

# **AGENDA**

## **TOWN OF LAKE COWICHAN**

**Regular meeting of Council to be held on  
Tuesday, June 23<sup>rd</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 the Regular Meeting of Council held on May 26<sup>th</sup>, 2015.
- (b) Minutes of the Annual Public Meeting held on June 16<sup>th</sup>, 2015.
- (c) Minutes of the Special Meeting of Council held on June 16<sup>th</sup>, 2015.

**3**

**9**

**11**

### **4. BUSINESS ARISING AND UNFINISHED BUSINESS**

### **5. DELEGATIONS AND REPRESENTATIONS**

### **6. CORRESPONDENCE**

(a) **Action Items**

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

### **7. REPORTS**

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

- 1. Finance & Administration Councillor McGonigle
  - June 9<sup>th</sup>, 2015.
- 2. Public Works & Environmental Services Councillor Austin
  - June 2<sup>nd</sup>, 2015.
- 3. Parks, Recreation & Culture Councillor Vomacka
  - June 2<sup>nd</sup>, 2015.
- 4. Economic & Sustainable Development Councillor Day
  - June 16<sup>th</sup>, 2015.
- 5. Cowichan Lake Recreation Commission Mayor Forrest
  - May 28<sup>th</sup>, 2015.
- 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

**13**

**16**

**19**

**22**

**25**

#### **(b) Other Reports**

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

**F/C**

#### **(c) Staff Reports**

**8. BYLAWS**

- (a) "Town of Lake Cowichan Water Regulations and Rates Bylaw No. 964-2015" may be reconsidered and adopted.
- (b) "Town of Lake Cowichan Official Community Plan Amendment Bylaw No. 965-2015" may be given third reading.
- (c) "Town of Lake Cowichan Official Community Plan Amendment Bylaw No. 965-2015" may be reconsidered and adopted.
- (d) "Town of Lake Cowichan Zoning Amendment Bylaw No. 966-2015" may be given third reading.
- (e) "Town of Lake Cowichan Zoning Amendment Bylaw No. 966-2015" may be reconsidered and adopted.

<b>28</b>
<b>40</b>
<b>40</b>
<b>42</b>
<b>42</b>

**9. NEW BUSINESS**

**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.

**14. ADJOURNMENT**

**TOWN OF LAKE COWICHAN**  
Minutes of a Regular meeting of Council held on  
Tuesday, May 26<sup>th</sup>, 2015



Reg  
June 23/15  
3(a)

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

**STAFF:** Joseph A. Fernandez, Chief Administrative Officer  
Ronnie Gill, Director of Finance  
Ronl-Lee Roach, Executive Secretary

**PUBLIC:** 4

**1. CALL TO ORDER**

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

**2. AGENDA**

No. R.088/15

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

**Correspondence – Action Items**

- Cowichan Lake Community Forest Co-operative  
re: Request for Letter of Support.

**New Business**

- Councillor McGonigle re: Update on Palsson  
Elementary School Activity.

CARRIED.

**3. ADOPTION OF MINUTES**

No. R.089/15

(a) Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that the minutes of the Regular Meeting of Council held on April  
28<sup>th</sup>, 2015 be adopted.

CARRIED.

No. R.090/15

(a) Moved: Councillor Day  
Seconded: Councillor Vomacka  
that the minutes of the Special Meeting of Council held on May  
5<sup>th</sup>, 2015 be adopted.

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

**5. DELEGATIONS AND REPRESENTATIONS**

None.

**6. CORRESPONDENCE**

No. R.091/15  
Letter of Support

(a) Moved: Councillor Day  
Seconded: Councillor McGonigle  
that Council send a letter of support to the Cowichan Valley Schools Heritage Society for its signage salute to educational history in the Cowichan Valley.

CARRIED.

The correspondence item from the Ministry of Agriculture regarding regulatory amendments affecting the production of medical marijuana on agricultural land reserve was received and filed.

No. R.092/15  
Letter of Support

Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that Council support the Cowichan Lake Community Forest Co-operative's application to host the 2016 Annual General Meeting of the BC Community Forest Association.

CARRIED.

**7. REPORTS**

No. R.093/15  
Finance and Administration

Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that the minutes of the Finance and Administration Committee meeting held on May 12<sup>th</sup>, 2015 be approved with the following recommendations:

**1—Webinar Event – June 23<sup>rd</sup>, 2015**

that Council move forward with the Umbrella Market webinar to be held on June 23<sup>rd</sup>, 2015 with the allocation of funding of \$500 from the Pacific Marine Circle Route budget for 2015.

**2—Letter of Support**

that Council send a letter of support for the Lake Cowichan First Nation's funding application under the BC Languages Initiative Programme to assist them with the relearning and advancement of its language.

**3—Leave of Absence**

that a leave of absence be approved for Councillor Austin and Day from the meetings of this day.

CARRIED.

No. R.094/15  
Public Works

Moved: Councillor McGonigle  
Seconded: Councillor Day  
that the minutes of the Public Works Committee meeting held on May 5<sup>th</sup>, 2015 be approved with the following recommendation:

**1—Leave of Absence**

that approval be given to Councillor Austin for a leave of absence from the Committee meetings to be held this day.

CARRIED.

No. R.095/15  
Parks, Recreation and Culture

Moved: Councillor Vomacka  
Seconded: Councillor McGonigle  
that the minutes of the Parks, Recreation and Culture Committee meeting held on May 5<sup>th</sup>, 2015 be approved as presented.

CARRIED.

No. R.096/15  
Economic and Sustainable  
Development

Moved: Councillor Day  
Seconded: Councillor McGonigle  
that the minutes of the Economic and Sustainable Development  
Committee meeting held on May 19<sup>th</sup>, 2015 be approved as  
presented.

CARRIED.

Cowichan Lake Recreation

Minutes of the Cowichan Lake Recreation Commission meeting  
were not available.

Mayor Forrest advised of the need to borrow monies for the  
purchase of a new truck and flooring for the Honeymoon Bay  
Community Hall.

Councillor Day requested an update on the programmes to be  
run during the summer months and use of Central Park. The  
Chief Administrative Officer advised that the matter will be  
discussed at the next Parks, Recreation and Culture Committee  
meeting on park usage.

Vancouver Island Regional  
Library

No Report.

No. R.097/15  
Ohtaki Twinning Committee

Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the minutes of the Ohtaki Twinning Committee meeting  
held on May 19<sup>th</sup>, 2015 be approved as presented.

CARRIED.

Councillor McGonigle shared the gift that has been donated by  
a student delegate going to Japan in July. He advised the  
yellow cedar totem will be presented jointly.

Advisory Planning  
Commission

Councillor McGonigle advised that the Commission would be  
meeting on Thursday, May 28<sup>th</sup>, 2015 and would be discussing  
potential revisions to the subdivision bylaw to update to be  
inline with the current Official Community Plan. He stated that  
the assistance from the planner on these matters was much  
appreciated.

Community Forest Co-  
operative

Councillor McGonigle stated that aside from the application to  
host the 2016 AGM of the BC Community Forest Association,  
the Forest Co-op was still waiting to hear on the result of its  
application for an extension of its license that expires the next  
month.

Councillor McGonigle requested approval for the Forest Co-op  
to begin refurbishing of the wooden signs at the Forest  
Workers' Memorial Park.

No. R.098/15  
Maintenance of Signs –  
Forest Workers' Memorial

Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the Cowichan Lake Community Forest Co-operative be  
authorized to refurbish the carved signs at the Forest Workers'  
Park at its cost.

CARRIED.

No. R.099/15  
Lake Cowichan Fire  
Department – Incident  
Report

**(b)** Moved: Councillor Day  
Seconded: Councillor McGonigle  
that the Fire Department Monthly Incident Report for April,  
2015 and payment in the amount of \$5,284.44 be approved.

CARRIED.

Cowichan Valley Regional District Board

Councillor McGonigle gave a report on the Cowichan Valley Regional District's meetings recently held which included incorporation of a bylaw for the function of raising the weir and the applicable funding.

Mayor Forrest spoke on the recent news of the proposed highway link to Port Alberni and stated that Lake Cowichan being a central part of two circle routes is great for the community.

No. R.0100/15  
Development and  
Variance Permits – 191  
South Shore Road

- (c) Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that a Development Permit be Issued for the property at 191 South Shore Road (Lot 1, Plan 23956) to expand the building occupied by South Shore Cabinetry Ltd. to accommodate a new shop area of 155m<sup>2</sup> using the same wall colours and materials, as well as, the same wood fascia as the existing building, subject to the following conditions:
- 1) The retaining walls and the proposed structure must be approximately engineered at time of building permit application stage;
  - 2) The paint booth structure must be removed at time of occupancy of the addition; and
  - 3) Sign permits must comply with requirements of the Sign Bylaw.

and that a Development Variance Permit be Issued to allow for a variance of the side lot line setbacks for the proposed new shop area only as follows:

- Northern interior side setback from 3.0 metres to 0.0 metres; and
- Western interior side setback from 3.0 metres to 2.0 metres

CARRIED.

