

**AGENDA**  
**TOWN OF LAKE COWICHAN**  
**Regular meeting of Council to be held on**  
**Tuesday, April 28<sup>th</sup>, 2015 at 6:00 p.m.**



**Page #**

**1. CALL TO ORDER**

**INTRODUCTION OF LATE ITEMS** (if applicable)

**2. APPROVAL OF AGENDA**

**3. ADOPTION OF MINUTES**

- (a) Minutes of a Public Hearing held on March 24<sup>th</sup>, 2015.
- (b) Minutes of the Regular Meeting of Council held on March 24<sup>th</sup>, 2015.

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<b>6</b>

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

- (a) Shaker Mill Liquor License - Update.

**5. DELEGATIONS AND REPRESENTATIONS**

- (a) Denise Allan re: Introduction of 2015 Lady of the Lake Candidates.

**6. CORRESPONDENCE**

(a) **Action Items**

- 1. Lake Days Society re: Request for Beer Garden Event – June 13<sup>th</sup>, 2015.
- 2. Councillor Bob K. Day re: Leave of Absence for Regular meeting of Council – April 28<sup>th</sup>, 2015.
- 3. 2015 Spot Prawn Decadence Days re: Request for Donation.

<b>11</b>
<b>12</b>
<b>13</b>

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

**7. REPORTS**

(a) **Council and Other Committee Reports**

- 1. Finance & Administration Councillor McGonigle
- April 14<sup>th</sup>, 2015.
- 2. Public Works & Environmental Services Councillor Austin
- April 7<sup>th</sup>, 2015.
- 3. Parks, Recreation & Culture Councillor Vomacka
- April 7<sup>th</sup>, 2015.
- 4. Economic & Sustainable Development Councillor Day
- April 21<sup>st</sup>, 2015.
- 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

<b>15</b>
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<b>18</b>
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<b>21</b>
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<b>24</b>
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**(b) Other Reports**

1. Lake Cowichan Fire Department Incident Report for March, 2015.
2. Cowichan Valley Regional District Board Meeting – Councillor Day.

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**(c) Staff Reports**

1. Director of Finance re: Grants-in-Aid to Organizations for 2015.

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**8. BYLAWS**

- (a) "Town of Lake Cowichan Financial Plan Bylaw No. 962-2015" may be given first, second and third readings.

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- (b) "Town of Lake Cowichan 2015 Annual Rates Bylaw No. 963-2015" may be given first, second and third readings.

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**9. NEW BUSINESS**

- (a) Approval of Audited Financial Statement for 2014.

**10. MAYOR'S REPORT****11. NOTICES OF MOTION****12. MEDIA / PUBLIC QUESTION PERIOD****- Limited to items on the agenda****13. IN CAMERA**

(a) Section 92 of the *Community Charter* requires that before a meeting or part of a meeting is closed to the public, the council must state, by resolution, that the meeting is to be closed, and

(b) The basis on which the meeting is to be closed falls under the following:

s.90 (1) (c) – labour relations or other employee relations; and

s.90 (1) (e) – the acquisition, disposition or expropriation of land or improvements.

**14. ADJOURNMENT**

**TOWN OF LAKE COWICHAN**  
Minutes of a Public Hearing held on  
Tuesday, March 24<sup>th</sup>, 2015



- PRESENT:** Mayor Ross Forrest  
Councillor Carolyne Austin  
Councillor Bob K. Day  
Councillor Tim McGonigle  
Councillor Lorna Vomacka
- STAFF:** Joseph A. Fernandez, Chief Administrative Officer  
Roni-Lee Roach, Executive Secretary
- PUBLIC:** 5

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 which was being called in accordance with *Local Government Act*. 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. 958-2015 and Town of Lake Cowichan Zoning Amendment Bylaw No. 959-2015.

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

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

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

**2. BYLAW NO. 958-2015**

- (a) The Chief Administrative Officer advised that the Official Community Plan Amendment Bylaw had been given 1<sup>st</sup> and 2<sup>nd</sup> readings by Council on February 24<sup>th</sup>, 2015. The purpose of the bylaw was to amend Map 5 to designate particular properties on North Shore Road and Lakeview Avenue as DPA 6 Multi-Family Residential and to remove a property on Fern Road from DPA 5 Highway Commercial, Neighborhood Centre, and Tourism.

The Chief Administrative Officer further advised that the requirements of the public notice process have been met and that no written submissions had been submitted as of the end of the business day, this day.

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

David Ridley

David Ridley, 11 Wellington, asked if the property owners affected by the amendments were notified of the proposed amendments. The Chief Administrative Officer advised that those affected were notified by the Advisory Planning Commission and that the changes should reflect their input.

Councillor McGonigle advised that the Advisory Planning Commission looked at some parks to be re-designated to Public Use (P-1) which included the Rhododendron Park on Point Ideal Drive, the Vancouver Island Regional Library land, Forest Workers' Memorial Park, Town Square, Firehall and Ambulance Station building site.

⇒ 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. 958-2015**

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 1<sup>st</sup> and 2<sup>nd</sup> readings by Council on February 24<sup>th</sup>, 2015. He reported that the purpose of the bylaw was as follows:
- Rezone selected properties from General Commercial (C-1) to Public Use (P-1), Multi-Family Residential (R-3), Limited Commercial and Residential (C-1-B), and Urban Residential (R-1) as outlined in Schedule "A";
  - Addition of a new zone district under section 5.9(a) C-1-B – Limited Commercial and Residential Zone to provide a limited range of commercial uses and high density residential uses;
  - Land use table "Schedule C" to include the permitted uses of the newly created zone district C-1-B – Limited Commercial and Residential;
  - Addition of "multi-family Residential", as a permitted use under Section 5.11.2 of Bylaw 935-2013 on the parcel described as Lot 2, Plan 5631, Section 6, Land District 17 (30 North Shore Road) and zoned Lakefront and Riverfront Commercial (C-3).

The Chief Administrative Officer further advised that the requirements of the public notice process have been met and that no 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. 958-2015 and No. 959-2015 closed and advised that the Bylaws be returned to Council for further consideration (6:12 pm.).

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Mayor

**TOWN OF LAKE COWICHAN**  
Minutes of a Regular meeting of Council held on  
Tuesday, March 24<sup>th</sup>, 2015



Reg  
April 28/15  
3(6)

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

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

**PUBLIC:** 5

**1. CALL TO ORDER**

Mayor Forrest called the meeting to order at 6:13 p.m.

