



TOWN OF LAKE COWICHAN

Regular Meeting of Council

Tuesday, September 25th, 2018 at 6:00 p.m. – Council Chambers

	Page #
1. AGENDA	
<u>CALL TO ORDER</u>	
<u>INTRODUCTION OF LATE ITEMS</u> (if applicable)	
2. APPROVAL OF AGENDA	
3. ADOPTION OF MINUTES	
(a) Minutes of the Regular Meeting of Council held on August 28 th , 2018.	3
(b) Minutes of the Public Hearing held on August 28 th , 2018.	7
4. BUSINESS ARISING AND UNFINISHED BUSINESS	
None.	
5. DELEGATIONS AND REPRESENTATIONS	
6. CORRESPONDENCE	
(a) Action Items	
(b) Information or Consent Items- (a member may ask that an item be dealt with separately)	
(i) Daryl Slater, Water Manager, Ministry of Forests, Lands, Natural Resource Operations and Rural Development re: Catalyst Paper 10 year water license decision.	11
7. REPORTS	
(a) <u>Council and Committee Reports</u>	
(i) Finance & Administration • September 18th, 2018.	Councillor McGonigle 15
(ii) Public Works & Environmental Services • September 4th, 2018.	Councillor Austin 18
(iii) Parks, Recreation & Culture • September 4th, 2018.	Councillor Vomacka 20
(iv) Economic & Sustainable Development • September 18th, 2018.	Councillor Day 22
(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- August 2018, September 2018.	24
(c) <u>Staff Reports</u>	
None.	

- 8. BYLAWS**
- (a) "Town of Lake Cowichan Columbarium Bylaw No. 1008-2018" be reconsidered and adopted. **28**

 - (b) "Town of Lake Cowichan Bylaw to Amend Subdivision, Works and Services Bylaw No 974-2016 Bylaw No 1009-2018" be given first, second and third readings. **34**

 - (c) "Town of Lake Cowichan Council Remunerartion and Expenses Bylaw No.1010-2018" be given first, second and third readings. **35**

9. NEW BUSINESS

None.

10. MAYOR'S REPORT

11. NOTICES OF MOTION

**12. QUESTION PERIOD
- Limited to items on the agenda**

13. IN CAMERA

14. ADJOURNMENT



TOWN OF LAKE COWICHAN
Minutes of a Regular meeting of Council
Tuesday, August 28th, 2018

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

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

PUBLIC: 12

1. CALL TO ORDER

Mayor Forrest called the meeting to order at 6:40 p.m.

2. AGENDA

No. R.00103/18

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

New Business:

(a) Agreement for use of Stanley Gordon during Town Office renovations.

CARRIED.

3. ADOPTION OF MINUTES

No. R.00104/18

(a) Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that the minutes of the Regular Meeting of Council held on July 24th, 2018 be adopted.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. DELEGATIONS AND REPRESENTATIONS

D. Peters, Cowichan Lake Pickle Ball Society presented the Town with an Appreciation Certificate. He also reported on the recent Vancouver Island Pickle Ball Tournament event held in Lake Cowichan.

6. CORRESPONDENCE

No. R.00105/18

(a) **Action Items**

(i) Moved: Councillor Austin
Seconded Councillor McGonigle
that a letter be sent expressing Councils disappointment in the decision of the Ministry of Forests, Lands, Natural Resource Operations and Rural Development plans to approve the proposed syphoning system by Catalyst at the water pump station.

CARRIED.

(b) **Information or Consent Items**

(i) The correspondence item for Tara Faganello, Assistant Deputy

Minister, Local Government Division, Ministry of Municipal Affairs and Housing re: Climate Action Recognition Program was treated as information.

- (ii) Cowichan Valley Regional District: letter on Solid Waste Management Plan was treated as information.

7. REPORTS

(a) Council and other Committee Reports

No. R.00106/18
Finance and
Administration

- (i) Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that the minutes of the Finance and Administration Committee meeting held on August 14th, 2018 be approved with the following:

1- Employment Code of Ethics
that the Employment Code of Ethics be approved in principal.

2- Toilet Rebate Programme
that the toilet rebate programme be discontinued beginning in 2019.

3- Memorial Garden
that Council approve the Cowichan Lake and River Stewardship Society request for the naming of the Gerald Thom Memorial Garden.

4- Well at CLEC
that Council approve the expense of \$33,750 plus taxes on the upgrades of the existing well at CLEC.

5- Railing and Ramp
that the installation of a railing and ramp for the stage at the Forest Workers Memorial Park be approved.

CARRIED.

No. R.00107/18
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 August 7th, 2018, be approved as presented.

CARRIED.

No. R.00108/18
Parks, Recreation
and Culture

- (iii) Moved: Councillor Vomacka
Seconded: Councillor McGonigle
that the minutes of the Parks, Recreation and Culture Committee meeting held on August 7th, 2018 be approved with as presented.

CARRIED.

No. R.00109/18
Economic and
Sustainable
Development

- (iv) Moved: Councillor Day
Seconded: Councillor McGonigle
that the minutes of the Economic and Sustainable Development Committee meeting held on August 14th, 2018 be approved as presented.

CARRIED.

Cowichan Lake
Recreation

- (v) There was no update for the Cowichan Lake Recreation Commission.

- Vancouver Island Regional Library (vi) The next meeting of the Vancouver Island Regional Library Board is to be held in September 2018.
- Advisory Planning Commission (vii) There was no report from the Advisory Planning Commission
- Community Forest Co-op (viii) Councillor McGonigle reported that the annual allowable cut for Qaly?it is 31,498 m3.
- (b) **Other Reports**
- Cowichan Valley Regional District Board (i) Councillor Day reported on the highlights of CVRD meetings which included:
- Safety Advisory Committee is to dissolve;
 - Annual Operating Agreement with BC Transit. Service from the CVRD to Regional District of Nanaimo will commence in the next 3 years;
 - Affordable Housing Bylaw Synopsis was provided;
 - Drinking Water and Watershed Synopsis referendum;
 - An event will be held in Lake Cowichan on September 19th, 2018 were the ballot questions for the Referendum at Election will be presented; and
 - Cowichan Housing Association year end report.
- Community Outreach Team (ii) The next meeting of Community Outreach will be held in September.
- Community Safety Advisory (iii) Councillor Austin reported that the Community Safety Advisory Commission is being dissolved.
- Seniors Care Facility (iv) Highlights from the August 1st, 2018 meeting of Senior's Care Facility include:
- Working toward society status;
 - Sub Committee formed to acquire property; and
 - Invitation from Amy Melmock, CVRD to meet with Avi Friedman.
- (c) **Staff Reports**
- No. R.110/18 (i) Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that Council authorize staff to award the contracts for the demolition of the dilapidated residence on Neva Road. With all remedial actions to be wholly at the expense of the Owner.
CARRIED.
- (8) **BYLAWS**
- No. R.0111/18 (a) Moved: Councillor Austin
Seconded: Councillor McGonigle
"Town of Lake Cowichan Procedure Bylaw No. 1006-2018" be reconsidered and adopted.
CARRIED.
- No. R.0112/18 Moved: Councillor McGonigle
Seconded: Councillor Austin
"Town of Lake Cowichan Zoning Amendment Bylaw No. 1007-2018" was given third reading.
CARRIED.

No. R.0113/18 Moved: Councillor McGonigle
Seconded: Councillor Day
"Town of Lake Cowichan Zoning Amendment Bylaw No. 1007-2018" be reconsidered and adopted.
Councillor Vomacka against.
CARRIED.

No. R.0114/18 Moved: Councillor Day
Seconded: Councillor Vomacka
"Town of Lake Cowichan Columbarium Bylaw No. 1008-2018" was given first, second and third reading.
CARRIED.

