

# Bowen Island Municipality

## Mission Statement:

In carrying out its mandate, Bowen Island Municipality will work towards conducting operations in a way that:

1. Improves the economic, environmental and social well-being for present and future generations;
2. Encourages and fosters community involvement;
3. Enhances the small, friendly, caring character of the community;
4. Maintains an open, accountable and effective operation; and
5. Preserves and enhances the unique mix of natural ecosystems and green spaces that Bowen Island possesses.

**NOTICE: That a Committee of the Whole meeting of Bowen Island Municipal Council will be held at Municipal Hall, 981 Artisan Lane on Tuesday, September 2, 2008 at 7:20 p.m. for the transaction of business listed below.**

Kathy Lalonde, Corporate Officer

## AGENDA

Committee of the Whole Meeting  
Tuesday, September 2, 2008 at 7:25 p.m.

|   | Page  | Timing         |
|---|-------|----------------|
| <b><u>OPENING OF COUNCIL MEETING</u></b>  |       | <b>7:20 pm</b> |
| <b><u>1. APPROVAL OF AGENDA</u></b>   |       |                |
| 1.1 Introduction of Late Items  | --    |                |
| <i><b>Recommendation:</b><br/>That Council approve the agenda and late items agenda (if applicable) for the September 2, 2008 regular Committee of the Whole meeting.</i>   |       |                |
| <b><u>2. ADOPTION OF MINUTES</u></b>  |       |                |
| 2.1 Minutes of the regular Committee of the Whole meeting, held July 7, 2008  | 1-9   |                |
| <i><b>Recommendation:</b><br/>That the minutes of the regular Committee of the Whole meeting held July 7, 2008 be adopted.</i>  |       |                |
| 2.2 Minutes of the regular Committee of the Whole meeting, held July 21, 2008   | 10-15 |                |
| <i><b>Recommendation:</b><br/>That the minutes of the regular Committee of the Whole meeting held July 21, 2008 be adopted.</i>   |       |                |
| <b><u>3. DELEGATIONS</u></b>  |       |                |
| <i><b>NOTE TO DELEGATIONS: Please use the time allocated wisely to make succinct, salient points. Upon completion of your presentation, Council may ask questions if they feel clarification is required. Please note that Council's role is to listen to the viewpoints of a delegation, but decisions regarding any request will be dealt with at a subsequent meeting.</b></i> |       |                |

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|---|-------------|-----------------------------|
| 3.1 Tina Nielsen, Bowen Island Public Library re: Establishment of Municipal Library and Dissolution of Public Library Association  | 16          | <b>7:25 pm<br/>(15 min)</b> |
| a. Minutes of the Bowen Island Public Library Association Board of Management Special meeting held June 18, 2008  | 17          |                             |
| b. Rationale for a municipal library: An analysis of Public Library Association status and municipal library status   | 18          |                             |
| c. Excerpt from Library Act [RSBC 1996], Chapter 264  | 19-32       |                             |
| d. Finances   | 33          |                             |
| e. Responsibilities and roles   | 34-35       |                             |
| <b>Recommendation:</b><br><i>The Committee of the Whole recommends that Council received the application from the Bowen Island Public Library to become a Municipal Library.</i>  |             |                             |
| <b>Recommendation:</b><br><i>If Council is in favour of investigating the feasibility of establishing a Municipal Library it is recommended;<br/>        That a Committee consisting of:</i> <ul style="list-style-type: none"> <li>• <i>One member of the Library Board</i></li> <li>• <i>One member of Council</i></li> <li>• <i>Chief Librarian</i></li> <li>• <i>Director of Finance</i></li> <li>• <i>Chief Administrative Officer</i></li> </ul> <i>be struck to review the application to develop a recommended implementation plan.</i> |             |                             |
| 3.2 Alison Nixon re: Concept and Business Plan for Cottage Farm Centre for Mental Health  | 36-46       | <b>7:40 pm<br/>(15 min)</b> |
| a. PowerPoint Presentation: “Ben’s Story”   | 47-53       |                             |

