



TOWN OF LAKE COWICHAN

Regular Meeting of Council

Tuesday, July 24th, 2018 at 6:00 p.m. – Council Chambers

	Page #
1. <u>AGENDA</u>	
<u>CALL TO ORDER</u>	
<u>INTRODUCTION OF LATE ITEMS</u> (if applicable)	
2. <u>APPROVAL OF AGENDA</u>	
3. <u>ADOPTION OF MINUTES</u>	
(a) Minutes of the Regular Meeting of Council held on June 26 th , 2018.	2
4. <u>BUSINESS ARISING AND UNFINISHED BUSINESS</u>	
None.	
5. <u>DELEGATIONS AND REPRESENTATIONS</u>	
(a) Todd Carnahan, WildSafeBc re: Black bears and Health and Safety of Residents.	
6. <u>CORRESPONDENCE</u>	
(a) Action Items	
(i) Patricia Thomson, Notary Public re: Homeowner Grant Claim.	8
(b) Information or Consent Items- (a member may ask that an item be dealt with separately)	
(i) Bill Miller, Chair, R.D. of Bulkley-Nechako re: BC's Caribou Recovery Program.	9
(ii) President Wendy Booth, UBCM re: 2018 Resolutions.	11
7. <u>REPORTS</u>	
(a) <u>Council and Committee Reports</u>	
(i) Finance & Administration • July 17th, 2018.	Councillor McGonigle 14
(ii) Public Works & Environmental Services • July 10th, 2018.	Councillor Austin 16
(iii) Parks, Recreation & Culture • July 10th, 2018.	Councillor Vomacka 18
(iv) Economic & Sustainable Development • July 17th, 2018.	Councillor Day 20
(v) Cowichan Lake Recreation Commission	Mayor Forrest
(vi) V.I.R.L	Councillor Vomacka
(vii) Advisory Planning Commission	Councillor McGonigle
(viii) Community Forest Co-op	Councillor McGonigle
(b) <u>Other Reports</u>	
(i) Cowichan Valley Regional District Board Meeting – Councillor Day.	
(ii) Community Outreach Team Committee - Councillor Austin.	
(iii) Community Safety Advisory Commission-Councillor Austin	

- (iv) Cowichan Lake Elder Care Initiative 22
- (c) **Staff Reports** f/c
- (i) Chief Administrative Officer re: Cowichan 250 and Council endorsement of same. 24
- (ii) Chief Administrative Officer re: Appointment of Deputy Chief Election Officer.

8. BYLAWS

- (a) "Town of Lake Cowichan Council Procedure Bylaw No.1006-2018" may be given third reading. 25
- (b) "Town of Lake Cowichan Zoning Amendment Bylaw No.1007-2018" may be given first and second readings. 46

9. NEW BUSINESS

- (a) Elections- Cost sharing agreement for School Board Elections

10. MAYOR'S REPORT

11. NOTICES OF MOTION

12. QUESTION PERIOD

- Limited to items on the agenda

13. IN CAMERA

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

14. ADJOURNMENT



TOWN OF LAKE COWICHAN
Minutes of a Regular meeting of Council
Tuesday, June 26th, 2018

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

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

PUBLIC: 5

1. CALL TO ORDER

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

2. AGENDA

No. R.0073/18

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

Minutes

(b) Minutes from the Public Hearing Meeting of June 19th, 2018;

Correspondence

(iii) LGMA re: Long-term award;

Other Reports

(v) Community Futures Tourism Action Plan;

Staff Reports

(ii) UBCM Resolutions; and

New Business

(a) Chamber of Commerce Mobile Unit.

CARRIED.

3. ADOPTION OF MINUTES

No. R.0074/18

(a) Moved: Councillor Day
Seconded: Councillor McGonigle
that the minutes of the Regular Meeting of Council held on May 22nd, 2018 be adopted.

CARRIED.

No. R.0075/18

(b) Moved: Councillor McGonigle
Seconded: Councillor Austin
that the minutes of the Public Hearing held on June 19th, 2018 be adopted.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. DELEGATIONS AND REPRESENTATIONS

Mike Wright, Community Paramedic Services gave a presentation on the services that can be provided to the residents of Lake Cowichan and the surrounding area by his organization.

6. CORRESPONDENCE

(a) Action Items

No. R.0076/18

- (i)** Brian Carruthers, Chief Administrative Officer, CVRD re: Island Corridor Foundation License of Occupation of Trail and Municipal Infrastructure.

Moved: Councillor Austin
Seconded: Councillor Vomacka
that the E&N Railway Corridor 25 Year License of Occupation Agreement be executed by the Town.

CARRIED.

No. R.0077/18

- (ii)** Carol Ann Rolls Chair, Community Safety Advisory Commission, CVRD re: Cowichan Region Safety Lens.

Moved: Councillor Day
Seconded: Councillor McGonigle
that the Cowichan Region Safety Lens and use of safety elements for the Official Community Plan be forwarded to the Advisory Planning Commission.

CARRIED.

- (iii)** The 35 years of Service Award from LGMA was presented to the Chief Administrative Officer.

(b) Information or Consent Items

None.

7. REPORTS

(a) Council and other Committee Reports

No. R.0078/18
Finance and
Administration

- (i)** Moved: Councillor McGonigle
Seconded: Councillor Day
that the minutes of the Finance and Administration Committee meeting held on June 12th, 2018 be approved with the following:

1- Funding for Municipal Hall-

that staff be authorized to prepare a plan that could be considered for implementation for of the municipal hall upgrades with just the Town's share of revenues;

2- Lake Cowichan Fire Department-

that the Lake Cowichan Fire Department's incident expense report for May 2018 in the total amount of \$11,242.42 be authorized;

3-Fire Truck Purchase

that approval for the purchase of a new fire truck in the amount of \$666,263 plus taxes be given;

4-Hydraulic Modeling Costs

that approval of the expenditure of the Town's portion of the hydraulic modeling costs of \$30,564 plus taxes be given with the Lake Cowichan First Nation to be responsible for those costs on planned water main upgrades within its jurisdiction;

5-Council Remuneration

that the review of council remuneration be referred to a consultant for the 2018-2022 mandate; and

6-Available Property List

that a list of potential lots be forwarded to the Advisory Planning Commission for a site recommendation for a future care facility.

CARRIED.

No. R.0079/18
Public Works and
Environmental
Services

- (ii) Moved: Councillor Austin
Seconded: Councillor Day
that the minutes of the Public Works and Environmental Committee meeting held on June 5th, 2018, be approved as presented.

CARRIED.

No. R.0080/18
Parks, Recreation
and Culture

- (iii) Moved: Councillor Vomacka
Seconded: Councillor Day
that the minutes of the Parks, Recreation and Culture Committee meeting held on June 5th, 2018 be approved with the following:

1- that it be recommended that two columbarium units be purchased at a total price of \$41,000 plus taxes with the supply and installation to occur by August of this year.

2- that it be recommended that a vehicle barrier is to be installed 200 meters from the Lakeview beach and which is to be controlled during the summer season by the Lakeview park employees but which will be closed during the off-season with the beach to be accessible only by foot traffic;

and that three handicap and three drop-off parking spaces be created at the beach area.

CARRIED.

No. R.0081/18
Economic and
Sustainable
Development

- (iv) Moved: Councillor Day
Seconded: Councillor McGonigle
that the minutes of the Economic and Sustainable Development Committee meeting held on June 12th, 2018 be approved as presented.

CARRIED.

Cowichan Lake
Recreation

- (v) Cowichan Lake Recreation conducted no meeting in May with the next meeting to occur on June 28th, 2018.

Vancouver Island
Regional Library

- (vi) Councillor Vomacka reported that:
- The Library participated in the Lake Days Parade with its candidate; and
 - July 3rd, 2018 to August 21st, 2018 is the Adult and Teen Reading Challenge period. Participants can register online or at the Library. Prizes include an I-Pad and a \$50 Chapters Gift Card.

Advisory Planning
Commission

- (vii) Councillor Austin on the Big Ideas such as the Block 200, and expansion of the light industrial land zoning and need for hostels.

Community Forest
Co-op

- (viii) There was no report from the Forest Co-op.

