

AGENDA

TOWN OF LAKE COWICHAN

**Regular meeting of Council to be held on
Tuesday, April 26th, 2016 at 6:15 p.m.**



Page #

1. CALL TO ORDER

INTRODUCTION OF LATE ITEMS (if applicable)

2. APPROVAL OF AGENDA

3. ADOPTION OF MINUTES

- (a) Minutes of the Public Hearing held on March 22nd, 2016.
- (b) Minutes of the Regular Meeting of Council held on March 22nd, 2016.

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4. BUSINESS ARISING AND UNFINISHED BUSINESS

5. DELEGATIONS AND REPRESENTATIONS

- (a) Introduction of the 2016 Lady of the Lake candidates.

6. CORRESPONDENCE

(a) Action Items

- (i) Anton Boegman, Deputy Chief Electoral Officer- Re: Elections B.C.
- (ii) Stephanie Smith, president B.C. Government and Service Employee' Union- Re: Concerns of the Sale of Wine in Grocery Stores.
- (iii) Kyrstal Mayo, Lake Days Secretary- Re: Use of Parks and Beer Gardens during Lake Days celebrations.

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

- (i) Peter Fassbender, Province of British Columbia- Re: Provision of Transportaion and Accommodation Services.

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7. REPORTS

(a) Council and Other Committee Reports

- 1. Finance & Administration Councillor McGonigle
 - April 12th, 2016.
- 2. Public Works & Environmental Services Councillor Austin
 - April 5th, 2016.
- 3. Parks, Recreation & Culture Councillor Vomacka
 - April 5th, 2016.
- 4. Economic & Sustainable Development Councillor Day
 - April 12th, 2016.
- 5. Cowichan Lake Recreation Commission Mayor Forrest
- 6. V.I.R.L Councillor Vomacka
- 7. Ohtaki Twinning Committee Mayor Forrest
- 8. Advisory Planning Commission Councillor McGonigle
- 9. Community Forest Co-op Councillor McGonigle

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(b) **Other Reports**

1. Cowichan Valley Regional District Board Meeting – Councillor Day.
2. Social Planning Cowichan – Councillor Austin.
3. Community Safety Advisory Committee - Councillor Austin.
4. Seniors’ Care Facility Steering Committee – Councillor McGonigle.

Staff Reports

None.

8. BYLAWS

- (a) “Town of Lake Cowichan Water Parcel Tax Bylaw No. 973-2016” may be reconsidered and adopted.
- (b) “Town of Lake Cowichan Subdivision, Works and Services Bylaw No. 974-2016” may be read a first, second and third time.
- (c) “Town of Lake Cowichan Financial Plan Bylaw No. 975-2016” may be read a first, second and third time.
- (d) “Town of Lake Cowichan Annual Rates Bylaw No. 976-2016” may be read a first, second and third time.

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9. NEW BUSINESS

- (a) Day of Mourning- British Columbia Facts.
- (b) Terms of Reference for Cowichan Lake Care Facility Steering Committee.
- (c) Recommendations on Appointments to Committee in (b).
- (d) BC Hydro- Proposal for Power Outage on June 26th, 2016.

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10. MAYOR’S REPORT

11. NOTICES OF MOTION

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

13. IN CAMERA

14. ADJOURNMENT

TOWN OF LAKE COWICHAN
Minutes of a Public Hearing held on
Tuesday, March 22nd, 2016



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
Kari Lingren, Recording Secretary

PUBLIC: 6

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

1. OPENING REMARKS

- (a) The Mayor explained the process for the public hearing. The purpose of the hearing was to provide the public the opportunity for input on the proposed Town of Lake Cowichan Official Community Plan Amendment Bylaw No. 970-2016 and Town of Lake Cowichan Zoning Amendment Bylaw No. 971-2016.

The Mayor also established the rules of conduct for the conduct of the hearing.

Mayor Forrest called for any questions on the process he had laid out for the public hearing.

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

2. BYLAW NO. 970-2016

- (a) The Chief Administrative Officer advised that the Official Community Plan Amendment Bylaw had been given 1st and 2nd readings by Council on February 23rd, 2016. He stated there had to be consistency between the Official Community Plan (OCP) and the Zoning bylaws.

The Chief Administrative Officer further advised that the requirements of the public notice process have been met and that two written submissions had been submitted as of the end of the business day, this day.

- (b) ⇒ The Mayor called for public input.

Dalton Smith Dalton Smith, Nantree Rd, stated that he had written a letter with his concerns of the land between Lakeview and CLEC. The Chief Administrative Officer explained that uses for the property are established in the bylaw which Council would rely on for any future development of the property.

Hardy Parmar Hardy Parmar, Moorefield Rd, informed the table that the First Nation was once promised the Lakeview and CLEC properties but it was never followed through with. He also

informed the Committee that the logging company has environmentally friendly standards and would do everything in its power not to disturb the local habitat and streams in the area.

⇒ The Mayor issued the second call for public input.

None.

⇒ The Mayor issued the third call for public input.

None.

- (c) 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.

3. BYLAW NO. 971-2016

The Mayor reiterated the rules for the conduct of the hearing and called for any questions on the process laid out for the public hearing.

- (a) The Chief Administrative Officer advised that the Zoning Amendment Bylaw had been given 1st and 2nd readings by Council on February 23rd, 2016.

The Chief Administrative Officer further advised that the requirements of the public notice process have been met and that two written submissions had been submitted as of the end of the business day, this day.

- (b) ⇒ The Mayor called for public input.

None.

⇒ The Mayor issued the second call for public input.

None.

⇒ The Mayor issued the third call for public input.

None.

- (c) 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 Bylaws No. 970-2016 and No. 971-2016 closed and advised that the Bylaws be returned to Council for further consideration (6:25 pm.).

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

Mayor

TOWN OF LAKE COWICHAN

Minutes of a Regular meeting of Council held on
Tuesday, March 22nd, 2016



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
Kari Lingren, Recording Secretary

PUBLIC: 6

1. CALL TO ORDER

Mayor Forrest called the meeting to order at 6:25 p.m.

2. AGENDA

No. R.0027/16

Moved: Councillor Austin
Seconded: Councillor Vomacka
that the agenda be approved.

CARRIED.

3. ADOPTION OF MINUTES

No. R.0028/16

(a) Moved: Councillor McGonigle
Seconded: Councillor Day
that the minutes of the Regular Meeting of Council held on
February 23rd, 2016 be adopted.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. DELEGATIONS AND REPRESENTATIONS

(a) Dr. P Hasselback, Island Health, presented the Medical Health Officer Report to the Committee. He stated that it had just become available online. Dr. Hasselback informed the committee on two aspects of the report, alcohol consumption as well as tobacco usage in correlation to Lake Cowichan.

6. CORRESPONDENCE

None.

7. REPORTS

No. R.0029/16
Finance and Administration

Moved: Councillor Austin
Seconded: Councillor Vomacka
that the minutes of the Finance and Administration Committee meeting held on March 8th, 2016 be approved with the following:

1-Fire Department Incident Report
that Council approve the acceptance of the Lake Cowichan Fire Department's incidents report for January, 2016 totaling \$7,454.18.

2-Water Parcel Tax

that Council approve the Water Parcel Tax be increased from \$100.00 to \$140.00.

3-Irrigation Work at Little League Field

that Council approve \$10,000.00 for irrigation work at the Little League Field.

4-Flow Meter and Recorder

that Council approve \$20,000.00 for the purchase and installation of a Flow Meter and Recorder.

CARRIED.

No. R.0030/16
Public Works and
Environmental Services

Moved: Councillor Austin
Seconded: Councillor Vomacka
that the minutes of the Public Works and Environmental Services Committee meeting held on March 1st, 2016 be approved as presented.

CARRIED.

No. R.0031/16
Parks, Recreation and Culture

Moved: Councillor Vomacka
Seconded: Councillor Austin
that the minutes of the Parks, Recreation and Culture Committee meeting held on March 1st, 2016 be approved as presented.

CARRIED.

No. R.0032/16
Economic and Sustainable
Development

Moved: Councillor Day
Seconded: Councillor Vomacka
that the minutes of the Economic and Sustainable Development Committee meeting held on March 8th, 2016 be approved as presented.

CARRIED.

Cowichan Lake Recreation

The minutes of the Cowichan Lake Recreation Commission meeting held on February 18th, 2016 were treated as information.

Vancouver Island Regional
Library

Councillor Vomacka updated Council on Ideas being brought forward for improvements to the Vancouver Island Regional Libraries.

Mayor Forrest informed the Committee of a living library concept that is being used in other communities. He suggested that a living library be envisioned for Lake Cowichan, where invited guests are able to share their personal stories at the new Town Square.

Ohtaki Twinning Committee

Mayor Forrest mentioned that a date has not yet been set for the next meeting for Ohtaki but one should be held soon.

Advisory Planning Commission

Councillor McGonigle reported that the Advisory Planning Commission meeting is to be held on Thursday, March 24th, 2016.

Community Forest Co-
operative

Councillor McGonigle updated Council on the plans that are underway for the Forest Co-op to welcome nearly 100 delegates into the Cowichan Lake for the annual meeting to be held May 26th through to 28th, 2016. He also wanted to personally thank Linda Blatchford for securing accommodations for the conference.

Cowichan Valley Regional District Board

(b) Councillor Day gave a verbal report to Council on his attendance at the February 24th, 2016 Cowichan Valley Regional District's Board meeting.

Social Planning Cowichan

Councillor Austin gave a verbal report that the Social Planning Cowichan Committee had no meeting but is looking for new board members at the upcoming Annual General Meeting on April 5, 2016.

Community Safety Advisory

Councillor Austin advised that the Community Safety Advisory group has three new board members but is still in need of a president.

Seniors' Care Facility

Councillor McGonigle updated the committee the Seniors' Care Group is finalizing plans for the March 31, 2016 Public Meeting.

8. BYLAWS

No. R.0033/16
Bylaw No. 970-2016
Official Community Plan
Amendment

(a) Moved: Councillor McGonigle
Seconded: Councillor Austin
that the "Town of Lake Cowichan Official Community Plan Amendment Bylaw No. 970-2016" be read a third time.
CARRIED.

No. R.0034/16
Bylaw No. 970-2016
Official Community Plan
Amendment

(b) Moved: Councillor McGonigle
Seconded: Councillor Day
that the "Town of Lake Cowichan Official Community Plan Amendment Bylaw No. 970-2016" be reconsidered and adopted.
CARRIED.

No. R.0035/16
Bylaw No. 971-2016
Zoning Amendment

(c) Moved: Councillor McGonigle
Seconded: Councillor Austin
that the "Town of Lake Cowichan Zoning Amendment Bylaw No. 971-2016" be read a third time.
CARRIED.

No. R.0036/16
Bylaw No. 971-2016
Zoning Amendment

(d) Moved: Councillor Day
Seconded: Councillor Austin
that the "Town of Lake Cowichan Zoning Amendment Bylaw No. 971-2016" be reconsidered and adopted.
CARRIED.

No. R.0037/16
Bylaw No. 972-2016
Sewer Regulations and Rates

(e) Moved: Councillor Day
Seconded: Councillor McGonigle
that the "Town of Lake Cowichan Sewer Regulations and Rates Bylaw No. 972-2016" be reconsidered and adopted.
CARRIED.

No. R.0038/16
Bylaw No. 973-2016
Water Parcel Tax

(f) Moved: Councillor Day
Seconded: Councillor Austin
that the "Town of Lake Cowichan Water Parcel Tax Bylaw No. 973-2016" be read a first, second and third time.
CARRIED.

9. NEW BUSINESS

None.

10. MAYOR'S REPORT

The Mayor presented his report for March, 2016 with the following highlights:

- "Still Standing!", producers of the award winning CBC Show about small Canadian communities will be coming to Lake Cowichan to film a show for their upcoming 2016 season;
- He expressed his congratulations to Betty Weberg Sanddar, Cindy Vast, Krystal and Dustin Mayo, Lola Sinclair, Glenda Osborne Burg, Corrie Helliwell and Patti Skramstad for receiving outstanding awards from the Chamber;
- The Chamber of Commerce monthly business dinner , at the Cow Café, was well attended with guest speaker Brent Evans of the German Auto Import Network, in attendance to speak about the new Island Motor Sport Resort;
- February 27th, 2016 saw the installation of the community's newly formed Knette Club of Lake Cowichan;
- The Community Health and Wellness Fair was held at the Cowichan Lake Sports Arena curling rink. With 39 exhibitors displaying their products. Melanie Livingstone was thanked for organizing the event;
- Safer water standards established by Island Health and the recent boil water advisories sees the need for improving the water treatment process. The Water Parcel Tax is being increased to \$140.00 to help offset the cost of the very costly secondary water treatment plant that is mandated for completion by 2017; and
- Extend thanks to the citizens of Lake Cowichan for their understanding and patience on the boil water advisories;

11. NOTICES OF MOTION

None.

12. IN CAMERA

No. R.0039/16
In-Camera

Moved: Councillor Austin
Seconded: Councillor Day
that Council close the meeting to the public to deal with issues relating to labor relations or other employee relations and land matters under Section 90(1) (c), (e) and (f) of the Community Charter respectively (7:40 p.m.).

CARRIED.

