



TOWN OF LAKE COWICHAN

Regular Meeting of Council

Tuesday, November 26th, 2019 at 6:00 p.m. – Council Chambers

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 October 22nd, 2019.

3

4. BUSINESS ARISING AND UNFINISHED BUSINESS

5. DELEGATIONS AND REPRESENTATIONS

(a) Mike Wright, Community Health Officer re: Quarterly Report and Introduction of new Unit Chief.

6. VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA – (maximum 3 minutes per speaker and maximum time allotted 15 minutes)

7. CORRESPONDENCE

(a) Action Items

(i) 1st Lake Cowichan Scouts re: Request for Funding to Purchase First Aid Kits.

9

(ii) Vancouver Island Regional Library re: Appointment to the 2020 Vancouver Island Regional Library Board.

11

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

(i) City of Victoria re: Consideration of Resolutions for Union of BC Municipalities

13

(ii) The Truck Loggers Association re: Western Forest Products and United Steelworkers Strike.

15

8. REPORTS

(a) Council and Committee Reports

(i) Finance & Administration
• November 12th, 2019.

Councillor McGonigle

16

(ii) Public Works & Environmental Services
• November 19th, 2019.

Councillor Vomacka

19

(iii) Parks, Recreation & Culture
• November 19th, 2019.

Councillor Austin

21

(iv) Cowichan Lake Recreation Commission

Mayor Peters

- | | | |
|-------|------------------------------|----------------------|
| (v) | V.I.R.L. | Councillor Vomacka |
| (vi) | Advisory Planning Commission | Councillor Austin |
| (vii) | Community Forest Co-op | Councillor McGonigle |

(b) **Other Reports**

- (i) Cowichan Valley Regional District Board Meeting – Councillor McGonigle
- (ii) Community Outreach Team Committee - Councillor Austin
- (iii) Our Cowichan - Councillor Sandhu
- (iv) LIFT meeting – Mayor Peters
- (v) Cowichan Watershed Board – Councillor Sandhu

(c) **Staff Reports**

- (i) CAO re: Closure of Municipal Facilities for an Additional day over the Christmas Holidays.

23

9. **BYLAWS**10. **NEW BUSINESS**

- (a) Elk fencing and responsibility of Ministry of Transportation and Infrastructure.
- (b) Council Approval Required for Signage Application – Forest Fire Danger Rating at Fire Hall.
- (c) Municipal Office and Works Yard Hours for Christmas Holidays.
- (d) Notice of Regular Meeting Dates for 2020.

24

26

27

11. **MAYOR'S REPORT**12. **NOTICES OF MOTION**13. **QUESTION PERIOD** (maximum 3 minutes per speaker and maximum time allotted 15 minutes)
- Limited to items on the agenda14. **IN CAMERA**15. **ADJOURNMENT**



TOWN OF LAKE COWICHAN
Minutes of a Regular meeting of Council
Tuesday, October 22nd, 2019

PRESENT:

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

STAFF:

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

PUBLIC:

2

1. CALL TO ORDER

Mayor Peters called the meeting to order at 6:07 p.m.

2. AGENDA

No. R.0136/19

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

REPORTS –OTHER REPORTS

(b)(vi) Councillor Vomacka re: Union of BC Municipalities Convention report; and

NOTICES OF MOTION

(a) Mayor Peters re: 1st Lake Cowichan Scouts request for funding.
CARRIED.

3. ADOPTION OF MINUTES

No. R.0137/19

Moved: Councillor McGonigle
Seconded: Councillor Sandhu
that the minutes of the Regular Meeting of Council held on September 17th, 2019 be adopted.
CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

No. R.0138/19
Grant Application –
Housing Needs

(a) Moved: Councillor Vomacka
Seconded: Councillor McGonigle
that Council support the Cowichan Valley Regional District's effort to make a joint application on a regional housing needs report and to manage the grant funding from the Union of BC Municipalities on behalf of the Town of Lake Cowichan and that the Town would be included in the project.
CARRIED.

5. DELEGATIONS AND REPRESENTATIONS

(a) Mayor Peters expressed his privilege of presenting Doug Knott with a certificate that recognized his 40 years of exemplary service as a member of the Lake Cowichan Fire Department.

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

7. CORRESPONDENCE

(a) Action Items:

None.

(b) Information or Consent Items

No. R.0139/19
Hot Rod N' Bike Show
and Shine

- (i)** Moved: Councillor McGonigle
Seconded: Councillor Austin
that the correspondence item from the Town of Lake Cowichan 75th
Anniversary Committee regarding the Hot Rod N' Bike Show and Shine
be received and filed.

CARRIED.

No. R.0140/19
Youth Parliament

- (ii)** Moved: Councillor McGonigle
Seconded: Councillor Austin
that Council approve the participation of Ella Douglas from Lake
Cowichan School in the British Columbia Youth Parliament, 91st
Parliament programme from December 27th to 31st, 2019 in Victoria,
BC with the registration costs of \$399 to be allocated from the grant-
in-aid budget.

CARRIED.

No. R.0141/19
National Child Day
Event

- (iii)** Moved: Councillor Vomacka
Seconded: Councillor Austin
that the correspondence item from Mary Dolan, Leadership Team,
Children and Family Council regarding the National Child Day Event be
received and filed.

CARRIED.

