylaw.

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

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

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

RECONSIDERED, FINALLY PASSED AND ADOPTED on the \_\_\_<sup>th</sup> day of October, 2019.

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

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

**Schedule "A"**

**Not-For-Profit Entities**

**Attached to and forming part of Bylaw No. 1025-2019**

Folio	Address	Occupied By	Legal Description	PID
909006	131 Oak Lane	Cowichan Lake Lions Club	66 x 765.77 road allowance lying to the east of PL 15590 "Beadnell Hatchery"	N/A (Road)
59002	125 A & B South Shore Rd.	Kaatza Historical Society	Lot 1, Blcck 3, DL 12, Plan 31221, Except Plan PLR2121	001-170-317
165007	55 Coronation St.	Cowichan Lake District Seniors' Assoc.	Lot B, DL 12, Plan 31221, except Plan 38015	000-272-248
1229103	Abandoned rail corridor	Island Corridor Foundation	DL 16, that part outlined in red on PL attached to DD 27585 containing 3.237 ac more or less. Except Lease GCMK 075-0001 (BC Tel)	014-945-134
1229104	Abandoned rail corridor	Island Corridor Foundation	DL 16, that part outlined in red on PL attached to DD 27585 containing 3.237 ac more or less. Except Lease GCMK 075-0001 (BC Tel)	014-945-134

**Schedule "B"**

**Places of Worship**

**Attached to and forming part of Bylaw No. 1025-2019**

Folio	Address	Description	Legal Description	PID
1002	62 Fern Rd.	Bishop of Victoria Catholic Church	Lot A, DL 7, Plan VIP 77475	009-021-366
134001	70 Cowichan Ave.	Anglican Church	Lot 7 & 8, Block 9, DL 12, Plan 1231	007-657-587 007-657-609
153000	10 King George St. N.	Pentecostal Assemblies of Canada Pentecostal Church	Lot A, DL 12, Plan VIP74009	025-450-581
469015	9 Boundary Road	Lake Cowichan Khalsa Diwan Society Sikh Temple	Lot A & B, DL 48, Plan 13114	004-717-589 004-717-597
469050	93 Cowichan Ave. E.	Lake Cowichan Khalsa Diwan Society Sikh Temple Lot	Lot 12, DL 48, Plan VIP55193	017-953-642

**TOWN OF LAKE COWICHAN**

**BYLAW NO. 1026-2019**

**WHEREAS** Section 225 of the *Community Charter* permits Council, by by-law, to exempt from taxation property providing a municipal service under a partnering agreement for tax exemption;

**AND WHEREAS** the Town of Lake Cowichan has entered into a lease with Cowichan Lake Senior Citizens Housing Society Inc. No. S-00114687 for the use of a portion of its property for recreational and park purposes;

**AND WHEREAS** the Town of Lake Cowichan deems it expedient and useful to exempt that portion of the property used for public recreational purposes 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 Tax Exemption for Cowichan Lake Senior Citizens Housing Society Inc. No. S-0014687 Bylaw No. 1026-2019".
2. A portion of the property located at 61 King George Street North owned by Cowichan Lake Senior Citizens Housing Society Inc. No. S-0014687 as shown on Schedule "A" and described as:  
  
Roll No. 175.000 Lot 1, District Lot 12, Plan 33840, PID 000-260-452  
  
is hereby exempted from taxation on 25% of its land assessment for the calendar years 2020 to 2022, inclusive.
3. Schedule "A" is attached hereto and forms part of this bylaw.
4. That upon adoption of this bylaw prior to October 31 the property located at 61 King George Street N., and shown on Schedule "A", shall be effectively exempt from taxation for the period as provided for in this bylaw.

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

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

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

RECONSIDERED, FINALLY PASSED AND ADOPTED on the \_\_\_<sup>th</sup> day of October, 2019.