#### **4. BUSINESS ARISING FROM MINUTES**

|  |         |                             |
|--|---------|-----------------------------|
| 4.1 Michael Rosen, Planning Consultant re: Official Community Plan Amendment – Cape Roger Curtis, District Lot 1548, NWD, File No.: BM-RZ-01-2007 (Cape Roger Curtis), dated August 25, 2008 | 54-67   | <b>7:55 pm<br/>(60 min)</b> |
| a. Bylaw No. 231, 2008 cited for all purposes as “Bowen Island Official Community Plan Bylaw No. 139, 1995, Amendment Bylaw No. 231, 2008  | 67a-67g |                             |
| b. Cape Roger Curtis Neighbourhood Plan, dated September 2008 ( <i>bound copies of report to be provided separately</i> )  | --      |                             |

|   | <b>Page</b> | <b>Timing</b>              |
|---|-------------|----------------------------|
| c. Paul Fenske, Ekistics Town Planning Inc. re: Cape Roger Curtis Neighbourhood Plan – Consultation Process and Revisions, dated August 25, 2008  | 68-72       |                            |
| d. Mel Turner, Prkservices re: Final Comments on Park Issues, dated August 2008   | 73-77       |                            |
| e. Jeff Herold, Herold Development Services Ltd. re: Financial Analysis Cape Roger Curtis Development Proposal, dated August 24, 2008   | 78-84       |                            |
| f. Tim Wake, Affordable Housing Consultant re: Affordable Housing Aspects of the Cape Roger Curtis Neighbourhood Plan, dated August 2008  | 85-87       |                            |
| <b>Recommendation:</b>  |             |                            |
| <i>That the report from the Planning Consultant entitled Official Community Plan Amendment – Cape Roger Curtis – dated 23 August 2008 be received; and</i>  |             |                            |
| <i>That Bowen Island Municipality Official Community Plan Bylaw No. 139, 1996, Amendment Bylaw No. 231, 2008 be read a first time; and</i>  |             |                            |
| <i>That pursuant to Section 879 of the Local Government Act, Bowen Island Municipality Official Community Plan Bylaw No. 139, 1996, Amendment Bylaw No. 231, 2008 staff be referred to the following groups for comment: Islands Trust, Advisory Planning Commission, Affordable Housing Working Group, Greenways Advisory Committee, Sustainable Framework Working Group, Metro Vancouver Regional Parks, School District #45, Cape Roger Curtis Trust Society, Bowen Island Conservancy, Bowen Island Fire Department, and Bowen Island Municipality Public Works Department; and</i> |             |                            |
| <i>That Bowen Island Municipality Official Community Plan Bylaw No. 139, 1996, Amendment Bylaw No. 231, 2008 be presented to the community in the form of a Public Information Meeting; and</i>   |             |                            |
| <i>That Staff report back to Council on:</i>  |             |                            |
| a) <i>the results of the referral process and the Public Information Meeting; and</i>   |             |                            |
| b) <i>the technical studies addressing Island wide transportation impacts,</i>  |             |                            |
| <i>prior to proceeding further with the Bylaw.</i>  |             |                            |
| 4.2 Ratification of August 7, 2008 e-mail poll from Wil Hilsen, Acting Public Works Manager – Engineering re: Parks Capital Spending (Note: Five members of Council responded to the e-mail poll, four in the affirmative. One member of Council feels the issue requires further discussion and cannot be adequately addressed via an e-mail poll; therefore this matter is presented  | 88          | <b>8:55 pm<br/>(5 min)</b> |

|   | <b>Page</b> | <b>Timing</b> |
|---|-------------|---------------|
| <i>for Council's further consideration ):</i>   |             |               |
| a. Bowen Island 2008 Parks Capital Plan   | 89          |               |
| b. Figure 1, dated August 6, 2008   | 90          |               |
| <b>Recommendation:</b>  |             |               |
| <i>That Council direct staff to complete works as indicated in the 2008 Parks Capital Plan on a priority basis and authorizes the expenditure of up to \$30,400 from the Parks Capital Reserve to fund the works.</i> |             |               |