**2. AGENDA**

No. R.048/15

Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that the agenda be approved with the following addition:

**Correspondence – Information or Consent Item**

- A. A. Kasapi, Kasapi Construction re: 61 South Shore Road.

**New Business**

- Councillor Day re: Leave of Absence – April 7<sup>th</sup>, 2015.

CARRIED.

**3. ADOPTION OF MINUTES**

No. R.049/15

- (a) Moved: Councillor McGonigle  
Seconded: Councillor Day  
that the minutes of the Regular meeting of Council held on February 24<sup>th</sup>, 2015 be adopted.

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

**5. DELEGATIONS AND REPRESENTATIONS**

- (a) Christy Villiers, CWAV Society and Safer Futures was on hand to present a video report on the "Youth Safety Lens for the Cowichan Region" and requested Council's adoption of its programme.

No. R.050/15  
Referral

Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that the "Youth Safety Lens for the Cowichan Region" report be referred to the next Finance and Administration Committee.

CARRIED.

**6. CORRESPONDENCE**

- (a) The correspondence item received from the Minister of Infrastructure, Communities and Intergovernmental Affairs

regarding wastewater systems effluent regulations was treated as information.

The correspondence item received from the Cowichan Valley Schools Heritage Society regarding its request for support for phase 2 of its signage project was received as information.

Council directed staff to invite representatives of the Society to a meeting to discuss its request and to provide further information.

- (b) The correspondence item from A. A. Kasapi, Kasapi Construction regarding the donation of the land and improvements at 61 South Shore Road was received and filed.

**7. REPORTS**

No. R.051/15  
Finance and Administration

Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that the minutes of the Finance and Administration Committee meeting held on March 10<sup>th</sup>, 2015 be approved with the following recommendations:

**1—Funding Application Submission**

that the Town of Lake Cowichan submit a grant application under the Gas Tax Strategic Priorities Fund for phase 2 of the Sewer Plant upgrade; and

that the Town of Lake Cowichan submit a grant application under the Capacity Building funding stream for an asset management project.

**2—Delegation – Council Procedure Bylaw**

that the Council Procedure Bylaw be amended to limit delegations and representations to 2 at any Committee meeting and no more than 3 at any Regular Council meeting with time limits of 15 minutes each.

CARRIED.

No. R.052/15  
Public Works

Moved: Councillor Austin  
Seconded: Councillor Day  
that the minutes of the Public Works Committee meeting held on March 3<sup>rd</sup>, 2015 be approved, as amended, with the following recommendation:

**1—Application – Filtration Treatment Upgrade System**

that the Town apply for a grant for a filtration treatment upgrade system under Gas Tax Strategic Priorities Funding programme.

CARRIED.

No. R.053/15  
Parks, Recreation and Culture

Moved: Councillor Vomacka  
Seconded: Councillor Day  
that the minutes of the Parks, Recreation and Culture Committee meeting held on March 3<sup>rd</sup>, 2015 be approved.

CARRIED.

No. R.054/15  
Economic and Sustainable Development

Moved: Councillor Day  
Seconded: Councillor McGonigle  
that the minutes of the Economic and Sustainable Development Committee meeting held on March 17<sup>th</sup>, 2015 be approved.

CARRIED.

Cowichan Lake Recreation                      The Cowichan Lake Recreation Commission will be meeting on Thursday, March 26<sup>th</sup>, 2015

Vancouver Island Regional Library                      Councillor Vomacka advised that the Board meeting would be held on Saturday, March 28<sup>th</sup>, 2015 and noted that "Tales the Whale" mascot will be at the official town square opening with the local library planning a Mother Goose event.

Ohtaki Twinning Committee                      Mayor Forrest advised that Duncan Brown would also be travelling with the delegation in July, 2015.

Advisory Planning Commission                      Councillor McGonigle advised that the Commission would be meeting on Thursday, March 26<sup>th</sup>, 2015 and would be discussing wayfinding signage and the proposed columbarium idea.

Community Forest Co-operative                      Councillor McGonigle gave a verbal update on the Community Forest Co-operative that included the following:

- Finalizing the current license and awaiting an invitation from the Minister to discuss a two-year extension;
- Maintenance of signage at the Forest Workers' Memorial Park;
- Upgrades of trail from Greendale Road to the Trailhead;
- Forest license meeting this Thursday for the creation of a video for an extension and new forest license that will be forwarded to the Town for linking on its webpage; and
- Collaboration with Forest Co-op and Pachedaht Nation for renewing agreement.

No. R.055/15  
Lake Cowichan Fire  
Department – Incident  
Report

**(b)** Moved:            Councillor Day  
Seconded:          Councillor McGonigle  
that the Fire Department Monthly Incident Report for February, January, 2015 and payment in the amount of \$8,558.39 be approved.

CARRIED.

Cowichan Valley Regional  
District Board

Councillor Day reported on his attendance at the recent Regional Board meeting that included the following:

- Summary of the historical regional requisitions for all areas;
- News release to be issued on the waste water outfall;
- Rock of the Woods event to be held on April 8<sup>th</sup>, 2015;
- Adoption of the Youth Lens project; and
- Radio antennae location change for the Lake Cowichan radio station.

Councillor McGonigle reported that the Town of Lake Cowichan participates in 13 regional functions and that the requisition for Lake Cowichan has decreased due to the new taxing formula for transit.

No. R.056/15  
Development Permit  
and Development  
Variance Permit – 125  
South Shore Road

- (c) Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that Council approve a Development Permit for construction of  
an addition to the Kaatza Museum; and

that Council grant a Development Variance Permit to allow for a  
1.524 metre (5 feet) side lot line setback instead of the  
required 3 metre setback and a variance from the 3 metre  
setback required for the rear to 1.476 metres.

CARRIED.

No. R.057/15  
Shaker Mill - Patron  
Participation  
Entertainment  
Endorsement

- Moved: Councillor McGonigle  
Seconded: Councillor Day  
that Council again endorse the application as was submitted  
and previously approved by Council, as follows:  
that Council approve the addition of a patron participation  
entertainment endorsement for a food primary license for  
Scamp Catering Inc./Shaker Mill Restaurant on an application  
dated October 24<sup>th</sup>, 2014.

CARRIED.

No. R.058/15  
Award for Sewer  
Treatment Plant  
Upgrade – Phase I

- Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that the Sewage Treatment Plant Upgrade Phase I contract be  
awarded to David Stalker Excavating Ltd. for the tender price of  
\$1,555,970, excluding taxes.