(b) Other Reports

- Cowichan Valley Regional District Board
- (i)** Councillor Day gave a verbal report to Council on the recent Cowichan Valley Regional District meetings. He highlighted the following:
- Remuneration review due to impending tax changes;
 - Watershed Protection Bylaw proceeding to referendum on October 20th, 2018;
 - Affordable Housing Bylaw being referred to referendum on October 20th, 2018; and
 - A Public Meeting to be held to discuss the future of the Mesachie Fire Hall.
- Community Outreach Team
- (ii)** Councillor Austin was unable to attend the Community Outreach meeting.
- Community Safety Advisory
- (iii)** Councillor Austin gave a verbal report on her attendance at the recent Community Safety Advisory Commission meeting. She highlighted the following:
- The Safety Lens paper was discussed; and
 - A Role Review is to occur and this be discussed at the next meeting in July, 2018.
- Seniors Care Facility
- (iv)** Councillor Day reported the following on the last the Elder Care Initiative meeting where:
- It was recommended that the Advisory Planning Commission further at prospective properties; and
 - CLECI is exploring incorporation as a non-profit society.
- (v)** Councillor Day reported on Community Futures highlights that included:
- The new hybrid term, "Hycling";
 - Regional Influence Session held on June 26th, 2018 where Tourism Cowichan, Tourism Vancouver Island and other tourist related businesses and groups met to draft a strategic plan.
 - Community Futures may apply for \$500,000 from the Rural Dividend Fund;
 - Formation of the Lake Cowichan Trail Blazers Society to market mountain biking in the area.

(c) Staff Reports

- No. R. 0082/18
- (i)** Moved: Councillor McGonigle
Seconded: Councillor Day
that the Director of Finance's Statement of Financial Information for 2017 be approved and submitted to the Province by June 30th, 2017.
- CARRIED.
- No. R. 0083/18
- (ii)** Moved: Councillor Day.
Seconded: Councillor McGonigle
that the following two resolutions be submitted by Council to Union of British Columbia Municipalities:
1. DISPOSITION OF DERELICT SCHOOL BUILDINGS
WHEREAS public schools are built through capital funding authorized by the Minister of Education

under Section 141 of the School Act;
AND WHEREAS declining public-school enrollments in smaller communities over the past 30 years have left many public school buildings past their asset lifecycle vacant and unused for extended periods of time causing these buildings to be dilapidated and unsafe;

THEREFORE BE IT RESOLVED that the UBCM lobby the provincial government to allocate adequate capital funding to local school districts so that derelict public school buildings long abandoned may be properly remediated or demolished and disposed of as a prioritized part of the capital planning process under Section 142 of the School Act so that the health and welfare of the affected communities may not be in any way be adversely impacted or jeopardized.

2. ALTERNATE TAX SALE REDEMPTION DATE

WHEREAS the Local Government Act requires the sale of a property, where delinquent taxes are unpaid, to occur on the last Monday of September;

AND WHEREAS the property owner currently has until the start of the sale of the tax sale auction the opportunity to redeem the property from a tax sale, which often does occur, thus inconveniencing bidders who have taken time off work or who have brought cash, certified checks or bank drafts to bid on a property that may no longer be in tax sale status;

THEREFORE BE IT RESOLVED that the UBCM lobby the Province to establish the tax redemption deadline date to be no later than the Friday prior to the tax sale date in September so that the bidders and municipal staff are dealing with a listing of tax sale properties available for tax sale that is final.

CARRIED.

8. BYLAWS

No. R.0084/18

(a)

Moved: Councillor McGonigle
Seconded: Councillor Austin
"Town of Lake Cowichan Zoning Amendment Bylaw No. 1005-2018" be given third reading.

CARRIED.

No. R.0085/18

Moved: Councillor McGonigle
Seconded: Councillor Vomacka
"Town of Lake Cowichan Zoning Amendment Bylaw No. 1005-2018" be reconsidered and adopted.

CARRIED.

- No. R.0086/18

9. NEW BUSINESS
 Motioned: Councillor Austin
 Seconded: Councillor Day
 that Council approve the expense of \$1735 from the Economic Development Fund for the purchase of a 4-year advertisement on the Chamber of Commerce Mobile Unit.
- 10. MAYOR'S REPORT**
 The Mayor presented his report for June 2018 in a different format wherein his activities on behalf of the Town were detailed so potential candidates would have an idea of what to expect in their role as members of council.
- 11. NOTICES OF MOTION**
 None.
- 12. QUESTION PERIOD**
- No. R.0087/18

13. IN CAMERA
 Moved: Councillor McGonigle
 Seconded: Councillor Vomacka
 that Council close the meeting to the public to deal with issues relating to s.90 (1)(c) labour relations or other employee relations, s.90 (1)(d)the security of the property of the municipality, s.90(1)(e) the acquisition, disposition, expropriation of land or improvements, and 90(1)(g) on litigation or potential litigation affecting the municipality.
 (7:20 p.m.)
- CARRIED.

14. ADJOURNMENT
 Moved: Councillor McGonigle
 Seconded: Councillor Day
 that we arise and adjourn at 8.35 p.m., without report.
- Adjournment
 No. R.0088/18

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2018.

Mayor



PATRICIA THOMSON *

Notary Public

P.O. Box 94
92 Cowichan Lake Road
Lake Cowichan, B.C. V0R 2G0

Telephone: (250)749-3912
Fax: (250)749-3056
email: phtomson@shaw.ca

* denotes a professional Notary Corporation

File No. 10958

June 22, 2018

TOWN OF LAKE COWICHAN
ATTENTION: MAYOR AND COUNCIL

Dear Sirs:

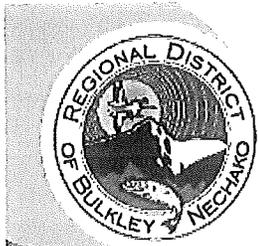
RE: HOME OWNER'S GRANT - 854150 - BETHUNE, Margaret Rose-Marie

Ms. Bethune attended at my office on June 13, 2018 to sign the over 65 Home Owner's Grant attached. I have also attached a copy of her title on June 14, 2018 registered in her name. I gave the Home Owner's Grant to the purchaser who was going to be paying the taxes. Since the time she went in to pay the title changed. I called the Ministry to find out if the Homeowner grant would be valid as it is signed and dated on June 13. They told me that the Town had authority to decide to accept or deny. Joseph advised me in an email that the Town will deny the grant. In this case I will have to pay the grant personally as it would be my mistake. Enclosed please find my cheque in the amount of \$1045.00. Could you please review this situation and confirm to me in writing that you will not honour this Home Owner Grant.

Yours truly

PATRICIA THOMSON

/pht
enclosure



37, 3RD AVE, PO Box 820
BURNS LAKE, BC
VOJ 1E0

REGIONAL DISTRICT
OF BULKLEY-NECHAKO
"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

Ministry of Environment and Climate Change Canada
200 Sacré-Coeur Boulevard
Gatineau, QC
K1A 0H3

Attention: The Honourable Catherine McKenna
Minister of Environment and Climate Change Canada

Dear Ms. McKenna,

RE: Support of the Province of B.C.'s Caribou Recovery Program

The Board of the Regional District of Bulkley-Nechako (RDBN), would like to request that Ottawa support the Province, in collaboration with all relevant local interests and inclusive of local governments, to develop and implement Caribou Recovery Program to maintain and recover BC's caribou herds.

The RDBN agrees with Minister Donaldson, FLNRORD's opening remarks, in the *Provincial Caribou Recovery Program Discussion Paper*, that it is important to "reduce threats to caribou, while balancing the needs of all British Columbians, including Indigenous communities, industry and recreation enthusiasts."

We cannot understate the need to balance socioeconomic needs while developing plans to maintain and recover caribou. Forestry, mining, and recreation are important values that must be considered concurrently with the caribou recovery. The Province has advised that it aims to include local governments in developing predictable zonation and thresholds to provide certainty to affected natural resource users.

The RDBN is committed to work with the province to plan natural resource utilization that supports our local communities and minimizes impacts to local caribou herds. Minister Donaldson has committed to involving local governments in the caribou recovery to ensure that local knowledge and priorities are incorporated as we move forward.