8. REPORTS

(a) Council and other Committee Reports

No. R.0142/19
Finance and
Administration

- (i)** Moved: Councillor McGonigle
Seconded: Councillor Sandhu
that the minutes of the Finance and Administration Committee
meeting held on October 8th, 2019 be approved with the following:

1- Fire Department - Incident Report

that Council approve the Lake Cowichan Fire Department's incident
report for August 2019 in the total amount of \$9,118.48;

2- Policy – Cannabis Retail Sales in Lake Cowichan

that staff be directed to draft a policy to address the retail sales of
cannabis in Lake Cowichan through the use of Temporary Use Permit
(TUP) application process which may include limitations on the
number of site-specific locations for the retail stores; and

3- Re-imbursement of UBCM Costs and Policy Creation

that Councillor Sandhu be reimbursed in the amount of \$94.50 for
Union of BC Municipalities convention costs; and
that a process be adopted for bookings for future conference
attendances.

CARRIED.

No. R.0143/19
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 October 15th, 2019 be approved with the
following:

1- Soda Ash System Installation Contract

that Council approve the contract for the soda ash system installation
at the Water Treatment Plant for award to Archie Johnstone Plumbing
in the amount of \$115,614 plus taxes.

CARRIED.

No. R.0144/19
Parks, Recreation and
Culture

- (iii) Moved: Councillor Austin
Seconded: Councillor Vomacka
that the minutes of the Parks, Recreation and Culture Committee meeting held on October 15th, 2019 be approved, as amended, with the following:

1- Duck Pond Upgrades

that the Kin Club work with staff on upgrades to the Duck Pond playground equipment.

CARRIED.

Cowichan Lake
Recreation

- (iv) Mayor Peters advised that the Cowichan Lake Recreation Commission would be meeting on Thursday, October 24th, 2019 to review the draft budget for 2020 that includes capital projects such as siding for the exterior of the facilities.

Councillor Sandhu requested further details on whether there would be facility user fee increases beginning in January 2020.

Vancouver Island
Regional Library

- (v) Councillor Vomacka reported that on the recent Vancouver Island Regional Library Board meeting which saw the 2020 budget passed with a 3.94% increase with the Town's levy being increased by 12.32% in its annual requisition. She further reported that the library use has increased by 494 people.

Councillor Vomacka read out a Media Release from a local resident that raised concerns on local youth behavior and the Library's response on the provision of a safe and supportive environment for all.

Advisory Planning
Commission

- (vi) Councillor Austin reported that the Advisory Planning Commission would be meeting on Thursday, October 24th, 2019 and it would be discussing the zoning bylaw and cannabis retail sale use.

Community Forest
Co-operative

- (vii) Councillor McGonigle reported that the Community Forest Co-operative met last Tuesday, October 15th, 2019 to introduce the first uptake of grant funding applications. He stated that once the successful applicants were notified, he would report on the applicants that been successful and those who have not been. New applications will be accepted again the Spring of 2020.

Councillor Austin requested clarification on the bricks that were being replaced and if a special coating to protect them from further wear would be considered. Councillor McGonigle advised that Mortimers had suggested a particular seal and that the Forest Co-op would be replacing 63 worn bricks at the Memorial Park.

Cowichan Valley
Regional District
Board

- (b) **Other Reports**
(i) Councillor McGonigle reported on his attendance at the following meetings:

Regional District Board

- Agreement with Ministry of Transportation and Infrastructure for Electoral Area "C";
- Funding of parkland acquisition in Electoral Area "F";
- Union of BC Municipalities community emergency funding for the six regional fire departments;
- Creation of a policy on cannabis;
- Bylaw amendments proposed for electoral areas where the principle use of retail stores is permitted to include cannabis retail sales;
- Application for cannabis production;
- Grants-in-aid considered for electoral areas; and

- Public meeting at the Cowichan Lake Recreation on Thursday, October 24th, 2019 at 5:30 pm for a opportunity to review the 2020 budget.

Community Services Committee

- Digitization of corporate records discussions with the continuation of the practice of off-site storage;
- Zoning amendments for electoral areas; and
- Regional recreation funding discussions.

Community Outreach Team (ii) Councillor Austin reviewed her written report on the Community Outreach Team meeting held on October 17th, 2019 and advised that the next meeting is to be held on November 14th, 2019.

Councillor Austin reported on the following:

- Flu vaccine is now available the Health Centre on Cowichan Avenue;
- Sunday, October 27th, 2019 is booked for emergency preparedness at the Centennial Hall;
- Community Services would be holding its annual hampers programme in December with volunteers on December 18th, 2019 for pickup on the 19th of December, 2019 for users of the service; and
- A need for a laundromat in Lake Cowichan was raised.

Our Cowichan (iii) Councillor Sandhu reported that the Our Cowichan would be meeting on November 14th, 2019.

L.I.F.T. (iv) Mayor Peters reported on the L.I.F.T. meeting which was recently held with local area representation from the Town of Lake Cowichan, Electoral Areas "F" and "I" and the Lake Cowichan First Nation. The group members have now agreed on quarterly meetings.

Cowichan Watershed Board (v) Councillor Sandhu requested that consideration be given to the Town of Lake Cowichan sending a representative to the Technical Advisory of the Cowichan Watershed Board and that a letter be sent to all partners advising that the Mayor will be attending.

Union of BC Municipalities (vi) Councillor Vomacka reported on her attendance at the recent Union of BC Municipalities (UBCM) conference held in Vancouver, BC. She reported that she had participated on a tour for social housing and temporary modular housing that opened in 2018 for those at risk of homelessness. The programmes involving the provision of meals, life training and opportunities for volunteering were included in that tour.

Councillor McGonigle reported on his attendance at the conference which included his participation in some study sessions on emergency preparedness.