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

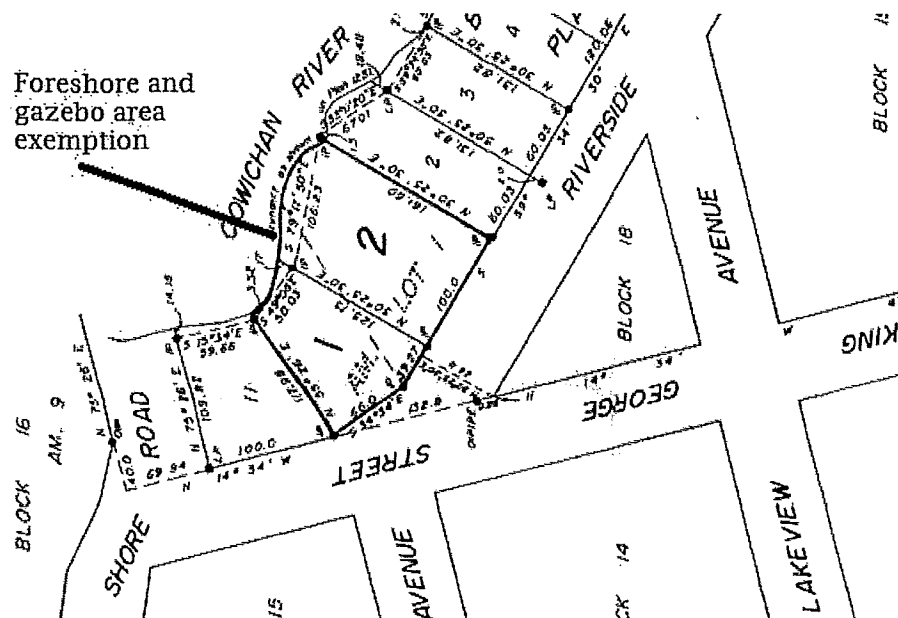
\_\_\_\_\_  
Joseph A. Fernandez  
Corporate Officer





SCHEDULE "A"

(Attached to and Forming Part of Bylaw 1026-2019)



**TOWN OF LAKE COWICHAN**  
**OFFICIAL COMMUNITY PLAN AMENDMENT**  
**Bylaw No. 1027-2019**

**A Bylaw to Amend the Official Community Plan Bylaw.**

WHEREAS Section 476 of the *Local Government Act* provides that a local government may adopt and amend one or more official community plans to guide decisions on planning and land use management;

**AND WHEREAS** references were made in Bylaw 1022-2019 to previous sections of the *Local Government Act* that have been repealed;

**AND WHEREAS** the Council of the Town of Lake Cowichan deems it necessary to amend Bylaw 1022-2019 to allow for changes with respect to land use and zoning requirements;

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

1. **TITLE**

This bylaw may be cited for all purposes as the "Town of Lake Cowichan Official Community Plan Amendment Bylaw No. 1027-2016".

2. **AMENDMENTS**

The Official Community Plan Bylaw, cited as the "Town of Lake Cowichan Community Plan Bylaw No. 1022-2019" is hereby amended with references correctly reflecting the new sections of the *Local Government Act*; and

A revision is made to Map 1 and specifically for Lot 15, Section 6, Renfrew District, Plan VIP8069 (149 Neva Road), as shown in Schedule A attached to and forming part of this bylaw.

3. **FORCE AND EFFECT**

That upon adoption of this bylaw, Bylaw No. 1022-2019 being the "Town of Lake Cowichan Official Community Plan Bylaw No. 1022-2019" shall hereby be amended and take effect with the amendment hereto attached.

READ THE FIRST TIME on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

READ THE SECOND TIME on the \_\_\_\_\_ of \_\_\_\_\_, 2019.

PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

READ THE THIRD TIME on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

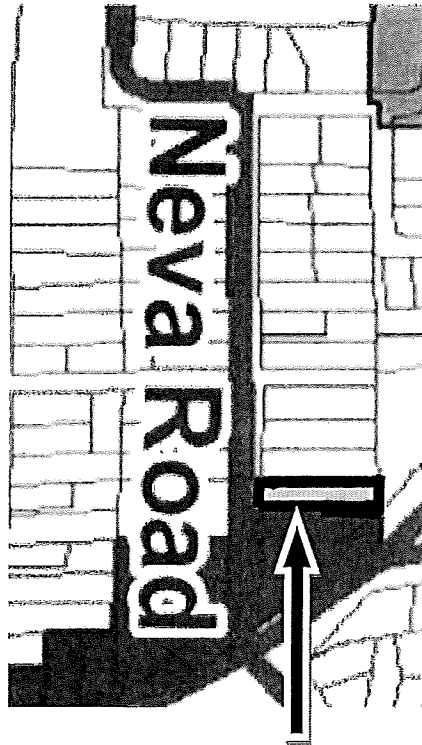
\_\_\_\_\_  
Rod Peters  
Mayor

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



SCHEDULE "A"

Attached to and Forming Bylaw No. 1027-2019



Land Use Designation

Change from  
Highway Commercial  
To  
Urban Neighbourhood

**TOWN OF LAKE COWICHAN**

**BYLAW NO. 1028-2018**

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

**WHEREAS** the Local Government Act authorizes a local government to enact bylaws, pursuant to Section 903 which would designate different zones pertaining to land use and development of the Town of Lake Cowichan;

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

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

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

**1. TITLE**

This bylaw may be cited for all purposes as the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1016-2018".