MUNICIPALITIES:

SMITHERS FORT ST. JAMES
VANDERHOOF FRASER LAKE
HOUSTON TELKWA
9 BURNS LAKE GRANISLE

ELECTORAL AREAS:

A - SMITHERS RURAL E - FRANCOIS/OOTSA LAKE RURAL
B - BURNS LAKE RURAL F - VANDERHOOF RURAL
C - FORT ST. JAMES RURAL G - HOUSTON RURAL
D - FRASER LAKE RURAL

INQUIRIES@RDBN.BC.C

WWW.RDBN.BC.C

PH: 250-692-319

FX: 250-692-330

TF: 800-320-333

We support the Province's ongoing efforts to compile current and accurate data reflecting caribou use as the most recent updated scientific information, including spatial representation of habitat, as an essential step to achieve the objectives of protecting caribou herds while balancing the socioeconomic impacts and the needs of other species, including moose habitat and predator management.

Thank you for your consideration,



Bill Miller
Chair
Regional District of Bulkley-Nechako

cc: The Honourable John Horgan, Premier, Province of B.C.
The Honourable George Heyman, Minister of Environment and Climate Change Strategy
The Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development
North Central Local Government Association Members
Union of B.C. Municipalities Members

RECEIVED JUL 12 2018



July 9, 2018

Mayor Ross Forrest
Town of Lake Cowichan
Box 860
Lake Cowichan, BC V0R 2G0

Dear Mayor Forrest:

Re: 2018 Resolutions

UBCM confirms receipt of the attached resolution(s) endorsed by your Council and submitted directly to UBCM by the June 30 deadline.

The resolution(s) will be presented to the UBCM membership for their consideration at the 2018 UBCM Convention in September.

Please feel free to contact Jamee Justason, Information & Resolutions Coordinator, if you have any questions about this process.

Tel: 604.270.8226 ext. 100 Email: jjustason@ubcm.ca

Sincerely,

A handwritten signature in cursive script that reads "Wendy Booth".

Director Wendy Booth
President

Enclosure

Disposition of Derelict School Buildings

Lake Cowichan

Whereas public schools are built through capital funding authorized by the Minister of Education under Section 141 of the *School Act*;

And whereas declining public-school enrollments in smaller communities over the past 30 years have left many public school buildings past their asset lifecycle vacant and unused for extended periods of time causing these buildings to be dilapidated and unsafe:

Therefore be it resolved that UBCM lobby the provincial government to allocate adequate capital funding to local school districts, so that derelict public school buildings long abandoned may be properly remediated or demolished and disposed of as a prioritized part of the capital planning process under Section 142 of the *School Act*, so that the health and welfare of the affected communities may not be in any way adversely impacted or jeopardized.

Convention Decision:

Alternate Tax Sale Redemption Date

Lake Cowichan

Whereas the *Local Government Act* requires the sale of a property, where delinquent taxes are unpaid, to occur on the last Monday of September;

And whereas the property owner currently has until the start of the sale of the tax sale auction the opportunity to redeem the property from a tax sale, which often does occur, thus inconveniencing bidders who have taken time off work or who have brought cash, certified checks or bank drafts to bid on a property that may no longer be in tax sale status:

Therefore be it resolved that UBCM lobby the Province to establish the tax redemption deadline date to be no later than the Friday prior to the tax sale date in September, so that the bidders and municipal staff are dealing with a listing of tax sale properties available for tax sale that is final.

Convention Decision:



TOWN OF LAKE COWICHAN
Minutes of Finance & Administration Committee
Tuesday, July 17th, 2018

- PRESENT:** Councillor Tim McGonigle
Mayor Ross Forrest
Councillor Carlyne Austin
Councillor Lorna Vomacka
Councillor Bob Day
- STAFF:** Joseph A. Fernandez, Chief Administrative Officer
Ronnie Gill, Director of Finance
Nagi Rizk, Superintendent, Public Works and Engineering Services
Dalton Smith, CLEC Manager
Jill Walters, Recording Secretary

PUBLIC: 1

1. CALL TO ORDER

The Chair called the meeting to order at 6:13 p.m.

2. AGENDA

No. FA.0037/18

Moved: Councillor Vomacka
Seconded: Councillor Austin
that the agenda be approved with the following additions under:
New Business
(a) Vancouver Island Economic Summit.
(b) Councillor Day's absence from the July 24th, 2018 Regular Meeting.

CARRIED.

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

- (a) Some discussion was had on phasing the renovations of the of the Town Hall, with details still to be firmed up.
- (b) A Contractor and a Geotech will have be on site for placement of the concrete base for the columbaria which is to be delivered in August, 2018. Advertising for the niches will begin soon.
- (c) A review of the Employment Code of Ethics is still being undertaken. Council may want to consider approval of the code in principal, in the meantime.
- (d) The Advisory Commission has recommended four locations. Three of the properties are privately owned. The grassy lot by the Library is owned by the Town. Cowichan Lake Elder Care Initiative will review the recommendations at its next meeting. A covenant would need to be placed on any land donated by the Town.

4. DELEGATIONS AND REPRESENTATIONS

None.

5. CORRESPONDENCE

None.

6. REPORTS

- (a) The Financial Report for the period ending June 30th, 2018 was treated as information.
- (b) The Building Inspector's Service Report for June, 2018 was

treated as information.

No. FA.0038/18 (c) Moved: Councillor Austin
Seconded: Councillor Vomacka
that the Committee recommend approval of the Lake Cowichan Fire Department's incident report for June 2018 in the total amount of \$7434.74.
CARRIED.

(d) The CLEC Manager gave a report on the Centre that highlighted the following:
• Bookings have been made through to the end of summer;
• The new outdoor kitchen is working well;
• The water system is being upgraded; and
• A fuller report will be presented in November of this year.

No. FA.0039/18 (e) Moved: Councillor Day
Seconded: Councillor Austin
that at council and committee meetings delegations are to be limited to two unless extenuating circumstances warrant exceeding this number; and also, two public input opportunities are to be provided with the first to allow comment on an agenda item and the second to allow questions to be raised on the business of the day with the Procedure Bylaw incorporating these changes.
CARRIED.

7. NEW BUSINESS

No. FA.0040/18 (a) Moved: Councillor Austin
Seconded: Councillor Day
that it be recommended that two members of Council attend the Vancouver Island Economic Summit October 23-24, 2018 in Nanaimo.

No. FA.0041/18 (b) Moved: Mayor Forrest
Seconded: Councillor Vomacka
that Councillor Day's absence be approved from the July 24th, 2018 Regular Meeting.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

- Mike Wright, Community Paramedic, had held a seminar last week at the 50+ Centre.
- A Community Forrest License was awarded to Cullite.
- Forest Co-op Retreat is occurring on September 15th, 2018.
- All Lake Cowichan BC Summer Games volunteer shifts have been filled.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. FA.0042/18
Adjournment Moved: Councillor Vomacka
Seconded: Councillor Day
that we adjourn (7:08 p.m.).
CARRIED.



TOWN OF LAKE COWICHAN
Minutes of Public Works and Environmental Services Committee
Tuesday, July 10th, 2018

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

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

PUBLIC: 10

1. **CALL TO ORDER**

The Chair called the meeting to order at 5:00 p.m.

2. **AGENDA**

No. PW.018/18
Agenda

Moved: Councillor Vomacka

Seconded: Councillor Day

that the agenda be approved with the following deletion under:

New Business

(c) Lakeview Campsite Operations item is to be moved to the Parks, Recreation and Culture Committee agenda.

CARRIED.

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

(a) Moved: Councillor Day

Seconded: Councillor Vomacka

that the committee recommend that all of the bids for the Ohtaki water main river crossing be rejected as the bids far exceeded the budget estimates for the project;

and that the Committee recommend acceptance of TGK's bid for the Greendale water main crossing in the total amount of \$285,178.75 which includes GST.

CARRIED.

(b) The Superintendent, Public Works and Engineering Services, reported that work on the water treatment plant is 75 percent complete. The plant is expected to be operational in the New Year following Ministry approval.

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

(i) The Superintendent, Public Works and Engineering Services, reported that work will continue on the Boat Ramp in the fall.

(ii) The Superintendent, Public Works and Engineering Services, advised that ground water could be a viable option for the CLEC facility. A drinking water inspection report will be required.

(iii) The Superintendent, Public Works and Engineering Services, reported that final payment has been approved for Greendale water main project.

4. **DELEGATIONS**

None.

5. CORRESPONDENCE

- (a) The letter from the Brookside Village Strata Corporation re: Refuse and Organics pickup at housing units was reviewed. Staff will look at the available options and report back at a later meeting.
- (b) Petition from the residents of River and Indian Roads regarding an increase in traffic volume was received. The Superintendent, Public Works and Engineering Services, reported that the Ministry of Transportation and highways has undertaken a study on this matter and it reports that based on traffic counts it has determined that a change is not warranted.