Councillor Austin expressed her view that meeting with representatives of government agencies and other organizations proved useful in garnering information that was useful and beneficial.

Mayor Peters had attended a study session on retail recreation cannabis which he felt was useful for establishing policies and procedures on this issue. He stated that the information and networking opportunities provided by the conference were very valuable in assisting him fulfil his role as Mayor.

(c) Staff Reports

None.

9. BYLAWS

- No. R.0145/19
Permissive Exemption
from Taxation – Not-
for-Profit and Places
of Worship
No. 1025-2019
- (a) Moved: Councillor Vomacka
Seconded: Councillor Austin
that the "Town of Lake Cowichan Permissive Exemption from Taxation
for Not-for-Profit and Places of Worship Properties Bylaw No. 1025-
2019" be reconsidered and adopted. CARRIED.
- No. R.0146/19
Zoning Amendment
No. 1028-2019
- (b) Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1027-
2019" be read a third time. CARRIED.
- No. R.0147/19
Zoning Amendment
No. 1028-2019
- (c) Moved: Councillor McGonigle
Seconded: Councillor Sandhu
that the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1028-
2019" be reconsidered and adopted. CARRIED.
- No. R.0148/19
Permissive Exemption
from Taxation –
North Shore Road
Boat Launch
No. 1029-2019
- (d) Moved: Councillor Austin
Seconded: Councillor Vomacka
that the "Town of Lake Cowichan Permissive Exemption from Taxation
for the Boat Launch Bylaw No. 1029-2019" be reconsidered and
adopted. CARRIED.

10. NEW BUSINESS

- No. R.0149/19
Appointment –
Deputy Mayor
- (a) Moved: Councillor McGonigle
Seconded: Councillor Austin
that Councillor Vomacka be appointed as the Deputy Mayor for the
term starting November 1st, 2019 to October 31st, 2020. CARRIED.

11. MAYOR'S REPORT

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

- First year as Mayor was challenging but very interesting;
- Attended Association of Vancouver Island Coastal Communities (AVICC), Federation of Canadian Municipalities (FCM), Union of BC Municipalities (UBCM) conferences and learned a lot;
- Made many contacts with Federal, Provincial and other municipal personnel;
- Participated on several boards including Cowichan Lake Recreation Commission (CLRC) and Island Community Economic Trust (ICET) and was appointed as the Chair of the Central South Island Regional Advisory Committee (CSIRAC);
- Have enjoyed the challenges of the position of Mayor and likes dealing with public concerns;
- Council is very good to work with which makes the job a lot easier;
- Moving forward in the next three (3) years, to bring positive changes to our community;
- The future of Lake Cowichan looks bright with a lot more building starts, opportunities for senior care facility, commercial and industrial expansion and increased tourism; and

- Concluded by stating the need for all to work together to make Lake Cowichan a better place for all.

12. NOTICES OF MOTION

Mayor Peters spoke on a request for funding from the 1st Lake Cowichan Scouts. The matter will be forwarded to the next Finance and Administration Committee meeting.

13. QUESTION PERIOD

14. IN CAMERA

No. R.0150/19
Retire to In-Camera

Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that Council close the meeting to the public to deal with issues relating to the acquisition, disposition or expropriation of land or improvements which fall under Section 90(1) (e) of the *Community Charter* (7:14 p.m.)

CARRIED.

16. ADJOURNMENT

No. R.0151/19
Arise/Report from In-Camera

Moved: Councillor McGonigle
Seconded: Councillor Austin
that Council arise with no report and adjourn (7:42 p.m.)

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2019.

Mayor

Notice of Motion
Finance Nov



1st Lake Cowichan Scouts

The 1st Lake Cowichan Scouts has been actively working with new regulations to update and ensure all Scouters, parents, volunteers and youth leaders are following the new mandates and regulations with respect to safety that has been implemented with Scouts Canada. This year, each of the Scouters and adult volunteers, as well as, group committee members are all fully certified in Standard First Aid & CPR/AED Level C and Basic Life Support (HCP). We are working towards seeking funding to allow for all the first aid kits to be updated and allow for the purchase of new up to date portable first aid kits to ensure the safety of all youth and participants in the 2019-2020 Scouting year.

1st Lake Cowichan Scouts goal is to raise \$2000 to purchase the first aid kits to allow for all transport vehicles to have one on hand at all times. We would like to ask for your financial assistance in accomplishing this by the end of October, 2019.

Mission Statement of Scouts Canada

Scouts Canada adopts the following statement as its Mission:

The mission of Scouting is to contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society.

History of Scouts Canada and 1st Lake Cowichan Scouts

From www.nb.scouts.ca

Scouts Canada. The scouting movement was founded in England in 1907 by Robert Baden-Powell, then a lieutenant-general in the British army. ... The name was changed to Boy **Scouts of Canada** and to **Scouts Canada** in 1976.

Our local group, 1st Lake Cowichan, has been in existence over 45 years, with a 10 year break from 2005-2015. We have been back in full operations for the past 6 scouting years. Both boys and girls participate in the program.

Our group will make use of the funds by offsetting the cost of the adventures and activities that the scouts participate in. These activities include opportunities to learn about the environment, to challenge themselves and learn new skills, and to connect with other youth and their community. This year, some of those activities included learning how to snowshoe at Mt. Washington, learning archery and rock climbing, and participating in a 30 km hike at the University of British Columbia through the night, in the dark. Our scouts also connected and partnered with our local community gardens and legion members in community projects such as planting trees, building birdhouses and honouring our veterans. We also learn about outdoor survival and within our

programme requirements, participate in over a dozen camps per year.