CARRIED.

**8. BYLAWS**

No. R.059/15  
Bylaw No. 958-2015  
Official Community Plan  
Amendment

- (a) Moved: Councillor Day  
Seconded: Councillor McGonigle  
that the "Town of Lake Cowichan Official Community Plan  
Amendment Bylaw No. 958-2015" be read a third time.

CARRIED.

No. R.060/15  
Bylaw No. 958-2015  
Official Community Plan  
Amendment

- (b) Moved: Councillor McGonigle  
Seconded: Councillor Day  
that the "Town of Lake Cowichan Official Community Plan  
Amendment Bylaw No. 958-2015" be reconsidered and  
adopted.

CARRIED.

No. R.061/15  
Bylaw No. 959-2015  
Zoning Amendment

- (c) Moved: Councillor Day  
Seconded: Councillor Austin  
that the "Town of Lake Cowichan Zoning Amendment Bylaw  
No. 959-2015" be read a third time.

CARRIED.

No. R.062/15  
Bylaw No. 959-2015  
Zoning Amendment

- (d) Moved: Councillor Day  
Seconded: Councillor McGonigle  
that the "Town of Lake Cowichan Zoning Amendment Bylaw  
No. 959-2015" be reconsidered and adopted.

CARRIED.

No. R.063/15  
Bylaw No. 961-2015  
Park Closure

- (e) Moved: Councillor McGonigle  
Seconded: Councillor Day  
that the "Town of Lake Cowichan Park Closure Bylaw No. 961-  
2015" be read a first, second and third time.

CARRIED.

**9. NEW BUSINESS**

No. R.064/15  
Leave of Absence

(a) Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that Council approve a leave of absence for Councillor Day from the Committee meetings to be held on Tuesday, April 7<sup>th</sup>, 2015.  
CARRIED.

**10. MAYOR'S REPORT**

The Mayor presented his report for March, 2015 with the following highlights:

- Continued financial contributions received from ICBC and support for traffic safety improvements;
  - \$4,500 or 75%, whichever is lesser for a second speed reader board;
  - \$15,000 towards two pedestrian-activated crosswalks, one at the Workers Memorial Park, and the other adjacent to the intersection of Cowichan Lake and Darnell Roads; and
  - Earmarked \$1,300 towards improved street name signs.
- Nearing completion of budget estimates for 2015;
- Canada Water Week held March 16th to 22nd, 2015;
- Water Safety public meeting being held on April 18th, 2015 by the Cowichan Lake and River Stewardship;
- Congratulations to Cowichan Lake First Nations for organizing and hosting a Health Fair;
- Lake Cowichan School Health Fair to be held on April 16th, 2015;
- Ownership of the building known as the Loggers Hut has been donated to the Town for public use;
- Tim Horton's provincial juvenile curling championship recently held in Lake Cowichan; and
- April is Autism Awareness month and the Town will light up its entrance sign in blue and add blue dye to the Central Park fountain, if weather permits.

**11. NOTICES OF MOTION**

**12. IN CAMERA**

No. R.065/15  
In-Camera

Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that the Committee close the meeting to the public to deal with issues relating to labour relations and land matters under Section 90(1) (c) and (e) of the Community Charter (7:34 p.m.)  
CARRIED.

**13. ADJOURNMENT**

No. R.066/15  
Adjournment

Moved: Councillor Vomacka  
Seconded: Councillor Austin  
that we adjourn ( 8:40 p.m.).  
CARRIED.

Certified correct \_\_\_\_\_  
Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.  
\_\_\_\_\_  
Mayor

# Lake Days



PO Box 1357  
Lake Cowichan, BC V0R2G0  
250 749-6612 cowichanlakedays@hotmail.ca

RECEIVED MAR 24 2015

Reg  
April 28/15  
6(a)1

February 21, 2015

Dear Mayor and Council;

With the 71st year of Lake Days fast approaching it is that time again for our society to request permission to operate a beer gardens at Saywell Park between the hours of 12pm and 6pm Saturday June 13<sup>th</sup>. The society will provide the appropriate insurance coverage and supervision and clean up for this event.

If you require any more information please feel free to contact me at the above address.

Thank you in advance,

  
Jackie Cummings

Lake Days Celebration Society Chair

**Joseph Fernandez**

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**From:** bobkday  
**Sent:** April-24-15 2:19 PM  
**To:** Joseph Fernandez  
**Subject:** Absence

Reg  
April 28/15  
6(a) 2

Dear Council;

Due to previous commitments I request you accept my absence from the Regular Council Meeting of April 28, 2015.

Thank You

Bob K. Day

Begin forwarded message:

**From:** Hylton McAliste  
**Date:** April 23, 2015 at 9:19:04 AM PDT  
**To:** "directorbobkday@gmail.com" <directorbobkday@gmail.com>  
**Subject:** 2015 Spot Prawn Decadence Days

Reg  
April 28/15  
6(a)3

To: Area Director and Town Councillor

Hi Bob

I live in Duncan and have coordinated five of the last 6 Cowichan Bay Prawn Festivals. They have been wildly successful and tourists arrive from as far away as Ontario to participate. Estimates of attendees at past festivals exceed 5,000. They have been either 1 or 2 day events and celebrate the opening of the local, commercial prawn season.

This year's event has a different format. While having a smaller budget, our geographical reach will extend from Cowichan Bay to Duncan to Lake Cowichan. Venues, participants and dates are all somewhat different from the past but we are still promoting the spot prawn as a sustainable resource and focussing on the "foodie aspect"

The event will run for 4 days, May 14 - May 17 ( Victoria Day long weekend ).  
This will give residents of Duncan and Lake Cowichan an opportunity to participate without a lengthy drive.

Again Cowichan Bay Seafoods is again generously providing spot prawns not only to the general public but to participating restaurants at reduced prices.

The marketing / advertising campaign will include but is not limited to the following activities:

1. Full page colour advertisement in the Citizen May 8
2. Full page colour advertisement in the Valley Voice -May edition
3. Reworked signage
4. Rework of [prawnfest.ca](http://prawnfest.ca) website
5. Continued use of the identifiable orange spot prawn "logo" and visibly located in upper RH corner of May 8 Citizen ( compliments of the Citizen )
6. Inclusion in Harbour Living and other local websites
7. Social Media
- 8 Radio ( possibility )

It is also now confirmed that 2015 Spot Prawn Decadence Days will coincide with the grand opening of the Red Arrow Brewing Company.