13. ADJOURNMENT

No. R.0040/16
Adjournment

Moved: Councillor McGonigle
Seconded: Councillor Day
that we arise without a report and adjourn (9:30 p.m.).

CARRIED.

Certified correct _____

Confirmed on the _____ day of _____, 2016.

Mayor



Mailing Address:
PO Box 9275 Stn Prov Govt
Victoria BC V8W 9J6

Phone: 250-387-5305
Toll-free: 1-800-661-8683/ TTY 1-888-456-5448
Fax: 250-387-3578
Toll-free Fax: 1-866-466-0665
Email: electionsbc@elections.bc.ca
Website: www.elections.bc.ca

April 18, 2016

Ross Forrest
Mayor of Lake Cowichan
39 South Shore Road
Lake Cowichan, BC V0R 2G0

Dear Mayor:

I am writing to request your support as Elections BC begins preparations for the 41st provincial general election on May 9, 2017.

Later this year, District Electoral Officers in each of the province's 87 electoral districts will begin contacting community halls, recreation centres, fire halls, public libraries and other municipal facilities to confirm their availability for use as voting places. Once availability has been confirmed, District Electoral Officers will work with the managers of these facilities to ensure that appropriate security and logistics controls are planned.

Voting days for the 2017 provincial election include advance voting on April 29-30 and May 3-6, as well as general voting on May 9. The hours for each day of voting are 8:00 a.m. to 8:00 p.m.

If you require more information, please do not hesitate to contact Nancy Southcott, Manager, Electoral Operations, at 250-356-8884 or by email at nancy.southcott@elections.bc.ca.

I hope you will make note of the dates mentioned above and that you will share this information with the appropriate representatives for the facilities in your community. I appreciate your assistance in making the voting process accessible to British Columbians.

Sincerely,

Anton Boegman
Deputy Chief Electoral Officer (Electoral Operations)
British Columbia



RECEIVED APR 20 2016

B.C. Government and Service Employees' Union
A component of NUPGE (CLC)

April 14, 2016

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

Dear Mayor Forrest

As president of the B.C. Government and Service Employees' Union (BCGEU), I am writing to share my concerns about the sale of wine in grocery stores in your city. At a minimum, I urge you to implement a 1 kilometer distance rule bylaw for all alcohol beverage retailers as other municipalities, such as Kamloops, have done. This ensures there is no proliferation of liquor outlets. In addition, I urge you to consider implementing a six month moratorium on grocery store sales of wine. This will allow for thoughtful consideration of the following:

- Increasing the number and density of liquor retail locations could have unforeseen health and public safety consequences for our communities. The Centre for Addictions Research of BC has already identified 655 more alcohol-related hospitalizations and 31 more alcohol related deaths due to the provincial government's reform of B.C. liquor laws in 2014, which increased access to alcohol. With additional liquor access – in grocery stores – these numbers will only go up.
- Unlike private and government liquor stores, wine on grocery store shelves is not subject to the regulation requiring at least 1 km distance between alcohol retailers. This regulatory omission will lead to a proliferation of alcohol retailers in our communities, which has social implications as well as negative impacts on small businesses.
- Grocery store employees will not receive the same level of training as BC Liquor store employees. They will not be as knowledgeable on the rules and regulations around identification, nor as experienced in spotting false identification. As a result, it may be easier for minors to purchase alcohol at grocery stores than at BC Liquor stores.
- It will be easier for people to shoplift alcohol from grocery stores than from BC Liquor stores; BC Liquor stores are small, with attention paid to ensuring staff have good sightlines to all areas of the store. Grocery stores are larger with tall shelving that blocks sightlines.
- Proponents of wine in grocery stores haven't addressed the issue of staff who are minors. Allowing wine in grocery stores will mean that either minors will be stocking liquor and handling liquor sales, or, if they are restricted from handling alcohol, young people may lose access to grocery store jobs.
- Grocery store sales of alcohol will not always be limited to B.C. wine, cider and sake. The "B.C. only" model is likely to violate our international trade obligations and leave us vulnerable to a trade



challenge. The government of Ontario recently acknowledged this risk. A successful trade challenge would negatively impact our local B.C. wineries, thus impacting many important small, local businesses.

- A successful trade challenge could also lead to the sale of a full range of alcohol products on grocery store shelves, as once the limit to BC VQA wine is struck down, this could open the door to making all alcohol available in grocery stores.

The BCGEU's membership includes approximately 3,800 employees of the Liquor Distribution Branch (LDB), who work in communities throughout the province. Our members at the LDB take social responsibility very seriously – they understand the importance of keeping alcohol out of the hands of minors, and are trained to watch for appropriate I.D. and over-serving.

Our union cares about the communities in which our members live and work. We care about good family-supporting jobs for our members. We care about health, safety and keeping alcohol out of the hands of minors. We care about supporting small businesses and our B.C. wine industry. We strongly urge you to implement a six month moratorium on the expansion on grocery store sales of wine, to allow time to properly assess the potential social and economic ramifications of these sales. We also urge you to implement a 1 kilometer distance rule at the municipal level for all alcohol retailers to ensure there is no proliferation of liquor outlets in our communities.

If you would like further information, or would like to discuss further, please contact Campaigns Officer Earl Moloney at (604) 291-9611 or earl.moloney@bcgeu.ca.

Thank you very much for your time and attention to this matter,

Stephanie Smith
President
BCGEU

cc: Kimberlee MacGregor, Vice President Component 5

SS/EM/pc/MoveUP



**PO Box 1357
Lake Cowichan, BC V0R2G0
cowichanlakedays@hotmail.ca
250-715-7908**

April 8, 2016

March 22, 2016 – Revision of original letter

Dear Mr. Fernandez;

I am writing today to ask for permission for use of Parks and Beer Garden during the annual Lake Days celebration this year, details are as follows:

- Use of Saywell Park for Lake Days celebration on Saturday June 11th & 12th. We will require set up on Friday June 10th 2016
- Use of Central Park for the evening of Tuesday June 7th for auditions of the RBC Cowichan Idol, evening of Thursday June 9th for semi-finals of the RBC Cowichan Idol & all day for Sunday June 12th RBC will be hosting Cowichan Idol Grand Finale event. We would like to ask for the washroom facilities to be open for public use for all noted days.
- We require approval to run a beer garden on Saturday June 11, 2016 at Saywell Park during the Lake Days celebration, the hours of this will be from noon to 6pm.
- We also require approval to run a beer garden on Sunday June 12, 2016 at Central Park, the hours of this event will be noon to 6pm. The addition of the use of Central Park for Sunday's events is ideal due to the ending of the annual Kinsmen club ducky derby race; we also plan to have additional events for entertainment on Sunday.

Thank you in advance, if we could obtain approval as soon as possible this would allow us to ensure all planning is complete and advertised accordingly.

Kristal Mayo
Lake Days Secretary



April 8, 2016

Ref: 166815

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

Dear Mayor Forrest:

The Province of British Columbia knows that British Columbians have expressed an interest in seeing greater choice, convenience and competition in the availability and provision of transportation and accommodation services. Companies such as Uber, Lyft and Airbnb may present opportunities to meet changing public expectations.

In considering the opportunities that these services may provide, it is important that the Province understands any impacts that could result for consumers, host communities and existing service providers. The many people currently providing passenger and accommodation services in British Columbia have made investments, providing jobs and valuable contributions to the economy. Thought must be given as to how any new services are regulated, recognizing the need to be respectful of existing industry participants while at the same time being fair and equitable to any possible new entrants to these sectors.

To this end, over the coming months, I will be meeting with a wide array of stakeholders to explore issues pertaining to the sharing economy and develop a better understanding of the opportunities and challenges that they provide for citizens and communities.

Locally elected officials from both urban and rural regions will have important perspectives on the issues and opportunities surrounding the sharing economy, and I am eager to draw these out as part of the consultation process. It is my hope that I will be able to engage with as many local governments as possible in person over the coming months. Regardless of whether we are able to undertake this discussion in person, I would also value the opportunity to review your thoughts on this matter via any written submission you may care to provide to me, and I encourage you to consider sending your thoughts to me directly by email at: CSCD.Minister@gov.bc.ca.

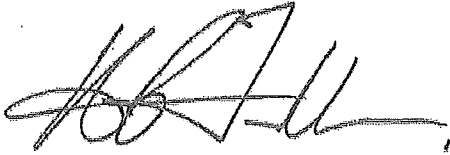
Your perspectives could include ideas on how sharing and existing service economies could be integrated, on perceived challenges and opportunities, and on provincial and local government roles in regulating and facilitating any changes we might contemplate.

.../2

His Worship Mayor Ross Forrest
Page 2

I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter Fassbender', written in a cursive style.

Peter Fassbender
Minister

TOWN OF LAKE COWICHAN

Minutes of Finance & Administration Committee held on
Tuesday, April 12th, 2016



PRESENT: Councillor Tim McGonigle, Chair
Mayor Ross Forrest
Councillor Carlyne Austin
Councillor Bob K. Day
Councillor Lorna Vomacka

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

PUBLIC: 4

1. CALL TO ORDER

The Chair called the meeting to order at 5:05 p.m.

2. AGENDA

No. FA.0019/16

Moved: Councillor Day
Seconded: Councillor Austin
that the agenda with the addition of the following:

Correspondence

- Wilderness Watch lunch at Saywell Park for Helpers

New Business

- Lake Cowichan Minor Hockey request for sponsorship be approved.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) **Ongoing Items Still Being Addressed:**
None.

4. DELEGATIONS AND REPRESENTATIONS

None.

5. CORRESPONDENCE

(a) Cowichan Lake & River Stewardship Society's letter of thanks was received as information.

(b) Councillor Vomacka read out the late correspondence from the Wilderness Watch looking for helpers for cooking and serving of food to the volunteers. Councillor Austin, Councillor Day and Councillor Vomacka offered to help.

6. REPORTS

(a) The financial report for the period ending March 31st, 2016 was treated as information.

(b) The Building Inspector's Service Report for March, 2016 was treated as information.

No. FA.0020/16 (c)

Moved: Councillor Vomacka
Seconded: Councillor Day
that the Committee recommend approval of the Lake

Cowichan Fire Department's incidents report for February 2016 totaling \$12686.73.

CARRIED.

- (d) The Director of Finance submitted the Grant-in-Aid review for organizations that have made requests.

No. FA.0021/16

Moved: Councillor Austin
Seconded: Councillor Day
that the Committee approve the \$2,750.00 in Grant-in-Aid requests that have been submitted.

CARRIED.

7. NEW BUSINESS

No. FA.0022/16 (a)

Moved: Councillor Day
Seconded: Councillor Vomacka
that the Committee approve the 5 year financial plan for the Town of Lake Cowichan.

CARRIED.

- (b) The Parcel Tax Roll Review will take place on April 19th, 2016 at 5:00 pm in chambers.

- (c) The Chief Administrative Officer reported that the Cowichan Valley Radio Society has removed the radio tower from the building on Wellington.

No. FA.0023/16 (d)

Moved: Councillor Day
Seconded: Councillor Austin
that the establishment of the Cowichan Lake Care Facility Steering Committee be agreed to in principle.

CARRIED.

A list of recommended members to the committee is to be provided by the next council meeting.

- (e) Advisory Planning Committee member, Ross Fitzgerald, informed Council that the North entrance sign concept was nearing completion once new wording is confirmed.

Council said they endorsed the new signage.

- (f) Lake Cowichan Minor Hockey contacted the Town of Lake Cowichan looking for program sponsorship for the upcoming U-18 hockey tournament being held from May 18th – 22nd, 2016.

No. FA.0024/16

Moved: Councillor Day
Seconded: Councillor Austin
that the Town of Lake Cowichan purchase a half page ad for the U-18 hockey program at a cost of \$235.00 through Grant-in-Aid funds.

CARRIED.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

None.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. FA.0025/16
Adjournment

Moved: Councillor Vomacka
Seconded: Councillor Austin
that we adjourn (6:05 p.m.).

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____ , 2016.

Chair

TOWN OF LAKE COWICHAN

Minutes of Public Works and Environmental Services
Committee held on
Tuesday, April 5th, 2016



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

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

1. CALL TO ORDER

The Chair called the meeting to order at 5:01 p.m.

2. AGENDA

No. PW.009/16

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

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

- (a) The Chief Administrative Officer explained that Lake Cowichan Minor Baseball has provided a detailed list of items it wants donated so it could build a storage shed at the end of the batting cage.

The Superintendant, Public Works and Engineering Services stated the items are of no benefit to Public Works and would actually save it from incurring costs to dispose of them.

(b) Ongoing Items Still Being Addressed:

(i) 2015 Sewer CCTV Inspection and Smoke Testing Programme:

Superintendant, Public Works and Engineering Services updated the committee that there is about a week of work left to do and all the other testing had been completed.

(ii) Gateway Signage:

The Chief Administrative Officer stated that the installation of the signage is subject to a recommendation from council to allocate the funds.

(iii) Sidewalks and Walking Trail for North Shore Road:

Councillor Day, after having reviewed the Hanson Report, felt a walking path on North Shore Road would be beneficial to the town.

4. DELEGATIONS

None.

5. CORRESPONDENCE

- (a) The correspondence item received from Island Health in regards to the notice of proposed changes to terms and conditions of operating permit for the Water Treatment Plant was treated as information.