Our group focus is on building skills within the parameters of Scouts Canada's SPICES. SPICES stand for a set of youth development goals covering six areas: Social, Physical, Intellectual, Character, Emotional, and Spiritual. SPICES represent one of the main elements of the [Canadian Path](#).

- **Social** - Acquire the concept of interdependence with others, explore a sense of being part of a diverse group and develop my abilities in cooperation and leadership.
- **Physical** - Be responsible for the care and well-being of my own body.
- **Intellectual** - Develop my ability to think, to plan, to innovate and to use information in an original way to adapt to new situations.
- **Character** - Learn responsibility towards myself while at the same time balancing that with respect for others.
- **Emotional** - Recognize my own feelings and learn to express them in a healthy manner while respecting the feelings of others.
- **Spiritual** - Learn to recognize that I am a part of a larger spiritual reality and to respect the spiritual choices of others.

The other elements of the Canadian Path that we use include: Youthled, Plan-Do-Review (where leadership skills are formed and Adventure. In Adventure, There are a series of badges in 9 areas that youth can work toward attaining as they build skills in these adventure areas (such as paddling, aquatics, emergency aid, winter skills, camping, trail skills, vertical skills, sailing, and scout craft). Many of our camps and weekend activities that we require funding for fall within these 9 program areas. We strive to achieve a balanced program in the six Program Areas: Environment & Outdoors, Leadership, Active & Healthy Living, Citizenship, Creative Expression and Beliefs & Values.

The 2019-2020 Scouting year will be focusing its programming on the outdoors with forestry study, hiking, swimming, kayaking, camping, canoeing and many outdoors aspects centrally focusing on our natural resource of the Cowichan Lake region including the Cowichan Lake and Heritage Cowichan River.

Our group has also been making use of funds raised through other sources to purchase equipment that is needed for the required programming and events that the youth participate in to earn badges and skills. Other funding sources include community involvement in the way of participation in Apple Days, Popcorn sales, and hot dog sales. We have been very fortunate to also receive sponsorship from the Lions Club of Lake Cowichan each year for \$500. Being a smaller community where there is a high level of poverty and low employment opportunities, these funds benefit future and current community leaders as there are currently 17 youth (Cubs aged 8 to 10 years old and Scouts aged 11 to 14 years old) enrolled in the programme with a waiting list as we work on finishing volunteer training for 4 additional Scouters.



Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697 f: 250.758.2482
e: info@virl.bc.ca w: www.virl.bc.ca

October 25, 2019

Mayor Rod Peters
Town of Lake Cowichan
PO Box 860
Lake Cowichan, BC V0R 2G0

Original sent via email: rod.peters@lakecowichan.ca

Dear Mayor Peters,

Re: Appointment to the 2020 Vancouver Island Regional Library Board

It is time to consider your 2020 representation on the Vancouver Island Regional Library (VIRL) Board of Trustees. VIRL is the fifth largest library system in British Columbia serving more than 457,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. VIRL enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

When appointing your representative, the *Library Act* (October 9, 2019), section 17 (2) states:

"All subsequent regular appointments must be made each November at the first meeting of the municipal council or regional district board."

The term of office is one year, January 1 to December 31. Reappointment of sitting members is encouraged for continuity, but no member may serve for more than 8 consecutive years.

The *Library Act*, section 55, reimbursement of expenses states: "(1) The members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act. (2) A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses."

VIRL requires annual documentation by December 16, 2019 for both your appointed VIRL Trustee and Alternate, including:

1. Certified copy of the Resolution (by provincial legislation)
2. Financial disclosure statement (original or copy of that on file with the municipality/district)
3. VIRL 2020 Appointment form

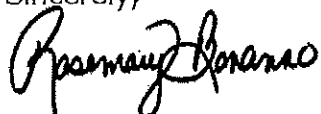
4. Electronic File Transfer (EFT) form (if travel expenses are to be reimbursed via EFT)

By December 16, 2019, please return the completed forms and a copy of the certified resolution to Mariah Patterson, Executive Assistant, mpatterson@virl.bc.ca.

If you have any questions, please contact Ms. Patterson by phone: 250-729-2310 or email.

Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

A handwritten signature in black ink, appearing to read "Rosemary Bonanno". The signature is fluid and cursive, with the first name and last name clearly distinguishable.

Rosemary Bonanno, BA MLS
Executive Director

CC: Joseph A. Fernandez, CAO, Town of Lake Cowichan



November 12, 2019

Dear UBCM Member Local Governments,

I am writing on behalf of Victoria City Council, requesting favourable consideration of these resolutions and that you share this support with the Provincial Government for the following resolutions. Unfortunately, despite the fact that we are have an opioid crisis across the Province, these resolutions did not make it onto the floor of the UBCM at this year's convention as the resolutions session ran out of time.

(B171) Safer Drug Supply to Save Lives

Whereas It has been two years since BC declared a public-health emergency due to increased overdoses, yet the death toll for those consuming substances continues to rise due to an unpredictable and highly-toxic drug supply;

And whereas people with opioid use disorder, a chronic relapsing medical condition, are at high risk of overdose- related harms including death and an estimated 42,200 people inject toxic substances in British Columbia, it is not possible for the treatment system to rapidly increase services fast enough to manage this number of people as "patients" within a medical treatment model given the many challenges in achieving and retaining the people on opioid use disorder treatment, people at risk of overdose in British Columbia do not have access to a safer alternative to the unpredictable, highly-toxic drug supply:

Therefore be it resolved that in an effort to save lives and reduce harm due to an unpredictable and highly-toxic drug supply, and as part of a holistic response to the public-health emergency, including prevention, treatment, and recovery, that the Province of British Columbia work with local communities, Health Authorities across the Province, the Ministry of Mental Health and Addictions, and the Ministry of Health ensure that people at risk of overdose harm have access to safer alternatives.