9. NEW BUSINESS

No. R.0115/18 Moved: Councillor McGonigle
Seconded: Councillor Day
that staff enter into an agreement with School District 79 for the use of Stanley Gordon during Municipal Hall renovations.
CARRIED.

10. MAYOR'S REPORT

The Mayor presented his report for August 2018 highlights which included:

- The Columbarium is near completion;
- The Lake Cowichan Volunteer Fire Department is once again assisting in the fight against the forest fires in the Province;
- Cowichan Lake River Stewardship Annual River Clean up;
- Lake Cowichan Pickle Ball Tournament;
- Cowichan Show and Shine with honorary Mayor for the day Jaxon Zalinko;
- Lake Cowichans 75th Birthday Committee; and
- Homestays needed for the Ohtaki Delegation exchange.

11. NOTICES OF MOTION

None.

12. QUESTION PERIOD

13. IN CAMERA

No. R.00116/18 Moved: Councillor McGonigle
Seconded: Councillor Day
that Council close the meeting to the public to deal with issues relating to s.90 (1)(c) labour relations or other employee relations, and s.90(1)(f) law enforcement affecting the municipality. (7:44 pm)
CARRIED.

14. ADJOURNMENT

Adjournment
No. R.00117/18 Moved: Councillor McGonigle
Seconded: Councillor Austin
that we arise and adjourn at 8:07 p.m., without report.

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2018.

TOWN OF LAKE COWICHAN
Minutes of a Public Hearing held on
Tuesday, August 28th, 2018



PRESENT: Mayor Ross Forrest
Councillor Carlyne 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: 12

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

1. OPENING REMARKS

- (a) The Mayor explained the process for the public hearing. The purpose of the hearing was to give the public the opportunity to provide input on the proposed Town of Lake Cowichan Zoning Amendment Bylaw No. 1007-2018.

The Mayor established the rules of conduct for the conduct of the hearing. Mayor Forrest asked if there were questions on the process he had laid out for the public hearing. He added that the input should be strictly on the bylaw that is the subject of the public hearing.

Hearing none, Mayor Forrest then called on the Chief Administrative Officer to introduce the bylaw.

2. BYLAW NO. 1007-2018

- (a) The Chief Administrative Officer advised that the Zoning Amendment Bylaw No. 1007-2018 had been given 1st and 2nd readings by Council on July 24th, 2018.

The Chief Administrative Officer further advised the following:

The required public notices as required under the Local Government Act had been issued and all statutory requirements have been met. He advised that one verbal inquiry had come from the agent of the property and 2 written inquiries had been received as of the close of the business day.

The public has had had the opportunity to review documentation relating to the bylaw amendments, in the meantime.

Bylaw 1007-2018 was summarized as Rezoning from Single Family Residential – R-1-A Zone to Single Family and Duplex Residential – R-1-B Zone. The proposed permitted uses in the amended zone are single family and side by side residences with lot sizes from 350 m² to 600 m². In addition, the amending bylaw deals with conditions of use that would

affect height and lot coverage and setback requirements. The development of the parcel would also require certain amenities being provided.

Council was advised it may after the adjournment of the public hearing proceed to adopt Bylaw 1007-2018 which will then amend the Zoning Bylaw.

- (b)** The Mayor called for public input.
- 1.** Peter Patsula 478 Point Ideal Drive expressed his concerns with respect to the traffic and utilities increase on Point Ideal Road. He also has concerns with the ratio of Long term residents versus Summer residents. He wanted to know if the application was made by a developer and how many duplexes are proposed and if it will it be a similar development to that at Woodland Shores.
 - 2.** Dennis Peters 290 Tal Road wanted to know what is proposed.
 - 3.** Nicole Roberts Property Developer clarified it would not be like Woodland Shores. She is planning on year round affordable housing. There will be 3 lots for duplexes.
 - 4.** Philip Buchanon Developer Engineer stated the plan called for 55 lots, 3 that are duplexes. There will be traditional single family dwellings. They are dealing with zoning, terrain and set back issues. There will be smaller lots with public amenities.
 - 5.** Lori McKenzie 465 Point Ideal Road had concerns if it will indeed be affordable housing.
 - 6.** Cara Smith 442 Point Ideal Road wanted to know if the public will be able to see the proposed vision, drawings. Will there be trails.
 - 7.** Dennis Peters 290 Tal Road wanted clarification of where the property line is as it heads toward Mesachie Lake. He has concerns on the impact of the neighborhood.
 - 8.** Paul Jones of 462 Point Ideal Road has concerns about traffic especially when there is construction taking place. He also wanted to know if there will be a traffic study and is if an alternative route is proposed.
 - 9.** Peter Patsula 478 Point Ideal Road wanted to know if there will be Bed and Breakfast and Air B n B allowed. He has concerns about left hand turns at Point Ideal Road. Will there be a discussion on traffic and riparian zones? What will the impact be on the people who currently live at Point Ideal.
 - 10.** Lori McKenzie 465 Point Ideal Road wanted clarification on the lot sizes and if there was potential for all to be duplexes.
 - 11.** Phillip Buchanon Engineer stated that duplexes are not intended. This process did not need to involve rezoning. The purpose of the rezoning is to benefit the developer. More green space could be created.

- 12. Peter Patsula 478 Point Ideal Road wanted to know if the lots are going to be smaller
- 13. Lynn Klein 300 Grosskeg Way wondered if it is a strata development.
- 14. Councillor McGonigle asked if it is a fee simple lot strata, will there be green space for the community and what is the riparian zone increase.
- 15. Councillor Vomacka asked if it was originally planned for 39 lots and now its 55. Can sewer and water infrastructure manage the increase.
- 16. Dennis Peters 290 Tal Road stated that traffic is a problem.
- 17. Lori McKenzie 465 Point Ideal Road stated that parking and left hand turns are a problem.
- 18. Peter Patsula 478 Point Ideal Road wanted clarification Is it 55 lots? Will the lots be smaller and will there be more green space. When will the plans be available if at all.
- 19. Lori McKenzie 465 Point Ideal Road wanted to know when the next reading will be.
- (c) The Mayor issued a call for public input, the second time. No input was received.

The Mayor issued a third call for public input. No input was received.

Mayor Forrest stated that no more submissions would be accepted after the meeting and that the bylaw would be referred to the regular meeting following the public hearing.

4. **ADJOURNMENT**

Mayor Forrest declared the public hearing for the proposed Bylaw No. 1007-2018 closed and advised that the bylaw would be returned to Council for further consideration (6:31pm.).

Certified correct _____.

Confirmed on the _____ day of _____, 2018.

Mayor



Date: August 31, 2018

File: 1003936

Town of Lake Cowichan
39 South Shore Road
Lake Cowichan BC V0R 2G0

Dear : Joseph Fernandez (CAO)

Re: Water licence decision has been made on the Catalyst Paper 10 year pump out operations application to be used during periods of extreme drought

I would like to provide you notice that a decision has been made to approve the pump out operations as applied for by Catalyst Paper. The rights within this approved authorization come into effect once lake levels in Cowichan Lake reach 161.4m elevation.

Your comments and concerns expressed have been taken into consideration in the adjudication of the water licence application. Please refer to my letter to the Town of Lake Cowichan dated August 23, 2018 as the reasons for my decision. Copies of the authorization documents are attached to this letter.