This will be the 6th Prawn Festival in the Valley and I am sure you will agree that they really do help create community spirit and they are a lot of fun. As in most past years, my time is volunteered. Check out what's happening this year at [prawnfest.ca](http://prawnfest.ca) .

I have a small budget of \$1500 to cover signage, advertising, market fees and website design and I am requesting a small donation of \$250 from the Town of Lake Cowichan to help offset costs. There will be only 6 sponsors and you will receive recognition for your support in the May 8 Citizen.

I understand that you will be taking this request to Mayor and Council next week, which I appreciate. I shall await your decision.

Regards

Hylton McAlister

**TOWN OF LAKE COWICHAN**

Minutes of Finance & Administration Committee held on  
Tuesday, April 14<sup>th</sup>, 2015



Reg  
April 28/15  
7(a) |

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

**REGRETS:** Councillor Bob K. Day  
(with prior approval)

**STAFF:** Joseph A. Fernandez, Chief Administrative Officer  
Ronnie Gill, Director of Finance (5:04 p.m.)  
Nagi Rizk, Superintendent, Public Works and Engineering Services  
Dalton Smith, Manager, Cowichan Lake Education Centre (5:04 p.m.)  
Kari Lingren, Recording Secretary

**PUBLIC:** 5

**1. CALL TO ORDER**

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

**2. AGENDA**

No. FA.015/15

Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the agenda, with the addition of the following item  
under New Business:

- AVICC Resolution – Update.

and with the deletion of the In-Camera portion of the  
meeting be approved.

CARRIED.

**3. BUSINESS ARISING AND UNFINISHED BUSINESS**

- (a)** The Safe Youth Cowichan's Youth Safety Lens for the  
Cowichan Region was treated as information.

Councillor Austin updated the Committee on her recent  
meeting with the Lake Cowichan School leadership class  
which she advised would be holding a youth council shortly.

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

- (i) Columbarium:** James van Hemert, contract planner  
updated the Committee on the matter as follows:

- Columbariums have become popular in BC;
- BC has a high rate of cremations;
- Touched on the rules and regulations affecting columbariums;
- Central Park was viewed as a suitable site since a grant to upgrade the washrooms may be available;
- Spoke on the benefits, such as reasonable costs and smaller footprint; and
- Discussed the management of the facility by the Town.

- (ii) Info Centre:** The Chief Administrative Officer advised that  
the Chamber's President was currently away and would be  
available for a meeting in May, 2015.

**4. DELEGATIONS AND REPRESENTATIONS**

- (a) Laura Court of Cowichan Success By 6 made a presentation on the Early Development Instrument (EDI) programme. She discussed the three (3) main things that affect Lake Cowichan, including healthy beginnings, ready, set and learn programmes, and Lake Days.

She stressed the importance of the first 6 years as the most important in a child’s brain development and hence the need for funding programmes such as Mother Goose and Wendy’s House.

- (b) James van Hemert reviewed the subdivision bylaw and discussed the updates required. He also discussed the role of the Approving Officer.

No. FA.016/15  
Update Required  
for Subdivision  
Bylaw

Moved: Mayor Forrest  
Seconded: Councillor Vomacka  
that the Committee recommend that the update of the current subdivision bylaw be referred to the Advisory Planning Commission for review and to staff for technical input.

CARRIED.

**5. CORRESPONDENCE**

No. FA.017/15  
Lake Days –  
Scavenger Hunt

Moved: Mayor Forrest  
Seconded: Councillor Austin  
that the Committee recommend that approval be given to the Lake Days Society to hold a community-wide Scavenger Hunt event on Tuesday, June 9<sup>th</sup>, 2015, subject to clarification of time for the event.

CARRIED.

**6. REPORTS**

- (a) The financial report for the period ending March 31<sup>st</sup>, 2015 with comparatives for 2014 was treated as information.
- (b) The Building Inspector's Service Report for March, 2015 was treated as information.

**7. NEW BUSINESS**

- (a) Councillor McGonigle reported on the outcome of the Town’s resolution for the provincial sales tax rebate and it being endorsed by the conference attendees.

**8. NOTICES OF MOTION**

None.

**9. PUBLIC RELATIONS ITEMS**

Mayor Forrest advised the Committee of the following:

- that all members of Council have been invited by Island Savings to a luncheon on May 4<sup>th</sup>, 2015 at the Cowichan Golf and Country Club to discuss its recent merger with First West Credit Union;
- Thursday, April 16<sup>th</sup>, 2015 is the day for the Health

- Fair at Lake Cowichan School;
- Invitations to attend a preparedness on crime prevention forum at the Vancouver Island University for Thursday, April 16<sup>th</sup>, 2015;
- Chamber of Commerce's annual general meeting to be held on Wednesday, April 15<sup>th</sup>, 2015; and
- Request for endorsement for the Cowichan Lake water traffic safety advisory.

No. FA.018/15  
Endorsement

Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the Committee recommend that Council endorse the Cowichan Lake water traffic safety information package.  
**CARRIED.**

Dalton Smith reported that the Town can now move forward on its application for a 32 week job creation programme for 2015.

Mayor Forrest advised that he had met with Mr. Kasapi to accept the keys for the donated building.

Councillor Austin asked when the tours of the Town's facilities could be undertaken. She was advised possibly in May, 2015.

**10. MEDIA/PUBLIC QUESTION PERIOD**

**11. ADJOURNMENT**

No. FA.019/15  
Adjournment

Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that we do adjourn. (6:35 p.m.)  
**CARRIED.**

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Chair



**6. REPORTS**

- (a) The Chief Administrative Officer's report on the matter of clean fill from area adjacent to sewage treatment site was referred to the next Parks, Recreation and Culture Committee meeting for further discussion.

No. PW.0013/15  
Letter of Support

- (b) Moved: Mayor Forrest  
Seconded: Councillor McGonigle  
that the Committee recommend that a letter of support be sent to the District of North Cowichan for its application under the Federal Gas Tax Strategic Priority Fund Grant for its joint utilities board lagoon outfall relocation.

CARRIED.

No. PW.0014/15  
Letter of Support

- Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that the Committee recommend that a letter of support be sent to the Cowichan Valley Regional District for its application under the Federal Gas Tax Strategic Priority Fund Grant for its Meades Creek recycling centre upgrades.