(B172) Observed Inhalation Sites for Overdose Prevention

Whereas British Columbia is currently experiencing an unprecedented public health emergency due to an unpredictable and highly-toxic drug supply, and smoking or inhalation is the second most common mode of consumption among all people who have died from a suspected illicit drug overdose and the most common mode of consumption among men and those between the ages of 15 and 29;

And whereas observed consumption services (i.e. supervised consumption services and overdose prevention services) are evidence-based harm reduction approaches shown to reduce overdose-related harm, and there is not adequate access to observed consumption services that provide space for inhalation where communities are facing crisis:

Therefore be it resolved that to ensure that people at risk of overdose across BC have access to observed consumption services that provide space for inhalation, that the Province of British Columbia fund and work through local communities, Health Authorities across the Province, the Ministry of Mental Health and Addictions and the Ministry of Health to provide these services as part of a holistic response to the public-health emergency, including prevention, treatment, and recovery.

We eagerly look forward to your support on this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lisa Helps', written over the printed name.

Lisa Helps
Victoria Mayor

November 4, 2019

Mayor Rod Peters
Town of Lake Cowichan
Box 860
Lake Cowichan, BC V0R 2G0

725 - 815 West Hastings St.
Vancouver, BC V6C 1B4
Canada
tel: 604.684.4291
fax: 604.684.7134

Dear Mayor Peters,

Re: Western Forest Products and United Steelworkers strike

The Truck Loggers Association represents independent timber harvesting contractors from across the province. We are compelled to bring to your attention the impact of the current labour strike occurring across the entire BC coast between the United Steelworkers (USW) and Western Forest Products (WFP) on the nearly 200 contractors who employ half of the 3,000 USW workers on strike. Contractors are the largest employer of coastal USW workers, larger than WFP itself.

As far as we are aware, aside from what has appeared to be a half-hearted attempt at mediation by both parties, after four months, bargaining has not occurred and there appears to be no end in sight. This lack of progress is very concerning.

This strike is not only affecting the USW workers and WFP, it is dramatically impacting the company's contractors and its entire supply chain including suppliers to WFP and contractors. Not to mention, the impact on many of the coastal BC communities that are also suffering the negative impacts of this conflict.

We are fearful of spiraling financial consequences if this labour action extends much longer. While contractors are employed by WFP and are required to be unionized and employ the unionized USW workers, they have absolutely no voice at the bargaining table. Since their equipment is stuck behind picket lines and their workers are on strike, they have earned no revenue since the strike began in July.

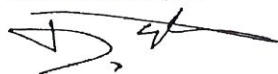
Without earning any revenue, struck contractors are now at increased risk of exiting the sector as they become insolvent. How can they continue paying for their equipment and many other costs with no revenues for at least four months and counting?

Another serious consequence of this lack of bargaining movement is that many workers are unable to make ends meet; some are close to losing their homes; some have had their vehicles repossessed, others may possibly go bankrupt. We expect attrition of the workforce will occur with older workers opting to take early retirement, younger workers are seeking work in alternative sectors, and deter the next generation from wanting to work in this industry. In fact, we are already witnessing highly skilled workers leaving for the north or Alberta.

We acknowledge that there are important issues to be sorted out between the USW and WFP. However, time is ticking and we need both sides to begin bargaining and seek a resolution as soon as possible, even if temporarily. If contractor businesses fail due to prolonged inactivity, workers won't have their employers to return to after the strike.

The strike is now into its fifth month. We have written this letter to raise awareness of the collateral consequences and compel you explore what can be done to help end this labour conflict. Please encourage both sides to get back to the table and make some noise about this concerning situation.

David Elstone, RPF



Executive Director
Truck Loggers Association



TOWN OF LAKE COWICHAN

Minutes of Finance & Administration Committee

Tuesday, November 13th, 2019

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

STAFF: Joseph Fernandez, Chief Administrative Officer
Ronnie Gill, Director of Finance
Kam So, Superintendent, Public Works and Engineering Services
Roni-Lee Roach, Executive Secretary

PUBLIC: 2

1. CALL TO ORDER

The Chair called the meeting to order at 6:02 p.m.

2. AGENDA

No. FA.0059/19

Moved: Councillor Vomacka

Seconded: Councillor Austin

that the agenda be approved with the following additions under:

Business Arising and Unfinished Business

Councillor Vomacka re: Cowichan Lake District Chamber of Commerce request for funding;

Notices of Motion

Councillor Austin re: River's Edge Memorial Garden; and
Outdoor Exercise Equipment for Seniors.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

Ongoing Items Still Being Addressed:

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

Councillor Vomacka inquired about the siren. The Chief Administrative Officer advised that the siren would be relocated on the roof; an alternate option was to mount it on a separate structure.

- (b) The Committee reviewed the Superintendent's report on the water treatment plant and current status of the soda ash system and paving.

The Superintendent advised that the check valves were being addressed to ensure there are no issues with turbidity. Mayor Peters requested clarification on status of the charcoal and sand filters.

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

No. FA.0060/19
2020 Budget

Moved: Councillor Sandhu

Seconded: Mayor Peters

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

CARRIED.

4. DELEGATIONS AND REPRESENTATIONS

None.

5. CORRESPONDENCE

None.

