

**TOWN OF LAKE COWICHAN**

Minutes of a Regular meeting of Council held on  
Tuesday, May 27<sup>th</sup>, 2014



PRESENT: Mayor Ross Forrest  
Councillor Bob Day  
Councillor Frank Hornbrook  
Councillor Jayne Ingram  
Councillor Tim McGonigle

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

PUBLIC: 5

**1. CALL TO ORDER**

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

**2. AGENDA**

No. R.076/14

Moved: Councillor Hornbrook

Seconded: Councillor Day

that the agenda be approved with the following additions:

**Reports – Other Reports**

- Mayor Forrest re: Meeting with Lake Cowichan School Class – May 28<sup>th</sup>, 2014.

**Reports - Staff**

- Chief Administrative Officer re: Development Permit for 175 and 181 South Shore Road – Lots A and B, Plan EPP23955.

CARRIED.

**3. ADOPTION OF MINUTES**

No. R.077/14

(a) Moved: Councillor Hornbrook

Seconded: Councillor Day

that the minutes of the Public Hearing held on April 22<sup>nd</sup>, 2014 be adopted.

CARRIED.

No. R.078/14

(b) Moved: Councillor Day

Seconded: Councillor McGonigle

that the minutes of the Regular meeting of Council held on April 22<sup>nd</sup>, 2014 be adopted.

CARRIED.

No. R.079/14

(c) Moved: Councillor Ingram

Seconded: Councillor Day

that the minutes of the Special meeting of Council held on May 6<sup>th</sup>, 2014 be adopted.

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

**5. DELEGATIONS AND REPRESENTATIONS**

None.

**6. CORRESPONDENCE**

No. R.080/14  
Cowichan Valley Hospice  
Society Annual Financial  
Contribution Service  
Establishment Bylaw,  
2014

(a) Moved: Councillor Day  
Seconded: Councillor Hornbrook  
that the Town of Lake Cowichan consent to the adoption of the  
Cowichan Valley Regional District bylaw No. 3816 - Cowichan  
Valley Hospice Society Annual Financial Contribution Service  
Establishment Bylaw, 2014.

CARRIED.

**7. REPORTS**

No. R.081/14  
Finance and  
Administration

Moved: Councillor Hornbrook  
Seconded: Councillor Ingram  
that the minutes of the Finance and Administration Committee  
meeting held on May 13<sup>th</sup>, 2014 be approved with the following  
recommendations:

**1—300 Grosskleg Way – Building Permit Fees**

that the request from MJ Chahley for a refund of the building  
permit renewal fees in the amount of \$1,116.00 for 300  
Grosskleg Way be denied.

**2—Climate Action Report**

that Council approve the Climate Action Revenue Incentive  
Program (CARIP) Public report, as presented.

**3—Leave of Absence**

that Council approve a leave of absence for Councillor  
McGonigle from the Finance and Administration and CLEC,  
Lakeview and Fire Department Committee meetings to be held  
this day.

CARRIED.

No. R.082/14  
CLEC, Lakeview and Fire  
Department

Moved: Councillor Day  
Seconded: Councillor Hornbrook  
that the minutes of the CLEC, Lakeview and Fire Department  
Committee meeting held on May 13<sup>th</sup>, 2014 be approved.

CARRIED.

No. R.083/14  
Sustainable Planning and  
Development

Moved: Councillor Ingram  
Seconded: Councillor McGonigle  
that the minutes of the Sustainable Planning and Development  
Committee meeting held on May 20<sup>th</sup>, 2014 be approved.

CARRIED.

Cowichan Lake  
Recreation Commission

The minutes of the Cowichan Lake Recreation Commission  
meeting held on May 12<sup>th</sup>, 2014 were treated as information.

No. R.084/14  
Ohtaki Twinning  
Committee

Moved: Councillor Ingram  
Seconded: Councillor McGonigle  
that the minutes of the Ohtaki Twinning Committee meeting  
held on May 13<sup>th</sup>, 2014 be approved with the following  
recommendation:

**1—2015 Ohtaki Exchange**

that Council approve the student delegates for the 2015 Ohtaki  
Exchange as follows:

- Gage Campbell;
- Chase Convery;
- Evan Croteau;
- Teresa Melchior;

- Hayden Holman;
- Kristin Svendsen; and
- Logan Wiersma.

CARRIED.

Advisory Planning  
Commission

Councillor Hornbrook reported that the Advisory Planning Commission was discussing carved signage and the possible re-location of same.

Community Forest Co-op

Mayor Forrest gave a brief update on the Community Forest Co-op meeting he attended as Councillor McGonigle's alternate.