The *Water Sustainability Act* gives the recipient of this notice the right to appeal my decision. Information on filing an appeal can be found on the Environmental Appeal Board Website at: <http://www.eab.gov.bc.ca/>. A right of appeal from my decision lies to the Environmental Appeal Board. Notice of any appeal must (1) be in writing; (2) include grounds for the appeal; (3) be directed by registered mail to the Chair, Environmental Appeal Board, PO Box 9425 Stn Prov Govt., V8W 9V1 or personally delivered to the office of the Board at 4th Floor, 747 Fort Street in Victoria, BC V8W 3E9, cabinfo@gov.bc.ca; (4) be delivered within 30 days of receiving this letter, and (5) be accompanied by a fee of \$25.00, payable to the Minister of Finance.

Sincerely,

Darfyl Slater
Water Manager

Enclosures: Copy of Water Licence 500495 and Decision Letter



August 31, 2018

File: 1003936
vFCBC Tracking No.: 100205349

Catalyst Paper Corporation
c/o Crofton Division
PO Box 70
Crofton BC V0R 1R0

Dear Sir or Madam:

Re: Water Licence Application WLA20170918-0001

The investigation of the above application has been completed. Enclosed is a copy of your Conditional Water Licence No. 500495.

Please read the documents carefully. Any error(s) in these documents should be brought to the attention of this office as soon as possible.

Catalyst Paper is to provide adequate prior notice (10 days) to the local community of pending lowered lake level elevations from proposed drawdown operations. Notification through local newspapers and notices posted at local gathering places would be acceptable for the community (post office, parks, boat launches).

Please be aware that Catalyst Paper is to monitor for developing navigational hazards as they develop from lowered lake levels in Cowichan Lake and connected water bodies. All attempts at demarcation of these hazards for the safety of the boating public navigating the lake must be made. You are encouraged to discuss appropriate marking with Transport Canada.

Please note that the Cowichan Tribes First Nation has requested notification prior to commencement and conclusion of pumping operations, copies of weekly monitoring reports and for the participation in any amendments to the environmental management/monitoring plans as a result of the findings from ongoing monitoring.

Catalyst Paper must provide publically available information through the company website of ongoing drawdown operations on Cowichan Lake, results of weekly monitoring reports and any known or developing navigational hazards.

Please note that there has been responses received from landowners who are concerned about impacts to their property from proposed pump out operations. It is understood that Catalyst Paper is committed to working independently with residents who sustain property damage due to material reductions in the lake level attributable to the pumping operations.

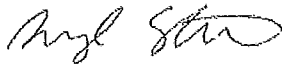
Page 1 of 3

One of the obligations of a water licence is the payment of annual rentals and fees to the Crown for the authorization to exercise the rights granted under the licence. Failure to pay water rental invoices by a specified date may result in late-payment penalties, collection action or cancellation of the licence. Any questions in regards to invoices, statements or billing procedures should be directed to the Water Revenue Unit at 1 800 361-8866. Callers from the Victoria area should dial 250 387-9445.

The *Water Sustainability Act* gives the recipient of this notice the right to appeal my decision. Information on filing an appeal can be found on the Environmental Appeal Board website at: <http://www.eab.gov.bc.ca/>. A right of appeal from my decision lies to the Environmental Appeal Board. Notice of any appeal must (1) be in writing; (2) include grounds for the appeal; (3) be directed by registered mail to the Chair, Environmental Appeal Board, PO Box 9425 Stn Prov Govt., V8W 9V1 or personally delivered to the office of the Board at 4th Floor, 747 Fort Street in Victoria, BC V8W 3E9, eabinfo@gov.bc.ca; (4) be delivered within 30 days of receiving this letter, and (5) be accompanied by a fee of \$25.00, payable to the Minister of Finance.

If you have any questions or concerns, please contact this Dave Skarbo, Authorizations Specialist – Water by email at david.skarbo@gov.bc.ca or by phone at 250 751-7311.

Yours truly,



Darryl Slater
Water Manager

Enclosure(s)

cc: Larry George, Cowichan Tribes First Nation, 5760 Allenby Rd, Duncan, BC, V9L 5J1
Cowichan Valley Regional District, 175 Ingram Street, Duncan, BC, V9L 1N8



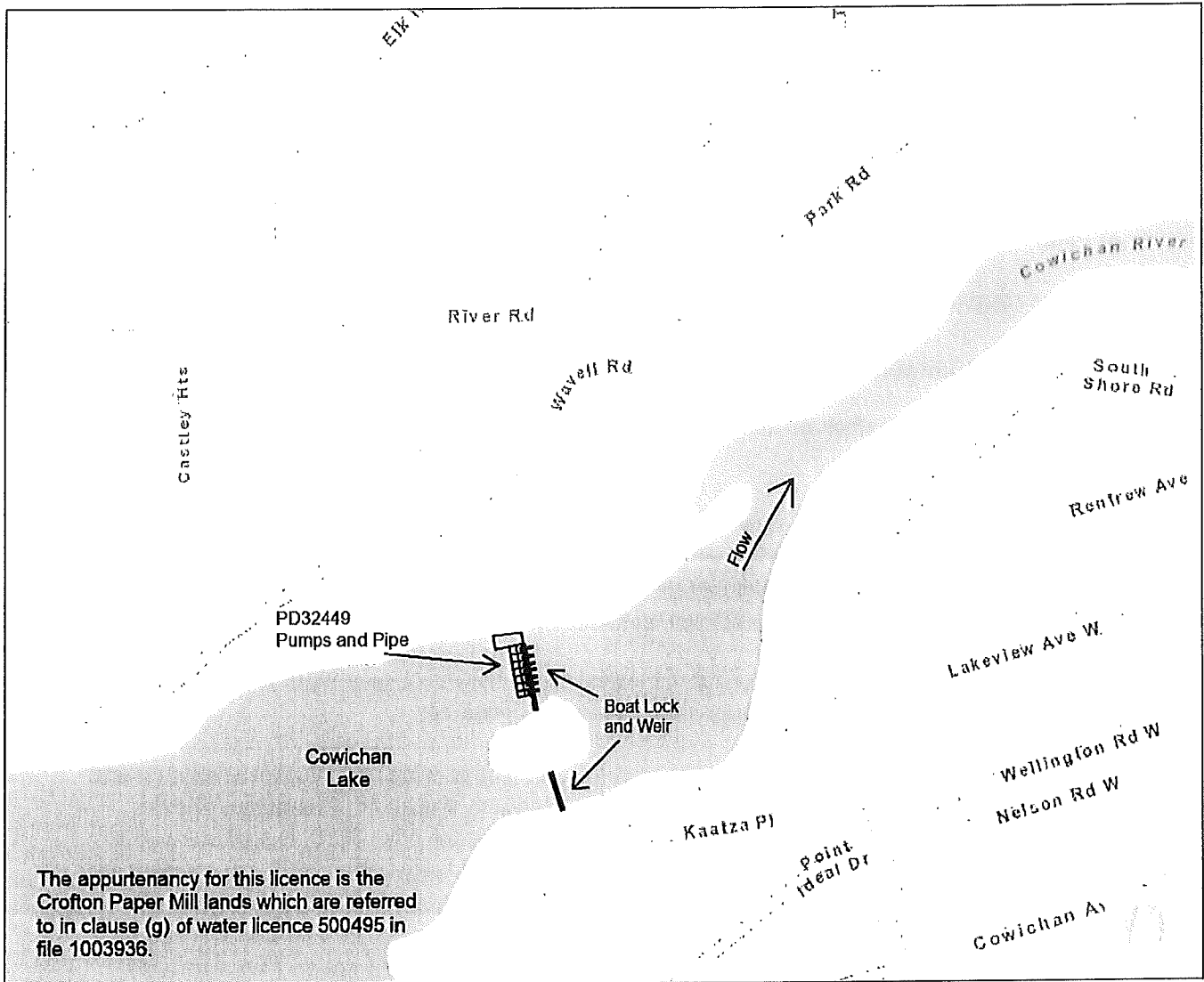
Province of British Columbia

Water Sustainability Act

CONDITIONAL WATER LICENCE

The owners of the undertaking to which this licence is appurtenant is hereby authorized to divert and use water as follows:

- a) The stream on which the rights are granted is Cowichan River.
- b) The point of diversion is located as shown on the attached plan.
- c) The date from which this licence shall have precedence is April 21, 2017.
- d) The purposes for which this licence is issued are industrial (pulp mill) and conservation (use of water).
- e) The maximum quantity of water which may be diverted and used for industrial (pulp mill) purpose is 146,880 cubic metres per day at a rate not to exceed 1.7 cubic metres per second. The maximum quantity of water which may be diverted and used for conservation (use of water) purpose is 2.8 cubic metres per second.
- f) The period of the year during which the water may be used is a maximum of 49 days from the date of commencement of drawdown pumping operations.
- g) The undertaking upon which the water is to be used and to which this licence is appurtenant is the undertaking of the licensee within Lot 1, Section 3, Range 10, Chemainus District, Plan 16471; Lot 2, Section 4, Range 10, Chemainus District, Plan 3198, except that part in Plan VIP76653; Lot 1, Section 3, Range 10, Chemainus District, Plan 1471, except parts in Plans 11613, 13731 and 16471; Section 3, Range 9, Chemainus District, except parts in Plans 920 RW and 921 RW; That part of Sections 5 and 6, Range 10, and that part of the foreshore of District Lot 172, Chemainus District, shown coloured red on Plan deposited under DD 14529I; Lot 1 of Sections 4, 5, and 6, Range 10, Chemainus District, Plan VIP69811; Lot 2 of Sections 2, 3, and 4, Ranges 10 and 11, Chemainus District, and of Sections 5 and 6, Range 10, Chemainus District, and of District Lots 141 and 475, Cowichan District, Plan VIP69811, except that part in Plan VIP76654; Lot 3 of Sections 2, 3, and 4, Ranges 10 and 11, and District Lot 107, Chemainus District, and of District Lots 141 and 475, Cowichan District, Plan VIP69811; Lot 4 of Sections 4 and 5, Range 10, Chemainus District, Plan VIP69811; and Lot 5, Section 2, Ranges 10 and 11, Chemainus District, Plan VIP68911.
- h) The authorized works are pumps and pipes which shall be located approximately as shown on the attached plan.
- i) The installation of the said works shall be completed and the water shall be beneficially used as needed each year. The removal of the said works shall be completed as soon as possible once pumping operations are completed for the year.



WATER DISTRICT: Victoria
 PRECINCT: Duncan
 LAND DISTRICT: Cowichan

Signature: *Phyl Stone*
 Date: August 31, 2018

LEGEND:

Scale: 1: 5,000
 Point of Diversion: ●
 Map Number: 92C.090.2.1
 Pipe: - - - - -

C.L. 500495
 File 1003936
 P.C.L. Not Applicable



TOWN OF LAKE COWICHAN
Minutes of Finance & Administration Committee
Tuesday, September 18th, 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
Jill Walters, Recording Secretary

PUBLIC: 6

1. CALL TO ORDER

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

2. AGENDA

No. FA.0050/18

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

New Business:

(d) Director of Finance re: Vancouver Island-wide Intercommunity Business License.

(e) Fire Department Budget.

Reports:

(d) Lake Cowichan Fire Department Incident Report for August, 2018.

Correspondence:

(b) Stantec re: Water Treatment Facility.

Councillor Austin requested that Bylaw Reports be added to the Finance and Administration Agenda from now on.

CARRIED.

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

- (a) The Town has retained new architects, who will need time to familiarize themselves with the existing drawings.
- (b) Sales of the Columbarium niches have begun. Landscaping will be addressed in the Spring. The forms for the Columbarium will be available on the Town's website.

4. DELEGATIONS AND REPRESENTATIONS

None.

5. CORRESPONDENCE

- (a) The Correspondence item for CFIB re: Municipal Red Tape Challenge was treated as information.

No. FA.0051/18 (b)

Motioned: Councillor Day
Seconded: Councillor Austin
that the Committee recommend the approval of \$29,000 to cover additional costs for the Water Treatment Plant.

CARRIED.

6. REPORTS

- (a)** The Financial Report for the period ending August 31st, 2018 was treated as information.
- (b)** The Building Inspector's Service Report for August, 2018 was treated as information.

No. FA.0052/18 **(c)** Motioned: Councillor Vomacka
Seconded: Councillor Austin
that the Committee recommend approval of the Lake Cowichan Fire Department's incident report for July,2018 in the total amount of \$7,983.00 **CARRIED.**

No. FA.0053/18 Motioned: Councillor Day
Seconded: Councillor Vomacka
that the Committee recommend approval of the Lake Cowichan Fire Department's incident report for August,2018 in the total amount of \$10,671.58 **CARRIED.**

7. NEW BUSINESS

- (a)** A discussion was had on allowing camping at the Arena parking lot during events. Staff will take into consideration the discussion and deal with applications on an individual basis with the request for proof of liability insurance.

Recess 6:40

Reconvened 7:45

No. FA.0054/18 Motioned: Councillor Austin
Seconded: Councillor Day
that Council recommend an annual 2% adjustment to the Mayor's annual salary based on 2019 salary of \$23,386. **CARRIED.**

No. FA.0055/18 Motioned: Councillor Day
Seconded: Councillor Vomacka
that Council recommends participating in the extended health benefit plan with 100% of the premium to be paid by the Town with any dependent coverage being paid by the Council member. **CARRIED.**

No. FA.0056/18 Motioned: Councillor Day
Seconded: Councillor Vomacka
that the recommended daily per diem be increased to \$70.00 effective January 1st, 2019. **CARRIED.**

No. FA.0057/18 Motioned: Councillor Austin
Seconded: Councillor Vomacka
that the Council Remuneration Bylaw be amended. **CARRIED.**

No. FA.0058/18 **(c)** Motioned: Councillor Day
Seconded: Councillor Vomacka
that the Committee recommending dissolving the Cowichan Lake Elder Care Initiative Select Committee. **CARRIED.**

No. FA.0059/18 **(d)** Motioned: Councillor Day
Seconded: Mayor Forrest
that Council approves moving forward with amendments of the Inter Community Bylaw.

CARRIED.

No. FA.0060/18 (e) Motioned: Mayor Forrest
Seconded: Councillor Austin
that the Committee recommend approval of the 2019 Fire
Department Budget as presented.

CARRIED.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

(a) Saturday September 8th, 2018 the Pacheedaht First Nation held a
Community to Community Event to celebrate the signing if the
Caly?it Agreement.

(b) Councillor Austin reported seeing Premier John Horgan playing
disc golf in Langford.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. FA.0061/18 Moved: Councillor Vomacka
Adjournment Seconded: Councillor Day
that we adjourn (8:17 p.m.).

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____, 2018.

Chair



TOWN OF LAKE COWICHAN
Minutes of Public Works and Environmental Services Committee
Tuesday, September 4th, 2018

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

ABSENT: Councillor McGonigle

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

PUBLIC: 2

1. **CALL TO ORDER**

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

2. **AGENDA**

No. PW.023/18
Agenda

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

Correspondence

(a) Email from RCMP Sgt. Stu Foster re: Traffic Concerns;and

New Business

(b)Councillor McGonigle’s absence from meetings of the day.

CARRIED.

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

(a)

(i) The Ohtaki Footbridge Water main Upgrades are on hold. The Greendale Trestle Water main Upgrades have been awarded.

(ii) Signage regarding seasonal closures will be placed on the washrooms.