The Superintendent, Public Works and Engineering Services reported that we have to wait until May 31st, 2016 to know if the grant is approved for the treatment upgrade and at that time we would have 30 days to ask for an extension.

- (b) The correspondence item received from Tara Bushby in regards to painting the car bridge to match the color theme of the new signage in town was treated as information.

The Chief Administrative Officer said he would pass Tara Bushby's comments on to the Ministry on Highways.

6. REPORTS

None.

7. NEW BUSINESS

- (a) The Superintendent, Public Works and Engineering Services reported that upgrades are being done to the substation. He added that any new replacement poles will be installed with lights on them at no cost to the town.
- (b) The Chief Administrative Officer informed Council that the Watering Restrictions for 2016 only saw a change in the times when watering is allowed during the week.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

Mayor Forrest asked if blue lights had been installed for Autism month. The Superintendent, Public Works and Engineering Services informed the committee that the blue lights are at the wye entrance.

Councillor Austin reminded the Committee that the LCS Health Fair will be on Wednesday April 13th, 2016. The Health Fair starts at 10:00 am

The Superintendent, Public Works and Engineering Services stated that Public Works are flushing lines this month.

Mayor Forrest informed council that the "Still Standing" show will have tickets available for anyone involved with the show and some for the public on a first-come first-served basis. Mayor Forrest said that other communities have given the host of the show, Johnny Harris, gifts.

No. PW.0010/16

Moved: Mayor Forrest
Seconded: Councillor Vomacka
that a "Redneck" hoodie be purchased as a gift for the "Still

Standing" host, Johnny Harris.

CARRIED.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. PW.0011/16
Adjournment

Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that this meeting adjourn. (5:47 p.m.)

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

Chair

TOWN OF LAKE COWICHAN

Minutes of Parks, Recreation and Culture Committee held on
Tuesday, April 5th, 2016



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

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

PUBLIC: 10

1. CALL TO ORDER

The Chair called the meeting to order at 6:01 p.m.

2. AGENDA

No. PR.0012/16

Moved: Councillor McGonigle
Seconded: Mayor Forrest
that the agenda with the addition of the following item:

Delegation

- LEAD

Notice of Motion

- Dividend Fund Programme.

In Camera

- s.90 (1) (e) of the Community Charter
be approved.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) The Chief Administrative Officer reported that two engineering proposals for the Centennial Park project. He suggested that council may have to amend the timelines dependent on which proposal is selected.

(b) The Chief Administrative Officer reported that the Information Centre Lease has only a few items left to negotiate. The building inspector is looking into hydro use and the power consumption for the information building.

(c) Ongoing Items:

(i) Riverfront Parkway and Trail Connections:

The Chief Administrative Officer advised that there is no update on the trail connection plans. He did state that we have a 4.5 m easement with Telus.

4. DELEGATIONS

(a) Tara Bushby made a presentation to the committee on a proposal to have a water park and playground at Saywell Park. In the presentation she outlined the benefits of having such a facility in our community with potential economic spinoff benefits. She stated that this was just a proposal and the

committee should be open to ideas on locations that work best for the town. She added that parking must also be taken into consideration when deciding on a suitable location.

- (b) CVRD Arts and Culture- Trans Canada Trail Partner Arts Programme for 2017- There was no presentation as the delegation did not appear.
- (c) The LEAD group made a presentation to Council on its plans to accommodate the Sunfest event.

5. CORRESPONDENCE

- (a) Discussion was held on the Kaatza Historical Society's letter which was submitted by Pat Foster on a potential fundraiser event which would involve the sale of bottled Lake Cowichan water as a means to fund museum improvements. The matter was deferred to staff for a recommendation.

6. REPORTS

None.

7. NEW BUSINESS

None.

8. NOTICES OF MOTION

Councillor Day informed the Committee that applications for Dividend Fund programme was being invited and he will be forwarding the information on to Council.

9. PUBLIC RELATIONS ITEMS

None.

10. MEDIA/PUBLIC QUESTION PERIOD

11. IN CAMERA

No. PR.0013/16
In-Camera

Moved: Councillor Austin
Seconded: Councillor Day
that the Committee close the meeting to the public to deal with issues relating to labour relations or other employee relations under Section 90(1) (k) of the Community Charter (7:35 p.m.)
CARRIED.

12. ADJOURNMENT

No. PR.0014/16
Adjournment

Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that we arise without report and adjourn. (9:15 p.m.)
CARRIED.

Certified correct _____

Confirmed on the _____ day of _____, 2016.

Chair

TOWN OF LAKE COWICHAN

Minutes of Economic and Sustainable Development Committee held on
Tuesday, April 12th, 2016



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

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

OTHER: 2

1. CALL TO ORDER

The Chair called the meeting to order at 6:10 p.m.

2. AGENDA

No. SPD.009/16 Moved: Councillor Austin
Seconded: Councillor Vomacka
that the agenda be approved.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) The Committee reviewed the "13 Ways to Kill Your Community" article and specifically section 11 and 12 that dealt with "Ignore Immigrants" and "Newcomers and Take No Risks" respectively.

(b) **Ongoing Items Still Being Addressed:**
None.

4. DELEGATIONS

None.

5. CORRESPONDENCE

(a) The correspondence item received by Glenda Osborne-Burg, LEAD, required a Council partnership with the group.

No. SPD.0010/16 Moved: Councillor McGonigle
Seconded: Councillor Austin
that Council support and endorse the LEAD group as a supporting partner with no financial commitment to be made.

6. REPORTS

None.

7. NEW BUSINESS

(a) The LEAD group requested a list or map of available parking locations and areas for food trucks. Council instructed staff to work with the LEAD group in providing assistance with in kind support.

(b) The Hansen Report was discussed and was found to be still relevant to the economic growth requirements of the Town of Lake Cowichan.

(c) Cathy Robertson spoke on the new BC Rural Dividend Program

available to rural communities to strengthen local economies with BC Government funding. She informed the committee that there were three funding streams available under the programme.

Council directed staff to arrange a meeting on April 26th, 2016 with Cathy Robertson, James van Hemert and Aaron Hamilton to discuss a potential partnership opportunity.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

Councillor Austin informed the Committee that Lake Cowichan School's Health Fair is tomorrow April 13, 2016.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. SPD.0011/16
Adjournment

Moved: Councillor Austin
Seconded: Councillor Vomacka
that the meeting adjourn (7:50 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

Chair

TOWN OF LAKE COWICHAN

Bylaw No. 973-2016

A BYLAW TO IMPOSE A WATER PARCEL TAX

WHEREAS the *Community Charter* allows a Council, by bylaw, to impose and levy a parcel tax to meet the costs of works and services that benefit land within the water specified area of the municipality;

AND WHEREAS the Council of the Town of Lake Cowichan wishes to recover the costs of the works and services of the Town's water utility system through a parcel tax on land benefitting from such service;

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

1. **TITLE**

This Bylaw may be cited for all purposes as the "Town of Lake Cowichan Water Parcel Tax Bylaw No. 973-2016".

2. **DEFINITIONS**

In this bylaw, unless the context otherwise requires

COUNCIL means the Council of the Town of Lake Cowichan;

TOWN means the Town of Lake Cowichan.

3. **PARCEL TAX FOR THE LAKE COWICHAN WATER SERVICE**

(1) Council hereby imposes a parcel tax for the Lake Cowichan Water Service, for the calendar year 2016 and all subsequent years.

(2) The Lake Cowichan Water Parcel Tax Roll shall be used for imposition of this parcel tax.

(3) This parcel tax shall be levied as a single amount for each parcel that has the opportunity to be provided with water service regardless of whether or not the service is being used.

(4) The Director of Finance for the Town is directed to prepare an assessment roll for the purpose of imposing the parcel tax levied under this bylaw.

(5) The amount of this parcel tax shall be One Hundred and Forty (\$140.00) Dollars per parcel per year.

4. **EXEMPTION**

Parcels that have no opportunity to be connected to the Lake Cowichan Water Service are exempt from this parcel tax.



5. REPEAL

That upon adoption of the Bylaw No. 973-2016 being the "Town of Lake Cowichan Water Parcel Tax Bylaw No. 920-2012" and all amendments thereto is hereby repealed.

READ A FIRST TIME on the 22nd day of March, 2016.

READ A SECOND TIME on the 22nd day of March, 2016.

READ A THIRD TIME on the 22nd day of March, 2016.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ___ of _____, 2016.

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 Water Parcel Tax Bylaw No. 973-2016" as adopted on the ___ of _____, 2016.

Corporate Officer



THE CORPORATION OF THE TOWN OF LAKE COWICHAN

Subdivision, Works and Services Bylaw No. 974-2016

A Bylaw to regulate the subdivision, development and servicing of land.

WHEREAS it is Council's vision to create a vibrant, healthy, sustainable community that exists in harmony with the natural environment, enjoys a balanced economy, supports all generations and provides opportunities to satisfy diverse social needs;

AND WHEREAS it is deemed desirable to guide municipal growth for the ultimate benefit of the community as a whole by ensuring that land is subdivided in an orderly and economical way to produce a safe, sufficient, convenient, and healthful environment and to preserve and enhance its natural amenities;

AND WHEREAS Council deems it expedient to ensure that the subdivision and development of land does not create a capital cost to the Town of providing public utilities or other works and services that would be a burden on the existing taxpayers;

AND WHEREAS the passage of this bylaw has met all of the requirements pursuant to the Land Title Act, Strata Property Act, and 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 Bylaw No. 974 -2016*".

2. **APPLICATION**

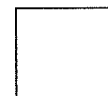
The provisions of this Bylaw apply to all lands within the area incorporated as the Town of Lake Cowichan. This Bylaw does not apply to any subdivision or building permit for which application was made prior to the date of coming into force of this Bylaw provided that such application is completed within 12 months of adoption of Bylaw 974-2016.

2.1. The purpose of this Bylaw is to regulate:

- 1) subdivision and development of land including the lot arrangement, overall layout design and the construction of highways;
- 2) ensure adequate works and services in order to promote orderly and efficient developments in harmony with the environment and that are suited to the uses for which they are intended; and
- 3) for building construction not requiring the subdivision of land, ensure the construction of highways and works and services that may be required to address any deficiencies.

2.2. This Bylaw should be used in conjunction with the Schedules to this bylaw, Town of Lake Cowichan Zoning Bylaw, 935-2013 and the Town of Lake Cowichan Official Community Plan Bylaw 910-2011. Users of this Bylaw are advised that they should also be knowledgeable of the requirements of other applicable enactments including, without limitation, the:

- a) Land Title Act;
- b) Local Government Act;
- c) Community Charter;
- d) Strata Property Act and Bare Land Strata Regulations;



- e) Agricultural Land Commission Act;
- f) Real Estate Act;
- g) Land Survey Act;
- h) Forest Land Reserve Act;
- i) Waste Management Act;
- j) Highway Act;
- k) Builders Lien Act; and
- l) Water Act.

2.3 As a condition of the approval of a subdivision or the issuance of a building permit the owner of the land is required to provide works and services in accordance with the standards established in this bylaw, on that portion of a highway immediately adjacent to the site being subdivided or developed, up to the center line of the highway.

3. INTERPRETATION

3.1 In this Bylaw, unless the context otherwise requires:

APPLICANT means a person applying for the approval of a subdivision, whether as the owner of the property proposed to be subdivided or as the agent for the owner;

APPROVING OFFICER means the person appointed by council to act in accordance with the Land Title Act as may be amended from time to time;

BOUNDARY ADJUSTMENT means an adjustment in existing boundaries between legally defined parcels of land that does not create additional parcels;

BUILDING CODE means the British Columbia Building Code, latest edition;

ROAD means the portion of a highway constructed for vehicular traffic;

ROAD, ARTERIAL means the road which is designated on any current plan of roads or of proposed roads which is intended to carry a substantial volume of inter-community traffic as well as traffic other than having its origin or destination in parcels abutting thereon; the Town currently has no roads designated as an arterial road;

ROAD, COLLECTOR means a road which is so designated on any current municipal plan of roads or of proposed roads; or a road which is designated to form part of the road system of the Town and carries a substantial volume of traffic other than traffic having its origin or destination in parcels abutting on the street, and located to provide efficient inter-connection of major destinations and local roads; cross section elements are defined in Schedule "A" to this bylaw;

ROAD, LOCAL means a road that serves low traffic volumes and which is so designated on any current plan of streets or of proposed streets, or a street which is used or intended to be used primarily provide access to parcels abutting thereon and serves low traffic volumes; cross section elements are defined in Schedule "A" to this bylaw;

CUL-DE-SAC means a local road which terminates in an area for the turning of motor vehicles;

COMPLETION for the purpose of assessing applications, means a Servicing Agreement has been executed or a pre-construction meeting has been held with Town representatives;

CONSTRUCTION ACCEPTANCE means the Town's acceptance of the construction of Works and Services provided by a Developer pursuant to this Bylaw, subject to the obligation of the Developer to remedy defects and deficiencies becoming apparent during the Warranty Period;

DEVELOPMENT means construction of works and services and also includes any construction for which a building permit is required;

ENGINEER means an individual holding a valid membership in the professional Engineering Association of British Columbia;



FINAL ACCEPTANCE means the Town’s acceptance of Works and Services provided pursuant to this Bylaw at the end of the warranty period with all defects and deficiencies remedied to the satisfaction of the Superintendent of Public Works;