No. R.0101/15  
Region Wide Watering  
Restrictions

Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that Council approve the Region Wide Watering Restrictions Policy, as presented.

CARRIED.

Councillor Austin requested clarification on how programmable timers would be addressed for those residents that may be affected. The Chief Administrative Officer advised that the matter will be forthcoming and that door hangers would be distributed to all the households in the Cowichan Valley advising them of the new region wide watering restrictions.

## 8. BYLAWS

No. R.0102/15  
Bylaw No. 964-2015  
Water Regulations and  
Rates

- (a) Moved: Councillor Day  
Seconded: Councillor Vomacka  
that the "Town of Lake Cowichan Water Regulations and Rates No. 964-2015" be read a first, second and third time.

CARRIED.

No. R.0103/15  
Bylaw No. 965-2015  
Official Community Plan  
Amendment

- (b) Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that the "Town of Lake Cowichan Official Community Plan  
Amendment Bylaw No. 965-2015" be read a first and second  
time.

CARRIED.

No. R.0104/15  
Bylaw No. 966-2015  
Zoning Amendment

- (b) Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that the "Town of Lake Cowichan Zoning Amendment Bylaw  
No. 966-2015" be read a first and second time.

CARRIED.

## 9. NEW BUSINESS

Councillor McGonigle reported on the recent activities of Palsson Elementary School. He thanked the Lady of the Lake delegates and current royalty for their assistance with the Spring Fling event that was recently held. He further reported on the grant-in-aid funding provided for a new programme to improve student attendances and decrease tardiness.

## 10. MAYOR'S REPORT

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

- New activities and events being held in Lake Cowichan which included the Trunk Treasures and Farmer's Market;
- Great addition of the Community Garden at Centennial Park;
- Age Friendly workshop held at the Seniors Centre on May 23<sup>rd</sup>, 2015 with a large turnout of participants;
- Re-establishment of the Boy Scouts organization in the community;
- Heritage Days organized by the Heritage Society with many events held during the May long weekend;
- Upcoming Lake Days being a great opportunity to enjoy the company of friends and neighbours in the Town;
- Official opening of the Ts'uubaa-asatx Town Square; and
- Recent algae bloom in the lake with subsequent odor and color has made it abundantly clear how precious this water resource is to our community.

## 11. NOTICES OF MOTION

## 12. IN CAMERA

No. R.0105/15  
In-Camera

- Moved: Councillor Day  
Seconded: Councillor Vomacka  
that the Committee close the meeting to the public to deal with issues relating to labour relations and negotiations for provision of municipal services under Section 90(1) (c) and (k) of the Community Charter (6:56 p.m.)

CARRIED.

**13. ADJOURNMENT**

No. R.0106/15  
Adjournment

Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that we arise with **no report** and adjourn ( 8:30 p.m.).

CARRIED.

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

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

\_\_\_\_\_  
Mayor

**TOWN OF LAKE COWICHAN**

Minutes of the Annual Public Meeting held on  
Tuesday, June 16<sup>th</sup>, 2015



Reg  
June 23/15  
36)

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  
Nagi Rizk, Superintendent, Public Works and Engineering Services  
Dalton Smith, Manager, Cowichan Lake Education Centre (5:03 p.m.)  
Roni-Lee Roach, Executive Secretary

PUBLIC: 4

Mayor Forrest called the meeting to order at 5:00 p.m.

**1. ANNUAL REPORT**

Mayor Forrest welcomed all those in attendance to the meeting.

**2. INPUT FROM MAYOR AND COUNCIL**

Mayor Forrest thanked staff for all their work on the Annual Report for 2014. He stated that it was a good summary of the Town's accomplishments for the year.

**3. INPUT FROM COUNCIL**

Councillor Austin stated that her first six months on Council has been quite challenging.

Councillor McGonigle extended his thanks to staff for the good financial management that resulted in the Town being ranked as the top municipality in BC by the CFIB (Canadian Federation of Independent Businesses) and thanked the members of Council, past and present.

Councillor Day stated that the Town has been able to maintain its good financial standing and pays cash for things it requires without the need to borrow.

**4. QUESTIONS FROM THE PUBLIC**

Mayor Forrest gave those in attendance an opportunity to ask questions.

Beth Kidd stated that it was nice how the Town was looking and those returning to visit the community have noticed considerable improvements over years' past.

Councillor Day asked if the Annual Report was available on the Town's webpage. The Director of Finance responded that the document was on the Town's website under Finance.

Mayor Forrest asked members of Council if they had any further questions or comments.

**5. ADJOURNMENT**

With there being no further input, Mayor declared the meeting adjourned at 5:05 pm.

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

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

\_\_\_\_\_  
Mayor

**TOWN OF LAKE COWICHAN**

Minutes of a Special meeting of Council held on  
Tuesday, June 16<sup>th</sup>, 2015



Reg  
June 23/15  
3(c)

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

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

**PUBLIC:** 2

**1. CALL TO ORDER**

Mayor Forrest called the meeting to order at 6:26 p.m.

No. R.107/15

Moved: Councillor McGonigle  
Seconded: Councillor Day  
that as per Section 127(4) of the Community Charter a special meeting is being called to deal with a time sensitive application proposal.

UNANIMOUSLY CARRIED.

**2. AGENDA**

No. R.108/15

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

CARRIED.

**3. ADOPTION OF MINUTES**

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

**5. DELEGATIONS AND REPRESENTATIONS**

**6. CORRESPONDENCE**

**7. REPORTS**

No. R.109/15

Canada 150 Community  
Infrastructure Programme  
Funding – Centennial Park  
Upgrades

(a) Moved: Councillor Day  
Seconded: Councillor McGonigle  
that Council approve a grant application submission under the Canada 150 Community Infrastructure Program Funding to undertake upgrades to Centennial Park totalling \$1,414,460 with Council confirming to Western Economic Diversification Canada of its share of the costs of the project over the 2016-2017 and 2017-2018 fiscal years.

CARRIED.

**8. BYLAWS**

None.

**9. NEW BUSINESS**

**10. MAYOR'S REPORT**

**11. NOTICES OF MOTION**

**12. IN CAMERA**

**13. ADJOURNMENT**

No. R.110/15  
Adjournment

Moved: Councillor Vomacka  
Seconded: Councillor Day  
that we adjourn ( 6:35 p.m.).

CARRIED.

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

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

\_\_\_\_\_  
Mayor

**TOWN OF LAKE COWICHAN**

Minutes of Finance & Administration Committee held on  
Tuesday, June 9<sup>th</sup>, 2015



Reg  
June 23/15  
7(a)1

- PRESENT: Councillor Tim McGonigle, Chair  
Mayor Ross Forrest  
Councillor Carlyne Austin  
Councillor Lorna Vomacka
- REGRETS: Councillor Bob K. Day
- STAFF: Joseph A. Fernandez, Chief Administrative Officer  
Ronnie Gill, Director of Finance (5:02 p.m.)  
Roni-Lee Roach, Executive Secretary

PUBLIC: 3

**1. CALL TO ORDER**

The Chair called the meeting to order at 5:02 p.m.

**2. AGENDA**

No. FA.025/15

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

CARRIED.

**3. BUSINESS ARISING AND UNFINISHED BUSINESS**

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

**(i) Info Centre:** The Chair advised that a staff report on the matter was attached.

No. FA.026/15  
Agreement –  
Information Centre  
at 125 South  
Shore Road

Moved: Councillor Vomacka  
Seconded: Mayor Forrest  
that the Committee recommend that Council approve the additional six month extension; and  
that the Committee recommend that Council approve a revised five year Fee for Service Contract arrangement with the Cowichan Lake Chamber of Commerce commencing January 1<sup>st</sup>, 2016 with the terms and conditions to be reviewed and revised as may be necessary.

CARRIED.

**4. DELEGATIONS AND REPRESENTATIONS**

**(a)** David Sharrow, Cow Café spoke to the Committee on his proposal to have a food service truck to be used on a portion of the vacant lot adjacent to his restaurant on North Shore Road. Mr. Sharrow explained that the food preparation would occur in the restaurant only and that the local health inspector has already been contacted to ensure that the repurposed camper van was only for food distribution.

The Chair afforded the Committee members an opportunity to direct questions to Mr. Sharrow.

The Chief Administrative Officer advised that Council needed to approve regulations for food truck as a food truck was different from vending carts.

The Committee raised the following:

- Where will the service truck be located;
- How long will the service truck be operating in 2015;
- Licensing requirements;
- Need to ensure that the Town's policies and bylaws are adhered to; and
- Clarification of food truck, mobile vending, and take-out food window.

The Committee directed that the matter be referred to an upcoming Committee meeting after the Chief Administrative Officer is able to meet with the health inspector on the matter.