6. REPORTS

None.

7. NEW BUSINESS

- (a) Businesses are requesting that the hours and months of operation be posted on all public washrooms.
- (b) Suggestions for 2-hour parking signs at Saywell Park and alternate parking at Centennial Park and Point Ideal Drive are to be given consideration for implementation.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

- BC Summer Games occurring between July 20 and 22, 2018.
- BC Elders Gathering between July 9 and 12, 2018.
- Car Bridge rail painting looks great.
- Cowichan District Hospital Announcement with completion for 2024.
- Sustainable residential development presentation on July 25th, 2018 at 6 p.m. at the Centennial Hall.

10. MEDIA/PUBLIC QUESTION PERIOD.

11. ADJOURNMENT

No. PW.019/18
Adjournment

Moved: Councillor McGonigle
Seconded: Councillor Day
that this meeting adjourn. (5:43 p.m.)

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2018.

Chair



TOWN OF LAKE COWICHAN

Minutes of Parks, Recreation and Culture Committee

Tuesday, July 10th, 2018

PRESENT: Councillor Lorna Vomacka, Chair
Mayor Ross Forrest
Councillor Carlyne Austin
Councillor Day
Councillor McGonigle

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

PUBLIC: 2

1. **CALL TO ORDER**

The Chair called the meeting to order at 5:51 p.m.

2. **AGENDA**

Moved: Councillor Austin

Seconded: Councillor Day

that the agenda be approved with the following addition:

No. PR.0022/18

New Business

(c) Lakeview Campsite Operations.

CARRIED.

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

- (i) The Town's 75th Birthday Celebration meeting will be held August 21st, 2018. Volunteers interested in participating will be contacted.
- (ii) Councillor Austin has contacted the River Stewardship to look at River access at Prospect. She has asked that this item be kept on the Agenda.
- (iii) The CAO requested clarification on the number desired for the disc golf. The Superintendent, Public Works and Engineering Services reported that the cost of 1 disc is less than \$200. Suggestions for location of a disc golf course were Sahtlam, Saywell and the Duck Pond. Staff will look at options.
- (b) **Ongoing Items:**
- (i) The Superintendent, Public Works and Engineering Services, reported that Aaron Hamilton of Lake Cowichan First Nations has contacted him regarding the installation of a trail along North Shore Road. They would like the trail to connect to the Town. A Floating Walkway along a portion of the North Shore Road is a possibility.

(iv) Volunteers would be working on the trail along Lakeview.

4. **DELEGATIONS AND REPRESENTATIONS**

None.

5. **CORRESPONDENCE**

None.

6. REPORTS

None.

7. NEW BUSINESS

- (a) Final Grant payment has been received for the Centennial Park Project. The Superintendent, Public Works and Engineering Services reported that there is still work required beyond the approved grant project.
- (b) Dalton Smith, CLEC Manager reported that Lakeview Park is very busy. There have been dog and noise complaints due to unleashed dogs and the close proximity of the campsites. Problem campers are to from banned from future stays. He indicated a need for more powered sites. The kayaking and canoeing events for the Summer Games from July 20 to 22, 2018 will be held at Lakeview.
- (c) The Superintendent, Public Works and Engineering Services reported that ICBC will consider funding a crosswalk light at the Arena crosswalk. This area is considered low volume/high risk. A third speed board may be placed on North Shore Road near Tim Hortons.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. PR.0023/18
Adjournment

Moved: Councillor Austin
Seconded: Councillor Day
that the meeting be adjourned. (6:34p.m.)

CARRIED.

Certified correct _____

Confirmed on the _____ day of _____, 2018.

Chair



TOWN OF LAKE COWICHAN

Minutes of Economic and Sustainable Development Committee
Tuesday, July 17th, 2018

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

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

PUBLIC: 1

1. CALL TO ORDER

The Chair called the meeting to order at 5:00 p.m.

2. AGENDA

No. SPD.0015/18 Moved: Councillor Vomacka
Seconded: Councillor McGonigle
that the agenda be approved with the following addition under:
CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) Recent Items:

(i) A discussion was held on the topic of Attainable Housing. Council will meet with Avi Freedman, Full Professor at the McGill School of Architecture, following his presentation on Sustainable Residential Development July 25th, 2018.

(b) Ongoing Items Still Being Addressed:

(i) Council reported that the Business Walkabout was a success. Business owners appreciated Council's efforts to engage them. There will be a final report presented once the comments and online surveys are completed.

(ii) On the matter of partnership options on sustainable waste, the Superintendent, Public Works and Engineering Services reported that the Solid Waste Management meetings are still ongoing. There will be a meeting on August 2, 2018 to discuss final recommendations, following which a draft will be prepared.

4. DELEGATIONS AND REPRESENTATIONS

None.

5. CORRESPONDENCE

None.

6. STAFF REPORTS

None.

7. NEW BUSINESS

(a) Community Futures tourism project is well under way. A letter of support from the Town is to be provided.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

- State of the Island Economic Summit October 24th -25th, 2018.
- BC Summer Games from July 19th to 22nd, 2018.
- Soccer Fields are ready for the Summer Games.
- Kayaking and Canoeing events will be held at Lakeview Park.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. SPD.0016/18
Adjournment

Moved: Councillor Austin
Seconded: Councillor Vomacka
that the meeting adjourns. (6:07 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2018.

Chair

COWICHAN LAKE ELDER CARE INITIATIVE

Meeting Minutes

June 6, 2018

Call to order: 6:10 pm

Roll call: Bob Day, Don Beldessi, Terry Hale, Carolyne Austin, Marg McGillis, Ross Forrest, Wayne Stinchcombe

Approval of minutes from last meeting: Moved by Don, 2nd Ross - carried

Open issues

1. First Nations Update: No specific updates; agreed intention to share our identified list of possible Cowichan Lake area properties with First Nation representatives.
2. Society Status: General agreement that we should get moving on this; a motion by Don 2nd by Marg to begin real action to create our own society - carried; Wayne to present to the committee at the next meeting an outline of steps, requirements, costs and expected timelines to achieve society status.
3. Updates on the four areas discussed at our May 2nd meeting:

- a) Property: a number of possible properties were identified but details not delved into to any extent. Agreed to share a short list of possibilities with the Advisory Planning Commission for their input and consideration as these locations relate to the Town plan. List follows (first three were deemed as most attractive)

Stanley Gordon; Public Works Yard; J H Boyd; A B Greenwell; Yount School (Youbou); Baptist Church; The Slopes; Kaatza Logging & Timber West (these last two have expressed an interest in being more community minded.

The Town did provide seven properties that may be available, most were not in town and many not serviced.

- b) Vision/Concepts: Sheila is organizing a small group of committee members for vision/concept development. Don volunteered to share a paragraph on his thoughts based on experiences he has and his understanding of BC Housing guidelines. Terry was asked to touch base with Steve Dunton to get a sense of at what point Steve's involvement would make sense.
- c) Needs Assessment: no substantive work done at this point, Wayne and Tim to get busy and put something more tangible together for next meeting.

- Seed Funding: Bob had identified the following possible funding sources: CMHC; BC Housing; BC Non-Profit Housing; Vancouver Foundation; Victoria Real Estate Foundation; Real Estate Foundation of BC; Royal Bank; Motor Sports Complex; Lake Town Ranch

Bob summarize our next few steps: 1. Property recommendations from the APC 2. Vision/Concepts 3. Dial in Steve Dunton 4. Needs Assessment 5. Society status steps

No new business, no added agenda items

Adjournment: Moved by Don, 2nd Terry – carried adjourned 7:15pm

Next Meeting: Wednesday July 4, 2018 6:00pm, Town Hall

Meeting Minutes Sign Off:

Date:



Memo

TO: Mayor and Council

SUBJECT: Appointment of Deputy Election Officers for the 2018 Local Elections

DATE: July 20, 2018

FROM: Chief Administrative Officer

Under Section 58 of the *Local Government Act* a local government is required to appoint both the Chief Election Officer and the Deputy Chief Election Officer. Subsequent to council's appointment of the positions, Ronnie Gill has now indicated that she would be unable to fulfil her obligations as the Deputy Chief Election Officer as she will be away during the local elections for 2018.