CARRIED.

- (c) The Chief Administrative Officer's report on the matter of projects and requirements to stay within budget estimates was treated as information.

**7. NEW BUSINESS**

- (a) The Superintendent, Public Works and Engineering Services gave the following updates on grant applications that are all due for submission by April 15<sup>th</sup>, 2015 as follows:

- (i) Water treatments – the recommendations received from Kerr Wood Liedel on April 4<sup>th</sup>, 2015 will be included in the grant application for UV and sand filtration;

Mayor Forrest advised that a letter of support has been received from Dr. Hasselback, Island Health for this grant application.

- (ii) Phase 1 for the sewer treatment upgrade was awarded and that the application for Phase 2 would be submitted.

- (iii) The third application will be submitted under the Capacity Building fund.

- (b) The Committee discussed the funding opportunity under the Employment and Social Development Canada for enabling accessibility in communities.

Mayor Forrest suggested applying for funding for the municipal office upgrades.

Councillor Vomacka asked if funding could be considered for access to the Little League Park.

No. PW.0015/15 (c) Moved: Mayor Forrest  
Appointment Seconded: Councillor Vomacka  
that the Committee recommend that Councillor McGonigle be  
appointed the Town's representative on Teal Jones Canadian  
Safety Association Standard Committee.  
CARRIED.

No. PW.0016/15 Moved: Mayor Forrest  
Leave of Absence Seconded: Councillor Vomacka  
that the Committee recommend that approval be given to  
Councillor Day for a leave of absence from the Committee  
meeting to be held on April 14<sup>th</sup>, 2015 due to work commitments.  
CARRIED.

**8. NOTICES OF MOTION**

None.

**9. PUBLIC RELATIONS ITEMS**

None.

**10. MEDIA/PUBLIC QUESTION PERIOD**

**11. ADJOURNMENT**

No. PW.0017/15 Moved: Councillor Vomacka  
Adjournment Seconded: Mayor Forrest  
that this meeting adjourn. (5:30 p.m.)  
CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Chair

**TOWN OF LAKE COWICHAN**

Minutes of Parks, Recreation and Culture Committee held on  
Tuesday, April 7<sup>th</sup>, 2015



Reg  
April 28/15  
7(a)3

**PRESENT:** Councillor Lorna Vomacka, Chair  
Mayor Ross Forrest  
CouncillorCarolyn Austin  
Councillor Tim McGonigle

**REGRETS:** Councillor Bob K. Day  
(with prior approval)

**STAFF:** Nagl Rizk, Superintendant, Public Works and Engineering Services  
Ronnie Gill, Director of Finance  
Roni-Lee Roach, Executive Secretary

**PUBLIC:** 4

**1. CALL TO ORDER**

The Chair called the meeting to order at 5:40 p.m.

**2. AGENDA**

No. PR.007/15

Moved: Councillor Austin  
Seconded: Mayor Forrest  
that the agenda be approved.

CARRIED.

**3. BUSINESS ARISING AND UNFINISHED BUSINESS**

**(a) Ongoing Items:**

**(i) Lake Cowichan Parks and Details:** Councillor McGonigle indicated that the local parks and details would be broached during the spring walkabout and tour.

**(ii) Duck Pond and Kinsmen / CLEC Involvement :** Ongoing.

**(iii) Riverfront Parkway and Trail Connections:** The Contract Planner was working on the plan.

Councillor McGonigle reported that the Advisory Planning Commission was discussing trails and the expansion of the trail network and the feasibility of placement of a columbarium along the riverfront parkway.

**(iv) Community Garden Funding Application:** the status of the Tree Canada application is not known.

**4. DELEGATIONS**

None.

**5. CORRESPONDENCE**

No. PR.008/15  
Letter of Support

**(a)** Moved: Mayor Forrest  
Seconded: Councillor Austin  
that the Committee recommend that the Town of Lake Cowichan send a letter of support for the Cowichan Valley communities to host the National Aboriginal Hockey Championships (NAHC) 2017.

CARRIED.

- (b) The correspondence item received from Tree Canada on the Town's unsuccessful application for TD Green Streets 2015 funding was treated as information.

**6. REPORTS**

None.

**7. NEW BUSINESS**

- (a) The Committee reviewed the recommendations from the Chief Administrative Officer on the matter of clean fill from area adjacent to the sewage treatment plant and discussed the following:
- 56,000m<sup>3</sup> fill would be removed from the site which equates to approximately 6,000 truck loads;
  - Fill cost is estimated at \$500,000 and the Town would benefit from stockpiling for a few years to help alleviate costs of future capital projects;
  - Drainage at Centennial Park and increasing the elevation could be a future use for some of the fill;
  - To alleviate the current condition of the fill (silt, sand and clay) sand could be added to establish suitability for Centennial Park;
  - Construction of additional campsites at Lakeview Park;
  - Use in other parks but not for drainage; and
  - On the matter of public relations, notifying local residents of the high volume of truck traffic that will be in the area.

Councillor McGonigle requested that a report on the feasibility for other uses of this material be considered.

- (b) The matter of feasibility of a fencing donation from School District No. 79 for future dog park was discussed.

Councillor Vomacka indicated that staff has sent a letter to the School District requesting the fencing material to be donated.

Mayor Forrest shared his view that it may cost more to re-use the chainlink than to purchase new material.

Councillor Vomacka asked that consideration be given to requesting the playground equipment for use at the Centennial Park, Lakeview Park or Riverside Park (Duck Pond).

Councillor McGonigle requested that the School Board be approached to discuss these matters further.

**8. NOTICES OF MOTION**

None.

**9. PUBLIC RELATIONS ITEMS**

Scouts Canada would be hosting an Open House on Thursday, April 9<sup>th</sup>, 2015 at Palsson Elementary at 6:30 p.m.

Lake Cowichan School would be holding its Health Fair on April 16<sup>th</sup>, 2015. Mayor Forrest requested a brief discussion on what Council members can do for the Fair.

Mayor Forrest asked for an update on the new organic and refuse collection programme. The Superintendent, Public Works and Engineering Services advised that 150 to 170 organic cans are collected compared to the average refuse collection of 400 per day. He further advised that the Regional District has done random audits of the refuse and will bring forward a report on their findings for information.

**10. MEDIA/PUBLIC QUESTION PERIOD**

**11. ADJOURNMENT**

No. PR.009/15  
Adjournment

Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that we adjourn (6:35 p.m.).