**5. CORRESPONDENCE**

None.

**6. REPORTS**

- (a) The financial report for the period ending May 31<sup>st</sup>, 2015 was treated as information.
- (b) The Building Inspector's Service Report for May, 2015 was treated as information.
- (c) The Chief Administrative Officer's report on the Cowichan Lake and District Chamber of Commerce agreement for Information Centre at 125 South Shore Road was dealt with earlier in the meeting.

**7. NEW BUSINESS**

No. FA.027/15  
Strategic  
Community  
Investment Funds  
Plan – Progress  
Report

- (a) Moved: Councillor Vomacka  
Seconded: Mayor Forrest  
that the Committee recommend approval of the Strategic Community Investment Funds Plan and progress report as presented.

CARRIED.

The Director of Finance pointed out that without the Provincial government grants the Town would have had to increase its municipal taxes by 16.2% to provide similar levels of service to the residents.

No. FA.028/15  
Ball Field  
Agreement

- (b) Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the Committee recommend approval of the Ball Field Agreement between the Town of Lake Cowichan and the Cowichan Valley Regional District for a five-year term.

CARRIED.

- (c) The Chief Administrative Officer advised that Councillor Day requested that the subject of investing opportunities be brought forward to this meeting.

Councillor McGonigle requested that the matter be referred to the Economic and Sustainable Development Committee meeting.

**8. NOTICES OF MOTION**

None.

**9. PUBLIC RELATIONS ITEMS**

The Committee spoke on water use restrictions and the Chief Administrative Officer reported that the Town of Ladysmith has already implemented stage 2 and that the Town will do so early next week.

Councillor McGonigle stressed the importance of water restrictions being region-wide and asked how the watering at public parks and playgrounds will be affected with stage 2. The Chief Administrative Officer responded that the Town will water 2 days per week once during the stage 2 restrictions.

Councillor Vomacka reported on the upcoming Lake Days parade that will be held Saturday, June 13<sup>th</sup>, 2015 at 11:00 a.m. in which members of Council will be participating.

Mayor Forrest advised that the banner will be ready for the event and confirmed that members of the Cowichan Lake and District Chamber Executive, Cowichan Lake and River Stewardship, Lake Cowichan First Nations and local Electoral Area Directors would be participating with members of Council in the parade.

Mayor Forrest reported on his attendance at the recent Federation of Canadian Municipalities conference held in Edmonton, Alberta and encouraged everyone to listen to all of the candidates for the Federal elections as it is crucial for who leads our country.

No. FA.029/15  
Leave of Absence

Moved: Councillor Vomacka  
Seconded: Mayor Forrest  
that the Committee recommend that a leave of absence be approved for Councillor Day from the meeting held this day.  
CARRIED.

**10. MEDIA/PUBLIC QUESTION PERIOD**

**11. ADJOURNMENT**

No. FA.030/15  
Adjournment

Moved: Councillor Vomacka  
Seconded: Councillor Austin  
that we do adjourn. (5:52 p.m.)  
CARRIED.

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

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

\_\_\_\_\_  
Chair

**TOWN OF LAKE COWICHAN**  
Minutes of Public Works and Environmental Services  
Committee held on  
Tuesday, June 2<sup>nd</sup>, 2015



Reg  
June 23/15  
7(a)2

**PRESENT:** CouncillorCarolyn Austin, Chair  
Mayor Ross Forrest  
Councillor Bob K. Day  
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  
Dalton Smith, Manager, Cowichan Lake Education Centre  
Roni-Lee Roach, Executive Secretary

**PUBLIC:** 2

**1. CALL TO ORDER**

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

**2. AGENDA**

No. PW.0021/15

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

**Correspondence**

- Bob Crandall re: Palsson Elementary Storm Drain Marking;
- BC Hydro re: Anti-graffiti wrap grant;

**New Business**

- Crosswalk Lighting and Re-allocation of Budget;
- BC Hydro re: Installation of New Power Poles from Stone Avenue to King George Street.

be amended and approved.

CARRIED.

**3. BUSINESS ARISING AND UNFINISHED BUSINESS**

- (a) The Chief Administrative Officer advised that there was nothing to report on the matter of cycling infrastructure as there was no shelf ready projects.

Mayor Forrest raised a concern with cycling traffic and the traffic calming measures along South Shore Road. He requested consideration be given to allowing cyclists a means to safely traverse the bulb-outs safely.

Staff was directed to contact the consultant, Associated Engineering, to get feedback on the matter.

- (b) The Chief Administrative Officer reported that the recycling of glass and yard clippings had to await progress on this matter in other local governments.

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

- (i) **Highway Signage:** The Chief Administrative Officer reported that the Advisory Planning Commission is dealing with wayfinding signage and recommended that the Town move forward with planning for the installation of the west entrance to Town and the Saywell Park directional signage. The APC had recommended that Kate Evans, Golder & Associates work with the Superintendent, Public Works and Engineering Services and

members of the Commission.

The Superintendent, Public Works and Engineering Services advised that any conceptual design plan will need to be approved by the Ministry prior to installation of signs.

The Committee directed staff to move forward with contacting Kate Evans and to move forward with the planning and construction of the West entrance signage to Lake Cowichan.

- (ii) **Urban Drainage:** The matter has been referred to the next Committee meeting.

**4. DELEGATIONS**

None.

**5. CORRESPONDENCE**

- (a) The e-mail received from the Community Energy Association regarding the 2015 Climate and Energy Action Awards was treated as information.

No. PW.0022/15  
Storm Drain Marking

Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that the Committee recommend that approval be given to the Palsson Elementary School students to conduct the Storm Drain Marking Programme to be held during the month of June, 2015 with assistance from the Department of Fisheries and Ocean staff.

CARRIED.

The Chief Administrative Officer reported that the Town was successful in receiving \$500 funding from BC Hydro for anti-graffiti projects.

**6. REPORTS**

None.

**7. NEW BUSINESS**

- (a) The BC Water and Waste Association article "Are Our Water Systems at Risk?" was treated as information.

The Superintendent, Public Works and Engineering Services thought the information quite useful as it gave some valuable information on how to plan for asset management.

- (b) The Superintendent, Public Works and Engineering Services gave the Committee an update on Phase 1 of the sewer treatment plant upgrade and the issues that have arisen with respect to fencing, setbacks and elevations.

- (c) The Committee discussed the sani-dump operations and the revenue of some \$3,000 it generates annually.

The Superintendent, Public Works and Engineering Services reported that from April to June, 2015 the water consumption at the sani-dump was approximately 33m<sup>3</sup> for potable water and 19m<sup>3</sup> for the wash-out station.

The Manager, Education Centre suggested looking for an additional location. Councillor Austin felt this should be brought up with the other local area directors as visitors to their communities benefit from this service. Mayor Forrest agreed and stated that the location should be on the North side of the river.

- (d) The Committee discussed the drought forecast for the Cowichan Valley.

The Chief Administrative Officer advised that the door hangers explaining the new water restriction notices should be delivered to homes shortly.

The Superintendent, Public Works and Engineering Services updated the Committee on the conditions of the river and lake and read out a report from Catalyst which showed an obvious decrease from these same levels of 2014.

No. PW.0023/15 (e)  
Crosswalk Lighting

Moved: Councillor Vomacka  
Seconded: Mayor Forrest  
that the Committee recommend that \$16,000 be re-allocated from the 2015 paving budget to the 2015 crosswalk budget for the installation of the two (2) pedestrian crosswalks along South Shore Road.

CARRIED.

- (f) The Superintendent, Public Works and Engineering Services reported on the installation of new power poles from Stone Avenue to King George Street by BC Hydro.

The Committee directed staff to work with BC Hydro for the placement of the hydro poles.

8. **NOTICES OF MOTION**

None.

9. **PUBLIC RELATIONS ITEMS**

Councillor Day advised the Committee that he had been advised by Tree Canada representatives that the Town has been successful in its funding application through BC Hydro funds.

10. **MEDIA/PUBLIC QUESTION PERIOD**

11. **ADJOURNMENT**

No. PW.0024/15  
Adjournment

Moved: Councillor Vomacka  
Seconded: Councillor Day  
that this meeting adjourn. (6:16 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, June 2<sup>nd</sup>, 2015



Reg  
June 23/15  
7(a)3

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, Superintendent, Public Works and Engineering Services  
Ronnie Gill, Director of Finance (6:44 p.m.)  
Dalton Smith, Manager, Cowichan Lake Education Centre  
Roni-Lee Roach, Executive Secretary

PUBLIC: 2

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:23 p.m.

**2. AGENDA**

No. PR.012/15

Moved: Councillor Day  
Seconded: Councillor McGonigle  
that the agenda, as amended, be approved.

CARRIED.

**3. BUSINESS ARISING AND UNFINISHED BUSINESS**

**(a) Ongoing Items:**

**(i) Lake Cowichan Parks and Details:** the Committee determined that the Committee meetings for July 7<sup>th</sup>, 2015 be cancelled and a parks tour be arranged.