RECOMMENDATION

that Council appoint Diane Cook as the Deputy Chief Election Officer for the local government elections to be held in October, 2018.

Note: Diane has been a Supervisor for Federal and Provincial elections as well as an Alternate Presiding Election Officer for the CVRD. She also has experience with electronic vote counting machines.

A handwritten signature in black ink, appearing to read "Joseph A. Fernandez".

Joseph A. Fernandez

TOWN OF LAKE COWICHAN

BYLAW NO. 1006-2018

The purpose of this Bylaw is to update the Council Bylaw to enable the Town's revised governance structure.

COUNCIL PROCEDURE BYLAW
Contents

	<u>Page</u>
PART 1 – INTRODUCTION	4
Title	4
Definitions	5
Application of rules of procedure.....	7
PART 2 – COUNCIL MEETINGS.....	7
Inaugural Meeting	7
Time and location of meetings.....	7
Notice of Council Meetings	7
Notice of special meetings.....	7
Electronic Meetings.....	7
PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR	7
PART 4 – COUNCIL PROCEEDINGS	7
<i>Community Charter</i> Provisions	7
Minutes of meetings to be maintained and available to public	8
Calling meeting to order.....	8



Adjourning meeting where no quorum.....9

Agenda9

Order of proceedings and business.....9

Late Items..... 10

Voting at meetings 11

Points of order 12

Conduct and debate 12

Motions generally 13

Motion to commit 14

Motion for the main question..... 14

Amendments generally..... 14

Reconsideration Requested by Mayor 15

Privilege 15

Reports from committees 15

Adjournment..... 16

PART 5 – BYLAWS..... 16

Copies of proposed bylaws to Council members..... 16

Form of bylaws 16

Bylaws to be considered separately or jointly..... 16

Reading and adopting bylaws 16

Bylaws must be signed..... 17

PART 6 - COMMITTEE OF THE WHOLE 17

Going Into Committee of the Whole..... 17

Notice for Committee of the Whole meetings..... 17



Minutes of Committee of the Whole meetings to be maintained and available to public 17

Presiding members at Committee of the Whole meetings and Quorum 18

Points of order at meetings 18

Conduct and debate 18

Voting at meetings 18

Reports 18

Rising without reporting 18

PART 7 – COMMITTEES..... 19

Duties of standing committees 19

Duties of select committees..... 19

Schedule of committee meetings..... 19

Notice of committee meetings..... 19

Attendance at Committee meetings 20

Minutes of committee meetings to be maintained and available to public 20

Quorum..... 20

Conduct and debate 20

Voting at meetings 20

PART 8 – GENERAL 20



TOWN OF LAKE COWICHAN

BYLAW NO. 1006-2018

COUNCIL PROCEDURE BYLAW

WHEREAS Section 124 of the *Community Charter* requires the establishment of procedures to be followed for meetings of council and council committees and in particular, must by bylaw do the following:

- (a) establish rules of procedure for council meetings, including the manner by which resolutions may be passed and the manner by which bylaws may be adopted;
- (b) establish rules of procedure for meetings of council committees;
- (c) provide for the taking of minutes of council meetings and council committee meetings, including requiring certification of those minutes;
- (d) provide for advance public notice respecting the time, place and date of council committee meetings and establish the procedures for giving that notice;
- (e) identify places that are to be public notice posting places for the purposes of Section 94;
- (f) establish the procedure for designating a person under Section 130 to have a member of council to act in place of the mayor;
- (g) establish the first regular council meeting date referred to in Section 125 (1) following a general local election.

NOW THEREFORE, Council of the Town of Lake Cowichan in open meeting the Municipal Council of The Town of Lake Cowichan enacts the following provisions:

PART 1 – INTRODUCTION

- 1. **Title**
 - 1.1 This Bylaw may be cited as the "Town of Lake Cowichan Council Procedure Bylaw No. 1006-2018".



2. Definitions

In this Bylaw,

CHAIR means the mayor, acting mayor, or presiding officer appointed under the community charter or this bylaw, who is chairing a meeting;

CLOSED MEETING means an in-camera meeting to consider subject matter that is included in section 90 of the community charter;

COMMITTEE means standing, select, or other Committee of Council, but does not include Committee of the Whole;

CORPORATE OFFICER means the Chief Administrative Officer for the Town;

COUNCIL means the Council of the Town of Lake Cowichan;

MAYOR means the Mayor of the Town;

PUBLIC NOTICE POSTING PLACES means the notice board at the Town Office and *the Town Web site* unless having made reasonable efforts the Town is unable to effect such posting to the website;

Question means the subject matter of a motion;

Quorum means:

- (i) In the case of Council, a majority of the number of members of which the *Council consists under the Community Charter*; and
- (ii) In the case of a committee or other body, a majority of the voting members appointed;

TOWN means the Town of Lake Cowichan;

TOWN WEB SITE means the information resource found at an internet address provided by the Town;

UNANIMOUS means all members of Council currently elected and serving as Council members and does not mean only those members present to vote.

3. Application of Rules of Procedure

3.1 The provisions of this Bylaw govern the proceedings of Council, Committee of the Whole and all standing and select committees of Council, as applicable.

3.2 In cases not provided for under this Bylaw, *Roberts Rules of Order* shall apply to the proceedings of Council, Committee of the Whole, and Council committees to the extent that those Rules are:

- (a) applicable in the circumstances, and
- (b) not inconsistent with provisions of this Bylaw or the *Community Charter*.

3.3 The rules of procedure contained in this bylaw, except those that are governed by statutory provisions of the *Community Charter* or the *Local Government Act*, may be temporarily suspended by unanimous vote of the members present.



PART 2 – COUNCIL MEETINGS**4. Inaugural Meeting**

- 4.1 Following a general local election, the first Council meeting must be held on the first Tuesday in November in accordance with Section 124(2)(g) of the *Community Charter* in the year of the election. Such a meeting may be conducted in other than the municipal council chambers as long as notice of such location is posted at the Public Notice Posting Places.
- 4.2 If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

5. Time and location of meetings

- 5.1 All Council meetings, after the statutory meeting of the Council, must take place within the Municipal Council Chambers except when Council resolves to hold meetings elsewhere and in such instances a notice of the change must be posted at the Public Notice Posting Places.
- 5.2 Regular Council meetings must:
- (a) be held on the fourth Tuesday of each month, and
 - (b) begin at 6:00 p.m.;
 - (c) be adjourned at 8:30 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 27 of this bylaw;
 - (d) when such meeting falls on a statutory holiday, be held on the next day the Town municipal office is open.
- 5.3 Regular Council meetings may:
- (a) be cancelled by Council, provided that two consecutive meetings are not cancelled; or
 - (b) be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least 2 days written notice; or
 - (c) occur as given in a schedule of the dates, times, and places approved by a resolution of Council.

6. Notice of Council Meetings

- 6.1 As required under Section 127 of the *Community Charter*, Council must prepare at least once a year, a schedule of the dates, times and places of regular Council meetings. It must make the schedule available to the public by posting it at the Public Notice Posting Places and by publishing it in accordance with Section 94 of the *Community Charter*.
- 6.2 Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.



7. Notice of Special meetings

- 7.1 Except where notice of a special meeting is waived by unanimous vote of all council members under Section 127(4) of the *Community Charter* a notice of the date, hour, and place of a special Council meeting must be given at least 24 hours before the time of meeting, by:
- (a) posting a copy of the notice at each of the Public Notice Posting Places, and
 - (b) leaving one copy of the notice for each Council member in the Council member's mailbox at the Town Office.
- 7.2 The notice under subsection 7.1 must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

8. Electronic Meetings

- 8.1 Provided the conditions set out in subsection 128(2) of the *Community Charter* are met a regular meeting, special meeting or a council committee meeting may allow participation by visual and audio or audio electronic or other communication facilities if a member of Council or a Council Committee member is unable to attend in person.
- 8.2 Except for any part of the meeting that is closed to the public, there must be provision made for the public present at a meeting to hear, or watch and hear, the participation of the member who is unable to attend the meeting in person;
- (a) The member presiding at a special council or council committee meeting cannot participate electronically.
 - (b) No more than 2 members of council at one time may participate at a council meeting under section 8.1.

PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

- 9.1 Council must designate a Councillor to serve as the member responsible for acting in the place of the Mayor when the Mayor or the Deputy Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- 9.2 The Deputy Mayor must fulfill the responsibilities of the Mayor in his or her absence.
- 9.3 If both the Mayor and the Deputy Mayor are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- 9.4 The member chosen under section 9.3 has the same powers and duties as the Mayor in relation to the applicable matters.

PART 4 – COUNCIL PROCEEDINGS**10. Community Charter Provisions**

- 10.1 Matters pertaining to Council proceedings are governed by the Community Charter including those provisions found in Division 3 of Part 4 [Open Meetings] and Division 2 of Part 5 [*Council Proceedings*].



11. Attendance of Public at Meetings

- 11.1 Except where the provisions of Section 90 of the *Community Charter* apply, all Council meetings must be open to the public.
- 11.2 Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter* which requires Council to state:
- (a) the fact that the meeting or part is to be closed, and
 - (b) the basis under the applicable subsection of Section 90 on which the meeting or part is to be closed.
- 11.3 This section applies to all meetings of the bodies referred to in Section 93 of the *Community Charter*, including without limitation:
- (a) Committee of the Whole,
 - (b) standing and select committees,
 - (c) parcel tax review panel,
 - (d) board of variance,
 - (e) advisory bodies such as advisory planning commission
- 11.4 Despite section 11.1, the Mayor, the Deputy Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 9 may expel or exclude from a Council meeting a person in accordance with section 21.8.

12. Minutes of meetings to be maintained and available to public

- 12.1 Minutes of the proceedings of Council must be
- (a) legibly recorded,
 - (b) certified as correct by the Corporate Officer, and
 - (c) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- 12.2 Subject to subsection 11.3 and in accordance with Section 97(1)(b) of the *Community Charter* minutes of the proceedings of Council must be open for public inspection at Town Office during its regular office hours.
- 12.3 Subsection 12.2 does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter* and were closed to the public.

13. Calling meeting to order

- 13.1 As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order. However, where the Mayor is absent, the designated Deputy Mayor must take the Chair and call such meeting to order.
- 13.2 If a quorum of Council is present but the Mayor or the Deputy Mayor designated as the member responsible for acting in the place of the Mayor do not attend within 15 minutes of the scheduled time for a Council meeting:



- (a) the Corporate Officer must call to order the members present, and
- (b) the members present must choose a member to preside at the meeting.

14. Adjourning meeting where no quorum

- 14.1 If there is no quorum of Council present within 30 minutes of the scheduled time for a Council meeting, the Corporate Officer must
- (a) record the names of the members present, and those absent, and
 - (b) adjourn the meeting until the next scheduled meeting.

15. Agenda

- 15.1 Prior to each Council meeting, the Corporate Officer must prepare an Agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- 15.2 The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Council meeting Agenda is no later than 4.30 p.m. on the Thursday prior to the meeting. This would include requests to appear before Council.
- 15.3 The Corporate Officer must make the agenda available to the members of Council and the public on the Friday afternoon prior to the meeting.
- 15.4 Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 17.

16. Order of Proceedings and Business

- 16.1 The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
- (a) Call to Order;
 - (b) Introduction of late items;
 - (c) Approval of Agenda;
 - (d) Adoption of minutes;
 - (e) Business Arising and Unfinished Business;
 - (f) Delegations and Representations;
 - (g) Verbal Comment From Public on a Subsequent Item;
 - (h) Correspondence (Action and Information or Consent Items);
 - (i) Council and Committee Reports;
 - (j) Other Reports;
 - (k) Staff Reports;
 - (l) Bylaws;
 - (m) New Business;
 - (n) Mayor's Report;
 - (o) Notices of Motion;
 - (p) Question Period – limited to the business conducted at the meeting;
 - (q) Adjournment.



16.2 Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

16.3 The following guidelines apply to the *Verbal Comment from Public on a Subsequent Agenda Item* for all Council Meetings, including all Council Committee Meetings:

- Maximum time allowed is fifteen minutes;
- A speaker is limited to a maximum of 3 minutes;
- A speaker may only speak once during the Public Input Period;
- A speaker must restrict their remarks to items that are listed on the open meeting agenda (excluding bylaws and matters which are or have been the subject of a Public Hearing); and
- A speaker must avoid personal references; insinuations; or make offensive, or disrespectful remarks about another person; and offensive language is not permitted.

16.4 The following guidelines apply to the *Question Period* for all Council Meetings, including all Council Committee Meetings:

- Maximum time of Question Period is fifteen minutes at the end of the meeting;
- Each person appearing before Council is limited to one question per person until all persons have had an opportunity, then if there is remaining time, a questioner who has already spoken can ask one additional question plus a follow-up question related to the answer;
- Questions must be truly questions and not statements of opinions and must be limited to the business conducted at the meeting. Questioners are not permitted to make a speech;
- Questions should stay within a time frame of 3 minutes, which includes time for a response from the Council;
- Questions will not be permitted on items on the agenda referred from a concluded Public Hearing;
- Those appearing before Council must state their full name and street address;
- Questions must be truly questions and not statements of opinions. Questioners are not permitted to make a speech or make derogatory remarks; and
- Those appearing before Council should direct their questions to the Mayor or Chair.

17. Late Items

17.1 An item of business not included on the Agenda must not be considered at a Council meeting unless Council approves introduction of the late item at the time allocated on the Agenda for such matters.

17.2 If the Council makes a resolution under section 17(1), information pertaining to late items must be distributed to the members.



18. Voting at meetings

- 18.1 The following procedures apply to voting at Council meetings:
- (a) when debate on a matter is closed the presiding member must put the matter to a vote of Council members;
 - (b) when the Council is ready to vote, the presiding member must put the matter to a vote by stating:
"Those in favour." and then "Those opposed";
 - (c) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member must not
 - (i) cross or leave the room,
 - (ii) make a noise or other disturbance, or
 - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order;
 - (d) after the presiding member finally puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it;
 - (e) the presiding member's decision about whether a question has been finally put is conclusive; and
 - (f) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand at the Council meeting; and
 - (g) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative;

19. Delegations

- 19.1 Notwithstanding section 15(2), the Council may, by resolution, allow an individual or a delegation to address Council at the meeting on the subject of an Agenda Item provided written application on a prescribed form has been received by the Corporate Officer by 12.00 p.m. on the day of the meeting. Each address must be limited to 10 minutes unless a longer period is agreed to by unanimous vote of those members present.
- 19.2 Where written application has not been received by the Corporate Officer as prescribed in section 19(1) has not received application, an individual or delegation may address the meeting if approval by the unanimous vote of the members present is given.
- 19.3 Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- 19.4 The Corporate Officer may schedule delegations to another Council meeting or
advisory body as deemed appropriate according to the subject matter of the delegation.



19.5 The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision,, the information must be distributed under separate cover to Council for their consideration.

19.6 No more than two (2) delegations may be heard at a Regular Meeting of Council,

20. Points of Order

20.1 Without limiting the presiding member's duty under section 132(1) of the *Community Charter*, the presiding member must apply the correct procedure to a motion

- (a) if the motion is contrary to the rules of procedure in this bylaw, and
- (b) whether or not another Council member has raised a point of order in connection with the motion.

20.2 When the presiding member is required to decide a point of order

- (a) the presiding member must cite the applicable rule or authority if requested by another Council member,
- (b) another member must not question or comment on the rule or authority cited by the presiding member under subsection (2)(a), and
- (c) the presiding member may reserve the decision until the next Council meeting.

21. Conduct and debate

21.1 A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.

21.2 Members must address the presiding member by that person's title of Mayor, Deputy Mayor, or Councillor.

21.3 Members must address other non-presiding members by the title Councillor.

21.4 No member must interrupt a member who is speaking except to raise a point of order.

21.5 If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.

21.6 Members who are called to order by the presiding member

- (a) must immediately stop speaking,
- (b) may explain their position on the point of order, and
- (c) may appeal to Council for its decision on the point of order in accordance with section 132 of the *Community Charter*.

21.7 Members speaking at a Council meeting

- (a) must use respectful language,
- (b) must not use offensive gestures or signs,



- (c) must speak only in connection with the matter being debated,
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded, and
 - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- 21.8 If a member does not adhere to subsection 21.7, the presiding member may order the member to leave the member's seat, and
- (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the member's seat, and
 - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- 21.9 A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- 21.10 The following rules apply to limit speech on matters being considered at a Council meeting:
- (a) a member may speak more than once in connection with the same question only
 - (i) with the permission of Council, or
 - (ii) if the member is explaining a material part of a previous speech without introducing a new matter;
 - (b) a member who has made a substantive motion to the Council may reply to the debate;
 - (c) a member who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate;
 - (d) a member may speak to a question, or may speak in reply, for longer than a total time of 15 minutes only with the permission of Council.