(b) A letter has been sent from Island Health stating it has concerns with testing at the Water Treatment Plant. The issue has been referred to Stantec. Island Health also has concerns about deadlines being met.

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

(i) The Chief Administrative Officer reported that work will continue on the Boat Ramp this week.

(ii) The Chief Administrative Officer reported that Drillwell and the Engineers have been on site at CLEC. A report on the results of the well test is pending.

4. **DELEGATIONS**

None.

5. **CORRESPONDENCE**

(a) Email from Sgt. Stu Foster, Detachment Commander requesting the installation of a no left turn sign at Darnell Road. He also requested that a pedestrian controlled flasher system be placed at the Arena.



TOWN OF LAKE COWICHAN
Minutes of Parks, Recreation and Culture Committee
Tuesday, September 4th, 2018

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

ABSENT: Councillor McGonigle

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

PUBLIC: 7

1. CALL TO ORDER

The Chair called the meeting to order at 5:46 p.m.

2. AGENDA

Moved: Councillor Day
Seconded: Councillor Austin
No. PR.0027/18 that the agenda be approved with the following addition under:

New Business

7(b) Purchase of Soccer Goal Posts for Centennial Field.

CARRIED.

3.(a) BUSINESS ARISING AND UNFINISHED BUSINESS

- (i) The Town's 75th Birthday Celebration Committee is being Co-Chaired by Paul Jordan and Loretta Puckerin. Councillor Austin will be the liason. There were no minutes from the meeting available.
 - (ii) No update on River access at Prospect was available. The Chief Administrative Officer will speak to Bob Crandall and see if access is a possibility.
 - (iii) A discussion was had on the subject of disc golf and how many holes and units would be needed.
- (b) Ongoing Items:**
- (i) There was no update on the River Front Walkway and Trail Connections.
 - (ii) Volunteers are waiting for fire season to end to work with the Town on the Single Track Trail along the South Shore of the lake.

4. DELEGATIONS AND REPRESENTATIONS

No. PR.0028/18 Graham Dalziel and Bob Simpson representing Cowichan Rocks Curling requested that Council reconsider the ban on camping at the Arena parking lot.

Moved: Councillor Day
Seconded: Councillor Austin
that the committee discuss the Cowichan Rocks request at the Finance meeting September 18th, 2018.

CARRIED.

No. PR.0029/18 **5. CORRESPONDENCE**
Motioned: Councillor Day
Seconded: Councillor Austin
that Lakeview Campsite be closed to the public October 27th-
28th, 2018 for the Cowichan Cycles and Cross on the Rock
event. CARRIED.

6. REPORTS
None.

7. NEW BUSINESS
(a) Dalton Smith, CLEC/Lakeview Manager reported that the season
is now over. He estimates that there were over 20,000 visitors
this year. He stated that next year there will need to be updates
made to the website and to the campsite policy. There is also
concern about the legalization of marijuana and how it will
affect Lakeview areas.

(b) Staff will look into the cost of purchasing Soccer Goal Posts for
Centennial Park Fields.

8. NOTICES OF MOTION
None.

9. PUBLIC RELATIONS ITEMS
Lake to Lake Walk is scheduled for Saturday September 8th,
2018

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. PR.0030/18 Moved: Councillor Day
Adjournment Seconded: Mayor Forrest
that the meeting be adjourned. (6:25 p.m.) CARRIED.

Certified correct _____

Confirmed on the _____ day of _____, 2018.

Chair



TOWN OF LAKE COWICHAN
 Minutes of Economic and Sustainable Development Committee
Tuesday, September 18th, 2018

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

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

PUBLIC: 6

1. CALL TO ORDER
 The Chair called the meeting to order at 5:00 p.m.

2. AGENDA
 Moved: Councillor Vomacka
 No. SPD.0018/18 Seconded: Councillor Austin
 that the agenda be approved as presented. CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) Recent Items:

(i) A discussion was had on the subject of Attainable Housing. Mayor Forrest requested an inventory of what types of housing are available. The 2016 census was suggested as a source of information.

(b) Ongoing Items Still Being Addressed:

(i) The next Sustainable Waste and Composting meeting will be attended by the Chief Administrative Officer.

4. DELEGATIONS AND REPRESENTATIONS

Cathy Robertson, Community Futures and Amy Melmock, CVRD presented the Tourism Action Plan Report.

5. CORRESPONDENCE

None.

6. STAFF REPORTS

None.

7. NEW BUSINESS

None.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

(a) Councillor Austin reported that the Island Health Well Baby Program has seen 9 new babies in August for a total of 34 babies this year.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. SPD.0019/18
 Adjournment
 Moved: Councillor McGonigle
 Seconded: Councillor Vomacka

that the meeting adjourns. (5:58 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2018.

Chair

COWICHAN LAKE ELDER CARE INITIATIVE

Meeting Minutes

August 1, 2018

Call to order: 6:00pm , Don Beldessi chairing

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

Guest: Amy Melmock, Manager of Economic Development, CVRD

Agenda: Motion to approve – Sheila, 2nd Marg, carried

Approval of minutes from last meeting: moved Bob, 2nd Sheila, carried

Open issues

1. First Nations update: no new developments, commitment to carry forward and respond to opportunities.
2. Society update: Wayne has set up a BCeID account for CLECI; searched and cleared our first choice in name (Cowichan Lake Elder Care Society); Sheila key to our completion of a Constitution and Society Bylaws; 3 names submitted on-line – we await name approval and reservation number prior to submitting the finalized application. It was agreed that Wayne's home address will be used as the Society's registered office address and that all current 9 CLECI members will be Directors.
3. Property procurement: The four properties identified by the APC were reviewed. Lot size of the preferred property is required prior to the next stage.
4. Vision/Concept: A review of the sketch provided by Sheila and Marg confirmed support for the approach and layout.
5. Needs Assessment: Wayne, with future assistance from Tim will continue to assemble. Sheila mentioned that Our Cowichan is looking to assemble a new regional survey of the 12 Determinants of Health with a focus on the elderly, this will be of value to us.
6. Funding: Terry shared that CMHC has a newer program called MLI Flex (mortgage, loan & insurance) which can offer up to 95% financing of approved developments.
7. Terry has conversed with Steve Dunton. Steve continues to be supportive and needs more details on the footprint of a property before moving to a more detailed building plan. He suggested considering underground parking for security and other advantages.

Seeing our Cowichan Lake residents living their entire lives in their homeland with health, safety, security and the support needs they require

New business

8. Amy Melmock expressed positive remarks for our initiative and shared that Ladysmith is also working toward a seniors centre. She is affiliated with Cowichan Housing which works with a social planning group in anticipating and planning to meet housing needs on multi levels across the region. She invited us to a session on Thursday Sep 21st at which Avi Freedman will speak on community development, followed the next day by a morning workshop. Amy will forward specific details for the Committee.
9. Society costs: \$31.50 was forwarded to BC Registries for our name reservation and a further \$100.00 will be required for final registration. It was agreed that all members would donate \$20.00 each to cover these costs (thanks Ross, Bob, Terry & Carlyne, you are recorded as paid) Once we are registered, a bank account will be opened.
10. Lynn Budding had expressed support for CLECI and interest in membership, she regrets however that time does not allow her to pursue becoming a member.