Staff was directed to contact Community Services to arrange the van on July 7<sup>th</sup>, 2015, starting at 5:00 p.m. for a parks tour of the Town.

Staff was further directed to notify the public that the two (2) committee meetings to be held that day are cancelled.

Councillor Day requested that the new Community Garden be placed on the parks tour and representatives be invited to tour the park.

**(ii) Riverfront Parkway and Trail Connections:** The Chief Administrative Officer advised that the matter was still an ongoing item.

**4. DELEGATIONS**

None.

**5. CORRESPONDENCE**

No. PR.013/15  
Cowichan Lake  
Recreation  
Summer  
Programme

Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that the Committee recommend approval for use of Central Park and the bandshell for the Cowichan Lake Recreation summer programmes for 3 days per week in the months of July and August, 2015, subject to insurance requirements being met.

CARRIED.

No. PR.014/15  
Swimming  
Programme in  
Lake Cowichan

Moved: Councillor Day  
Seconded: Councillor McGonigle  
that the Committee recommend a letter be sent to Cowichan Lake Recreation requesting that consideration be given to including the youth in our community for swimming lessons at an accessible venue within Lake Cowichan.

CARRIED.

**6. REPORTS**

None.

**7. NEW BUSINESS**

- (a) Mayor Forrest shared a concern from the Cowichan Lake River Stewardship Society with respect to the removal of the native plants that had been planted at a cost of \$25,000.

The Committee also discussed the request for watering of the native plants to be shared by Stewardship members and Town employees and the need for a better viewing area and possible pruning of trees to standards acceptable to Fisheries and Oceans.

- (b) The Chief Administrative Officer advised that the ball field agreement with the Cowichan Valley Regional District (CVRD) expired last year. Mayor Forrest advised that the agreement had been approved by the Recreation Commission and has been forwarded to the Regional District Board for approval.

Councillor McGonigle requested that the agreement be forwarded to the Committee for its review and that the matter be referred to the Finance and Administration Committee meeting of June 9<sup>th</sup>, 2015.

- (c) The Committee members discussed the feasibility of televising meetings.

- (d) The Committee discussed possible projects for funding under the BC Western Economic Diversification's Canada 150 Community Infrastructure Program which included Centennial Park field work, Centennial Hall upgrades, partnership with the Royal Canadian Legion for improvements to the cenotaph at Central Park, and viewing walking platform at Saywell Park.

No. PR.015/15  
Canada 150  
Community  
Infrastructure  
Program

Moved: Councillor Day  
Seconded: Councillor McGonigle  
that the Committee recommend that the Town of Lake Cowichan  
make application under the BC Western Economic  
Diversification's Canada 150 Community Infrastructure Program  
for a project that would see Centennial Park Improvements.

CARRIED.

- (e) The Manager, Education Centre, gave an update on the job creation programme recently approved. He reported that the 39 week programme will commence shortly with construction of a new washroom facility at Central Park.

**8. NOTICES OF MOTION**

None.

**9. PUBLIC RELATIONS ITEMS**

Councillor McGonigle reported that the carving of the First Nation pole at the Town Square was coming along nicely and was looking for good.

Councillor Vomacka updated the Committee on the upcoming events as follows:

- Lake Cowichan School Bursary and grant awards to be held on June 4<sup>th</sup>, 2015;
- The Strawberry Tea will be hosted on June 8<sup>th</sup>;
- June 10<sup>th</sup> Is Opportunity Night;
- The Lady of the Lake Ball is on June 12<sup>th</sup>; and
- Steak tickets are being sold for the Town BBQ on June 13<sup>th</sup>, 2015.

**10. MEDIA/PUBLIC QUESTION PERIOD**

**11. ADJOURNMENT**

No. PR.016/15  
Adjournment

Moved: Councillor Austin  
Seconded: Councillor Day  
that we adjourn (7:15 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, June 16<sup>th</sup>, 2015



Reg.  
June 23/15  
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  
Ronnie Gill, Director of Finance  
Nagi Rizk, Superintendent, Public Works and Engineering Services  
Dalton Smith, Manager, Cowichan Lake Education Centre  
Roni-Lee Roach, Executive Secretary

OTHER: 4

**1. CALL TO ORDER**

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

**2. AGENDA**

No. SPD.015/15

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

CARRIED.

**3. BUSINESS ARISING AND UNFINISHED BUSINESS**

(a) The Chief Administrative Officer advised that the Town of Lake Cowichan has moved to Stage 2 of the watering restrictions.

Mayor Forrest advised that the Regional District's 'new normal' programme is now posted on its website.

The Committee members discussed the matter of water sustainability for the Cowichan Valley.

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

(i) **YES/"Can Do" Policy:** Councillor Day shared an article "Focus on the Positive Aspects in Customer Service" and requested that it be brought forward as a philosophy statement for Council's consideration.

(ii) **Meeting with School District:** Mayor Forrest reported on his discussions with Candace Spilsbury, Chair of the School District Board to arrange a meeting with School District officials in the new school year, September, 2015.

(iii) **Affordable Housing:** The Committee was advised that Island Health has allocated its funding from the Regional District to a new Affordable Housing Association.

(iv) **Seniors Care Facility:** The Committee was advised that the Age Friendly study will be completed by September, 2015 at which time the final report will be submitted to Council.

(v) **Job Creation Programme:** Dalton Smith distributed a brief summary report on the job creation programme that would involve upgrades to Central Park washrooms, Lakeview Park

washrooms, dormitory renovations at the Education Centre, storage building for Kaatza Museum and construction of picnic tables in the Town. He further advised that the project would begin on July 6<sup>th</sup> for a duration of 32 weeks with the Town's cash and in-kind contribution budgeted at \$110,000.

- (vi) **ICET Readiness Program Grant:** The Chief Administrative Officer suggesting the Town look at opportunities for 2016 as no dollars have been budgeted for 2015.

Councillor McGonigle shared his view that programmes may come to light once the strategic plan meetings were held.

- (vii) **Tourism Cowichan:** Councillor Day reported that Jen Pollner had initiated the meetings with Kathy Lachman and Kathy Mailhot and that the webinar for Umbrella Marketing had been cancelled and rescheduled to September, 2015.

- (viii) **Pacific Marine Circle Route:** The Committee discussed the feasibility of partnerships with other communities.

Councillor Day suggested inviting Kathy Mailhot to share with Council how the Pacific Marine Circle Route is being marketed.

Mayor Forrest requested that the Information Centre be contacted to provide statistics to the Town on the visitors to our community.

#### **4. DELEGATIONS**

- (a) Tara Bushby was not able to attend the meeting to discuss the spray park proposal and potential for economic spin-off.

#### **5. CORRESPONDENCE**

None.

#### **6. REPORTS**

None.

#### **7. NEW BUSINESS**

- (a) The Chief Administrative Officer advised the Committee members that One Cowichan would like to make a presentation on its Cowichan Solar Tour proposal.

The Committee members discussed the feasibility of implementing a tax incentive programme or possible changes to current bylaws to encourage the implementation of solar energy and other green initiatives.

The Chief Administrative Officer advised that legislation would be required to allow for residential incentives through permissive tax exemptions.

- (b) There was no report on the matter of investment opportunities in Lake Cowichan, with the matter remaining on the agenda.
- (c) The Committee discussed the feasibility of receiving reports from the local realtors on property sales to include information on age demographics and other pertinent details that could assist the Town to determine needs and services.

The Committee directed staff to contact the Real Estate Board for this information.

Dalton Smith suggested contacting the School District as it may be a good source for this type of information for future planning.

- (d) The Committee members discussed invitations to groups for roundtable discussions on economic development to be held after the adjournment of the monthly Economic and Sustainable Development Committee meetings.

8. **NOTICES OF MOTION**

Mayor Forrest requested a correspondence item received from Trans Canada Trail be referred to the next Parks, Recreation and Culture Committee meeting.

9. **PUBLIC RELATIONS ITEMS**

Mayor Forrest thanked Council members for their efforts during Lake Days and the Town's BBQ. He stated that Lake Days was a huge success and extended his congratulations to the Lake Days Committee.

Councillor McGonigle congratulated all the Lady of the Lake contestants and gave credit to the programme.

Councillor McGonigle also shared a story of two young men who have recently donated their personal earnings from firewood sales to a family that recently lost their home to a fire in Youbou.

10. **MEDIA/PUBLIC QUESTION PERIOD**

11. **ADJOURNMENT**

No. SPD.016/15  
Adjournment

Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the meeting adjourn (6:24 p.m.).

CARRIED.

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

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

\_\_\_\_\_  
Chair

Minutes of the Cowichan Lake Recreation Commission Meeting held on Thursday, May 28, 2015 in the Cowichan Lake Sports Arena Curling Lounge, 311 South Shore, Lake Cowichan BC at 7:02 PM.

