

**AGENDA**

**TOWN OF LAKE COWICHAN**

**Regular meeting of Council to be held on  
Tuesday, May 26<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 the Regular Meeting of Council held on April 28<sup>th</sup>, 2015.

**3**

(b) Minutes of the Special Meeting of Council held on May 5<sup>th</sup>, 2015.

**8**

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

**5. DELEGATIONS AND REPRESENTATIONS**

**6. CORRESPONDENCE**

(a) **Action Items**

1. Cowichan Valley Schools Heritage Society re: Request for Approval and Support for Signage Salute to Educational History in the Cowichan Valley.

**10**

2. Ministry of Agriculture re: Regulatory Amendments Affecting the Production of Medical Marijuana on Agriculture Land Reserve.

**12**

(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  
• May 12<sup>th</sup>, 2015.

**14**

2. Public Works & Environmental Services Councillor Austin  
• May 5<sup>th</sup>, 2015.

**17**

3. Parks, Recreation & Culture Councillor Vomacka  
• May 5<sup>th</sup>, 2015.

**20**

4. Economic & Sustainable Development Councillor Day  
• May 19<sup>th</sup>, 2015.

**23**

5. Cowichan Lake Recreation Commission Mayor Forrest  
6. V.I.R.L. Councillor Vomacka  
7. Ohtaki Twinning Committee Mayor Forrest

• May 19<sup>th</sup>, 2015.

**27**

8. Advisory Planning Commission Councillor McGonigle

9. Community Forest Co-op Councillor McGonigle

(b) **Other Reports**

- 1. Lake Cowichan Fire Department Incident Report for April, 2015. 29
- 2. Cowichan Valley Regional District Board Meeting – Councillor Day.

(c) **Staff Reports**

- 1. CAO re: Development and Variance Permits for 191 South Shore Rd F/C
- 2. CAO re: Policy on Regional Wide Watering Regulations-requires Council approval. 31

8. **BYLAWS**

- (a) "Town of Lake Cowichan Water Regulations and Rates Bylaw No. 964-2015" may be given first, second and third readings. 33
- (b) "Town of Lake Cowichan Official Community Plan Amendment Bylaw No. 965-2015" may be given first and second readings. 45
- (c) "Town of Lake Cowichan Zoning Amendment Bylaw No. 966-2015" may be given first and second readings. 47

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, April 28<sup>th</sup>, 2015



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

REGRETS: Councillor Bob K. Day

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

PUBLIC: 15

**1. CALL TO ORDER**

Mayor Forrest called the meeting to order at 6:04 p.m.

**2. AGENDA**

No. R.067/15

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

CARRIED.

**3. ADOPTION OF MINUTES**

No. R.068/15

(a) Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that the minutes of the Public Hearing held on March 24<sup>th</sup>, 2015  
be adopted.

CARRIED.

No. R.069/15

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

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

(a) The Chief Administrative Officer updated Council on the application by the Shaker Mill restaurant to amend its liquor license. An approval letter issued by the Liquor Control and Licensing Branch was treated as information.

**5. DELEGATIONS AND REPRESENTATIONS**

(a) Denise Allan introduced the 10 candidates vying for the honor of being the 2015 Lady of the Lake. Each candidate made a brief personal introduction to Council.

Council members welcomed and congratulated each of the candidates. Mayor Forrest presented each with a Town pin and wished them luck.

**6. CORRESPONDENCE**

No. R.070/15  
Beer Garden

- (a) Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that Council approve the Lake Days Society to hold a beer garden at Saywell Park on Saturday, June 13<sup>th</sup>, 2015 from noon to 6:00 p.m. with the appropriate Insurance coverage, subject to the following:
- Adequate security of the beer gardens is provided;
  - requirement for Serving It Right certificate; and
  - beer garden being segregated by fencing of that event.

CARRIED.

No. R.071/15  
Leave of Absence

Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that Council approve a leave of absence for Councillor Day for the meetings to be held this day.

CARRIED.

The correspondence item from Hylton McAlister on the request for a donation for the 2015 Spot Prawn Decadence days was received and filed.