22. Motions generally

- 22.1 Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- 22.2 A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.
- 22.3 A Council member may make only the following motions, when the Council is considering a question:
- (a) to refer to committee;
 - (b) to amend;
 - (c) to lay on the table;
 - (d) to postpone indefinitely;



- (e) to postpone to a certain time;
- (f) to move the previous question;
- (g) to adjourn.

22.4 A motion made under subsections (3)(c) to (g) is not amendable or debatable.

22.5 Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

23. Motion to commit

23.1 Until it is decided, a motion made at a Council meeting to refer to committee precludes an amendment of the main question.

24. Motion for the main question

24.1 In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.

24.2 At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:

(a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and

(b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

25. Amendments generally

25.1 A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.

25.2 An amendment may propose removing, substituting for, or adding to the words of an original motion.

25.3 The mover must reproduce a proposed amendment in writing if requested by the presiding member.

25.4 A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.

25.5 An amendment may be amended once only.

25.6 An amendment that has been negated by a vote of Council cannot be proposed again.

25.7 A Council member may propose an amendment to an adopted amendment.

25.8 The presiding member must put the main question and its amendments in the following order for the vote of Council:

(a) a motion to amend a motion amending the main question;

(b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is positive;



(c) the main question.

26. Reconsideration Required by Mayor

26.1 Subject to subsection (5), a Council member may, at the request of the Mayor at the next Council meeting,

(a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and

(b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.

26.2 A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.

26.3 Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.

26.4 A vote to reconsider must not be reconsidered.

26.5 Council may only reconsider a matter that has not

(a) had the approval or assent of the electors and been adopted,

(b) been reconsidered under subsection (1) or section 131 of the *Community Charter* where the mayor may require Council reconsideration of a matter,

(c) been acted on by an officer, employee, or agent of the Town.

26.6 The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.

26.7 A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or Section 131 of the *Community Charter* is as valid and has the same effect as it had before reconsideration.

27. Privilege

27.1 In this section, a matter of privilege refers to any of the following motions:

(a) fix the time to adjourn;

(b) adjourn;

(c) recess;

(d) raise a question of privilege of the Council;

(e) raise a question of privilege of a member of Council.

27.2 A matter of privilege must be immediately considered when it arises at a Council meeting.

27.3 For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

28. Reports from committees

28.1 Council may take any of the following actions in connection with a resolution it receives from the Committee of the Whole:

(a) agree or disagree with the resolution;



- (b) amend the resolution;
- (c) refer the resolution back to the Committee of the Whole;
- (d) postpone its consideration of the resolution.

29. Adjournment

- 29.1 A Council may continue a Council meeting after 8.30 p.m. only by an affirmative vote of the Council members present.
- 29.2 A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- 29.3 Subsection (2) does not apply to either of the following motions:
 - (a) a motion to adjourn to a specific day;
 - (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

PART 5 – BYLAWS

30. Copies of proposed bylaws to Council members

- 30.1 A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

31. Form of bylaws

- 31.1 A bylaw introduced at a Council meeting must:
 - (a) be printed;
 - (b) have a distinguishing name;
 - (c) have a distinguishing number;
 - (d) contain an introductory statement of purpose; and
 - (e) be divided into sections;

32. Bylaws to be considered separately or jointly

- 32.1 Council must consider a proposed bylaw at a Council meeting either:
 - (a) separately when directed by the presiding member or requested by another Council member, or
 - (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

33. Reading and adopting bylaws

- 33.1 The presiding member of a Council meeting may
 - (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws, and then
 - (b) request a motion that the proposed bylaw or group of bylaws be read;



- 33.2 The readings of the bylaw may be given by stating its title and object.
- 33.3 A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- 33.4 Each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- 33.5 In accordance with section 135 of the *Community Charter*, Council may give two or three readings to a proposed bylaw at the same Council meeting.
- 33.6 Despite section 135(3) of the *Community Charter*, and in accordance with section 890(9) of the *Local Government Act*, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

34. Bylaws must be signed

- 34.1 After a bylaw is adopted and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the Town's records for safekeeping after it has been properly executed.

PART 6 - COMMITTEE OF THE WHOLE

35. Going into Committee of the Whole

- 35.1 At any time during a council meeting, Council may by resolution go into Committee of the Whole.
- 35.2 In addition to subsection 32.1, a meeting, other than a standing or select committee meeting, to which all members of Council are invited to consider but not to decide on matters of the Town's business, is a meeting of Committee of the Whole.

36. Notice for Committee of the Whole meetings

- 36.1 Subject to subsection (1) a notice of the day, hour and place of a Committee of the Whole meeting must be given at least 24 hours before the time of the meeting by:
- (a) posting a copy of the notice at the Public Notice Posting Places; and
 - (b) leaving a copy of the notice for each Council member in the Council member's mailbox at Town Office.
- 36.2 Subsection 33.1 does not apply to a Committee of the Whole meeting that is called, in accordance with section 34, during a Council meeting for which public notice has been given under section 6 or 7.

37. Minutes of Committee of the Whole meetings to be maintained and available to public

- 37.1 Minutes of the proceedings of the Committee of the Whole must be
- (a) legibly recorded,
 - (b) certified by the Corporate Officer,
 - (c) signed by the member presiding at the meeting, and
 - (d) open for public inspection in accordance with section 97(1)(c) of the *Community Charter*.



38. Presiding members at Committee of the Whole meetings and Quorum

38.1 In the absence of the Mayor, any Council member may preside in Committee of the Whole.

38.2 Where (1) applies, the members of Council attending a meeting of Committee of the Whole must appoint a presiding member for the Committee meeting.

38.3 The quorum of Committee of the Whole is the majority of Council members.

39. Points of order at meetings

39.1 The presiding member must preserve order at a Committee of the Whole meeting and, subject to an appeal to other members present, decide points of order that may arise.

40. Conduct and debate

36.1 The following rules apply to Committee of the Whole meetings:

- (a) a motion must be made and then seconded by another;
- (b) a motion for adjournment is not allowed;
- (c) a member may speak any number of times on the same question;
- (d) a member must not speak longer than a total of 10 minutes on any one question.

41. Voting at meetings

41.1 Votes at a Committee of the Whole meeting must be taken by a show of hands.

41.2 The presiding member must declare the results of voting.

42. Reports

42.1 Committee of the Whole may consider reports and bylaws only if

- (a) they are printed and the members each have a copy, or
- (b) a majority of the Council members present decide without debate that the requirements of paragraph (a) do not apply.

42.2 A motion for the Committee of the Whole to rise and report to Council must be decided without debate.

42.3 The Corporate Officer must present the Committee of the Whole's reports to Council.

43. Rising without reporting

43.1 A motion made at a Committee of the Whole meeting to rise without reporting

- (a) is always in order and takes precedence over all other motions,
- (b) may be debated, and
- (c) may not be addressed more than once by any one member.



43.2 If a motion to rise without reporting is adopted by Committee of the Whole at a meeting constituted under section 38(1), the Council meeting must resume and proceed to the next order of business.

PART 7 – COMMITTEES

44. Duties of Standing Committees

44.1 Standing committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:

- (a) matters that are related to the general subject indicated by the name of the committee;
- (b) matters that are assigned by Council;
- (c) matters that are assigned by the Mayor.

44.2 Standing committees must report and make recommendations to Council at all of the following times:

- (a) in accordance with the schedule of the committee's meetings;
- (b) on matters that are assigned by Council or the Mayor,
 - (i) as required by Council or the Mayor, or
 - (ii) at the next Council meeting if the Council or Mayor does not specify a time.

45. Duties of Select Committees

45.1 Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.

45.2 Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

46. Schedule of Committee meetings

46.1 At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.

46.2 The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

47. Notice of Committee meetings

47.1 Subject to subsection (2), after the committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:

- (a) posting a copy of the schedule at the Public Notice Posting Places; and
- (b) providing a copy of the schedule to each member of the committee.

47.2 Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a committee meeting.