**PRESENT:** Chairperson D. Darling  
Director I. Morrison  
Director K. Kuhn  
Mayor R. Forrest  
E. Fearon  
R. Wise  
L. Johnson  
B. Peters  
J. Rowley

*Reg  
June 23/15  
7(a)5*

**ALSO PRESENT:** L. Blatchford, Manager, Cowichan Lake Recreation  
R. Frost, West Cowichan Facility Coordinator  
R. Piechnik, Recording Secretary

**APPROVAL OF AGENDA**

It was moved and seconded that the agenda be adopted as presented.

**MOTION CARRIED**

**ADOPTION OF MINUTES**

**M1** Regular Cowichan Lake Recreation Commission meeting of April 23, 2015

It was moved and seconded that the minutes be adopted as amended with the correction of J. Riley to J. Rowley.

**MOTION CARRIED**

**ACTION:** Staff will correct J. Rowley's name in April 23, 2015 minutes.

**ACTION:** Staff will have the template for the agenda changed to reflect L. Johnson as Vice Chairperson under Commission Members at the bottom of the agenda.

**BUSINESS ARISING FROM THE MINUTES**

**BA1** Commission Orientation Manuals updated to include Facilities Work Plan.

**REPORTS**

**R1** West Cowichan Facility Coordinator Re: Honeymoon Bay Hall Floor, Verbal Report

Silver and silver blue are the chosen colours for the new floor in Honeymoon Bay Hall; Staff has washed the dry floor of the Curling Rink with a slip floor solution to increase the safety of the floor surface for activities; Repaired wood floor of Honeymoon Bay Hall.

**R2** Report, Manager, Cowichan Lake Recreation Re: Town of Lake Cowichan Ball

Field Agreement

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further that the  
the agreement

It was moved and seconded that the Board approves the renewal of the agreement between the Town of Lake Cowichan and the CVRD Cowichan Lake Recreation staff to receive and schedule bookings Town's Little League and Centennial Park Ball Fields; and Board Chair and Corporate Secretary be authorized to sign on behalf of the CVRD.

**MOTION CARRIED**

**R3**

Report, Manager, Cowichan Lake Recreation Re: Permanent Change to Liquor License #300537 - Youbou Community Bowling Alley

In accordance with the Minor Endorsement, minors are now permitted to be in the Youbou Lanes Bowling Alley on any day of the week until 10:00 pm with or without an adult accompanying as long as bowling is happening.

It was moved and seconded that the recommends the approval of the request to increase the hours of liquor sales under liquor license #300537 – Youbou Community Bowling Alley and provide a local government resolution stating the recommendation and noting that:

- there will be no potential for additional noise if the application is approved;
- that the community will not be affected negatively by a change in hours of service;
- that the bowling alley will not be operated in a manner that is contrary to the primary purpose; and
- that the views of the residents were not gathered through a formal process.

**MOTION CARRIED**

**R4**

Report, Manager, Cowichan Lake Recreation Re: Honeymoon Bay Post Office Agreement

It was moved and seconded:

1. That the Cowichan Lake Recreation Commission support an increase in rent for Canada Post for space rented in the Honeymoon Bay Community Hall and that the increase be included in the revised rental agreement and implemented as follows:
  - \$166.67/month (current rate) plus applicable taxes for the period covering June 1, 2015 to August 31, 2015 to allow for a three month notice period.
  - \$172.00/month plus applicable taxes for the period covering September 1, 2015 to May 31, 2016 which is a rate increase equal to \$5.33/month or 3.2% (inflation rate plus 2%).
  - Thereafter, a yearly rental increase equal to the inflation rate plus 2% plus applicable taxes will occur as outlined in the attached Honeymoon Bay Post Office Agreement.
2. That the Board approves the renewal of the amended rental agreement between Canada Post and the CVRD for space in the foyer of the Honeymoon Bay Hall for a term of five years commencing June 1, 2015 and expiring May 31, 2020; and further that the Board Chair and

**Corporate Secretary be authorized to sign the agreement on behalf of the CVRD.**

**MOTION CARRIED**

**R5**                    Directors Morrison and Kuhn Re: CVRD Board Update, Verbal Report

Committees and Commissions Bylaw review.

**R6**                    Mayor Forrest Re: Town of Lake Cowichan Update, Verbal Report

Informed Commission of a press release stating that watering restrictions are now Region wide. All areas are under the same watering restrictions; Accolades to the recent Physical Literacy Workshop. Well done and very informative.

**ACTION: Staff will resend Physical Literacy information to Commission.**

**It was moved and seconded that Commission members be invited to attend the next Physical Literacy Workshop.**

**MOTION CARRIED**

**NEW BUSINESS**

**NB1**                    USW Update. Strike vote has been taken. Union to give 72 hours notice if strike is called.

**NB2**                    Environment Appeal Board decision to move Rule Curve back by three weeks.

**ADJOURNMENT**

The meeting adjourned at 7:53 pm.

\_\_\_\_\_   
Chair

\_\_\_\_\_   
Recording Secretary

Dated: \_\_\_\_\_

TOWN OF LAKE COWICHAN  
BYLAW NO. 964-2015

A BYLAW TO REGULATE THE TERMS AND CONDITIONS  
UNDER WHICH WATER FROM THE MUNICIPAL  
WATER UTILITY MAY BE SUPPLIED AND USED

Reg  
June 23/15  
8(a)

WHEREAS Section 8 of the *Community Charter* permits a Municipal Council to operate and maintain such services as it deems desirable and through bylaw provide for the classification of users and prescribe different rates, terms and conditions for the provision of water utility services;

AND WHEREAS the Municipal Council deems it necessary to establish regulations and rates for the use of municipal water;

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

1. **TITLE**

This bylaw may be cited as the "Town of Lake Cowichan Water Regulations and Rates Bylaw No. 964-2015".

2. **DEFINITION**

In this bylaw unless the context otherwise requires,

**CONSUMER** means any person, company or corporation who is the owner or agent for the owner of any premises to which water is supplied or made available from the waterworks and also any person who is the occupier of any such premises, and also includes any person who is actually a user of water supplied to any premises or by a service from the said waterworks;

**DUPLEX** means a residential building containing two (2) segregated self-contained housekeeping units with cooking, living, sleeping and sanitary facilities, and sharing at least one (1) common wall;

**INSPECTOR** means the Building Inspector for the Town or such person as the Town may from time to time designate;

**OWNER** in respect to real property means the registered owner of an estate in fee simple and includes:

- (a) the registered holder of the last registered agreement for sale; and
- (b) an agent authorized in writing by the owner to act on his behalf;

**OUTSIDE USER** means any consumer located outside the boundaries of the Town of Lake Cowichan;

**PRIVATE HYDRANT** means a fire hydrant required by regulation, but owned and maintained by a private property owner, for use by the Fire Department;

**SERVICE PIPES** means that portion of the water supply line extending from the property line of the property concerned to the building situated thereon, and joining the water connection to the plumbing system of the building;



**SINGLE FAMILY UNIT** means a single segregated self-contained residential dwelling used for, or intended for the domestic use of one (1) or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities;

**SUPERINTENDENT** means the Superintendent, Public Works and Engineering Services of the Town of Lake Cowichan;

**TOWN** means the Town of Lake Cowichan;

**MULTI-FAMILY** means a residential building containing three (3) or more segregated self-contained housekeeping units with cooking, living, sleeping and sanitary facilities, and with each unit sharing at least one (1) common wall with the adjacent unit;

**STAGE** means the Stages 1, 2, and 3 of Water Use Restrictions prescribed by Section 15.6 of this bylaw:

- "Stage 1" water supply conditions shall also be known as Normal;
- "Stage 2" water supply conditions shall also be known as Moderate; and
- "Stage 3" water supply conditions shall also be known as Acute.

**WATER CONNECTION** means the water line extending from the water main to the property line of the property being serviced or about to be serviced;

**WATER MAINS** means any pipes used for the distribution of the waterworks that is under the control of the Town of Lake Cowichan;

**WATER SERVICE** means the supply of water from the waterworks to any person and all the taps, valves, meter, connections and other things necessary to any actual use for the purpose of such supply;

**WATERWORKS** means any water system intended for public use that is under the control of the Town of Lake Cowichan.

### 3. **CHARGES TO OWNER**

There shall be charged against the owner of the land or real property where a water or drain connection has been installed to the property and where plumbing is installed on the premises and is connected to the Town water system, water rate charges as set forth in Schedule "A" of this bylaw.

### 4. **APPLICATION FOR SERVICE**

- 4.1 Application in the form as prescribed from time to time must be completed and signed by the owner of such property or his duly authorized agent before water service will be provided. The owner by submission of the completed application agrees to abide by the terms and conditions of this Bylaw and pay all appropriate fees or assessments for works or services.
- 4.2 Application for water connection and payment for same must be completed in conjunction with the application being made for a building permit.
- 4.3 Connection fees and inspection fees as outlined in Schedule "A" of this bylaw are payable at the time of the application for such service.