FINAL APPROVAL means that approval granted by the Approving Officer when all relevant requirements of this bylaw, the Land Title Act and any other relevant bylaws and legislation have been fulfilled;

FRONTAGE means the width of the lot measured at the Front Lot Line;

FRONT LOT LINE means the lot line common to the lot and an abutting street, or where there is more than one lot line common to abutting streets, the shortest of these lines shall be considered as the front lot line;

HIGHWAY means all public streets, roads, trails, lanes, thoroughfares, bridges, and other public ways;

INTENDED USE means the use of land proposed for a parcel of land which is planned to be created by subdivision;

INTERIOR SIDE LOT LINE means a lot line not being a rear lot line common to more than one lot or to the lot and a lane;

LANE means a highway more than ten feet but less than thirty feet in width which provides secondary means of access to a site;

LOT means an area or land the boundaries of which are shown on a plan registered in a Land Title Office, or with a Crown Land Registry, or are described in the certificate of title of the land, and that has not been divided into smaller areas by a plan or instrument registered in the Land Title Office, or with a Crown Land Registry;

LOT DEPTH means the distance between the midpoints of straight lines connecting the foremost points of the site lot lines in front and the rearmost points of the side lot lines in the rear;

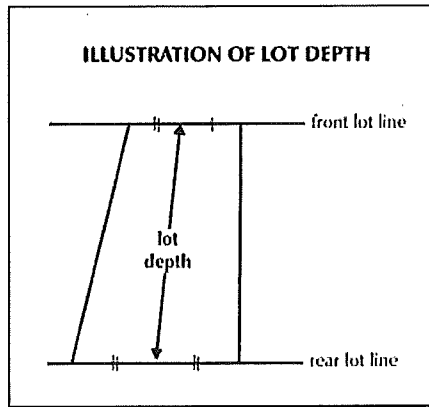


Figure 1 Illustration of Lot Depth

LOT, PANHANDLE means a lot which requires a relatively narrow strip of land, or panhandle, to provide principal vehicle access to a street and where the lot frontage on a highway is less than 10% of the lot perimeter;



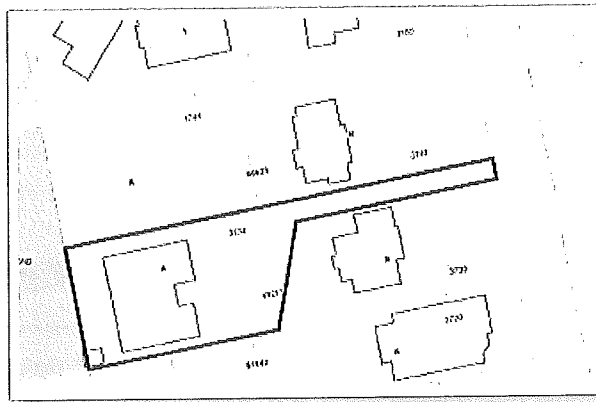


Figure 2 Illustration of Panhandle Lot

LOT WIDTH means the distance between straight lines connecting front and rear lot lines at each side of the lot, measured across the rear of the required front yard; in the case of lots on the turning circle of a cul-de-sac, the lot width shall be length of a straight line parallel to the arc of the cul-de-sac between the two side property lines, measured from a point 6 metres toward the rear of the lot;

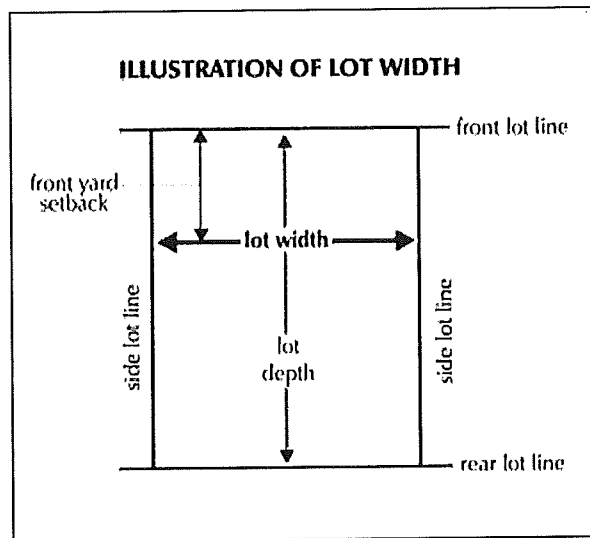


Figure 3 Illustration of Lot Width



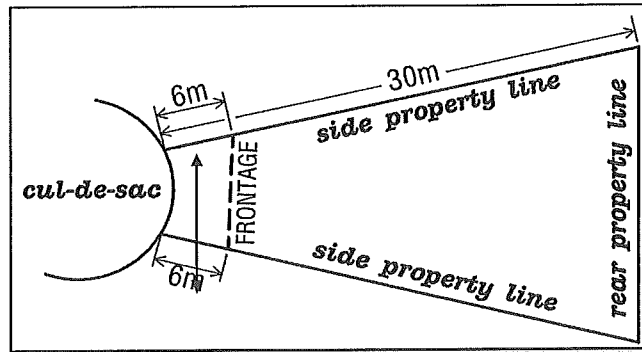


Figure 4 Illustration of Lot Width for Lots on a Cul-de-sac Turning Circle

OFFICIAL COMMUNITY PLAN shall mean the plan adopted by council that provides direction for growth and change in the Town;

OWNER AND REGISTERED OWNER shall mean any person registered in the books of the Land Title Office or Crown Land Registry Office as owner of the land or of any charge on the land being subdivided, whether entitled thereto in his, her, its, or their own right or in a representative capacity or otherwise;

PARCEL means any lot, block or other area in which land is held or into which land is subdivided;

PRELIMINARY LAYOUT APPROVAL (PLA) means the approval of a preliminary plan of subdivision submitted in the first application step in the process of review;

RIGHT OF WAY means land or any interest in land acquired for the purpose of:

- (a) public rights of passage with or without vehicles; or
- (b) erecting and maintaining any pole-line; or
- (c) laying, placing and maintaining drains, ditches, pipes, transmission lines or wires for the conveyance, transmission or transportation of water, telecommunication, electric power, forest products, oil or gas or both oil and gas or solids as defined in the Pipeline Act; or
- (d) the transmission or disposal of sanitary sewage, storm water or drainage;
- (e) the operation and maintenance of any other undertaking of the Town; and shall include a statutory right-of-way as defined in the Land Title Act.;

STREET includes all highways, roads, squares, thoroughfares and any other public way, but not lanes, walkways, trails and bridges;

SUBDIVISION means a change in the existing size, shape, number or arrangement of registered parcels, whether or not involving the creation of a greater number of parcels than existing and whether carried out by plan, by metes and bounds, strata plan, bare land strata plan, or otherwise;

TOWN means the Town of Lake Cowichan;

WALKWAY means a public way for pedestrian traffic and to accommodate necessary utility and drainage services which is not less than ten feet nor more than twenty feet wide;

WORKS AND SERVICES means construction such as roadways, lanes, drainage, water and sewer systems, earthworks and slope stabilization, sidewalks, walkways, boulevards, landscaping, street lighting and underground wiring, and includes works and services whether on highways, rights of way or common property, to be provided for in a subdivision or development of land under this bylaw;

WORKS AND SERVICES AGREEMENT means an agreement prescribed by the Town between the Town and the owner in accordance with the Local Government Act, as may be amended from time to time, that works and services will be completed to service a subdivision or development by a date specified in the agreement and that sufficient security has been provided to the Town to secure the construction of those works; and



ZONING BYLAW means the zoning bylaw currently regulating land use in the Town.

- 3.2 Unless otherwise defined herein, any work or expression in this bylaw shall have the same meaning as any similar word or expression contained in the "Land Title Act" or "Local Government Act" as may be amended from time to time, or as the same may be re-enacted from time to time.

4. ADMINISTRATION

- 4.1 The provisions of this bylaw shall be administered by the Chief Administrative Officer (CAO) or such other Officer as may from time to time be appointed by resolution of the Council.
- 4.2 The Approving Officer shall be the Chief Administrative Officer (CAO) or such other Officer as may from time to time be appointed by resolution of the Council.
- 4.3 No land within the Town shall be subdivided unless approval by the Approving Officer has been obtained.
- 4.4 The determination of any excess or extended services, as defined by the Local Government Act, as may be amended from time to time, to be provided by the applicant is delegated to the Superintendent, Public Works and engineering Services.
- 4.5 The prescription and execution of any Works and Services agreement is delegated to the Superintendent, Public Works and Engineering Services.

5. GENERAL PROVISIONS

- 5.1 The Approving Officer shall approve or reject every application for the subdivision of land.
- 5.2 The Approving Officer may:
 - (a) bring the proposed subdivision to the attention of the owners of neighbouring property, or of other municipal officials, or of other public bodies or officials or of utility companies, for comment and recommendation;
 - (b) serve notice or require that the applicant serve notice of the proposed subdivision on the owner or other person whose land or interest therein, in his opinion, might be detrimentally affected by it; and
 - (c) require the submission of profiles of every new street and land shown on the plan, and such topographical details as may indicate the engineering problems involved in developing such streets and lanes.
- 5.3 The Approving Officer shall not grant approval of any subdivision of land:
 - (a) unless all the requirements of this Bylaw and all other Bylaws have been met;
 - (b) where the proposed subdivision fails to regard any official community plan provisions applicable to the area being proposed for subdivision;
 - (c) if there is any cost to the Town of providing public utilities and other works and services to the anticipated subdivision;
 - (d) if, in his or her opinion, the anticipated development of the subdivision would injuriously affect the established amenities of adjoining or adjacent properties, or would be against the public interest;
 - (e) unless all regulations controlling access to the land to be subdivided are complied with; and
 - (f) that is otherwise contrary to law.
- 5.4 The Approving Officer shall not approve any scheme or plan of subdivision which:
 - (a) is not suited to the configuration of the land being subdivided; or



- (b) is not suited to the use to which it is intended; or
- (c) will make impracticable the future subdivision of the land within the proposed subdivision or any adjacent land; or
- (d) leaves any portion of a parcel being subdivided described as a remainder of such parcel unless, in the opinion of the Approving Officer, such remainder may be further subdivided and the Approving Officer has reason to believe that such subdivision will occur.

6. SUBDIVISION DESIGN AND ARRANGEMENT

6.1 Except as otherwise provided, the minimum frontage and depth of lots shall be as follows:

(a)

Zone District	Minimum Lot Frontage (in metres)	Minimum Lot Depth (in metres)
Residential		
R-1	An average of 18 in any created subdivision	27
R-1A		27
R-2		27
R-3		27
R-4		27
R-4A	An average of 12 in any created subdivision	20
Commercial		
C-1	Minimum 10% of lot perimeter	20
C-1-A		
C-1-B		
C-2	18	27
C-3	Minimum 10% of lot perimeter	20
C-4		20
Industrial		
M-1	Minimum 10% of lot perimeter	27
M-2		
Institutional		
P-1	Minimum 10% of lot perimeter	27

- (b) where the lot side lines are radial or nearly radial to a curved street alignment, where the lot side lines are not at right angles to the abutting street line, the "Minimum Lot Frontage" set forth in clause (a) of this Section
 - i. may be reduced to not less than 12 metres 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 18 metres; or



- ii. 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 in width.
 - (c) The "Minimum Lot Frontage" set forth in clause (a) of this section shall be increased by 1.5 metres for lots intended for residential use that have streets along the front lot line of the parcel and along one side lot line.
 - (d) The Approving Officer may vary the minimum lot depth and minimum lot width by up to 10% except for the "minimum 10% of perimeter standard," and provided the dimensions of the lots do not conflict with minimum lot areas prescribed by the Zoning Bylaw.
 - (e) Notwithstanding the provisions set forth in clause (a) of this section, in cases where environmental, topographical or exceptional parcel configurations exist, the Approving Officer may approve a subdivision with a "panhandle" lot in accordance with the following standards and restrictions:
 - i. the subdivision has a maximum of 3 lots;
 - ii. the minimum road frontage is 6 metres;
 - iii. the lot area excludes the panhandle access; and
 - iv. any panhandle lot that does not provide a minimum frontage on a highway of 10% of the perimeter of the lot shall be referred to Council for consideration of an exemption from the statutory requirement under the Local Government Act, as may be amended from time to time.
- 6.2 Every lot to be created shall abut on a street.
- 6.3 Pedestrian walkways shall be dedicated and constructed where they are deemed by the Approving Officer to be essential to provide safe circulation or access to schools, playgrounds, shopping centres, transportation, beaches, and other community facilities or for proper circulation of pedestrian traffic. Such walkways shall have a minimum 3 metre right of way, a minimum width of 2.5 metres and be constructed in accordance with standards of the current version of the Master Municipal Construction Documents (MMCD).
- 6.4 Notwithstanding Section 6.1 of this Bylaw, no parcel shall be created which has an area less than that required by the standards for the relevant land use designation of the by the Zoning Bylaw.
- 6.5 Notwithstanding Section 6.1 of this Bylaw, the Approving Officer may refuse to authorize the creation of parcels meeting minimum size requirements where in his opinion, by reason of topography, soil or drainage conditions, such minimum standards would injuriously affect the established amenities of adjoining or adjacent properties or would be against the public interest.
- 6.6 Parcels that abut a street at both front and rear shall not be permitted unless, in the opinion of the Approving Officer such an arrangement is essential:
- (a) to provide access to other parcels; or
 - (b) to provide a coherent arrangement of streets; or
 - (c) to complement a future pattern of subdivision.
- 6.7 The Approving Officer shall ensure that:
- (a) no junctions or intersections of roads is designed so as to create an undue hazard to traffic;
 - (b) jogs in local or collector road alignment are avoided unless the distance between road centre lines at the jog is 60 metres or more;
 - (c) termination of streets shall be by a cul-de-sac in accordance with the current MMCD standards. Alternative design standards for termination shall only be considered when warranted by extenuating conditions such as topography and environmental constraints;
 - (d) the maximum length of a terminating street shall not exceed 150 metres; and



- (e) walkways are provided as and where required.
- 6.8 The Approving Officer shall ensure that lanes:
- (a) be provided in every case where, in his opinion they are necessary;
 - (b) where provided, are arranged with due consideration to their continuity, from block to block, in order to facilitate utility construction; and
 - (c) have triangle corner cut-offs, measuring not less than three (3) metres each way from the corner.
- 6.9 Any non-navigable watercourse in lands to be subdivided may be made part of the municipal drainage system by dedication to the municipality at the time of subdivision where a right-of-way is not considered sufficient by the Approving Officer.