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

7. REPORTS

- (a) The Financial Report for the period ending October 31st, 2019 was treated as information.

No. FA.0061/19
Property
Insurance

Moved: Councillor Sandhu
Seconded: Mayor Peters
that the Committee recommend that the property renewal proposal from Aon Reed Stenhouse be approved for payment at a cost of \$58,346.
CARRIED.

Councillor Austin requested clarification on the Schedule of Parks referencing Greendale Park and the Riverside Memorial Park and if there is a distinction between those areas. Councillor Austin requested details on the expenditures for the Trans Canada Trail. She will seek clarification of those later.

- (b) The Building Inspector's report for October, 2019 was treated as information.

No. FA.0062/19
Incident Report

- (c) Moved: Councillor Austin
Seconded: Councillor Vomacka
that the Committee recommend approval of the Lake Cowichan Fire Department's incident report for October 2019 in the total amount of \$9,700.92.
CARRIED.

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

Councillor Austin raised concerns with two areas of shrubs blocking walkway and sidewalks at South of Boundary Road and the corner of Cottonwood Street and Sahtlam Avenue.

No. FA.0063/19
Audit Services –
2019 to 2023
Fiscal Years

- (e) Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that the Committee recommend that the audit proposal be awarded to MNP LLP for the five year term, 2019 to 2023 fiscal years, at a cost stated as follows:
2019 \$17,850;
2020 \$18,900;
2022 \$19,950;
2023 \$21,000; and
2024 \$22,050
plus, the applicable GST.
CARRIED.

- (f) The policy on Travel and Conference Expense was referred to the next Finance and Administration Committee meeting to allow for appropriate consideration.

No. FA.0064/19
Policy - Cannabis
Retail Sales

- (g) Moved: Councillor Austin
Seconded: Councillor Sandhu
that the Committee recommend that the Cannabis Retail Sales policy, as written, be approved.
CARRIED.

- (h) The report submitted from Dalton Smith, Manager, Cowichan Lake Education Centre on the Centre's Fall, 2019 update was treated as information.

No. FA.0065/19
River Road Water
Main

- (i) Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the Committee recommend that McElhanney be awarded the River Road Water Main project at a cost of \$54,944 plus GST.

CARRIED.

No. FA.0066/19 **(j)** Moved: Councillor Sandhu
Asset Seconded: Mayor Peters
Management Plan that the Committee recommend that Urban Systems be awarded the
Asset Management Plan project at a cost of 35,000 plus applicable
taxes.

CARRIED.

No. FA.0067/19 **(k)** Moved: Councillor Vomacka
Asset Seconded: Councillor Austin
Management Plan that the Committee recommend that Stantec be awarded the contract
for the design and engineering work for the North Shore Road Pump
Station Genset project to allow for fast-tracking of the supply and
installation of the required genset.

CARRIED.

8. NEW BUSINESS

(a) The 1st Lake Cowichan Scouts request for funding correspondence was
referred to the Regular meeting of Council for its consideration.

(b) A Public Hearing for rezoning of Block 200 will be held on December 9th,
2019 at the Centennial Hall at 6:00 p.m.

Councillor Vomacka requested that notice of the meeting be put on the
Town's website and social media.

9. NOTICES OF MOTION

(a) Councillor Austin requested the matter of the upkeep and ongoing
maintenance of the River's Edge Memorial Garden be placed on the next
Parks and Recreation agenda.

(b) Councillor Austin also requested that the Outdoor Exercise Equipment
for Seniors be a consideration for the Kasapi Centre site with discussion
of this to occur at the next Parks and Recreation meeting.

10. PUBLIC RELATIONS ITEMS

(a) Councillor Austin reported on her recent trek up the Mount Bolduc to the
plane crash site on November 10th, 2019 to commemorate those that
lost their lives. She reported that 54 attended from the Cowichan Valley
ATV club and local chaplain also attended.

She further reported on the attendance of Council members at the local
November 11th ceremony which was well attended.

11. MEDIA/PUBLIC QUESTION PERIOD

12. IN-CAMERA

None.

13. ADJOURNMENT

No. FA.0068/19 Moved: Councillor Vomacka
Adjournment Seconded: Councillor Austin
that the Committee adjourn (6:45 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, November 19th, 2019

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

STAFF: Joseph Fernandez, Chief Administrative Officer
Kam So, Superintendent, Public Works and Engineering Services
Ronnie Gill, Director of Finance
Dalton Smith, Manager, Cowichan Lake Education Centre
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.030/19
Agenda

Moved: Councillor Sandhu

Seconded: Councillor Austin

that the agenda be approved with the following addition:

PUBLIC RELATIONS

(a) Mayor Peters re: National Child Day.

CARRIED.

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

(a)

(i) The Superintendent spoke on his report which covered the water treatment plant and the backwash chamber and turbidity, soda ash system, paving, employee training and media loading.

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

(i) There was no update available for the CLEC Water System.

(ii) The Committee discussed the matter of updating some of the signage in the Town.

Staff was directed to invite a representative of Transport Canada to a meeting to discuss signage on the river. It was noted that the Transport Canada signage guide for vessel operation restriction regulations was included under New Business.

4. **DELEGATIONS**

None.

5. **CORRESPONDENCE**

None.

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

None.

7. **REPORTS**

No. PW.031/19
Sanitary
Treatment Plant
– Slope
Stabilization

(a)

Moved: Councillor Sandhu

Seconded: Mayor Peters

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

CARRIED.

- (b) The staff report on the River Road fire hydrants was treated as information.

The Superintendent advised that those hydrants were used for water flushing activities and were in good working condition.