## **5. STAFF REPORTS**

|   |  |         |                             |
|---|--|---------|-----------------------------|
| 5.1   | Celene Fung, Planner re: Development Variance Permit BM-DVP-05-2008 (Voyer), dated August 11, 2008   | 91-95   | <b>9:00 pm<br/>(5 min)</b>  |
| <b>Recommendation:</b>  |  |         |                             |
| <i>That Council read the Public for Development Variance Permit BM-DVP-05-2008 (Voyer) for the adjustment of setback requirements at their meeting on September 15, 2008. The subject property is located at 1137 Miller Road and is legally described as Lot A, Plan 17189, Block 6, District lot 490 and 1628, New Westminster Plan.</i>  |  |         |                             |
| 5.2   | Christine Walker, Community Services Manager re: Renewal of Lease Agreement with Bowen Island Children's Centre, dated August 19, 2008                         | 96-98   | <b>9:05 pm<br/>(10 min)</b> |
| a.  | Lease Agreement between Bowen Island Preschool and Community Daycare Society at Bowen Children's Centre and Bowen Island Municipality, dated September 1, 2008 | 99-101- |                             |
| <b>Recommendation:</b>  |  |         |                             |
| <i>Whereas Bowen Island Municipality's lease with the Bowen Island Preschool and Community Daycare Society regarding the use of the lower floor of their building for recreation programs and services expires August 31, 2008; and Whereas Municipal staff and the Bowen Island Preschool and Community Daycare Society at Bowen Children's Centre have met to finalize the terms of the new 5 year lease effective September 1, 2008 ; and Whereas the Municipal Solicitor has reviewed the terms of the lease;</i> |  |         |                             |
| <i>Therefore, be it resolved that Bowen Island Municipality enter into a five year lease with the Bowen Island Preschool and Community Daycare Society at Bowen Children's Centre (BIPCDSCC) to lease the BIPCDSCC property at 650 Carter Road for recreation programs and services at a monthly rent of \$1250 for year 1, \$1375 for year 2, \$1625 for years 3 and 4, and \$1875 for year 5, plus associated recreation costs; and</i>   |  |         |                             |
| <i>That the Mayor and Chief Administrative Officer be authorized to sign the lease on behalf of the Municipality.</i>   |  |         |                             |

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|---|-------------|-----------------------------------|
| 5.3 Konrad Jaschke, Building Inspector re: Proposed Changes to the Bowen Island Building Bylaw No. 65, 2002   | 102         | <b>9:15 pm</b><br><i>(10 min)</i> |
| a. Section 56(2)(b) of Community Charter  | 103         |                                   |
| b. Bylaw No. 227, 2008 cited for all purposes as the “Bowen Island Municipality Building Bylaw No. 65, 2002, Amendment Bylaw No. 227, 2008”   | 104-105     |                                   |
| c. J. Arthur Rogers, P. Eng. re: Rock Stack Retaining Walls, dated May 30, 2008<br><i><b>Recommendation:</b></i><br><i>That Council adopt the proposed changes to Bylaw No. 65, 2002</i>  | 106         |                                   |
| 5.4 Chris Buchanan, Bylaw Services Officer re: Permission to occupy a Municipal Highway (right-of-way) by way of granting an easement over a highway, dated August 20, 2008   | 107-110     | <b>9:25 pm</b><br><i>(10 min)</i> |
| a. Chris Murdy, Murdy and McAllister re: Easements Over Dedicated Road Allowance, dated August 7, 2008<br><i><b>Recommendation:</b></i><br><i>That Council authorize the use of registered easements as a means to formalize the existence of an encroachment on or the occupancy of a municipal highway, subject to the following conditions:</i><br>1. <i>Each easement is to be brought forward to Council for authorization prior to its registration; and</i><br>2. <i>All costs associated with the registration of the easement are to be borne by the Grantee</i> | 111-121     |                                   |

## **6. NEW BUSINESS**

|  |     |                                   |
|--|-----|-----------------------------------|
| 6.1 Councillor David Wrinch re: BC Ferries Shelter in Snug Cove<br><i><b>Recommendation:</b></i><br><i>Whereas there does not seem to be a likely resolution to the BC Ferries building a shelter in the near future; and</i><br><i>Whereas they have already stated that their area will only allow a future shelter for perhaps 50 people; and</i><br><i>Whereas the winter is again approaching and often over 200 of our citizens have to stand out in the rain and dark; and</i><br><i>Whereas it is our policy to encourage people to walk-on rather than take their cars to the ferry;</i><br><i>Therefore be it resolved that the Committee of the Whole recommend that Council immediately attempt to find funds of at least \$6000 for materials to build a temporary shelter on the south dock with room for at least 200 people (640 sq. ft.). And that we attempt to have the shelter built before the end of October</i> | 122 | <b>9:35 pm</b><br><i>(20 min)</i> |
|--|-----|-----------------------------------|

*of this year, and that to keep costs down, we encourage volunteer labour to build it.*

**6. ADJOURNMENT**

**9:55 pm**