47.3 The chair of a committee must cause a notice of the day, time and place of a meeting called under section 49(2) to be given to all members of the committee, at least 12 hours before the time of the meeting.

48. Attendance at Committee meetings

48.1 Council members who are not members of a committee may attend the meetings of the committee.

49. Minutes of Committee meetings to be maintained and available to public

49.1 Minutes of the proceedings of a committee must be

- (a) legibly recorded,
- (b) certified by the Corporate Officer, and
- (c) signed by the chair or member presiding at the meeting, and
- (d) open for public inspection in accordance with section 97(1)(c) of the *Community Charter*.

50. Quorum

50.1 The quorum for a committee is a majority of all of its members.

51. Conduct and debate

51.1 The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.

51.2 Council members attending a meeting of a committee, of which they are not a member may participate in the discussion only with the permission of a majority of the committee members present.

52. Voting at meetings

52.1 Council members attending a meeting of a committee of which they are not a member must not vote on a question.

PART 8 – GENERAL

53. If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

54. This bylaw may not be amended or repealed and substituted unless Council first gives public notice in accordance with section 94 of the *Community Charter*.

55. Those upon adoption of the bylaw, Bylaw No. 931-2013 being the "Town of Lake Cowichan Procedure Bylaw" and all amendments thereto are hereby repealed.

READ A FIRST TIME on the 22nd of May, 2018.

READ A SECOND TIME on the 22nd of May, 2018.

READ A THIRD TIME on the ____ day of _____, 2018.



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

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer

I hereby certify the foregoing to be a true and correct copy of "Town of Lake Cowichan Council Procedure Bylaw No. 1006-2018" as adopted on the th day of _____, 2018.



TOWN OF LAKE COWICHAN

Bylaw No. 1007-2018

A Bylaw to Amend Zoning Bylaw No. 935-2013

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

AND WHEREAS the Council of the Town of Lake Cowichan deems it expedient to rezone land comprising Remainder Lot A District Lot 13 Cowichan Lake District Plan VIP64669, Except Part in Plans VIP66922, VIP68015, VIP72607, VIP78144, VIP88404 and VIP88405, from "R-1-A Single Family Residential Zone to a newly created "R-1—B Single Family and Duplex Residential Zone" in accordance with Official Community Plan;

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

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

1. TITLE

This bylaw may be cited for all purposes as the "Town of Lake Cowichan Zoning Amendment Bylaw No.1007-2018".

2. AMENDMENTS

- 1) Schedule "A" to Zoning Bylaw No. 935-2013 is amended by rezoning a property described as Remainder Lot A District Lot 13 Cowichan Lake District Plan VIP64669, Except Part in Plans VIP66922, VIP68015, VIP72607, VIP78144, VIP88404 and VIP88405 from "R-1-A Single Family Residential Zone to "R-1—B Single Family and Duplex Residential Zone", which is outlined in bold black ink and identified on Schedule "A" to this Bylaw.
- 2) Part V "Regulations for Each Zone, Zoning Categories" is amended with the addition of text and a concept plan comprising Section 5.3 "R-1—B Single Family and Duplex Residential Zone", as follows:

5.3 R-1—B SINGLE FAMILY AND DUPLEX RESIDENTIAL ZONE**.1 Intent**

The intent of the R-1-B -- Single Family and Duplex Residential Zone is to provide for single family dwellings, side by side duplexes and bed and breakfast facilities in a medium density environment.

.2 Permitted Uses

	Principal Use	Minimum Lot Size
(a)	Single family dwelling	350 m ²
(b)	Side by side duplex	600 m ²

	Accessory Use
(i)	Home-based business, accessory to principal use in (a);
	OR
(ii)	Bed and Breakfast, accessory to principal use in (a)

.3 Conditions of Use

.1 Dimensional and Coverage Standards

	Dimensions and Coverage	Principal building	All other buildings and structures
(a)	Maximum height (In metres)	9	7.5
(b)	Maximum lot coverage (as a %)	45	

.2 Minimum building setbacks

Use / Structure	Front Lot Line	Rear Lot Line	Exterior Side Lot Line	Interior Side Lot Line
(a) Single unit residential, structures and accessory buildings (In metres)	6.0 to garage face; 4.5 to front face of dwelling	4.5	1.5	1.5

- .3 The garage face shall in all cases be set back a minimum of 1.5 metres further than the home face.
- .4 Except in the case where a parcel of land abuts a street either in the side or in the rear, accessory buildings of a size less than 10 metres square shall be permitted a setback clearance of 0.6 metres for the interior side and rear.
- .5 Notwithstanding the provisions of Article a), a *principal* building may be constructed with a zero-lot line setback from an interior property line adjacent to another R-1--B lot, provided the following
 - (i) A minimum distance of 3 (three) meters is maintained between buildings on adjacent lots;
 - (ii) A maintenance and construction easement shall be executed between the owners of the adjacent zero lot line lots and shall establish a minimum 2 (two) meters width extending in all directions from all zero setback walls.
- .6 For the parcel of land with the legal description of Remainder Lot A District Lot 13 Cowichan Lake District Plan VIP64669, Except Part in Plans VIP66922, VIP68015, VIP72607, VIP78144, VIP88404, and VIP88405, and physically located on Point Ideal Drive, development shall be in accordance with the Concept Plan in Schedule 'B' to this Bylaw and titled as 'Schedule E' to Zoning Bylaw No. 935-2013 and shall provide the following amenities:
 - (i) A minimum 2.5 ha of public park land dedication, including a playground, walking trails and protected areas;
 - (ii) Public walking trails connecting to existing parks, adjacent neighbourhood, playground and viewpoint;
 - (iii) Environmental protection area; and
 - (iv) Protected riparian area.

3) All subsequent bylaw section numbers, beginning with Suburban Residential shall be renumbered consecutively.

- 4) Part IV Land Use Categories and Regulations is amended with the addition of the R-1-B Zone name and map symbol in the Residential Zone Category as shown below:

NAME OF ZONE	ZONE CATEGORY	MAP SYMBOL
RESIDENTIAL ZONES		
Single Family and Duplex Residential		R-1-B

3. FORCE AND EFFECT

That upon adoption of this bylaw, Bylaw No. 1007-2018, the Town of Lake Cowichan Zoning Bylaw No. 935-2013 shall hereby be amended and take effect.

READ A FIRST TIME on the ___ day of _____, 2018.

READ A SECOND TIME on the ___th day of _____, 2018.

PUBLIC HEARING held on the ___th day of _____, 2018.

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

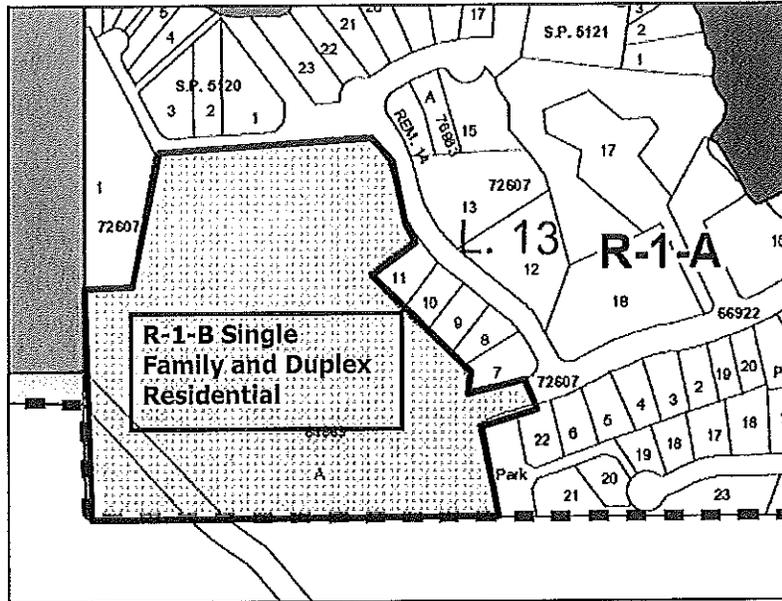
RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ___th day of _____, 2018.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer

Schedule A –Zone Map Amendment

Attached to and forming Bylaw No. 1007-2018



**Schedule B – Concept Plan for Remainder Lot A District Lot 13
Cowichan Lake District Plan VIP64669, Except Part in Plans
VIP66922, VIP68015, VIP72607, VIP78144, VIP88404, and
VIP88405**

Attached to and forming Bylaw No. 1007-2018