7. WORKS & SERVICES REQUIREMENTS

- 7.1 Prior to the issuance of a building permit, The Town may require a Developer to provide Works directly attributable to a Development on a Development site for which no subdivision application is required.
- 7.2 The Town may require a Developer to provide Works directly attributable to the Subdivision or a Development on that portion of a Highway immediately adjacent to a site being subdivided or developed up to the centre line of the Highway. Such Works may include the upgrading or replacing of existing Works that are of lower standard than required by this Bylaw. Improvements shall be made in accordance to the road classification in Map 2 Mobility & Transportation of the Official Community Plan for Main Street (collector road status) and Collector Roads (existing and future) and the road cross section design criteria specified in Part 2 of Schedule A to this Bylaw. Improvements to any local roads shall be in accordance to Part 2 of Schedule "A" to this Bylaw.
- 7.3 As directed by the Approving Officer the applicant for a subdivision, or building permit subject to Sections 7.1 and 7.2 shall provide without compensation;
- (a) highways up to a width of 20 metres;
 - (b) land of a width not exceeding 10 metres for the purpose of widening a road to 20 metres;
 - (c) planting of boulevard trees in accordance to the criteria in Schedule "A" to this Bylaw; and
 - (d) additional boulevard landscaping as may be required by the Approving Officer.
- 7.2 The following shall be completed at the sole expense of the applicant:
- (a) the removal of all structures encroaching upon and of obstructions of any kind to, the free and uninterrupted use by the public of the full width and extent of all new roads;
 - (b) the clearing of all new roads to at least the minimum standard set forth in the Master Municipal Construction Documents, as amended from time to time, and Schedule "A" of this Bylaw;
 - (c) the grading , draining, and surfacing of all new roads to at least the minimum standard set forth in the Master Municipal Construction Documents, as amended from time to time, and Schedule "A" of this Bylaw;
 - (d) the connecting to the public waterworks system of the Town of a complete and fully operative system of water mains, valves, valve chambers and hydrants to at least the minimum standard set forth in the Master Municipal Construction Documents, as amended from time to time, and Schedule "A" of this Bylaw;
 - (e) the connecting to the public sanitary sewer system of the Town of a complete and fully operative system of lateral sewers, manholes, necessary pumping stations and connections extending to and connected with the



- appropriate public sewage pumping stations, or other appropriate points of connection to the public sewer system and all of the said works shall be constructed to at least the minimum standard set forth in the Master Municipal Construction Documents, as amended from time to time, and Schedule "A" of this Bylaw;
- (f) the connecting to the public storm sewer system of the Town of a complete and fully operative system of lateral sewers, manholes, necessary pumping stations and connections extending to and connected with the appropriate public sewage pumping stations or other appropriate points of connection to the public sewer system and all of the said works shall be constructed to at least the minimum standard set forth in Master Municipal Construction Documents, as amended from time to time, and Schedule "A" of this Bylaw;
 - (g) the construction of curbing on all new highways to at least the minimum standard set forth in the Master Municipal Construction Documents, as amended from time to time, and Schedule "A" of this Bylaw;
 - (h) the construction of sidewalks, where required, to at least the minimum standard set forth in the Master Municipal Construction Documents, as amended from time to time, and Schedule "A" of this Bylaw; and
 - (i) the construction of underground telecommunication, electrical service and street-lighting connections, where required, to at least the minimum standards set forth in the Master Municipal Construction Documents, as amended from time to time, and Schedule "A" of this Bylaw.
- 7.3 The Approving officer shall determine whether park land is to be provided or a payment is to be made in accordance with the Local Government Act, as may be amended from time to time, taking into account whether there is sufficient land in the vicinity of the proposed subdivision for public park and open space, and shall determine the location and configuration of any park land to be provided in accordance with the following considerations:
- (a) suitability for active and passive recreation;
 - (b) suitable access;
 - (c) safety for users; and
 - (d) community needs.
- 7.4 All works required to be done herein in connection with the subdivision and/or development of any lands shall be completed in accordance with the Master Municipal Construction Documents, as amended from time to time, and Schedule "A" of this Bylaw.
- 7.5 A plan of subdivision may be approved prior to the completion of the required works, if the owner of such lands:
- (a) deposits in cash with the Town or an irrevocable letter of credit from a bank or other financial institution in a form approved by the Town Administrator with the Town in the amount of 120% of the estimate by an Engineer of the cost of installing and paying for all work and services required by this subdivision bylaw before the subdivision plan is approved by the Approving Officer, and shall enter into a form of agreement prescribed by the Town to do the work.
 - (b) Release of cash deposits or other financial guarantees shall be made in according to the following:
 - i. if the total estimated value of construction is less than \$10,000.00, no releases will be permitted;
 - ii. if the total estimated value of construction is \$10,000.00 or greater, but less than \$100,000.00, up to 75% of the deposit may be released. when the constructed works have been completed in compliance with the specifications contained herein, and inspected and approved by a qualified professional Engineer; and
 - iii. if the total estimated value of construction is \$100,000.00 or greater, up to 85% of the deposit may be released when the constructed works



have been completed in compliance with the specifications contained herein, and inspected and approved by a qualified professional Engineer.

- (c) Upon satisfaction of the relevant provisions in article b) above, any remaining cash or letter of credit deposited with the Town will be returned to the owner:
 - i. one year after the date of approval of the works by the Town and the Town shall deduct from this remainder the cost of repairing any damage to the said works during the one year period except such damage as is the result of the negligence of the Town, its servants or agents; or
 - ii. upon the deposit of a bond of maintenance in a form acceptable to the Town guaranteeing payment of all costs of maintenance to the works for a period of one year from the date of approval thereof by the Town except such maintenance as is required from damage to the works caused by the negligence of the Town, its servants or agents.

- 7.6 Every applicant for approval of a subdivision shall pay all school taxes and all municipal taxes, rates and charges, assessed and levied against the lands to be subdivided, and where such taxes, rates and charges for the then current year have not been assessed, levied and imposed on the said lands at the date on which the subdivision is submitted for tentative plan approval, pay the amount estimated by the Collector to be the total of the school taxes, municipal taxes, rates and charges to be assessed, levied and imposed on the said lands for the then current year.
- 7.7 Where application for Tentative Approval of a subdivision is made at any time between the 30th day of June and the 31st day of December in any year, the applicant therefore shall pay all school taxes and all municipal taxes, rates and charges assessed and levied against the lands to be subdivided and which are outstanding and owing at the date of such application, together with a deposit in the amount estimated by the Collector to be the total of the school taxes, municipal taxes, rates and charges to be assessed, levied and imposed on the said lands for the next succeeding year; which deposit shall be held by the Town and applied towards payment of the taxes, rates and charges to be assessed, imposed and levied on the said lands in the next succeeding year, in the event that the subdivision approval is not registered prior to the preparation, completion and authentication of the assessment roll for that year.
- 7.8 Where any deposit made pursuant to Section 7.7 hereof is held by the Town and the subdivision is registered and the new parcels created thereby are placed or are to be placed on the assessment roll for the next succeeding year, the said deposit shall be refunded to the applicant by the Collector forthwith upon receipt of notification by the Assessor that the subdivision is registered and the new parcels created thereby have been placed or will be placed on the assessment roll for the next succeeding year.
- 7.9 Every payment made pursuant to the provisions of Section 7.6 hereof and every deposit made pursuant to the provisions of Section 7.7 hereof shall be deemed to be monies to be applied at a future date in payment of taxes pursuant to the Community Charter, as may be amended from time to time, and every such payment and deposit shall be accepted by the Collector subject to the provisions of the Community Charter, as may be amended from time to time.

8. PROCEDURE

8.1 Preliminary Layout Approval (PLA)

- (a) The applicant is encouraged to request a pre submittal design meeting with the Approving Officer,, the Superintendent of Public Works, and the Town Planner to discuss the design concept, planning context, and submittal requirements.
- (b) The applicant may submit in writing to the Approving Officer, an application for preliminary acceptance which shall state the name and postal address of the applicant and the legal description and approximate location of the parcel to be subdivided.



- (c) The applicant shall submit to the Approving Officer a Preliminary Plan drawn to a scale of not less than one inch to one hundred feet clearly indicating:
- i. letter of authorization by the owner (s) of the land;
 - ii. registered covenants;
 - iii. the location and extent of protected and natural areas;
 - iv. watercourses and water frontages;
 - v. existing road frontages and road names;
 - vi. topographic information at 0.5 meter intervals;
 - vii. three (3) paper copies and one digital copy on a flash drive in PDF and DWG formats;
 - viii. a design professional stamp or signature;
 - ix. the dimensions and full legal description of the parcel or parcels to be subdivided;
 - x. the arrangement of the parcels and streets which would be created by the subdivision including the widths of the proposed streets and the dimensions of the proposed parcels and any proposed alterations of lot lines or subdivision of any existing parcels;
 - xi. existing property lines and streets to be eliminated by the proposed subdivision;
 - xii. the relationship of the proposed subdivision to adjacent streets, and the connections of proposed new streets hereto;
 - xiii. existing buildings accurately located and identified;
 - xiv. utility and other easements located and identified;
 - xv. the intended use of each parcel to be created by the subdivision; and
 - xvi. the name and postal address of the applicant.;
- (d) The Approving Officer may require the applicant to furnish:
- i. such additional information as may be required to determine the suitability of the area for subdivision or the suitability of the size, shape, and orientation of the parcels required;
 - ii. data on the measures necessary to remedy wet conditions or liability to flood; and
 - iii. report and map of natural hazards on and off site, including geotechnical conditions, avalanche, debris flows, steep slopes, wildfire, and any other relevant natural hazards; and
 - iv. a comprehensive Erosion and Sediment Control Plan as prepared by a qualified professional.
- (e) Where a physical examination of land is required the Approving Officer may, at the cost of the owner of the land proposed to be subdivided, personally examine or have an examination or report made on the proposed subdivision, and
- (f) No application shall be accepted unless deemed complete by the Approving Officer
- (g) Within sixty (60) days of the receipt by the Approving Officer of the application, or any additional information required under this Bylaw or the Land Title Act, as may be amended from time to time, the Approving Officer shall, in writing, either refuse or grant preliminary acceptance.
- (h) In the case of refusal of preliminary layout approval the notice of refusal shall explicitly state the reason for refusal.
- (i) The Approving Officer may grant conditional preliminary layout approval, which shall authorize the applicant to apply for Tentative Plan Approval subject to compliance with conditions he may specify in the notice of preliminary acceptance.
- (j) Preliminary Layout Approval, whether conditional or unconditional, shall:
- i. be considered only as acceptance in principle;



- ii. not exempt the applicant from securing both tentative plans approval and Final Approval prior to the deposit of the subdivision plan in the Land Title Office; and
 - iii. not bind the Approving Officer to grant either tentative plan approval or Final Approval.
- (I) Preliminary Layout Approval shall:
- i. be effective only for a period of 90 days provided that it may be renewed by the Approving Officer for one further period of 90 days , thereafter a new application for approval of the subdivision shall be required and shall be dealt with as an original application;
 - ii. become void upon the coming into effect of any bylaw which would have caused the proposed plan of subdivision to be refused had such bylaw been in effect at the time of initial application; and
 - iii. be subject to all Town bylaws and plans governing the proposed subdivision and the applicant shall be informed of their requirements,