**5. INDEPENDENT RATES**

Where multiple independent users or multiple classifications of uses exist in what is commonly referred to as common connection line, the individual rates as defined in Schedule "A" of this bylaw shall be applicable whether or not independent water services have been installed to the property.

**6. CHARGES WHEN VACANT**

- 6.1 All of the Town is a specified water service area; therefore, the owner of a premises, whether occupied or vacant, to which a service connection has been made, shall be responsible for the payment of all water rates whether the services are actually used or not.
- 6.2 A separate charge will be applicable on each non-metered duplex unit whether vacant or not.

**7. COLLECTION OF FEES**

- 7.1 All accounts will be billed annually in January for the period January 1st to December 31<sup>st</sup> and payable in advance. The due date is March 31<sup>st</sup>. These rates shall be payable at any place designated by Council, but in all cases, the owner shall be subject to the provisions of Section 258 of the *Community Charter*.
- 7.2 Invoicing for new consumers will commence four (4) months after the Building Permit is issued unless the owner informs the Town, in writing, that the premises are not occupied at the time.
- 7.3 Notwithstanding Section 7.2 of this bylaw, billing for water service shall commence on issuance of an occupancy permit and no later than two (2) years after the date of the issuance of the building permit whether or not the premises are occupied or an occupancy permit has been issued.
- 7.4 Metered accounts will be billed the minimum monthly charge annually on their annual January bill, and will receive additional bills for usage in excess of the minimum consumption charge quarterly or at a minimum semi-annually.
- 7.5 When a building containing multiple units is being supplied metered service through a common connection line, if each unit has its own certificate of indefeasible title, the minimum usage charge will apply to each unit. Should the entire building be under one title, one minimum usage charge per unit will apply except in the case of a non-strata duplex which shall be treated as a single family dwelling.

**8. DISCOUNTS AND PENALTIES**

- 8.1 All accounts shall be allowed a discount of ten percent (10%) for prompt payment of the annual January billing or portion thereof if paid on or before the last day of February.
- 8.2 The annual January billing is due and payable on or before March 31<sup>st</sup> of the current year. If the account remains unpaid after July 2<sup>nd</sup> a five percent (5%) penalty will be applied to the outstanding balance. If the account remains unpaid after September 30<sup>th</sup> an additional five percent (5%) penalty will be applied to the outstanding balance.



- 8.3 Excess usage billings will be due thirty (30) days from the invoice date. If the account remains unpaid after sixty (60) days from the billing date, monthly interest charges will be applied at two percent (2%) until the account is paid.
- 8.4 All outstanding balances as of December 31<sup>st</sup> will be transferred to taxes as arrears the following year.

**9. MANDATORY CONNECTIONS**

- 9.1 If a parcel of land, upon which is situated a building occupied and/or used by one (1) or more persons, abuts a street or land or right-of-way upon or under which there is laid a public water system, the owner of such building shall connect or cause to be connected the said building with the public water system in the manner provided by this bylaw.
- 9.2 It shall be compulsory for any owner whose property is capable of being serviced by municipal water to connect or cause to be connected such building with the public water system within three (3) months after the date that the water main is completed and rendered operational.
- 9.3 It shall be compulsory for all new construction to install a water meter as approved by the Town at the owner's cost.

**10. CONSTRUCTION RATES**

- 10.1 Where water has been provided by the Town to land upon which a building is being constructed, a construction rate for water shall apply from the date of the building permit until occupancy of the building or six months, whichever occurs first. Regular water billings start at the time of occupancy or six months after the building permit is issued.
- 10.2 Every application for a construction rate shall be made under the hand of the owner of the property to which the water is to be supplied.
- 10.3 The rate shall be the same as the single family unit rate.

**11. OWNER REFUSES OR NEGLECTS**

Where the owner of any parcel of land in the Town which is required to be connected to the public water system of this bylaw, neglects, omits or refuses to comply with the provisions of this bylaw, within sixty (60) days of receipt of such notice, then the Town may serve the owner with a second registered notice to comply with this bylaw. If the owner neglects, omits or refuses to comply within sixty (60) days of receipt of the second notice, the Town may contract a private contractor to make the connection, and the charges of this connection are to be charges as per provisions of Schedule "A" of this bylaw.

**12. SERVICE PIPES**

- 12.1 Before any person shall install or construct any water service, or commence doing any construction work in relation to or in connection with such service, he shall notify the Town in writing. If required by the Inspector, he shall furnish a plan and specifications which shall show:



- (a) the purpose for which the water is to be used, the size of pipes and the number of outlets in connection with such an installation;
  - (b) a description of the material which the applicant proposed to use in connection with such installation or construction.
- 12.2 The installation of service pipes shall be the responsibility of the property owners but shall conform to specifications approved by the Town.
- 12.3 The Town shall not be liable for the cost of any work done in connection with any service on private property, nor shall any employee of the Town carry out any work on private property.
- 12.4 It shall be the duty of every owner to provide that all taps, fittings and other things connected with the service within the premises are in good order and installed and connected in accordance with the provisions of the Building and Plumbing Bylaws.
- 12.5 Every premise shall have a properly placed stop and waste cock.
- 12.6 When the owner's service pipe plans and water connection application have been approved he may proceed with the installation of the service pipes. When the service pipes have been installed, but before the excavation is backfilled, the Town shall be notified that such work is ready for inspection.
- 12.7 The backfilling of the service pipes shall not be commenced until the Town has signified in writing that it is satisfied that the materials and workmanship employed are to its satisfaction and that the pertinent sections of this and other bylaws have been adhered to.
- 12.8 The Town shall refuse to turn on water to any premises not complying with Section 12.7.
- 12.9 (a) In the event of leakage, freezing or other conditions which causes the interruption of supply in the service pipe, repairs shall be the responsibility of the owner. If the owner feels that such conditions are present in the Municipality's connection pipe, the owner shall notify the Town requesting repairs.
- (b) In the event that the Town's connection pipe is faulty and is the cause of the owner's complaint, the Town shall repair such faults. If there is no fault found in the Town's connection pipe, the owner shall be invoiced for all costs of the work. The owner may have the right to inspect the site of the excavation by the Town and satisfy himself as to the condition of the connection pipe.
- 12.10 Every consumer shall provide for his own service to his premises a pressure reducing valve, also pressure relief valve, if required in accordance with the Plumbing Code.

### **13. WATER METERS**

- 13.1 Each new water connection shall be equipped with a water meter.



- 13.2 Applicants for building permits shall pay the deposit amount outlined in the Town of Lake Cowichan Water Regulations and Rates before the issuance of a building permit to ensure that the water meter is installed in accordance with the Town requirements.
- 13.3 It shall be an offence under this bylaw for anyone to disconnect, remove, tamper with or bypass any water meter.

#### **14. REGULATIONS**

- 14.1 No person shall use, destroy, injure or tamper with any hydrant, or other fixture of the waterworks, and no person shall in any manner interfere or meddle with the water connection or waterworks in any street, or make any additions or alterations to the water system or any connection, or turn on or off any corporation stop-cock, service valve or gate valve without express approval of the Town.
- 14.2 No person shall sell or dispose of water from the municipal water system, or give it away to any person or persons whatsoever or permit it to be taken or carried away by any person or persons, whomsoever, or use or supply it to the use or benefit of others where such sale or use exceeds one thousand gallons (1,000 imp. gals.) per day.
- 14.3 No connection or cross connection between the municipal water system and any other water system or source of water supply shall be permitted.
- 14.4 The Town requires that every new consumer of water shall provide the proper valves, fittings and wire as established in the utility requirements of the Town of Lake Cowichan. The consumer is responsible for all costs relating to the installation of this service.
- 14.5 The inspection of premises and the review of engineered plans of new plumbing systems for cross connections is to be conducted by the Town and should meet all required specifications.
- 14.6 The Town may refuse to supply water at any time to any property owner or to any premises otherwise than by metered service.
- 14.7 The Town may establish a schedule by which premises will be converted to metered service.
- 14.8 Sprinkling restrictions may be enforced from time to time by the Town.
- 14.9 No person shall install a swimming pool with a connection to a water service coming from the Town's system, nor shall any below ground sprinklers be installed, or any addition to a water service made that may have cross connection implications, without first installing proper and approved backflow prevention. All such installations must first be approved by the Town after detail and design of the proposed installation has been made, and no work shall proceed without first obtaining such approval.
- 14.10 No person is permitted to connect equipment adapted for use on service pipes or mains for pressure spraying of fertilizer, pesticides or any other materials of a toxic or non-toxic nature unless proper protection for back flow has been installed and approved by the Town.