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Chair

**TOWN OF LAKE COWICHAN**

Minutes of Economic and Sustainable Development Committee held on  
Tuesday, April 21<sup>st</sup>, 2015



Reg  
April 28/15  
7(a)4

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

**STAFF:** Joseph A. Fernandez, Chief Administrative Officer  
Nagi Rizk, Superintendent, Public Works and Engineering Services  
Ronnie Gill, Director of Finance  
Roni-Lee Roach, Executive Secretary

**OTHER:** 2

**1. CALL TO ORDER**

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

**2. AGENDA**

No. SPD.09/15

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

**Correspondence**

- BC Ministry of Energy and Mines CELP Request for Expressions of Interest;

**Notices of Motion**

- Mayor Forrest – Parks, Recreation and Culture Committee meeting re: Dashwood Park concerns.

**In-Camera**

- Labour relations under Section 90(1) (c).

CARRIED.

**3. BUSINESS ARISING AND UNFINISHED BUSINESS**

(a) Councillor Day advised that he was still working on the YES/"Can Do" policy.

(b) The Chief Administrative Officer reported that the meeting with School District officials could be held at the next Economic and Sustainable Development Committee meeting.

Councillor Day advised that representatives of the Economic Development Commission and the Heritage Commission had also accepted an invitation to attend the May Committee meeting.

(c) The Chief Administrative Officer reported that staff was working on the application for the Job Creation Programme and that the funding looked promising.

(d) **Affordable Housing:** The Committee was advised that the matter is in the hands of the Regional District.

**Seniors Care Facility:** Mayor Forrest reported on the matter of possible changes to the Official Community Plan with respect to surplus school lands. This will be brought forward at the meeting with School District representatives.

Councillor Day reported on discussions he has had with Island Health on this matter.

**4. DELEGATIONS**

None.

**5. CORRESPONDENCE**

- (a) The correspondence item from the Ministry of Jobs, Tourism and Skills Training and Minister Responsible for Labour on "Starting a Restaurant" was treated as information.

Staff was directed to forward the information to the Cowichan Lake District Chamber of Commerce.

- (b) The correspondence item from the BC Ministry of Energy and Mines CELP Request for Expressions of Interest was treated as information.

The Chief Administrative Officer advised that he would bring forward more details on the subject and suggested an application for energy efficient upgrades to the municipal office.

Councillor McGonigle requested that staff clarify the parameters of the eligibility for funding.

**6. REPORTS**

None.

**7. NEW BUSINESS**

- (b) Councillor Day suggested applying for Success By 6 funding for the installation of some swings and/or slide near the new library facility.

Councillor McGonigle indicated that the focus of such funding would be for the age group of 6 and under.

Councillor Day directed staff to contact Success By 6 to make the appropriate application. The Superintendent, Public Works and Engineering Services advised that the park area would require reconfiguring to fit the playground equipment.

- (c) Councillor Day requested that consideration be given to applying for the economic development readiness programme grant from the Island Coastal Economic Trust (ICET) through partnering with other local jurisdictions to promote the Pacific Marine Circle Route through production of a promotional brochure.

Mayor Forrest suggested speaking with representatives of ICET on the matter when they attend the official opening of the Town Square on May 15<sup>th</sup>, 2015.

- (d) Councillor Day spoke on the matter of the need for representation on Tourism Cowichan and the presentation that will be made to the Regional Board on a new model for tourism of the Cowichan Valley as a whole. He advised that the meeting will be streamed online, starting at 6:00 p.m., Wednesday, April 22<sup>nd</sup>, 2015.
- (e) Councillor Day reported to the Committee that the Regional District submitted a grant application for \$10.4 million under the Gas Tax programme for the raising of the weir.

Councillor McGonigle spoke on his concerns with respect to the water license and that there be no perception of enabling or contributing to a corporation.

Mayor Forrest asked for input from the Committee members on ideas and suggestions for these invaluable improvements within the Town's jurisdiction to benefit the community.

Councillor McGonigle asked about water conservation and requested consideration be given to having in place for the entire Cowichan Valley region similar requirements for water management and conservation.

- (f) The Committee members spoke on the matter of the circle route. Councillor Day advised that there may be funding available through the Tourism function.

Mayor Forrest suggested speaking with Cathy Mailhot who would be an excellent resource to assist the Town with having visitors stopping in the community while touring the circle route.

Councillor Austin suggested contacting the Chamber of Commerce to see if its members would offer packages through the local bed and breakfast establishments.

Councillor Vomacka asked why the Chamber's Trunk Treasure event was limited to one per month. The Chief Administrative Officer advised that its application was for one per month. Mayor Forrest shared his view that it would be nice if the event could be held weekly. Councillor Day shared his view that bringing all these events together for the betterment of the community would be useful.

- (g) The Municipal World Article – March, 2015 "Walkable City – How Downtown Can Save America, One Step at a Time" was treated as information.

The Chief Administrative Officer advised that the Ministry of Transportation and Infrastructure had some funding dollars available for bike lanes which could be considered in current upgrade of local streets. He reported that the matter will be placed on the next Public Works and Environmental Services Committee agenda.

Mayor Forrest requested consideration be given to installing the second speed reader board at the entrance to the Town to gather traffic numbers for the summer months which will allow for use for making application for funding for safety initiative projects for the community.

- (a) The Committee discussed the report on First Nation property tax, services and economic development in British Columbia.

## **8. NOTICES OF MOTION**

- (a) Mayor Forrest advised that he forwarded an e-mail to Committee members on concerns raised with Dashwood Park.

The matter will be added to the next Parks, Recreation and Culture Committee meeting.

**9. PUBLIC RELATIONS ITEMS**

Councillor Day requested confirmation of the cancelled public meeting that was scheduled to occur on May 25<sup>th</sup>, 2015.

Councillor Austin reported on the water safety management meeting held on Saturday, April 18<sup>th</sup>, 2015 with approximately 40 people in attendance.

Mayor Forrest spoke on the recent awards received by Denise Allan, Aaron Hamilton and Darlene Pohn and on the success of the Lake Cowichan School Health Fair recently held.

Councillor McGonigle reported on a recent meeting held with representatives of the Community Forest Co-operative and various Provincial Ministers to discuss the Forest Co-op's forest license application. He indicated that an announcement should be made in the next few weeks.