8.2 Tentative Plan Approval

- (a) The applicant may submit in writing to the Approving Officer an application for Tentative Plan approval after compliance with the requirements and conditions set out in the Preliminary Layout Approval and after receiving preliminary acceptance in writing from the Approving Officer. He shall state the name and postal address of the applicant and the legal description and approximate location of the parcel to be subdivided.
- (b) The applicant shall submit:
- i. a subdivision plan prepared in conformity with the Land Title Act, as may be amended from time to time, together with three blue or white print paper copies thereof to be retained by the Town.
 - ii. where permissible under the Land Title Act, a written description by metes and bounds of the proposed subdivision together with three copies of a preliminary plan similar to that required under Section 8.1 (c) of this Bylaw may be submitted.
 - iii. a certificate from the Collector stating that all taxes which have been assessed or estimated on the land proposed for subdivision have been paid and that the provisions of Section 7.6 or Section 7.7 of this Bylaw, whichever is applicable, have been fulfilled.
- (c) The applicant shall submit two additional paper copies of the subdivision plan or an explanatory plan as required under Section 8.2 (b) of this Bylaw showing the following:
- i. the dimensions and full legal description of the parcel or parcels to be subdivided;
 - ii. the arrangement of the parcels and streets which would be created by the subdivision including the widths of the proposed streets and the approximate dimensions of the proposed parcels and any proposed alteration of lot lines or subdivision of any existing parcels;
 - iii. existing property lines and streets to be eliminated by the proposed subdivision;
 - iv. the relationship of the proposed subdivision to adjacent streets and the connections of proposed new streets thereto;
 - v. existing buildings accurately located and identified;
 - vi. utility and other easements located and identified;
 - vii. existing sewers and water mains;
 - viii. plan, profiles, and location of proposed utilities;
 - ix. watercourses and water frontages;
 - x. the intended use of each parcel to be created by the subdivision;



- xi. the relationship of lands proposed for subdivision to the remainder of the parcel or area where the application relates only to a part of a registered parcel or area; and
 - xii. in the case of a parcel of land having a watercourse or water frontage which is not included in the Designated Flood Plan Area or Riparian Area, as determined by the Ministry of Environment, then a Restrictive Covenant, in a manner acceptable to the Approving Officer, shall be filed on title, under the Land Title Act, as may be amended from time to time, during subdivision registration. The Restrictive Covenant prohibits the cutting, damage or removal of any trees or vegetation, and no building structure addition or pool shall be constructed, reconstructed, moved, extended or located in the setback area as follows:
 - a. within a minimum of 30 metres of the natural boundary of a watercourse or lake; and
 - b. within a minimum of 15 metres of a wetland.
- (d) Compliance with Sections 8.2 (a), 8.2 (b) and 8.2 (c) of the Bylaw constitutes the tendering of the subdivision plan for examination and approval for the purposes of the Land Title Act.
- (e) No application shall be accepted unless deemed complete by the Town.
- (f) Within 60 days of the receipt by the Approving Officer of an application for tentative plan approval or the receipt of any additional information which may be required under the bylaw, the Approving Officer shall in writing:
- i. grant conditional or unconditional tentative plan approval, or
 - ii. refuse tentative plan approval stating explicitly the reason or reasons for refusal, or
 - iii. notify the applicant that Tentative Plan approval is being withheld pending modification of the plan as he may require.
- (g) Where Tentative Plan approval is withheld:
- i. the Approval Officer shall notify the applicant in writing of the requirements which must be met to obtain Tentative Approval; and
 - ii. the applicant may, within 90 days, re-submit to the Approving Officer for Tentative Approval a revised plan of subdivision in the full number of copies and same detail required under Sections 8.2 (b) and 8.2 (c) of this Bylaw.
- (h) The Approving Officer shall, if satisfied that plans submitted under the Subsection 8.2 (g) of this Bylaw meet all the requirements of this Bylaw, grant Tentative Approval within fifteen (15) business days of the receipt of the revised plans.
- (i) In all cases of Tentative Approval, the Approving Officer shall explicitly state in writing all the requirements of Part 8 of this Bylaw to be met before submitting the application for Final Approval.
- (j) Tentative Approval shall:
- i. be considered as certification by the Approving Officer that the proposed plan of subdivision is in accordance with this Bylaw and the Land Title Act, and that all requirements for Final Approval have been met other than the satisfactory completion of required works;
 - ii. not exempt the applicant from securing Final Approval prior to the deposit of the subdivision plan in the Land Title Office;
 - iii. be effective only for a period of 90 days; and
 - iv. be re-sought in accordance with Sections 8.2 (a), 8.2 (b), and 8.2 (c) of this Bylaw if an application for Final Approval is not submitted prior to the expiry of the above-mentioned 90 days.



8.3 Final Approval

- (a) The applicant may submit an application for Final Approval only on completion of all works and services required under Part 7 of this Bylaw or following the execution of an agreement in accordance with Section 7.5 of this Bylaw.
- (b) The application for Final Approval shall take the form of the submission by the applicant of all material required by the Land Title Act together with written notification to the Approving Officer from the applicant of completion of all required works in accordance with Section 7.4 of this Bylaw.
- (c) Following notification from the Approving Officer and payment of Engineering Inspection Fees, the Town Engineer shall inspect the completed works and conduct any necessary examination to ensure that these works comply with the Town standards specified the Master Municipal Construction Documents (MMCD), as amended from time to time, and in the Schedule of this Bylaw.
- (d) Latecomer fees shall include interest rates in accordance with the Local Government Act, as may be amended from time to time.
- (e) Within 60 days of the receipt of an application for Final Approval, the Approving Officer shall in writing:
 - i. grant Final Approval, or
 - ii. notify the applicant that Final Approval is being withheld, stating explicitly the reason or reasons therefore.
- (f) Final Approval shall be withheld only where:
 - i. the complete works are not in accordance with the plans for which plan acceptance was granted.
 - ii. the required works have not been carried out according to the requirements of this Bylaw.
- (g) Final Approval shall be certified by:
 - i. the return to the applicant of the subdivision plan required under Section 8.2 (b) of this Bylaw, signed and dated by the Approving Officer in accordance with the provisions of the Land Title Act, as may be amended from time to time, or
 - ii. where no subdivision plan was required under Section 8.2 (b) by a certificate of Final Approval, signed and dated by the Approving Officer.
- (h) Final Approval either in the form of a plan or a certificate of Final Approval signed by the Approving Officer shall be used for registration purposes within 60 days from the date of approval after which time approval is revoked unless the Registrar grants an extension of time under the provisions of the Land Title Act, as may be amended from time to time.

9. PENALTIES AND PROCEDURAL PROVISIONS

- 9.1 The rejection of a plan by the Approving Officer, or the failure of the Approving Officer to act within the specified time limit, may be appealed in accordance with the provisions of the Land Title Act, as may be amended from time to time.
- 9.2 Every person who violates or who causes or allows to be violated any of the provisions of this Bylaw shall be guilty of an offence against this Bylaw; and each day on which such violation occurs or is caused or allowed to continue shall constitute a separate offence.
- 9.3 Every person guilty of an offence against this Bylaw including the Appendices thereto shall be liable on summary conviction to a fine not exceeding Ten Thousand (\$10,000) or imprisonment for a period of up to six months, or both, for each offence.
- 9.4 The Engineer and any employee of the Town acting under his direction may enter at all reasonable times upon the lands for which application to subdivide has been made in order to ascertain whether the provisions of this Bylaw are being obeyed.



9.5 No person shall obstruct or seek to obstruct the entrance into any place of any person acting pursuant to Section 9.4 of this Bylaw .

10. FORCE AND EFFECT

- 10.1 This Bylaw shall be cited for all purposes as the "Corporation of the Town of Lake Cowichan Subdivision Bylaw. No ____2016".
- 10.2 The "Lake Cowichan Subdivision Control Bylaw No. 276,1976", together with any and all amendments thereto, is hereby released and declared to be of no effect.
- 10.3 That upon adoption of this bylaw, Bylaw No _____. being the "Town of Lake Cowichan Subdivision Bylaw No.____" shall hereby be amended and take effect with the amendments hereto attached.

READ A FIRST TIME on the ___ day of ____, 2016.

READ A SECOND TIME on the ___ day of ____, 2016.

PUBLIC HEARING held on the ___ day of ____, 2016.

READ A THIRD TIME on the ___ day of ____, 2016.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ___ day of ____, 2016.

 Ross Forrest
 Mayor

 Joseph A. Fernandez
 Corporate Office



Schedule "A"

1 INCORPORATION OF MASTER MUNICIPAL CONSTRUCTION DOCUMENTS (MMCD)

1.1 The Master Municipal Construction Documents (MMCD), Platinum Edition 2009 and the Design Guidelines Manual 2005, as may be amended from time to time, are hereby incorporated by reference into this bylaw, with exceptions as noted within this schedule.

2. ROAD DESIGN

2.1 The road cross section elements contained hereto are preferred cross sections and should be used in lieu of those contained in Table 5.1 of the MMCD 2005 Design Guideline Manual, as may be amended from time to time.

Road Classification	Right-of-Way Width (m)	Pavement Width Curb-to-Curb	Curb Type	No. of sidewalks	No. of Bike Lanes	Parking
Collector	20	13.2	Barrier	2	2	Both sides
Local Single Family	20	8.5	Rollover	2	NA	Both sides
Local Multi-Family / Commercial	20	12	Barrier	2	2	Both sides

Table 1 Road Cross-Section Elements

2.2 With the exception of a maximum grade of 15% for single family driveways and multifamily driveways, all the provisions of the most current MMCD 2005 Design Guideline Manual, as may be amended from time to time, referencing cold climate conditions are applicable to the Town.

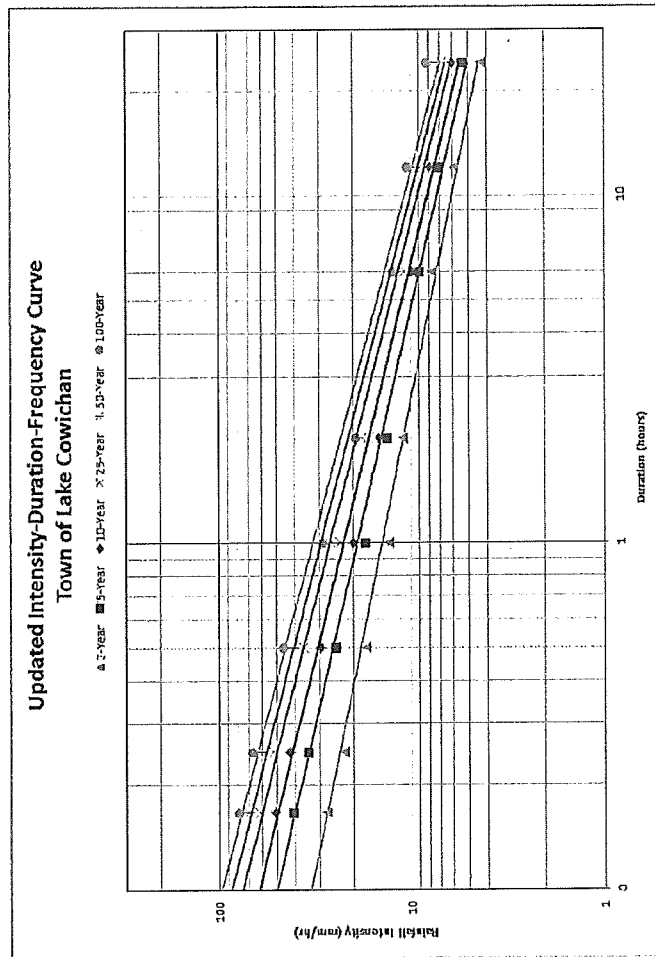
2.3 The Approving Officer may approve alternative road cross section standards in exchange for amenities.

3. INTEGRATED RAINWATER MANAGEMENT

3.1 Notwithstanding the provisions of the MMCD Platinum Edition 2009, Environmental Protection section, or the most current edition, the following rainwater management standards shall apply:

- (a) site grading shall be in accordance with the Town of Lake Cowichan Integrated Rainwater Management Plan (IRMP) prepared by Kerr Wood Leidal (KWL) in 2014;
- (b) stormwater pipe inspection and testing shall be in accordance with the most current MMCD standards;
- (c) the Intensity-Duration-Frequency (IDF) curve specific to the Town is Figure 4.2. of the town of Lake Cowichan IRMP 2014 report by KWL;





Town of Lake Cowichan
Integrated Rainwater Management Plan
Figure 4-2: Updated IDF Curve

KW KERR WOOD LEIDAL
Consulting Engineers

Table 2 Intensity Duration Frequency Curve



- (d) a minimum 63 mm rainwater capture (72% of 2-year, 24 hr. event Lake Cowichan Climate Station), is required, including requirements for on-lot Best Management Practices and minimum of 30 cm topsoil depths; and
 - (e) rainwater detention is required for a two-year storm event to pre-development levels, except in those areas draining directly to Cowichan lake or the Cowichan River; and
 - (f) Green Roads source controls are required for road rainwater runoff that meet the same requirements as those for development as prescribed in subsections 3.1 (a), 3.1 (b), 3.1 (e) and 3.1 (f).
- 3.2 To mitigate the hydrologic impacts of development the following rainwater management measures may be implemented to achieve the standards outlined in Subsection 3.1:
- (a) Low Impact Development (LID) techniques such as reduced road widths, reduced building footprints, reduced parking standards, limiting surface parking, pervious parking surfaces, and preserving naturally significant features;
 - (b) Source Controls such as absorbent landscaping, surface infiltration facilities, bio-retention facilities, sub-surface infiltration facilities, green roofs, rainwater harvesting, and re-use;
 - (c) rainwater management for streets may include vegetative surface facilities such as grassy swales, rain gardens, and vegetated infiltration basins,
 - (d) Water Quality Treatment Best Management Practices (BMPs) such as biofilters, urban forests and leave strips, infiltration systems, constructed wetlands, and wet settling ponds. Oil and grit separators are suitable for spill control and removal of floatable petroleum-based contaminants as well as coarse grit and sediment from small areas, such as gas stations, automotive service areas and parking lots;
 - (e) Construction Best Practices for any site or subdivision work must include measures to prevent the release of silt, sediment, sediment-laden water, raw concrete, concrete leachate, or any other deleterious substance into any ditch, watercourse, stream, or storm sewer system. The work area should be isolated from flowing water as much as possible and diversions around the site should be provided for overland flow paths. Ensuring that all equipment used on-site is in good working order, and having a ready spill containment kit and staff trained in its use, are also critical measures; and
 - (f) Rainwater Detention Systems to limit the post-development runoff to the pre-development rate, volume, and approximate shape for the hydrograph for the 6-month/24 hour and 2-year/24-hour storm events and to maintain, closely as possible, the natural pre-development flow pattern in the receiving watercourse.
- 3.3 Rainwater Management Criteria (performance standards) shall apply as follows (from Table 7-1 of the Lake Cowichan IRMP 2014):
- (a) Flood Protection
 - i. Minor Drainage System shall provide for the safe conveyance of the 10-year return period (for < 900 mm diameter pipes) and 25-year return period (for > 900 mm diameter pipes) storm flows.
 - ii. Major Drainage System shall provide for the safe conveyance of the 100-year return period storm flows.
 - (b) Environmental Protection of Watercourses
 - i. Volume Reduction
 - a. The 90% average annual runoff volume shall be captured and infiltrated to ground. Runoff volume may be estimated by the 6 month 24-hour return period event) 72% of the 2-year, 24-hour return period



total rainfall depth (63 mm based on lake Cowichan Climate Station Data).