Adjournment: 7:05 pm

Next Meeting: Wednesday September 5, 2018, 6:00pm, Town Hall

Meeting Minutes Sign Off:

Date:

COWICHAN LAKE ELDER CARE INITIATIVE

Meeting Minutes

September 5, 2018

Call to order: 6:05pm

Roll call: Bob Day, Tim McGonigle, Terry Hale, Sheila Service, Carolyne Austin

>>>Regrets: Marg McGillis, Ross Forrest, Don Beldessi

Approval of Agenda: Moved Tim, 2nd Carolyne carried

Approval of minutes from last meeting: Moved Terry, 2nd Sheila carried

Open issues

1. First Nations update: No new input to discuss
2. Society update: Approval received for the Cowichan Lake Elder Care Society, our Corporation # S0069815 Incorporated August 17, 2018.. Wayne will email copies to all Committee members (who are also Directors of the Society) copies of the Society 'Constitution', 'Bylaws' and 'Directors Listing' (please check that your address info is correct. **Motion: To instruct the Lake Cowichan Town Council by way of these meeting minutes to dissolve the current standing committee known as - 'Cowichan Lake Elder Care Initiative' and recognize it is replaced by the new and independent committee known as 'Cowichan Lake Elder Care Society'. Motion made by Terry, 2nd by Sheila - carried**
3. Follow up from last meeting:
 - a) Property procurement: As we will be operating as the Society a Standing Committee for Property Procurement will be required. *Wayne to sent Sheila current CLECI Sub-Committee protocols to develop a Society protocol document to initiate this Committee and subsequent Committees. *Sheila has agreed to work on such Society policies and will distribute 'drafts' to all Directors for input and acceptance. **Motion: The members of the Property Procurement will be the non-Council members of Sheila, Marg, Terry, Don and Wayne. Moved by Tim, 2nd Sheila carried.** First order of business will be to meet and begin planning.
 - b) Design and Steve Dunton update: No new developments

New business

4. CVRD "Creating Housing in Cowichan" workshop: at our September 21, 2018 Amy Melmock of CVRD had invited CLECI to participate. We would make a brief presentation and benefit from networking, expertise, and direct input/recommendations from a variety of relevant and connected contributors. Recommended Bob, Don and Wayne will present. *Wayne will confirm our attendance, ask about observers and begin initial work on a 'PowerPoint' CLECS presentation.
5. Discussions lead to the need for two additional Standing/Board Committees. The first for Fund Raising and the second for Communications. Completion of funding submission forms for Our Cowichan Small Grants is now open and we will submit a request.

Adjournment: 7:02pm

Next Meeting: Wednesday October 3, 2018, 6:00pm Town Hall

Meeting Minutes Sign Off:

Date:

TOWN OF LAKE COWICHAN COLUMBARIUM BYLAW NO. 1008-2018

A Bylaw to operate and maintain the Town of Lake Cowichan Columbarium Facility

WHEREAS the *Cremation, Interment and Funeral Services Act* states that Council may establish a bylaw to regulate, maintain, and operate municipal cemeteries and columbaria;

AND WHEREAS the *Cremation, Interment and Funeral Services Act* states that Council may, by bylaw establish an area to be used in perpetuity as a municipal cemetery and columbarium;

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 Columbarium Bylaw No. 1008-2018".

2. DEFINITIONS

- a) "AUTHORIZED PERSON" means the person appointed by the Chief Administrative Officer to carry out any act or function under this Bylaw;
- b) "CARE FACILITY" means an assisted living facility or community care facility as defined by the Community Care and Assisted Living Act, as may be amended from time to time;
- c) "CARE FUND" means "care fund" as defined in the Act and specifically for the Cemeteries operated by the Town of Lake Cowichan;
- d) "LOT" means a discrete space used, or intended to be used in a Cemetery, for the Interment of Cremated Remains and includes a *Niche; and*
- e) "NICHE" means one designated space in the columbarium.

3. ESTABLISHMENT OF CEMETERY

- a) The land described below is set aside in perpetuity for the Municipal Cemetery:
Lot A Plan VIP 16660, Renfrew District

4. ESTABLISHMENT OF BOARD OF TRUSTEES

- a) The Council of the Town of Lake Cowichan shall serve as the Board of Trustees for the Cemetery.

5. ESTABLISHMENT OF CEMETERY CARE FUND

- a) The Council of the Town of Lake Cowichan in its role as the Board of Trustees shall establish a care fund for the care and maintenance of the cemetery pursuant to the *Cremation, Interment and Funeral Services Act*, as may be amended from time to time.
- b) All specified fees and charges for the Cemetery Care Fund will be held by the municipality and invested in accordance with the *Cremation, Interment and Funeral Services Act*, as may be amended from time to time, and the regulations under the Act as they apply to Municipal Cemetery Care funds.
- c) The interest and dividend income earned by the Cemetery Care Fund will only be used for the purpose of paying liabilities of the municipality arising out of the care and maintenance services provided by any person for the cemetery.



- d) The Financial Officer for the Corporation shall be responsible to ensure
 - i. that funds are collected and deposited as prescribed by the Act;
 - ii. that accounting records identify balances pertaining to each Cemetery;
 - iii. any investment of monies in the Care Fund is permitted under the Act; and
 - iv. that the Care Fund is, at all times, maintained in accordance with the Act.

6. ORGANIZATION, OPERATION AND MANAGEMENT OF CEMETERY

- a) The Authorized Person will be responsible for the following:
 - i) maintaining all records and files of the cemetery necessary for the administration and management of the cemetery as required under this Bylaw and the *Cremation, Interment, and funeral Services Act*, as may be amended from time to time;
 - ii) reviewing and issuing Interment Permits and Exhumation Permits;
 - iii) upon issuing any Interment Permit or upon receiving authorization for exhumation from the proper authorities and issuing any Exhumation Permit, confirming and notifying Municipal Public Works employees of the time of the intended interment or exhumation, the name of the deceased, the number and location of the niche and any instructions of the Medical Health Officer, relative to the interment or exhumation; and
 - iv) maintaining an accounting of all monies received and expended under this Bylaw.
- b) The following duties and responsibilities will be performed by the Town of Lake Cowichan:
 - i) opening and sealing niches;
 - ii) directing all funerals in the cemetery to the correct columbarium niche;
 - iii) installing memorials on niches and constructing foundations and bases; and
 - iv) maintaining the cemetery in a neat and tidy condition, including maintaining fences, gates, paths, and other improvements.

7. FEES AND CHARGES

- a) The fees for niches, interment, exhumation, and all other applicable are set out in Schedule B of this Bylaw.

8. SALE OF NICHES

- a) Upon receipt of the applicable fees and charges, the Authorized person may sell an unsold niche and must issue an Interment Permit when the applicant completes the form in Schedule A 'Interment and Exhumation Permit' of this Bylaw.
- b) A Interment Permit Holder for a niche which has not yet been used may return the niche to the Town of Lake Cowichan for the amount the Interment Permit Holder paid for the niche, less any perpetual care reserve fund fees paid, and the Interment Permit may then be sold to another person.

9. TRANSFER OF NICHES

- a) The Interment Permit Holder for a niche, which has not been used, may transfer the niche to another person, upon providing the Authorized Person the following:
 - i) full name and address to whom the Interment Permit is being transferred;
 - ii) the applicable perpetual care reserve fund contribution; and
 - iii) the Interment Permit issued for the niche space.

- b) Once the Authorized Person receives the necessary information and fees as described in Section 9 a) of this Bylaw, the Authorized person must cancel the original Interment Permit and issue a revised Interment Permit in the name of the transferee and record the transfer in the records of the cemetery.

10. PERMIT TO INTER

- a) No human cremated remains will be interred in the cemetery until an Interment Permit is obtained from the Town of Lake Cowichan and the applicable interment fees and charges are paid.
- b) All applications for an Interment Permit must be made to the authorized person at least two working days prior to the time of interment and must be made at the Municipal Office during regular municipal office hours.
- c) Any person making an application for an Interment Permit must complete Schedule A 'Interment Permit and Exhumation Permit' of this Bylaw.
- d) Upon the Authorized Person receiving a complete Schedule A and the applicable fees and charges being paid, the authorized Person may issue an Interment Permit.