No. R.085/14  
Lake Cowichan Fire  
Department – Incident  
Report

- (b)** Moved: Councillor Day  
Seconded: Councillor McGonigle  
that the Fire Department Monthly Incident Report for April, 2014 and payment in the amount of \$6,842.55 be approved.

CARRIED.

Cowichan Valley Regional  
District Board

Councillor Day reported on his attendance at the recent Regional Board meeting that heard a delegation speak on affordable housing.

Choose Cowichan

Councillor Day gave Council an update on the recent activities of the Choose Cowichan Lake Committee and updated Council on the "meet and greet" event for new and existing health care providers that was held on May 15<sup>th</sup>, 2014.

Mayor Forrest updated Council on his recent attendance at the Lake Cowichan School Grade 4 and 5 classes as they are currently studying the subject of governance. He distributed artwork the students had presented on ways the Town could be improved that included more biking paths, removal of graffiti and the removal of old and derelict buildings.

No. R.086/14  
Development Permit –  
DP2014-01 (Lots A and B,  
Plan EPP23955)

- (c)** Moved: Councillor Ingram  
Seconded: Councillor McGonigle  
that Council approve issuance of Development Permit No. DP2014-01 for Lots A and B, Plan EPP23955 (175 and 181 South Shore Road), subject to the following conditions:
- (i) Landscaping along the full width of the front lot line parallel to South Shore Road with such landscaping to be two (2) metres in width;
  - (ii) Screening of storage area with a minimum two (2) metre high opaque fence incorporating black chainlink fencing combined with shrubbery to a maximum height of 2.4 metres) all within property boundaries; and
  - (iii) The prior provision of an updated plan as a condition of development.

CARRIED.

No. R.087/14  
MFA Borrowing – Rescue  
Fire Truck

Moved: Councillor McGonigle  
Seconded: Councillor Day  
that a liability under Section 175 of the Community Charter be authorized for the purchase of the fire rescue truck in the amount of \$144,860 with the short-term borrowing to be incurred through the Municipal Finance Authority (MFA).

CARRIED.

No. R.088/14  
Sewage Treatment Plant

Moved: Councillor McGonigle  
Seconded: Councillor Hornbrook  
that Council approve the proposal from Opus DaytonKnight to provide engineering, tendering and construction management services for the Sewer Treatment Plant Phase 1 project at a cost not to exceed \$126,200 plus applicable taxes.

CARRIED.

**8. BYLAWS**

None.

**9. NEW BUSINESS**

No. R.089/14  
Town Square Change  
Order

(a) Moved: Councillor Hornbrook  
Seconded: Councillor Day  
that Council approve the Town Square change order to increase the contract sum for a sidewalk crossing let-down at a cost not to exceed \$5,600.00 plus applicable taxes.

CARRIED.

**10. MAYOR'S REPORT**

The Mayor presented his report for May, 2014 with the following highlights:

- Highlights of Heritage Days and celebration of the Town's 70<sup>th</sup> year as a municipality;
- The unveiling of the plaque to recognize the financial contributors to the Saywell Park upgrades;
- Heritage Sports Wall of Fame's two new inductees; Rod Tipton and Brian Lundberg;
- Congratulations to the Vancouver Island Library Board on its Award of Excellence under the Commercial Buildings Category presented by the Vancouver Island Real Estate Board for the Cowichan Lake library building;
- Choose Cowichan Lake hosting a meet and greet reception for the community health care providers;
- Encouraging residents to make use of the health services now available at the Kaatza Health Unit, Brookside Medical Clinic and Lakeside Medical Clinic;
- Encouraging everyone to come out and participate in Lake Days;
- Conveying the best of luck and best wishes to all the Lady of the Lake contestants; and
- New MMBC recycling programme going into effect May 19<sup>th</sup>, 2014.

**11. NOTICES OF MOTION**

None.

**12. MEDIA / PUBLIC QUESTION PERIOD**

None.

**13. IN CAMERA**

No. R.090/14  
In-Camera

Moved: Councillor McGonigle  
Seconded: Councillor Ingram  
that Council close the meeting to the public to deal with issues relating to labour relations or other employee relations, acquisition, disposition or expropriation of land or improvements and a matter being investigated under the Ombudsman Act under Section 90(1) (c) and (e) and 90(2) (c) of the Community Charter (6:48 p.m.).

CARRIED.

**14. ADJOURNMENT**

No. R.091/14  
Adjournment

Moved: Councillor Hornbrook  
Seconded: Councillor Day  
that we arise with no report and adjourn ( 8:00 p.m.).

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Mayor