- 14.11 No person shall obstruct at any time or in any manner the access to any hydrant, valve, stop-cock or other fixture connected with the waterworks, and should any person obstruct such access the Town may remove such obstruction and the expense of such removal shall be charged to and paid by the person so offending, and on nonpayment thereof, on demand, the municipality may recover pursuant to Section 258 of the *Community Charter*.
- 14.12 The employees of the Town shall have free access to all lands and all parts of every building, upon request, and at reasonable time, where water is delivered and consumed.

## 15. ADMINISTRATION

- 15.1 The Superintendent is hereby authorized and directed to have a general supervision over the municipal waterworks system and to see that the provisions of this bylaw are carried out.
- 15.2 The Town shall have the power to appoint assistants and inspectors for the purpose of effectually carrying out the provisions of this bylaw, and wherever the Superintendent is authorized or directed to perform any act or duty under this bylaw, such act or duty may be performed by an employee authorized by the Town to perform such act or duty.
- 15.3 Nothing contained in this bylaw shall be construed to impose any liability on the municipality to service any person or premises or to give a continuous supply of water to any person or premises.
- 15.4 The Town shall not be liable for the failure of the water supply in consequence of any accident or damage to the waterworks, or to excessive pressure or lack of pressure, or any temporary stoppage thereof on account of alterations or repairs, whether such failure arises from the negligence of any person in the employ of the municipality or other person whomsoever, or through natural deterioration or obsolescence of the municipality's system or otherwise.
- 15.5 The Town may, without notice, disconnect the water service to any premises for any of the following reasons, and the municipality shall not be liable for damages by reason of discontinuing water service for such reasons:
- (a) unnecessary or wasteful use of water, or violation of regulations concerning watering or sprinkling;
  - (b) non-payment of water rates;
  - (c) failure to replace or repair defective pipes, fittings, valves, tanks or appliances which are leaking or are otherwise not in a good state of repair and which are or may become a cause of waste of water;
  - (d) for repairs;
  - (e) for want of supplies;
  - (f) for employing any pump, booster or other device for the purpose of, or having the effect of, increasing water pressure in service lines, without obtaining the approval of the Town;



(g) for violation of any of the provisions of this bylaw.

15.6 The Town may, in its discretion, whenever the public interest so requires, suspend or limit the consumption of water from the municipal water system, or may regulate the hours of use, or may further prescribe the manner in which such water may be used in accordance with restrictions that Council may impose from time to time when the following occur:

(a) STAGE 1 - When Water Supply Conditions are deemed "Normal" watering restrictions not to exceed 2 hours per scheduled day and as regulated by council shall apply between May 1 and October 31 unless exempted by Permit for newly planted lawns or landscaping;

(b) STAGE 2 - When Water Supply Conditions are deemed "Moderate" under Stage 2, a person may:

- only continue to sprinkle as permitted by council policy;
- under the authority of an existing Permit issued under Stage 1, continue to water a recently seeded or sodded (un-established) lawn;
- not apply for a New Permit during Stage 2;
- not water more than 2 hours per scheduled day;

(c) STAGE 3 - When Water Supply Conditions are deemed "Acute" , sprinkling is not permitted and any hand-watering is to be in accordance with restrictions imposed by Council; and includes the proviso that a person shall:

- not fill a swimming pool or hot tub except to replace evaporated water or water lost from general use of the pool or tub;
- not use fountains or ponds unless using re-circulated water; and
- not use water unless specifically permitted by council policy when this stage is declared.

#### **16. CONNECTION - DEMOLISHED BUILDINGS**

When a building within the Town is removed or demolished, it shall be the duty of the owner to immediately supply to the office of the Town upon such forms as prescribed by the Town for a permit to disconnect from the public water system, at the property line. The fee for such disconnection shall be the actual cost of the work as determined by the Town.

#### **17. RECONNECTION FEES**

If the owner of any property where the water line has been disconnected wishes to reconnect to the public water system, he shall make application upon such forms as prescribed by the Town for the reconnection. He shall pay the estimated cost, with minimum fees being charged pursuant to Schedule "A" of this bylaw. Upon completion of the reconnection, the owner shall be sent a statement showing the actual cost of the work and he shall be refunded any over-payment or conversely he shall pay the Town any cost over and above the estimated cost of this work.



**18. INSPECTION/RE-INSPECTION FEES**

- 18.1 An inspection fee shall be paid to the Town for the Initial inspection.
- 18.2 A re-inspection fee shall be paid to the Town for each additional inspection required after the first inspection because of defective materials or workmanship.

**19. PRIVATE HYDRANTS**

- 19.1 The owner or occupant of private property shall provide an annual report of inspection, service and maintenance by September 30 of each calendar year.
- 19.2 Records shall be kept of the inspections and tests and these records shall be made available to the Town for inspection.
- 19.3 The owner or occupier of premises on which a private fire hydrant is installed, must ensure that the hydrant is maintained in good working condition at all times and that the hydrant is inspected, serviced and tested at least yearly by a Fire Protection Technician in accordance with the requirements of the Fire Code.
- 19.4 Where the owner of a parcel of land containing private hydrant(s) elects to contract with the Town, in writing, to maintain and service private hydrant(s) fees will apply as established by Schedule "A" of this bylaw and included in the January billings where feasible.
- 19.5 If an owner or occupier fails to comply with an order issued under Section 19.3 within the time specified in the order, the Town may enter onto the property and carry out such work at the cost of the owner. Any charges so incurred and remaining unpaid on December 31 of that year shall be added to and form part of the taxes payable on the real properties of the owner or owners affected by this section as taxes in arrears.

**20. RIGHT OF ENTRY**

- 20.1 The Superintendent and all employees of the Town, acting under the Superintendent's direction, are authorized to enter upon any property in the Water Service Area at any reasonable time in order to ascertain whether the provisions of this bylaw are being observed.
- 20.2 No person shall interfere with or obstruct the entry of an authorized official onto any property under Section 20.1.

**21. CONTRAVENTION AND PENALTIES**

- 21.1 Any person who evades or knowingly assists in the evasion of rates under this bylaw is guilty of an offence and shall be liable to a penalty equal to twice the amount that was evaded.
- 21.2 Every person who violates any of the provisions of this bylaw, or who suffers or permits any act or thing to be done in contravention of this bylaw or who neglects or refrains from doing anything required to be done by any of the provisions of this bylaw shall be deemed to be guilty of an infraction hereof and shall be liable to the penalties imposed.



21.3 Any person found guilty of an Infraction of any of the provisions of this bylaw, shall, upon summary conviction, be liable to a fine not exceeding Two Thousand Dollars (\$2,000) which shall be recoverable and enforceable upon summary conviction in the manner provided by the *Offence Act*.

**22. REPEAL**

That upon adoption of the bylaw, Bylaw No. 955-2014 being the "Town of Lake Cowichan Water Regulations and Rates Bylaw" is hereby repealed.

READ A FIRST TIME on the 26<sup>th</sup> day of May, 2015.

READ A SECOND TIME on the 26<sup>th</sup> day of May, 2015.

READ A THIRD TIME on the 26<sup>th</sup> day of May, 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 Water Regulations and Rates Bylaw No. 964-2015" as adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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



**TOWN OF LAKE COWICHAN  
SCHEDULE "A"**

ATTACHED TO AND FORMING PART OF WATER BYLAW NO. 964-2015

<b>WATER RATES</b>		
<b>Residential – monthly metered rates</b>		
	Cubic Meters per Month	
Single family unit	up to 35 m <sup>3</sup>	\$ 24.40
Townhouse per unit	up to 30 m <sup>3</sup>	\$ 20.92
Apartment or condo per unit	up to 25 m <sup>3</sup>	\$ 17.43
Outside user per unit	up to 35 m <sup>3</sup>	\$ 44.44
RV site per unit	up to 20 m <sup>3</sup>	\$ 14.10
Fee for use over maximum allowed per month		\$ .49 per m <sup>3</sup>
<b>Residential – monthly non-metered rates</b>		
Single family or each duplex unit		\$ 32.52
Multi-family per unit		\$ 27.93
Outside user per unit		\$ 49.44
<b>Commercial – monthly metered rates</b>		
Commercial fee for up to 20 m <sup>3</sup> per month	(or 240 m <sup>3</sup> annually)	\$ 14.10
Charge for use over 20 m <sup>3</sup> per month		\$ .49 per m <sup>3</sup>
<b>Commercial - monthly non-metered rates</b>		
Coffee shop/ café/ office or store/ Strata RV Site		\$ 18.63
Church/ hall/ auto body or machine shop/ beauty shop		\$ 32.22
Garage or service station		\$ 42.27
Hotel & Motels – per room		\$ 9.34
Licensed clubs or lounges and pubs		\$ 104.35
Restaurant		\$ 63.28
Grocery store (larger than 5,000 square feet)		\$ 191.90
Schools – Per Room (classroom, shop, office, etc.)		\$ 33.78
Fire hydrant service and maintenance fee *		\$ 150.00
* Cost of materials will be charged separately, if required		Actual cost
Water meter inspection fee		\$ 50.00
Water charge – during six months construction period - minimum of		\$150.00