11. PERMIT TO EXHUME

- a) No human cremated remains will be disinterred from the Cemetery unless:
 - i) the Authorized Person receives a written request to do so from the person who has the right to control the disposition of the cremated remains under the *Cremation Interment and Funeral Services Act*, as may be amended from time to time, and all applicable fees and charges are paid; and
 - ii) the Authorized Person issues an Exhumation Permit;
- b) The Town of Lake Cowichan is not responsible for damage to any urn or container sustained during exhumation.

12. INTERMENT

- a) No person may dispose of cremated remains within the boundaries of the municipality except in accordance with this Bylaw.
- b) No cremated remains of a deceased human body may be interred in the Cemetery and all interments shall be subject to and comply with this Bylaw.
- c) No Cemetery Interment Permit holder shall permit an interment to be made in a niche unless such interment is made pursuant to this Bylaw.
- d) No person shall inter any cremated remains in the Cemetery except between the hours of 8:00 a.m. and 4:00 p.m., Monday to Saturday, excluding Statutory Holidays, unless previous special arrangements have been made with the Authorized Person.
- e) No person shall open a niche except authorized municipal employees.

13. COLUMBARIUM

- a) Each interment must be done in a niche in the columbarium in the cemetery.
- b) An urn to be placed in a niche must be made of metal, plastic, stone, porcelain, or wood and manufactured for the express purpose of containing cremated remains.
- c) All memorial plaques are supplied by the Town of Lake Cowichan and engraving is the responsibility of the Interment Permit holder.
- d) All memorials for niches must be installed by municipal employees once all associated fees and charges are paid.
- e) Each niche may contain the following:
 - i) one urn with maximum dimensions of 26.7 cm wide and 26.7 cm high x 30.0 cm



deep; and

- ii) two urns with individual maximum dimensions of 26.7 cm wide x 13.2 cm high and a combined 30.0 cm deep.

14. GENERAL

- a) No person may disturb persons assembled for a memorial service or visit.
- b) No person shall play any game or sport in the cemetery, unless authorized by the operator.
- c) No person shall discharge firearms in the cemetery, unless at a military funeral.
- d) No person shall drive a motorized device of any kind over any lawns, gardens or flower beds in the cemetery, unless authorized by the operator.
- e) No person shall deposit any trash or other waste in the cemetery.
- f) No person is allowed in the cemetery outside of the normal operating hours of 7:00 a.m. to 9:00 p.m. every day of the week.

15. REPEAL

That upon adoption of this bylaw, Bylaw 991-2017, being the "Town of Lake Cowichan Cemetery Bylaw No. 991-2017" shall hereby be repealed.

READ A FIRST TIME on the ____ day of ____, 2018.

READ A SECOND TIME on the ____ day of ____, 2018.

AMENDED AND READ A THIRD TIME on the ____th 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

Interment Permit and Exhumation Permit

This Purchase Agreement is entered into between the Town of Lake Cowichan and the undersigned Purchaser, also known as the Interment Rights Holder, named herein;

Interment Rights Holder Information:

Last Name: _____
 First Name: _____
 Street Address: _____
 Street Address (2): _____
 City: _____
 Province: _____
 Postal Code: _____
 Phone: _____

Date: _____

Particulars:

Interment of cremated remains
 Exhumation of cremated remains
 Date of Interment or Exhumation: _____
 Location of Interment: Lot # _____

Fees as per Schedule B

Niche, inclusive of memorial plaque	\$
Care fund	\$
GST	\$
Total Paid	\$

Deceased Information:

Last Name: _____
 First Name: _____
 Street Address: _____
 Street Address (2): _____
 City: _____
 Province: _____
 Postal Code: _____
 Date of Birth: _____
 Date of Death: _____

Next of Kin Information:

Last Name: _____
 First Name: _____
 Street Address: _____
 Street Address (2): _____
 City: _____
 Province: _____
 Postal Code: _____
 Phone: _____

Death Certificate received

Payment Terms: For goods and services listed, payment in full is required at the time of entering into this agreement.

Payment method: Cash or Debit Cheque

In witness whereof, the parties executed this agreement on the ____ day of _____, 20__.

Interment Rights Holder

Relationship to the Deceased



Schedule B

Fees

Right of Interment	Right of Interment (\$)	Care Fund (\$)	Total Cost (\$)
Niche – top row	1,467	163	1,630
Niche	1,287	143	1,430
Cemetery Services	Preparation & Close		
Open and close niche wall	400	n/a	400
Exhume/disinter cremated remains	400	n/a	400
Memorial Installations	Installation		
Niche wall engraving	200	10	210
Removal & reinstallation	60	n/a	60
Other Fees (In Addition to Fees Above)			
Right of interment transfer or surrender	50	n/a	50
Niche wall installations after hours or late arrival fees – per quarter hour	15	n/a	15
Taxes will be added to all fees as applicable. Fees in effect as of August 2018			

TOWN OF LAKE COWICHAN

Bylaw No. 1009-2018

A Bylaw to Amend Subdivision, Works and Services Bylaw No. 974-2016

WHEREAS the Local Government Act Land Title Act, and Strata Property Act authorize a local government to enact bylaws for the subdivision, provision of services, and development of the Town of Lake Cowichan;

AND WHEREAS the Council of the Town of Lake Cowichan deems it prudent to modify the Subdivision, Works and Services Bylaw to increase flexibility in subdivision designs;

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 Subdivision, Works and Services Amendment Bylaw No.1009-2018".

2. AMENDMENTS

1) Subsection 6.1 (a) in Section 6 Subdivision Design and Arrangement is amended with the addition of the R-1-B Zone District which shall be regulated with an average of 12 meters Minimum Lot Frontage in any created subdivision.

2) Subsection 6 (b) i. is deleted and replaced with the following:
May be reduced to not less than 12 metres, except for not less than 9 metres for lots in the R-1-B Zone District, where the lot is on the outside of the curve or where the lot side lines diverge from the front to the rear, provided the minimum width at the required front building line is not less than 15 metres, except for not less than 12 metres for lots in the R-1-B Zone District.

3) Subsection 6 (b) ii is deleted and replaced with the following:
Shall be increased where the lot is on the inside of the curve or where the lot side lines converge from the front to the rear, to ensure that the minimum width at the required rear building line is not less than 18 metres, except for not less than 12 metres for lots in the R-1-B Zone District.

4) A new Subsection 6.10 is inserted and reads as follows:
Notwithstanding the standards in Subsection 6.7 and 6.8, the Approving Officer may approve reasonable variances to those standards.

3. FORCE AND EFFECT

That upon adoption of this bylaw, the "Town of Lake Cowichan Subdivision, Works and Services Bylaw No. 974-2016" shall hereby be amended and take effect.