**2. AMENDMENTS**

- 1) Schedule "A" to Zoning Bylaw No. 935-2013 is amended by rezoning a property from Public Use (P-1) to Limited Commercial and Residential Use (C-1-B), which is outlined in heavy black ink and identified on Schedule "A" to this Bylaw and legally described as:

Lot 15, VIP8069 – PID 005-641-837.

**3. FORCE AND EFFECT**

That upon adoption the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1028-2019", the "Town of Lake Cowichan Zoning Bylaw No. 935-2013" shall hereby be amended and take effect with the amendment hereto attached.

READ A FIRST TIME on the \_\_\_\_\_ day of \_\_\_\_\_ 2019.

READ A SECOND TIME on the \_\_\_\_\_ day of \_\_\_\_\_ 2019.

PUBLIC HEARING held on the \_\_\_\_\_ day of \_\_\_\_\_ 2019.



READ A THIRD TIME held on the \_\_\_\_\_ day of \_\_\_\_\_ 2019.

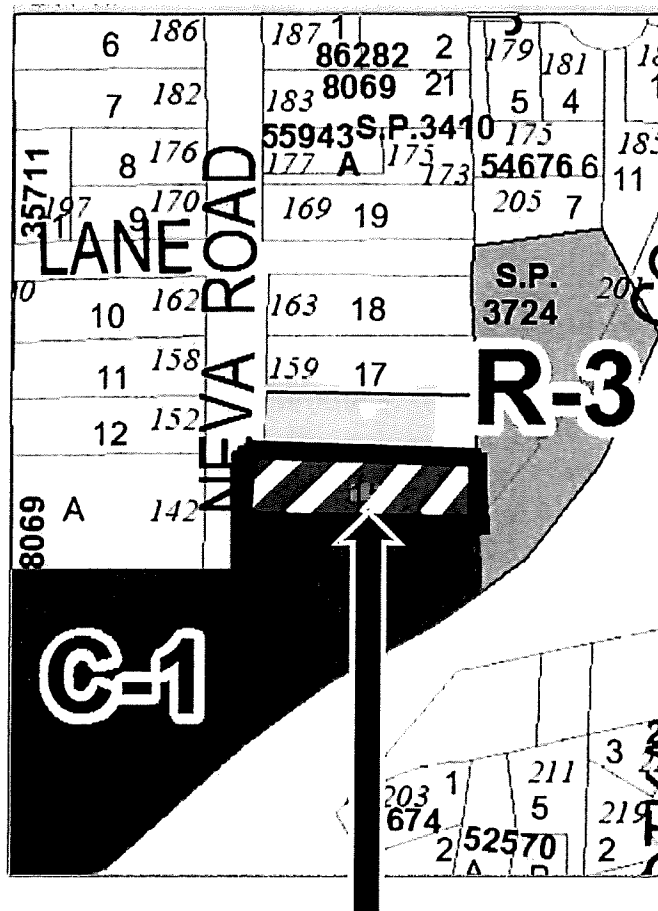
RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the \_\_\_\_\_ day of \_\_\_\_\_ 2019.

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

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

SCHEDULE "A"

Attached to and Forming Bylaw No. 1028-2019



Rezone from Public (P-1) Use to  
Limited Commercial and Residential  
(C-1-B) Use

# Memo



**TO:** Council

**SUBJECT:** Water Treatment Plant Update

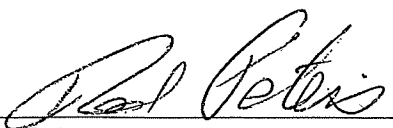
**DATE:** September 11, 2019

**FROM:** Mayor Peters

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1. Paving starts October 2<sup>nd</sup>, 2019. The expected completion date is October 8<sup>th</sup>, 2019.
2. Trittech will be on site September 19<sup>th</sup>, 2019 to deal with the deficiencies.
3. Shaun Swarbrick, P. Eng. will deal with the crane way for the sand and salt filtering system. A representative from Island Health will also be on site with Shaun.
4. Shaun would like to have Corey Makortoff and the Public Works staff on site for training.
5. The Soda Ash Velodine machine is being shipped October 8<sup>th</sup>, 2019. The expected arrival date is October 14<sup>th</sup>, 2019. Shaun is currently looking for a firm to install the equipment as Trittech is too expensive.

Based on my discussion with Shaun the Water Treatment Plant should be functioning by the end of October.

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