**10. MEDIA/PUBLIC QUESTION PERIOD**

**11. ADJOURNMENT**

No. SPD.010/15  
In-Camera

Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the Committee close the meeting to the public to deal with issues relating to labour relations under Section 90(1) (c) of the Community Charter (6:31 p.m.) after the conclusion of this meeting and the Town's Financial Plan.

CARRIED.

**11. ADJOURNMENT**

No. SPD.011/15  
Adjournment

Moved: Councillor Vomacka  
Seconded: Councillor McGonigle  
that the meeting adjourn (6:31 p.m.).

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Chair



Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

(250)749-3522

Reg  
April 28/15  
7(b)1

### March 2015 Monthly Incident Report

- 1 Business Meeting / Practice
- 4 Practices
- 1 Truck Clean
- 1 MVA
- 1 BCAS Lift Assist
- 1 Fire Prevention Meeting
- 1 Auto Extrication Course
- 9 NFPA Tests
- 1 Secretary/Treasurer Monthly Stipend
- 5 Officer/Duty Sheets
- 1 BCAS Mass Casualty Training Course
- 1 River Rescue Training Session

**Total Call Outs & Practices**

**\$6978.74**

**Grand Total**

**\$6978.74**



Lake Cowichan Fire Department  
P.O. Box 31  
Lake Cowichan, BC  
V0R 2G0  
(250)749-3522

Fire Stats March 2015

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Men</u>	<u>Hrs</u>	<u>Cost</u>
03/02	7:45 AM	Duncan Meadows G.C.	BCAS Mass Casualty Course	3	9	\$495.90
03/02	7:00 PM	Fire Hall	Business Meeting	23	2	\$730.80
03/05	6:00 PM	Fire Hall	Truck Check	9	2	\$219.84
03/06	8:45 AM	South Shore/King George	MVA	14	1	\$203.20
03/09	7:00 PM	Fire Hall	Practice	23	2	\$732.12
03/10	6:30 PM	Duncan F.D.	Fire Prevention Meeting	1	2	\$37.80
03/14	6:30 AM	Errington F.D.	Auto Extrication Course	1	11.5	\$206.54
03/15	6:30 AM	Errington F.D.	Auto Extrication Course	1	11.5	\$206.54
03/16	7:00 PM	Fire Hall	Practice	20	2	\$696.20
03/23	7:00 PM	Fire Hall	Practice	22	2	\$694.88
03/25	12:44 AM	150 Berar Rd	BCAS Lift Assist	10	1	\$164.74
03/29	10:00 AM	Little Beach/Cowichan River	Water Rescue Training	18	4	\$1093.76
03/30	7:00 PM	Fire Hall	Practice	24	2	\$803.96
			NFPA Tests	3	18	\$221.16
			Officer/Duty Sheets	4	11	\$321.30
			Sec/Treasurer Stipend			\$150.00
		<b>Total</b>				<b>\$6978.74</b>

# Memo



*Reg  
April 28/15  
7(c)1*


**TO:** Chief Administrative Officer  
**FROM:** Director of Finance  
**DATE:** March 26, 2015  
**SUBJECT:** Grants-in-aid to Organizations for 2015

---

Grants-in aid requests totaling \$9,000 were submitted for Council consideration and approval. During budget discussions, Council reviewed and tentatively approved grants as follows:

Cowichan Lake Lady of the Lake	-Pageants and parades	500
Cowichan Lake River & Stewardship Society	-ongoing stewardship work in Saywell Park	500
Lake Cowichan Downtown Renewal Society	-LC farmers market	1,000
Lake Cowichan Secondary School	-Scholarship	500
Lake Cowichan School PAC	-Digital sign for school	1,000
Palsson Elementary School	-Morning program	200
Scouts Canada	-	500
Summer Nights	-music in the park	500
<hr/>		
Total grants-in-aid for 2015		\$4,700

Council motion is required to approve the \$4,700 in grants-in-aid as listed above.

  
\_\_\_\_\_  
Ronnie Gill, CGA  
Director of Finance

**TOWN OF LAKE COWICHAN**

**Bylaw No. 962-2015**

Reg  
April 28/15  
8(a)

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 2015;

**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 2015 to 2019.
3. This bylaw may be cited for all purposes as the "Town of Lake Cowichan Financial Plan Bylaw. No. 962-2015".

READ A FIRST TIME on the \_\_\_ day of \_\_\_\_, 2015.

READ A SECOND TIME on the \_\_\_ day of \_\_\_\_, 2015.

READ A THIRD TIME on the \_\_\_ day of \_\_\_\_, 2015.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the \_\_\_ day of \_\_\_\_, 2015.

\_\_\_\_\_  
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 Financial Plan Bylaw No. 962-2015" as adopted on the \_\_\_ day of \_\_\_\_, 2015.

\_\_\_\_\_  
Corporate Officer



2015-2019 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 11.9% 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	41.7%	\$1,924,960
User fees and charges	10.0%	460,200
Recreational facilities	11.9%	548,200
Other sources	1.9%	89,730
Government grants	19.3%	894,006
Transfer from reserves	15.2%	700,000
<b>Total</b>	<b>100%</b>	<b>\$4,617,096</b>

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 2015, funds in the amount of \$473,037 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	82.32%	\$1,544,419
Utility	0.34%	6,686
Industrial	2.51%	46,995
Managed Forest	0.23%	4,151
Commercial	14.60%	273,399
<b>Total</b>	<b>100%</b>	<b>1,875,650</b>

### 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:

A sewer parcel tax was implemented in 2010 and Council increased the levy 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.

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 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;
- The Revitalization Tax Exemption Programme strives to encourage commercial investment and expand employment opportunities for residents.