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

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

READ A THIRD TIME on the _____th 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

TOWN OF LAKE COWICHAN

Council Remuneration and Expenses

Bylaw No. 1010-2018

WHEREAS Section 12 of the *Community Charter* authorizes the Council to establish any terms and conditions it considers appropriate;

AND WHEREAS Council considers appropriate the establishment of remuneration and expenses for the members of Council in their exercise of duties on behalf of Council;

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

1. This Bylaw may be cited as "Town of Lake Cowichan Council Remuneration and Expense Bylaw No. 1010-2018".
2. In this Bylaw "Municipality" means the Town of Lake Cowichan.
3.
 - (a) There shall be paid out of annual revenues an annual remuneration to Council members for the discharge of the duties of office as provided for in Schedule "A" attached to and forming part of this bylaw;
 - (b) Payment of the annual remuneration set out in Schedule "A" shall be paid in twenty-six (26) payments to equal the annual remuneration payable and is to be commensurate with actual time served in office;
 - (c) One third of the remuneration paid pursuant to Section 3 (a) and (b) for 2018 only shall be paid as an allowance for expenses incidental to the Council members' discharge of the duties of office; and
 - (d) Notwithstanding the foregoing, a financial penalty equal to 2 remuneration payments shall be deducted from his or her remuneration each time a member misses 3 meetings in a 3 month period, without council approval. Absences from meetings at which a council member is a council representative will count for purposes of determining meetings missed.
4. The Council approves attendance by its members at any of the following:
 - (a) the annual Union of British Columbia Municipalities (U.B.C.M) Convention;
 - (b) the annual Association of Vancouver Island and Coastal Communities (A.V.I.C.C.) Convention;
 - (c) meetings within or without the boundaries of the Municipality to which members have been duly appointed as representatives by the Mayor or Council;
 - (d) meetings or business required in the conduct of the duties of the office of the Mayor;
or
 - (e) any other Municipal business, meeting, course or convention approved by resolution of Council.
5. Each member is reimbursed:
 - (a) when representing the Municipality beyond the municipal boundaries and for that each member may receive reimbursement of actual expenses incurred for attendance at meetings or functions within the Municipality;



- (b) when each member of Council delivers to the Chief Administrative Officer evidence of expenditures incurred by the Council member.
6. The following expenditures qualify for reimbursement:
- (a) actual accommodation expense accompanied by receipts or private accommodation expense of Twenty-five Dollars (\$25) may be made without receipts for each night spent away from the municipality;
 - (b) transportation expense including airfare and car rentals; or mileage expense as per Section 8 for the use of own vehicle by a Council member and such member is encouraged to use other means of public transportation where feasible if the cost of such travel is less than the mileage expense;
 - (c) mileage distances between the travel destinations shall be as calculated by Google Map and where ferry travel is part of the trip, mileage will be accordingly adjusted;
 - (d) registration and membership fees;
 - (e) long distance telephone and fax charges for calls involving municipal business;
 - (f) parking charges and laundry expenses with the latter only applicable where overnight stay is required;
7. (a) In addition to the remuneration and expenses paid in Section 3 and 5, a meal allowance will be paid to Council members while attending a meeting, or while on a course or attending a convention away from the municipality as follows:
- | | <u>In BC, except Vancouver</u> | <u>Vancouver/outside BC</u> |
|-----------|--------------------------------|-----------------------------|
| Breakfast | \$12.00 | \$15.00 |
| Lunch | 23.00 | 27.00 |
| Dinner | <u>35.00</u> | <u>43.00</u> |
| | <u>\$70.00</u> | <u>\$85.00</u> |
- (b) notwithstanding the foregoing, the per diem will be adjusted for any meals provided as part of a meeting or conference or course; and
 - (c) where a partner accompanies the member of Council and where overnight stay is required, an additional per diem of \$25.00 is payable for each night away.
8. (a) The level at which a Council member may be reimbursed for use of own vehicle is at mileage rates as allowed by the Canada Revenue Agency.
- (b) The level at which a Council member may be reimbursed is the total amount of expenditures incurred under Sections 6 and 7.
 - (c) However, where an overnight stay is required a claim of up to \$5.00 per day may be made without receipts for incidental expenses listed under both Section 6(d) and Section 6(e).
9. (a) The Town of Lake Cowichan is hereby authorized to enter into agreements for benefits for Council members and their dependents.
- (b) Participation in any or all of the benefit plans shall be at the member's option.



- (c) Council members may be provided extended health benefits through the current benefit provider (UBCM) at the levels provided by the benefit provider with 100% of the cost to be paid by the employer. Any dependent coverage would have to be wholly paid by the council member.
 - (d) Accident Insurance and weekly indemnity coverages shall be extended to all Council members while engaged on municipal business, and the costs of such coverage shall be borne by the Town of Lake Cowichan.
 - (e) Reimbursements for telecommunication expenses that are used for conducting the business matters on behalf of the Town of Lake Cowichan will be reimbursed at a rate of 75% of the monthly statement up to but not exceeding a maximum amount of \$30 per month.
 - (f) The Mayor will be provided with a smart phone in accordance with existing policy.
 - (g) Each member of council will be provided a tablet so that agendas and e-mails may be directed to individual tablets for the conduct of council business.
 - (l) Members of Council reimbursed for personal internet charges/usage will be required to provide copies of monthly invoices from time to time when such are requested.
11. That upon adoption of this bylaw, the "*Town of Lake Cowichan Council Remuneration and Expense Bylaw No. 949-2014*" is hereby repealed.

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

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

READ A THIRD TIME on the _____th 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

I hereby certify the foregoing to be a true and correct copy of "*Town of Lake Cowichan Council Remuneration and Expense Bylaw No. 9010-2018*" as adopted on this __th day of _____, 2018.

Corporate Officer



Schedule "A"**A. REMUNERATION AND INCIDENTAL EXPENSES FROM NOVEMBER 1, 2018 TO DECEMBER 31, 2018**

REMUNERATION TO COUNCIL MEMBERS PAYABLE SHALL BE AS FOLLOWS:

- (a) That the Mayor of the Municipality shall be paid an indemnity of Three Thousand, Five Hundred and Thirty-Seven Dollars (\$3,537.00).
- (b) That each Councillor of the Municipality shall be paid an indemnity of Two Thousand, One Hundred and Thirty-Two Dollars (\$2,122.00).

INCIDENTAL EXPENSES

That one third of the remuneration for the Mayor and Council set out above shall be considered as allowance for expenses incidental to the discharge of the duties of their office for 2018.

B. REMUNERATION FOR JANUARY 1, 2019 TO DECEMBER 31, 2019

REMUNERATION TO COUNCIL MEMBERS PAYABLE SHALL BE AS FOLLOWS:

- (a) That the Mayor of the Municipality shall be paid an annual indemnity of Twenty-Three Thousand, Three Hundred and Eighty-Six Dollars (\$23,386.00).
- (b) That each Councillor of the Municipality shall be paid an annual indemnity of Fourteen Thousand and Thirty-Two Dollars (\$14,032.00).

C. REMUNERATION FOR JANUARY 1, 2020 TO DECEMBER 31, 2020

REMUNERATION TO COUNCIL MEMBERS PAYABLE SHALL BE AS FOLLOWS:

- (a) That the Mayor of the Municipality shall be paid an annual indemnity of Twenty-Three Thousand Eight Hundred and Fifty-Four Dollars (\$23,854.00).
- (b) That each Councillor of the Municipality shall be paid an annual indemnity of Fourteen Thousand Three Hundred and Twelve Dollars (\$14,312.00).

D. REMUNERATION FOR JANUARY 1, 2021 TO NOVEMBER 30, 2021

REMUNERATION TO COUNCIL MEMBERS PAYABLE SHALL BE AS FOLLOWS:

- (a) That the Mayor of the Municipality shall be paid an indemnity of Twenty-Four Thousand Three Hundred and Thirty-One Dollars (\$24,331.00).
- (b) That each Councillor of the Municipality shall be paid an indemnity of Fourteen Thousand Five Hundred and Ninety-Nine Dollars (\$14,599.00).



E. REMUNERATION FOR JANUARY 1, 2022 TO DECEMBER 31, 2022

REMUNERATION TO COUNCIL MEMBERS PAYABLE SHALL BE AS FOLLOWS:

- (a) That the Mayor of the Municipality shall be paid an indemnity of Twenty-Four Thousand Eight Hundred and Seventeen Dollars (\$24,817.00).
- (b) That each Councillor of the Municipality shall be paid an indemnity of Fourteen Thousand, Eight Hundred and Ninety-One Dollars (\$14,891.00).