- (c) The staff report on the Town road network was treated as information.

The Superintendent reviewed the three types of road maintenance; preventative, resurfacing and reconstruction. He further advised that the asset management study that was recently undertaken will address this topic as well as any required underground service upgrades which may affect any planned paving priorities.

- (d) The staff report on the integrated rain water management plan was treated as information.

- (e) The Superintendent, Public Works and Engineering reviewed his summary report for October and November, 2019.

The Committee extended its thanks to the Superintendent for his concise reports.

8. NEW BUSINESS

- (a) The Chief Administrative Officer reported on his discussions with a representative of Transport Canada in Vancouver. The Committee had directed earlier in the meeting to invite this individual to make a presentation to Council.

9. NOTICES OF MOTION

None.

10. PUBLIC RELATIONS ITEMS

- Mayor Peters read out a correspondence he received on the matter of National Child Day, which is being recognized on November 23rd, 2019 in Duncan, BC;
- Sunday, November 24th, 2019 is the Cowichan Lake District Chamber of Commerce Annual Christmas Parade. Marshaling of participants is to occur at 4:00 pm with parade to start at 5:00 pm with the tree light up to occur at 6:00 pm.; and
- Wednesday, November 20th, 2019 is Transgender Day of Remembrance at the Cowichan Community Centre with ceremonies planned for the afternoon and evening.

11. QUESTION PERIOD

12. ADJOURNMENT

No. PW.032/19
Adjournment

Moved: Councillor Austin
Seconded: Councillor McGonigle
that this meeting be adjourned. (6:44 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, November 19th, 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: 5

1. CALL TO ORDER

The Chair called the meeting to order at 7:00 p.m.

2. AGENDA

No. PR.0035/19
Agenda

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

CARRIED.

3.(a) BUSINESS ARISING AND UNFINISHED BUSINESS

- (i) The Stone Park upgrade has been referred to the 2020 budget discussions.
- (ii) The Trans Canada Trail signage at Hammond Road is still outstanding.
- (b) Ongoing Items:
 - (i) There was no update on the Riverfront Walkway and Trail Connections.

4. DELEGATIONS AND REPRESENTATIONS

- (a) Kathryn Swan representing Cowichan Lake Folk distributed copies of her presentation and requested use of the upper and lower Centennial Hall on February 22nd, 2020 for a community concert to acknowledge long-time residents and their contributions to the Town.

The financial request for use of Centennial Hall is to be referred to the next Finance and Administration Committee meeting for consideration.

5. CORRESPONDENCE

None.

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

None.

7. REPORTS

- (a) The summary report for parks that outlined capital and maintenance parks and recreation matters which included discussions on the Duck Pond development was treated as information.
- (b) The Superintendent reviewed his report on the Saywell and Central parks and recommended that the lawn repairs for both parks and the Central Park walkway be considered for the following year.

- (c) Councillor McGonigle declared a conflict of interest and left the meeting at 7:25 pm.

No. PR.0036/19
Memorandum
of
Understanding

Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the Committee recommend that the Town approve the
Memorandum of Understanding with the Cowichan Lake Community
Forest Co-op.

CARRIED.

Councillor Vomacka enquired into whether the Forest Co-op would be making any monetary contribution to the park maintenance. The Chief Administrative Officer advised that it may if it has any surplus funds to contribute.

Councillor McGonigle returned to the meeting at 7:28 pm.

8. NEW BUSINESS

No. PR.0037/19
Grant-in-Aid

- (a) Moved: Councillor Sandhu
Seconded: Councillor McGonigle
that the Committee recommend that the Town make a one-time
contribution to the Lake Cowichan School annual winter luncheon in
the amount of \$200 from the 2019 grant-in-aid budget.

CARRIED.

- (b) The Committee discussed the Rivers Edge Memorial Park.

- (c) The Committee discussed the matter of installing seniors exercise equipment and the need to find a suitable location and funding sources.

Staff was directed to look into the matter and report back.

9. NOTICES OF MOTION

None.

10. PUBLIC RELATIONS ITEMS

Councillor Austin reported that Social Planning Cowichan had held an information session at the Cowichan Lake Sports arena in the curling rink to discuss youth homelessness earlier this day.

11. QUESTION PERIOD

None.

12. ADJOURNMENT

No. PR.0038/19
Adjournment

Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the meeting be adjourned. (7:58 p.m.)

CARRIED.

Certified correct _____

Confirmed on the _____ day of _____, 2019.

Chair



Memo

TO: Mayor and Council

SUBJECT: Closure of Municipal Facilities for an Additional day over the Christmas Holidays

DATE: November 22, 2019

FROM: Chief Administrative Officer

BACKGROUND

Councils in the neighbouring local government jurisdictions have traditionally over the last number of years closed their facilities over an extended period for the Christmas holidays. The Town, however, has avoided that practice as it is not only impractical but unreasonable to close municipal facilities for an extended period of time if the public is to be properly served.

Council has in past years particularly in 2012 and 2013 extended municipality facility closures by another day. As December 27th, 2019 again happens to fall on a Friday this year, it seems reasonable, if operational requirements permit, to allow employees to use vacation or earned time-off to take that day and where it is practical to allow closure of one or more of the municipal facilities.

Note: December 27th, 2019 is a workday will not be treated as a paid holiday, earned time off must be used.

Recommendation

that Council approve the closure of municipal facilities on December 27th, 2019 so long as operational requirements allow, with staff and employees required to use vacation leave or banked time to be away that day.