**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 2015-2019

	2015	2016	2017	2018	2019
	Budget	Budget	Budget	Budget	Budget
<b>REVENUES</b>					
Residential	1,544,419	1,593,870	1,633,754	1,666,429	1,716,422
Utility	6,686	6,660	6,827	6,964	7,173
Industrial	46,995	48,505	49,719	50,713	52,234
Commercial	273,399	282,760	289,838	295,635	304,504
Managed Forest	4,151	4,365	4,477	4,567	4,704
Taxes	1,875,650	1,936,160	1,984,615	2,024,308	2,085,037
Grants-In-Lieu	49,310	49,500	49,800	50,000	50,200
	1,924,960	1,985,660	2,034,415	2,074,308	2,135,237
Penalties and Interest on Taxes	60,000	61,000	62,000	63,000	64,000
Licenses and Permits	34,200	34,500	35,900	36,800	37,700
Solid Waste Revenues	366,000	370,000	380,000	387,000	395,000
Lakeview Campsite Revenues	153,000	154,000	155,000	156,000	157,000
CLEC Revenues	395,200	396,000	398,000	400,000	405,000
Lease Revenues	60,930	61,000	61,500	62,000	62,500
Interest on Investments	20,000	20,000	20,000	20,000	20,000
Other Revenue	8,800	8,900	9,000	9,300	9,500
Unconditional Transfers	474,836	457,861	490,000	492,000	495,000
Conditional Transfers	419,170	10,000	10,000	10,000	10,000
Fire Service to CVRD	189,012	170,000	174,000	178,000	182,000
Police Tax	133,407	135,000	136,000	138,000	140,000
Library Levy	119,314	120,000	122,000	124,000	126,000
Transfers From Reserve Funds	700,000	-	150,000	150,000	270,000
Collections For Other Governments	2,148,493	2,180,000	2,230,000	2,274,000	2,340,000
	<b>7,207,322</b>	<b>6,163,921</b>	<b>6,467,815</b>	<b>6,574,408</b>	<b>6,840,937</b>
<b>EXPENDITURES</b>					
General Government Services	547,700	559,000	570,000	581,000	593,000
Fire Department	294,200	298,000	304,000	310,000	316,000
Police Force	133,407	135,000	136,000	138,000	140,000
Building Inspection and Other	67,000	68,000	70,000	71,000	73,000
Public Works	548,000	557,700	575,000	592,000	610,000
Solid Waste Disposal	359,500	366,000	374,000	381,000	389,000
Planning, Health & Other	79,750	86,000	77,000	79,000	81,000
Lakeview Campsite Expenses	152,900	153,000	154,000	155,000	156,000
Parks	252,600	260,000	265,000	268,000	272,000
CLEC Expense	441,700	443,000	445,000	447,000	449,000
Transfer To Library	119,314	120,000	122,000	124,000	126,000
Transfers To Other Governments	2,148,493	2,180,000	2,230,000	2,274,000	2,340,000
Capital Expenditures	1,741,758	617,221	824,815	840,208	697,937
Lease Payments	38,200	38,200	38,200	19,100	-
Debt Repayment	161,800	161,800	161,800	174,100	170,000
Transfers To Fire Dept. Reserves	70,000	70,000	70,000	70,000	70,000
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	-	-	-	-	315,000
	<b>7,207,322</b>	<b>6,163,921</b>	<b>6,467,815</b>	<b>6,574,408</b>	<b>6,840,937</b>



TOWN OF LAKE COWICHAN  
Schedule "C"  
Sewer Utility Fund - Financial Plan 2015 - 2019

	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget
<b>REVENUES</b>					
User Rates	430,000	434,000	438,000	443,000	447,000
Connection Fees	500	700	1,000	1,200	1,400
Penalties And Other Interest	4,500	4,600	4,700	4,800	5,000
Grants	1,350,000	-	1,860,400	1,500,000	-
Parcel Tax	164,000	164,000	164,500	164,500	164,600
Transfer from Surplus	365,000	-	100,000	373,500	-
	<b>2,314,000</b>	<b>603,300</b>	<b>2,568,600</b>	<b>2,487,000</b>	<b>618,000</b>
<b>EXPENDITURES</b>					
Administration	125,000	128,000	131,000	136,000	139,000
Treatment and Collection	269,000	275,000	285,000	290,000	300,000
Capital	1,920,000	180,000	2,152,600	2,061,000	80,000
Transfer to Surplus	-	20,300	-	-	99,000
	<b>2,314,000</b>	<b>603,300</b>	<b>2,568,600</b>	<b>2,487,000</b>	<b>618,000</b>

Water Utility Fund - Financial Plan 2015 - 2019

	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget
<b>REVENUES</b>					
User Rates	516,000	521,000	526,000	531,000	541,000
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	71,327	1,106,985	3,145,000	2,855,000	-
Debt	-	-	-	-	-
Parcel Tax	167,200	167,200	167,400	334,800	334,800
Transfer From Surplus	19,413	146,993	-	342,300	-
	<b>782,540</b>	<b>1,949,478</b>	<b>3,845,700</b>	<b>4,071,000</b>	<b>884,000</b>
<b>EXPENDITURES</b>					
Administration	151,000	155,000	159,000	163,000	166,000
Treatment and Collection	324,550	334,000	344,414	513,000	524,000
Capital	306,990	1,460,478	3,337,886	3,395,000	194,000
Transfer to Surplus	-	-	4,400	-	-
	<b>782,540</b>	<b>1,949,478</b>	<b>3,845,700</b>	<b>4,071,000</b>	<b>884,000</b>



**TOWN OF LAKE COWICHAN**

**2015 Annual Rates Bylaw No. 963-2015**

Reg  
April 28/15  
8(b)

A bylaw for the levying of rates for Municipal, Debt, Regional Hospital, Regional District and Vancouver Island Regional Library purposes for the year 2015.

**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 15<sup>th</sup> 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 2015:
  - 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 2015 Annual Rates Bylaw No. 963-2015".

READ A FIRST TIME on the \_\_\_ day of \_\_\_\_\_, 2015.

READ A SECOND TIME on the \_\_\_ day of \_\_\_\_\_, 2015.

READ A THIRD TIME on the \_\_\_ day of \_\_\_\_\_, 2015.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the \_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
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 2015 Annual Rates Bylaw No. 963-  
2015" as adopted on the \_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Corporate Officer



Town of Lake Cowichan  
Schedule "A"  
Attached to and forming part of Bylaw No. 963-2015

<u>CLASS</u>		<u>General Municipal</u>	<u>General Debt</u>	<u>Vancouver Island Library</u>	<u>Regional District</u>	<u>Regional Hospital</u>
Residential	1	4.29855	0.25720	0.28922	2.38352	0.54766
Utility	2	24.02030	1.60493	1.80473	8.34232	1.91681
Heavy Industrial	4	76.75061	5.00768	5.63111	8.10397	1.86204
Light Industrial	5	14.61507	0.87448	0.98335	8.10397	1.86204
Business	6	11.17623	0.66872	0.75197	5.83962	1.34177
Managed Forest	7	16.11956	0.96450	1.08458	7.15056	1.64298
Recreational	8	4.29855	0.25720	0.28922	2.38352	0.54766