<b>CONNECTION FEES</b>	<b>Existing un-serviced lots</b>	<b>Existing serviced lots</b>
3/4 inch including meter	Actual Cost *	-
3/4 inch meter only	-	\$ 500
3/4 inch meter, fittings and box	-	Actual Cost *
1 inch including meter	Actual Cost *	-
1 inch meter only	-	Actual Cost **
1 inch meter, fittings and box	-	Actual Cost *
larger than 1 inch	Actual Cost *	Actual Cost *
Disconnection fee	\$ 50.00	
Reconnection fee	\$ 50.00	
Inspection fee	\$ 25.00	
Re-inspection fee	\$ 25.00	
	* Minimum Charge \$1,300.00	
	** Minimum Charge \$750.00	



TOWN OF LAKE COWICHAN

BYLAW NO. 965-2015

A Bylaw to Amend Official Community Plan Bylaw No. 910-2011

Reg  
June 23/15  
8(b) & (c)

**WHEREAS** Section 876 of the *Local Government Act* provides that a local government may adopt and amend one or more official community plans to guide decisions on planning and land use management;

**AND WHEREAS** the Council of the Town of Lake Cowichan has adopted an Official Community Plan cited as the "Town of Lake Cowichan Official Community Plan Bylaw No. 910-2011";

**AND WHEREAS** the Council of the Town of Lake Cowichan deems it necessary to amend Bylaw 910-2011 to allow for changes with respect to land use and zoning requirements;

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 Official Community Plan Amendment Bylaw No. 958-2015".

2. **AMENDMENTS**

The Official Community Plan Bylaw, cited as the "Town of Lake Cowichan Community Plan Bylaw No. 910-2011" is hereby amended through revisions to Map 5 Development Permit Areas 4,5 6 and 7' as shown in Schedule "A", attached and forming part of this bylaw.

3. **FORCE AND EFFECT**

That upon adoption of this bylaw, Bylaw No. 910-2011 being the "Town of Lake Cowichan Official Community Plan Bylaw No. 910-2011" shall hereby be amended and take effect with the amendment hereto attached.

READ A FIRST TIME on the 26<sup>th</sup> day of May, 2015.

READ A SECOND TIME on the 26<sup>th</sup> day of May, 2015.

PUBLIC HEARING held 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.

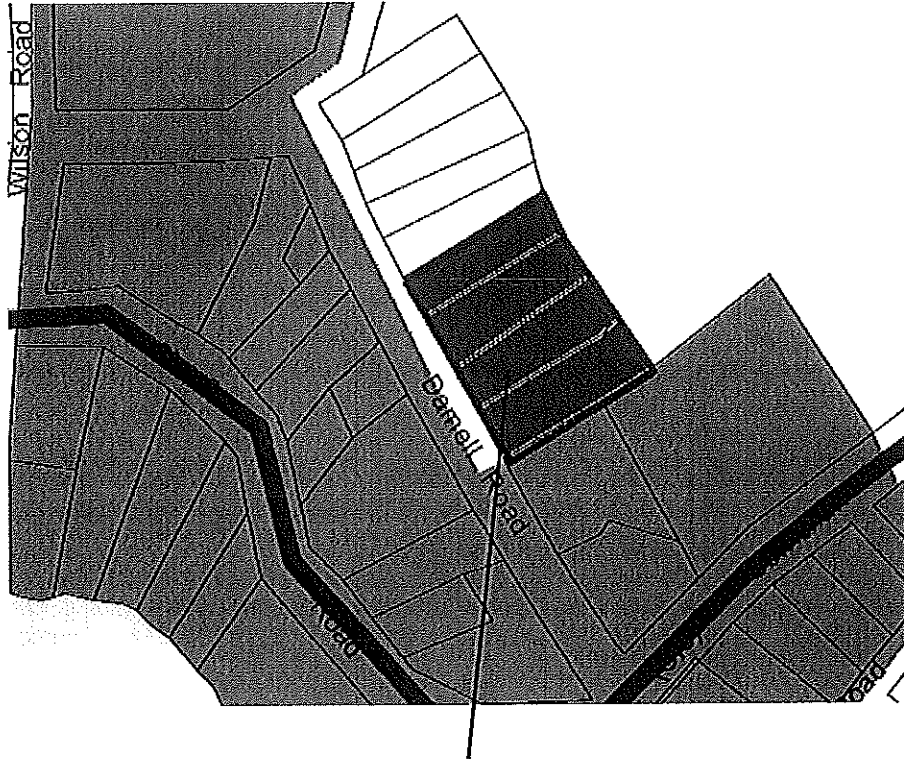
\_\_\_\_\_  
Ross Forrest  
Mayor

\_\_\_\_\_  
Joseph A. Fernandez  
Corporate Officer



**SCHEDULE "A"**

Attached to and Forming Part of Bylaw No. 965-2015  
and Amending Map 5 of Bylaw 910-2011



Subject properties to be designated DPA-4 Downtown

TOWN OF LAKE COWICHAN

BYLAW NO. 966-2015

A Bylaw to Amend Zoning Bylaw No. 935-2013

Reg  
June 23/15  
8(d) i(e)

**WHEREAS** the Local Government Act authorizes a local government to enact bylaws, pursuant to Section 903 which would designate different zones pertaining to land use and development of the Town of Lake Cowichan;

**AND WHEREAS** the Council of the Town of Lake Cowichan deems it expedient to amend Bylaw 935-2013 to allow for changes with respect to land use and zoning regulations;

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

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

**1. TITLE**

This bylaw may be cited for all purposes as the "Town of Lake Cowichan Zoning Amendment Bylaw No. 966 -2015".

**2. AMENDMENTS**

- i. Section 5.9.3 to be amended to read "Unit" instead of "Single Unit" and the maximum number of units should read "n/a" instead of "1";
- ii. Section "A" to Zoning Bylaw No. 935-2013 is amended by rezoning property described as Lot 5, Plan VIP1005A and which is outlined in heavy black ink and identified on Schedule "A" to this bylaw from Urban Residential (R-1) to Mixed Use Commercial (C-1-A).

**3. FORCE AND EFFECT**

That upon adoption of this bylaw, Bylaw No. 935-2013 being the "Town of Lake Cowichan Zoning Bylaw No. 935-2013" shall hereby be amended and take effect with the amendments hereto attached.

READ A FIRST TIME on the 26<sup>th</sup> day of May, 2015.

READ A SECOND TIME on the 26<sup>th</sup> day of May, 2015.

PUBLIC HEARING held 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.

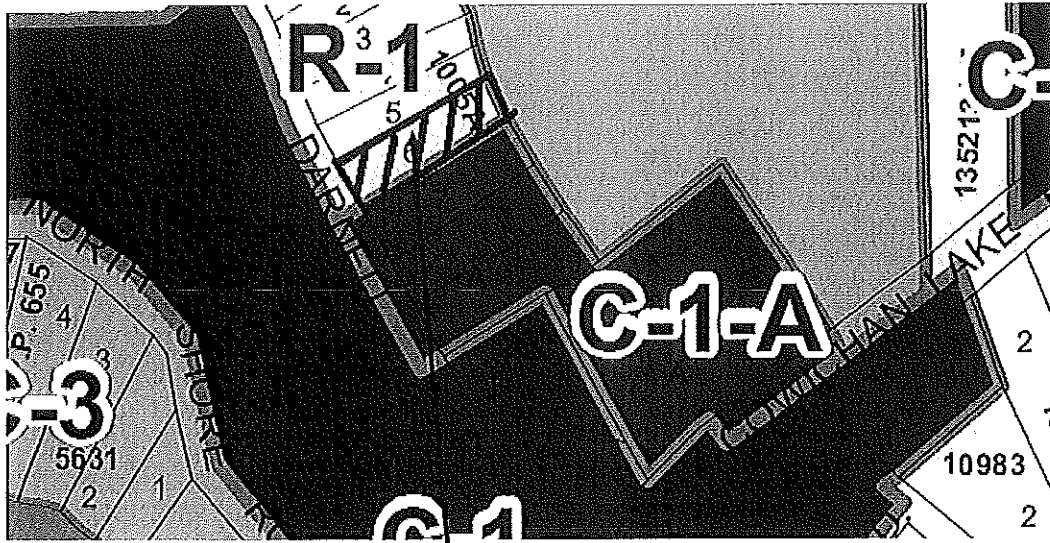
\_\_\_\_\_  
Ross Forrest  
Mayor

\_\_\_\_\_  
Joseph A. Fernandez  
Corporate Officer



**SCHEDULE "A"**

Attached to and Forming Part of Bylaw No. 966-2015  
and Amending Schedule "A" of Bylaw 935-2013



Rezone from Urban Residential (R-1) to  
Mixed Use Commercial (C-1-A)