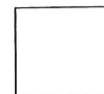
Joseph A. Fernandez

- (i) subject to the approval of the Council as to the design, size, location and period of time to be posted, signs upon or over private or public property announcing the date of an event or function of a charitable nature or signs promoting Community health, safety or welfare campaigns;
- (ii) one temporary unlighted sign pertaining to the sale, lease or rental of the property on which the sign is displayed shall not exceed 0.75 m² on residential lots and not more than 2.3 m² in residential developments;
- (iii) signs erected by the Municipality for any Municipal purpose;
- (iv) one sign of not more than 0.56 m² containing only the words "entrance" or "exit" at each entrance or exit from an off street parking lot;
- (v) one temporary sign of not more than 3.0 m² in area giving the name of the Contractors, Engineers, and Architects engaged with construction, alterations, or demolition of a building or structure providing such sign is removed prior to the final inspection of the structure under the Building Bylaw of the Municipality;
- (vi) any sign displayed pursuant to the Highways Act, Motor Vehicle Act, or to any other statute;
- (vii) any window sign of less than fifty percent (50%) of the window area;
- (viii) any sign displayed for the purpose only of preventing trespass provided the area of the sign does not exceed 0.56 m²;
- (ix) any sign displayed attached to a dwelling house and bearing only the name and occupation of the occupant provided that the area of the sign does not exceed 0.56 m²;
- (x) one bulletin board, not exceeding 2.23 m² in area, on any school, library, church site, post office, or any other prominent public building;
- (xi) subject to the approval of Council, one sign for the purpose of indicating the name of a subdivision; and
- (xii) subject to the approval of Council, any one church directional sign.

8. PROHIBITED SIGNS

The following types of signs shall not be permitted:

- (1) permanent window signs larger than fifty percent (50%) of the window area;
- (2) animated signs;
- (3) balloon signs;
- (4) billboards;
- (5) flashing signs;
- (6) third party signs, except for approved portable signs and other Council approved directory signs; and
- (7) rotating signs.





PO Box 434
Lake Cowichan, BC
V0R 2G0

Proof! Your Approval is
Required for Production

Please review carefully!



4' X 8' Crezon (wood) Double Sided Sign - TYPE B

1/2" Crezon Wood sign (best quality available - painted both sides)
Cut vinyl with Laminated printed logos
Exchangeable arrow for fire ratings
Sign graphics to be approved.

Price for each double sided sign (not including frame) \$785
Quantity - 2
\$785 X 2 = \$1570.00

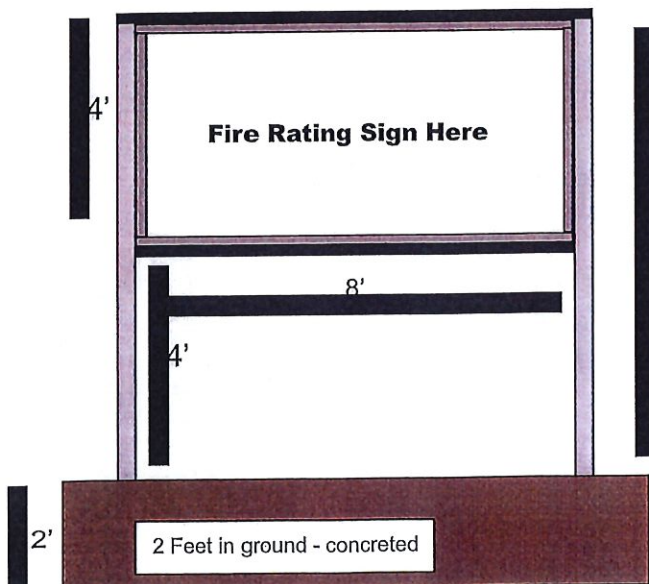
* prices are plus PST

Sign Frame for Double Sided Sign

Two 10 foot 4" X 4" pressure treated posts
mounted in concrete.

2' X 4" top & bottom sign frame with front
and rear 1' X 2" mounting sign surround - screwed
together - pressure treated

Price (installed) \$390 each (plus applicable tax)
Quantity 2
\$390 X 2 + \$780



Note* It is the purchaser's responsibility to obtain a sign permit if required by
City or Municipal Bylaws

PROJECT: Lake Cowichan Fire Dept - Fire Rating

File Name:

DATE: Sept 24, 2019

1



Town of Lake Cowichan NOTICE

The Municipal Office and Works Yard will be
Closed for:

Christmas Holidays

Wednesday, December 25th, 2019

Thursday, December 26th, 2019

Friday, December 27th, 2019

Offices will re-open on
Monday, December 30th, 2019
8:30 a.m. – 4:30 p.m.

New Years'

Wednesday, January 1, 2020

Offices will re-open on
Thursday, January 2nd, 2020
8:30 a.m. – 4:30 p.m.



Joseph Fernandez
Chief Administrative Officer





TOWN OF LAKE COWICHAN

**Notice
Regular Meeting Dates - 2020**

Please note that the dates for regular meeting of Council of the Town of Lake Cowichan for 2020 are as follows:

- January 28th
- February 25th
- March 24th
- April 28th
- May 12th *
- May 26th
- June 23rd
- July 28th
- August 25th
- September 29th
- October 27th
- November 24th
- December 22nd

The start time for the regular meetings is 6:00 p.m. and the meetings are held at 39 South Shore Road, Lake Cowichan (Municipal Hall).

* A special meeting of Council is scheduled for May 12th, 2020 at 6:00 p.m. Additional special meetings may be held as Council deems necessary during the year.

Dated this 6th day of December, 2019.

Joseph A. Fernandez,
Chief Administrative Officer