- ii. Water Quality
 - a. Source Controls or approved alternatives shall be sized to treat the 90% average annual runoff volume. (80% Total Suspended Solids removal based on 50 µm/L particulate size.)
 - b. Limit construction discharge water quality to the lesser of turbidity of 25 NTU or total suspended solids of 25 mg/L at all times expected in the 24 hour period following significant rainfall events (≥25 mm/day) at which time the turbidity can be up to 100 NTU.
- iii. Rate Control
 - a. Detain 6-month and 2-year, 24-hour post-development flows to pre-development levels (natural forested conditions) for all new or redevelopment.
- iv. Riparian
 - a. Establish riparian setbacks to comply with Riparian Area Regulation (RAR) requirements.

4. Boulevard Tree Standards

- 4.1 Trees shall be a minimum 7 cm caliper, measured 15 cm from ground level or as approved by the Superintendent of Public Works.
- 4.2 Trees shall be inspected by the Superintendent of Public Works prior to planting for health, size, and species appropriateness for the site, preferably at the nursery.
- 4.3 Trees must be provided in the road allowance at a minimum density of one per 15 metres of frontage.



Botanical Name	Common Name	Mature Height (ft.)	Flower	Fall Colour	Comments
Acer ginnala	Amur Maple	35		Yellow	
Carpinus betulus "Fastigiata"	European Hornbeam	35		Yellow	
Cercis Canadensis	Eastern Redbud	35		Yellow	Spring blossom
Cornus nutallii "E.W.W."	Dogwood "E.W. Wonder"	25	White	Multi-colour	Showy flowers
Cornus kousa	Japanese Dogwood	25	White	Multi-colour	Showy flowers
Prunuspissardii "Nigra"	Flowering Plum	25	Pink	Purple	Deep burgundy leaves
Prunus yedoensis "Akebona"	Flowering Cherry	20	Pink	Yellow	Spreading branch habit
Prunus serrulata "Kwanzan"	Flowering Cherry	25	Pink	Red	Spring blossom
Prunus serrulata "Shirofugen"	Flowering Cherry	25	Pink	Red	Spring blossom
Prunus subhirtella "Amanogawa"	Flowering Cherry	25	Pink	Yellow	Fall blossom
Pyrus calleryana "Chanticleer"	Ornamental Pear	25	White	Red	Profuse blossoms

Table 3 Recommended Tree Species for Boulevard Planting



TOWN OF LAKE COWICHAN

Bylaw No. 975-2016

A Bylaw respecting the Financial Plan for the Town of Lake Cowichan

WHEREAS Section 165 of the *Community Charter* requires a Municipality to prepare and adopt, a Financial Plan for a period of five years commencing in 2016;

AND WHEREAS the plan must by bylaw be adopted before the annual property tax bylaw is adopted;

NOW THEREFORE, the Municipal Council of the Town of Lake Cowichan desires to adopt the Financial Plan, in open meeting assembled, enacts as follows:

1. Schedule "A" attached hereto and made part of this bylaw sets out the objectives and policies of the municipality.
2. Schedules "B" and Schedule "C" attached hereto and made part of this bylaw shall be the Financial Plan for the Town of Lake Cowichan for the years 2016 to 2020.
3. This bylaw may be cited for all purposes as the "Town of Lake Cowichan Financial Plan Bylaw. No. 975-2016".

READ A FIRST TIME on the __th day of _____, 2016.

READ A SECOND TIME on the __th day of _____, 2016.

READ A THIRD TIME on the __th day of _____, 2016.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the __th day of __, 2016.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer



2016-2020 Financial Plan
Statement of Objectives and Policies
Schedule "A"

Section 165(3.1) of the Community Charter requires that the Financial Plan include the objectives and policies of the Town of Lake Cowichan in respect of funding sources, distribution of property tax rates and permissive tax exemptions.

Funding Sources:

Property taxation revenue is determined according to the operating and capital needs of the general fund and is the major revenue source for that fund. User fees and charges for water, sewer and garbage services are used to finance those areas of expenditures. The campsite and education centre contribute 11% of the total revenue source requirements. A breakdown of the revenue sources are summarized as follows:

Revenue Source	% of Total Revenue	Dollar Value
Property taxes	39.4%	\$1,985,118
User fees and charges	9.2%	464,600
Recreational facilities	11.1%	555,200
Other sources	1.8%	90,850
Government grants	15.7%	791,155
Transfer from reserves	22.8%	1,150,000
Total	100%	\$5,036,923

Collections for other governments, fire service to CVRD, police levy, library levy and transfers from surplus and debt have not been included in the revenue sources in the above table.

Strategic Community Investment Funds:

Government grants include the Strategic Community Investment Funds which are provided by the Province of British Columbia. These funds reduce the level of municipal taxation and they may be used to fund infrastructure capital works. For a smaller municipality these funds are instrumental to maintaining existing municipal service levels. In 2016, funds in the amount of \$442,000 have been allocated to the Town.

Objective:

- The Town will attempt to increase the sources of government grants to complete much needed infrastructure capital projects in the municipality.
- Where feasible user fees will be levied where measurable level of services are rendered or provided.

Policies:

- The Town has implemented water metering and has setup metered user fees that include fixed fees and consumption charges based on usage.



- Where possible the Town will substitute revenues from user fees and charges and government grants rather than taxation.
- The Town will review municipal service and user fees to ensure that the operating and capital budgets are adequate while providing the residents with the service levels

Distribution of Property Tax Rates

The table below outlines the distribution of property taxes among the property classes. Residential property taxes account for more than three quarters of the taxes collected.

Property Class	% of Total Property Taxation	Dollar Value
Residential	83.07%	\$1,608,491
Utility	0.35%	6,802
Industrial	2.37%	45,974
Managed Forest	0.27%	5,264
Commercial	13.85%	268,219
Recreational	0.09%	1,768
Total	100%	1,936,518

Objective:

- The Town will strive to reduce the industrial and business tax rates to encourage investment and employment in the area. Currently there is a limited industrial taxation base within the municipality.

Policies:

- Encourage and promote economic development to increase commercial and retail businesses in the Town of Lake Cowichan;
- Supplement, where possible, revenues from user fees and government grants to keep the residential property tax increases to a manageable amount.

Parcel taxes:

The sewer parcel tax was implemented in 2010 and increased in 2013 to \$100 per parcel. This source of revenue is based on a set fee per parcel of land and offsets, in part, the costs of upgrading sewer infrastructure.

The water parcel tax has been increased to \$140 per parcel starting in 2016. A \$100 water parcel tax was implemented in 2013. This source of revenue is based on a set fee per parcel of land and offsets, in part, the costs of upgrading water infrastructure.



Permissive Tax Exemptions:

The Town's Permissive Tax Exemption policy provides property tax exemptions for properties meeting the requirements of Sections 224 and 226 of the *Community Charter*. Tax exemptions are provided for land and improvements owned or held by a charitable or other not-for-profit entity and for those land and buildings used for public worship or that meet the requirements of the Revitalization Tax Exemption Programme Bylaw. The annual municipal report contains a list of permissive tax exemptions granted each taxation year and the amount of tax revenue foregone.

Objective:

- The Town will continue to strive to provide tax exemptions to charitable non-profit organizations and places of public worship as council recognizes the efforts and activities of volunteer and community groups but at the same time ensuring that these exemptions are periodically reviewed;

Policy:

- Continue to support the non-profit and charitable groups that operate for the benefit of all residents of the Town of Lake Cowichan;
- Provide support for the growth of sustainable development and investment in the Town.



TOWN OF LAKE COWICHAN
Schedule "B"
General Fund - Financial Plan 2016-2020

	2016	2017	2018	2019	2020
	Budget	Budget	Budget	Budget	Budget
REVENUES					
Residential	1,608,491	1,644,628	1,685,754	1,727,909	1,771,116
Utility	6,802	7,127	7,305	7,488	7,675
Industrial	45,974	50,099	51,351	52,635	53,951
Commercial	268,219	291,456	298,742	306,211	313,866
Managed Forest	5,264	4,425	4,536	4,649	4,765
Recreational	1,768	1,800	1,835	1,870	1,907
Taxes	1,936,518	1,999,535	2,049,523	2,100,762	2,153,280
Grants-In-Lieu	48,600	48,100	48,200	48,300	48,400
	1,985,118	2,047,635	2,097,723	2,149,062	2,201,680
Penalties and Interest on Taxes	62,000	63,240	64,500	65,800	67,100
Licenses and Permits	35,100	35,800	36,517	37,250	38,000
Solid Waste Revenues	367,500	374,900	382,550	390,200	397,800
Lakeview Campsite Revenues	159,000	162,180	165,410	169,000	172,020
CLEC Revenues	396,200	407,000	419,000	430,000	438,000
Lease Revenues	61,100	62,305	63,550	64,818	66,100
Interest on Investments	20,000	20,400	20,800	21,620	21,700
Other Revenue	9,750	9,950	10,150	10,350	10,500
Unconditional Transfers	443,800	452,700	461,800	471,000	480,500
Conditional Transfers	347,355	520,000	20,000	20,000	10,000
Fire Service to CVRD	216,658	210,000	212,000	214,000	216,000
Police Tax	133,407	136,000	138,700	141,400	144,200
Library Levy	123,852	126,300	128,800	131,300	133,900
Transfers from Reserve Funds	1,150,000	50,000	320,000	350,000	230,000
Collections for Other Governments	2,125,350	2,167,800	2,211,000	2,255,000	2,300,100
Debt	-	-	300,000	-	-
Transfer from Surplus	425,894	187,790	-	-	-
	8,062,084	7,034,000	7,052,520	6,920,800	6,927,600
EXPENDITURES					
General Government Services	538,550	549,750	561,700	571,400	582,800
Fire Department	321,800	328,000	334,500	341,200	348,000
Police Force	133,407	136,000	138,700	141,400	144,200
Building Inspection and Other	67,000	68,000	69,300	70,600	72,000
Public Works	555,200	566,000	577,000	588,500	600,300
Solid Waste Disposal	383,000	390,600	398,400	406,300	414,400
Planning, Health & Other	77,100	78,000	78,500	79,000	79,500
Lakeview Campsite Expenses	159,000	162,000	165,000	168,000	171,000
Parks	240,400	248,200	253,100	258,100	263,200
CLEC Expense	441,700	450,500	459,500	469,000	477,700
Transfer to Library	123,852	126,300	128,800	131,300	133,900
Transfers to Other Governments	2,125,350	2,167,800	2,211,000	2,255,000	2,300,100
Capital Expenditures	2,569,725	1,436,850	1,310,000	1,035,000	905,000
Lease Payments	39,000	39,000	32,000	-	-
Debt Repayment	161,000	161,000	168,000	270,000	270,000
Transfers to Fire Dept. Reserves	75,000	75,000	75,000	75,000	75,000
Transfer to Parks Capital Fund	1,000	1,000	1,000	1,000	1,000
Transfer to Building Reserve Fund	50,000	50,000	50,000	50,000	50,000
Transfer to Surplus	-	-	41,000	10,000	39,500
	8,062,084	7,034,000	7,052,500	6,920,800	6,927,600



TOWN OF LAKE COWICHAN
Schedule "C"
Sewer Utility Fund - Financial Plan 2016 - 2020

	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
REVENUES					
User Rates	434,000	442,000	451,000	460,000	469,000
Connection Fees	700	800	1,000	1,200	1,400
Penalties and Other Interest	4,600	4,700	4,800	4,900	5,000
Grants	-	-	1,860,400	1,800,000	-
Parcel Tax	163,600	164,000	164,200	164,300	164,600
Recovery from users	-	-	-	-	100,000
Transfer from Surplus	90,100	48,700	-	50,600	-
	693,000	660,200	2,481,400	2,481,000	740,000
EXPENDITURES					
Administration	123,700	128,000	132,000	136,000	140,000
Treatment and Collection	264,300	250,000	258,000	265,000	273,000
Capital	305,000	282,200	2,070,400	2,080,000	100,000
Transfer to Surplus	-	-	21,000	-	227,000
	693,000	660,200	2,481,400	2,481,000	740,000

Water Utility Fund - Financial Plan 2016 – 2020

	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
REVENUES					
User Rates	520,000	546,000	560,000	580,000	596,000
Connection Fees and Other	2,100	800	800	900	1,000
Penalties and Other Interest	6,500	6,500	6,500	7,000	7,200
Grant	1,200,000	3,800,000	-	-	-
Debt	-	500,000	-	-	-
Parcel Tax	233,660	300,600	300,960	301,140	301,680
Transfer from Surplus	153,000	145,100	48,740	159,960	5,120
	2,115,260	5,299,000	917,000	1,049,000	911,000
EXPENDITURES					
Administration	151,000	155,000	159,000	163,000	166,000
Treatment and Collection	324,600	334,000	503,000	518,000	533,000
Debt repayment	-	-	120,000	118,000	112,000
Capital	1,640,000	4,810,000	135,000	250,000	100,000
	2,115,260	5,299,000	917,000	1,049,000	911,000



TOWN OF LAKE COWICHAN

2016 Annual Rates Bylaw No. 976-2016

A bylaw for the levying of rates for Municipal, Debt, Regional Hospital, Regional District and Vancouver Island Regional Library purposes for the year 2016.

WHEREAS Section 197 of the *Community Charter* requires a council to impose property taxes for the year by establishing tax rates to meet its revenue requirements from taxation and the amounts to meet the taxing obligations of other local governments;

AND WHEREAS the Council is required to adopt the tax rates before May 15th in each year;

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

1. The following rates are hereby imposed and levied for the year 2016:
 - a) For all lawful general purposes of the Municipality on the value of land and improvements taxable for General Municipal Purposes, rates appearing in Column 1 of Schedule "A" attached hereto and forming a part hereof.
 - b) For debt purposes on the value of land and improvements taxable for General Municipal Purposes, rates appearing in Column 2 of Schedule "A" attached hereto and forming a part hereof.
 - c) For purposes of the Vancouver Island Regional Library on the value of land and improvements taxable for General Purposes, rates appearing in Column 3 of Schedule "A" attached hereto and forming a part hereof.
 - d) For purposes of the Cowichan Valley Regional District on the value of land and improvements taxable for Regional Hospital District purposes, rates appearing in Column 4 of Schedule "A" attached hereto and forming a part hereof.
 - e) For Hospital purposes on the value of land and improvements taxable for Regional Hospital District purposes, rates appearing in Column 5 of Schedule "A" attached hereto and forming a part hereon.
2. The minimum taxation upon a parcel of real property shall be One (1) dollar.
3. This Bylaw may be cited as "Town of Lake Cowichan 2016 Annual Rates Bylaw No. 976-2016".

READ A FIRST TIME on the ___th day of April, 2016.

READ A SECOND TIME on the ___th day of April, 2016.

READ A THIRD TIME on the ___th day of April, 2016.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ___th day of May, 2016.

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 2016 Annual Rates Bylaw No. 976-
2016" as adopted on the ___th day of May, 2016.

Corporate Officer



Town of Lake Cowichan
 Schedule "A"
 Attached to and forming part of Bylaw No. 976-2016

CLASS		General Municipal	General Debt	Vancouver Island Library	Regional District	Regional Hospital
Residential	1	4.35645	0.26094	0.29442	2.29440	0.59254
Utility	2	24.34384	1.62827	1.83718	8.03040	2.07389
Heavy Industrial	4	77.78441	5.08050	5.73236	7.80096	2.01464
Light Industrial	5	14.81193	0.88720	1.00103	7.80096	2.01464
Business	6	11.32677	0.67844	0.76549	5.62128	1.45172
Managed Forest	7	16.33669	0.97853	1.10408	6.88320	1.77762
Recreational	8	4.35645	0.26094	0.29442	2.29440	0.59254



Day of Mourning

British Columbia Facts¹



Accepted claims for 2015

- A total of 102,707 short-term disability, long-term disability, and health care only claims.
- There were 122 work-related deaths.
- Workplace injury and illness resulted in nearly 2.6 million lost days of work.

Breakdown of accepted claims for 2015

Health care only	50,722
Short-term disability	46,628
Long-term disability	5,357
Work-related deaths	122

Note: Accepted claims for health care only, short-term disability, and long-term disability are based on the first payment of benefits on the claim. As of January 2015, claims accepted for work-related death benefits are determined using the adjudication decision on the claim.

Work-related death claims for 2015

- Of the 122 accepted work-related deaths, 72 were the result of occupational disease.
- The gender breakdown for work-related deaths is 115 males and 7 females.

Work-related death claims accepted, by year, 2011–2015

Year	Work-related deaths	Rate per 10,000 person-years of employment
2011	146	0.7
2012	151	0.7
2013	130	0.6
2014	175	0.8
2015	122	0.5

Young worker work-related death claims accepted, by year, 2011–2015

Year	Young worker work-related deaths
2011	3
2012	3
2013	6
2014	4
2015	0

In 2015, an average of...

- More than 2,800 claims are reported each week.
- 103 long-term disability claims are accepted each week.
- 2.3 work-related death claims are accepted each week.

Work-related death claims by subsector in 2015

Subsector	Number of work-related death claims	Subsector	Number of work-related death claims	Subsector	Number of work-related death claims
Fishing	3	Heavy Construction	1	Other Services (not elsewhere specified)	9
Forestry	8	Road Construction or Maintenance	4	Education	3
Oil and Gas, or Mineral Resources	5	Transportation and Related Services	13	Health Care and Social Services	2
Metal and Non-Metallic Mineral Products	11	Retail	2	Utilities	3
Petroleum, Coal, Rubber, Plastic & Chemical Products	1	Wholesale	1	Deposit Accounts ²	5
Wood and Paper Products	15	Public Administration	11		
General Construction	24	Accommodation, Food, and Leisure Services	1		

Number of single-incident accepted work-related death claims by regional district^{3,4} in 2015

Region	Number of work-related death claims	Region	Number of work-related death claims
Bulkley-Nechako	1	Kitimat-Stikine	4
Capital	3	Kootenay-Boundary	2
Cariboo	2	Mt Waddington	3
Central Fraser Valley	4	Nanaimo	1
Central Kootenay	2	Peace River-Liard	4
Central Okanagan	2	Skeena-Queen Charlotte	2
Columbia-Shuswap	5	Squamish-Lillooet	1
Cowichan Valley	2	Stikine	2
Dewdney-Alouette	2	Sunshine Coast	1
East Kootenay	1	Thompson-Nicola	3
Fraser-Cheam	4	Unknown Region	1
Fraser-Fort George	1	Disease with exposures in multiple regions	42
Greater Vancouver	25	Fishing at sea	3

Work-related death claims accepted by year, asbestos-related and other diseases, 2011–2015

Category or Injury	Number of work-related death claims, 2011	Number of work-related death claims, 2012	Number of work-related death claims, 2013	Number of work-related death claims, 2014	Number of work-related death claims, 2015	Totals
Asbestosis	8	10	8	9	7	42
Lung cancer	13	16	13	24	10	76
Mesothelioma	46	42	38	42	32	200
Other cancer	4	3	5	14	11	37
Cardiovascular	4	6	4	7	8	29
Other disease	1	5	2	3	4	15
Total occupational disease	76	82	70	99	72	399
Percentage of total work-related death claims	52%	54%	54%	57%	59%	56%

1 Preliminary statistics as of January 28, 2016.

2 Deposit Accounts include Teck Metals and the provincial and federal governments.

3 Single-incident work-related death claims are primarily coded based on accident location; when accident location is unavailable, employer operating location followed by head office location is used.

4 There were 123 accepted claims, regardless of whether a payment was made or not. The “net” count of work-related death claims accepted in 2015 is 122, which includes a claim accepted in an earlier year but disallowed in 2015. This disallowed claim is not included in the table

THE ESTABLISHMENT OF THE 'COWICHAN LAKE CARE FACILITY STEERING COMMITTEE' AS A SELECT COMMITTEE OF COUNCIL UNDER THE COMMUNITY CHARTER, SECTION 142 (April 21, 2016)

1.0 PURPOSE:

- 1.1 Vision: We believe Cowichan Lake residents can live their whole lives in health, safety and contentment in this homeland.
- 1.2 Mission (a): To support the establishment of a facility that enables our aging and residents with supportive needs the care, comfort and security they require to continue living in the Cowichan Lake area.
- 1.3 Mission (b): To support those who choose to stay at home and ensure the needed care services are available.

2.0 MEMBERSHIP:

- 2.1 The Cowichan Lake Care Facility Steering Committee shall be comprised of twelve members, all of whom shall be appointed by Council and two of whom shall be ex-officio members as hereinafter provided.
- 2.2 The following are ex-officio members of the Committee:
 - 2.2.1 One member from the Lake Cowichan Town Council.
 - 2.2.2 One member from EPIC (Elder Project In Cowichan).
- 2.3 The composition of the membership other than the ex-officio members shall be as follows:
 - 2.3.1 No less five members shall be residents of the Town of Lake Cowichan
 - 2.3.2 Four or less may be either non-resident property owners or residents of Electoral Area "F" or "I" of the Cowichan Valley Regional District (CVRD).
 - 2.3.3 One member from Lake Cowichan First Nations.
- 2.4 The members, appointed by Council shall hold office at the pleasure of the Council for a two-year term.
- 2.5 Members to various positions/functions can be made by the Committee.
- 2.6 The position of Chairperson shall be chosen for its second and subsequent terms by election as described hereafter.
- 2.7 Notwithstanding Section 2.4, all members shall continue to hold office until their successors are appointed and approved by Council. In the event of a vacancy occurring in the membership of the Committee, the Committee, with approval of Council, shall appoint a person to fill such a vacancy for the unexpired term.
- 2.8 Committee members can be removed by a majority vote of the Committee subject to approval from Council.

3.0 VOTING:

- 3.1 All matters before the Committee shall be decided by consensus. In the event consensus cannot be reached such matters will be decided by a majority vote of the members present.
- 3.2 Ex-officio members of the Committee are not entitled to vote on any matter and shall act in an advisory capacity only.

4.0 ELECTION OF CHAIRPERSON:

- 4.1 Upon completion of the Chairperson's inaugural term, the Committee shall, at a meeting, elect a replacement Chairperson.

5.0 QUORUM:

5.1 Six appointed voting members of the Committee is a quorum.

6.0 MEETINGS AND ATTENDANCE:

6.1 Meetings of the Committee shall be held on a minimum monthly basis, date, location and time to be agreed upon at the end of the previous meeting. Meetings may be cancelled due to insufficient agenda items at the call of the Chairperson.

6.2 Notwithstanding Section 6.1, additional and special meetings may be called as determined by the Chairperson, providing at least 24 hour notice of such meetings to members.

6.3 Any Appointed Member of the Committee who is absent from three consecutive regular meetings, without leave or valid reason satisfactory to the Committee, shall be deemed to have resigned.

7.0 MINUTES:

7.1 The Chairperson shall cause minutes of meeting to be kept and such minutes shall be made available to all members of the Committee and to Town Council as requested.

7.2 The Secretary/Treasurer shall be the custodian of such records.

8.0 FINANCIAL MATTERS:

8.1 The Chairperson shall cause accurate accounting and record keeping of any or all financial transactions engaged in by the Committee.

9.0 TERMINATION:

9.1 The Cowichan Lake Care Facility Steering Committee shall operate under the guidelines of this document until such time as the Committee is dissolved formally by the Town Council of the Town of Lake Cowichan.

Cowichan Lake Care Facility Initiative

Select Committee Appointments

As proposed at the March 31, 2016 Public Meeting, the Town of Lake Cowichan Council acting on behalf of the Initiative Sponsors would make the following appointments within the Communities Charter:

1. Ted Gamble – *Chair**
2. Wayne Stinchcombe – *Secretary/Treasurer**
3. David Kidd – *Facility Function Member**
4. Barry Waters – *Facility Function Member**
5. Pastor Terry Hale – *Finance Function Member**
6. Margaret McGillis – *Interim Services Function Member**
7. Beth Kidd – *Interim Services Function Member**
8. David Lowther – *Communications Function Member**
9. Liaison to Sponsors – Council Member & Alternate – *non-voting liaison**

Subsequent to the March 31 meeting, the following Appointees have been added by the Interim Initiative Committee:

10. Laurie Johnson – Vice Chair*
11. Sherry Livingstone – *Member, Lake Cowichan First Nations (Function to be determined)**
12. Liaison to EPIC – Sheila Service – *non-voting liaison**

* The committee positions indicated in italics are the intended initial roles for information only. It may not be necessary to include the role assignments within the Appointment Process.