## 7. REPORTS

No. R.072/15  
Finance and Administration

Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that the minutes of the Finance and Administration Committee meeting held on April 14<sup>th</sup>, 2015 be approved with the following recommendations:

### 1—Update Required for Subdivision Bylaw

that the update of the current subdivision bylaw be referred to the Advisory Planning Commission for review and to staff for technical input.

### 2—Lake Days – Scavenger Hunt

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.

### 3—Endorsement

that Council endorse the Cowichan Lake water traffic safety information package.

CARRIED.

No. R.073/15  
Public Works

Moved: Councillor Austin  
Seconded: Councillor McGonigle  
that the minutes of the Public Works Committee meeting held on April 7<sup>th</sup>, 2015 be approved with the following recommendations:

### 1—Letter of Support

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.

### 2—Letter of Support

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.

**3—Appointment**

that Councillor McGonigle be appointed the Town's representative on Teal Jones Canadian Safety Association Standard Committee.

**4—Leave of Absence**

that approval be given to Councillor Day for a leave of absence from the Committee meeting held on April 14<sup>th</sup>, 2015.

CARRIED.

No. R.074/15  
Parks, Recreation and Culture

Moved: Councillor Vomacka  
Seconded: Councillor Austin  
that the minutes of the Parks, Recreation and Culture Committee meeting held on April 7<sup>th</sup>, 2015 be approved with the following recommendation:

**1—Letter of Support**

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.

No. R.075/15  
Economic and Sustainable Development

Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that the minutes of the Economic and Sustainable Development Committee meeting held on April 21<sup>st</sup>, 2015 be approved as presented.

CARRIED.

Cowichan Lake Recreation

No minutes of the Cowichan Lake Recreation Commission meeting were available.

Vancouver Island Regional Library

Councillor Vomacka provided a verbal report on the Vancouver Island Regional Library and advised that membership, visitors to the facility and programmes offered have all increased. She also reported on the facilities in Sooke, Chemalnus and Nanaimo Harbourfront.

Ohtaki Twinning Committee

Mayor Forrest advised that a meeting was held last month.

Advisory Planning Commission

Councillor McGonigle advised that the Commission would be meeting on Thursday, April 30<sup>th</sup>, 2015 and would be discussing potential revisions to the subdivision bylaw, the subject of columbariums and the placement of wayfinding signage. He stated that the Commission members were a dedicated group.

Community Forest Co-operative

On the Community Forest Co-operative, Councillor McGonigle reported of the recent meeting held to promote the forest community license application from volume to land base and advised that a video presentation has been forwarded to members of Council for their information.

No. R.076/15  
Lake Cowichan Fire Department -- Incident Report

**(b)** Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the Fire Department Monthly Incident Report for March, 2015 and payment in the amount of \$6,978.74 be approved.

CARRIED.

Cowichan Valley Regional

A report on the Cowichan Valley Regional District's Board

District Board

meeting was unavailable.

No. R.077/15  
2015 Grants-in-Aid

- (c) Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that Council approve that the following organizations be provided grants-in-aid for 2015:
- Cowichan Lake Lady of the Lake (pageants and parades)- \$500;
  - Cowichan Lake River and Stewardship Society (stewardship work in Saywell Park) - \$500;
  - Lake Cowichan Downtown Renewal Society (Lake Cowichan Farmer Market) - \$1,000;
  - Lake Cowichan Secondary School (Scholarship) - \$500;
  - Lake Cowichan School PAC (Digital Sign for School) - \$1,000;
  - Palsson Elementary School (Morning Programme) - \$300;
  - Scouts Canada - \$500; and
  - Summer Nights (Music in the Park) - \$500, subject to provision of insurance

for a total amount of \$4,800.00.

CARRIED.

**8. BYLAWS**No. R.078/15  
Bylaw No. 962-2015  
Financial Plan

- (a) Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that the "Town of Lake Cowichan Financial Plan Bylaw No. 962-2015" be read a first, second and third time.

CARRIED.

No. R.079/15  
Bylaw No. 963-2015  
2015 Annual Rates

- (b) Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the "Town of Lake Cowichan 2015 Annual Rates Bylaw No. 963-2015" be read a first, second and third time.

CARRIED.

**9. NEW BUSINESS**No. R.080/15  
2014 Audited Financial  
Statements

- (a) Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that Council approve the Town of Lake Cowichan's Audited Financial Statements for the 2014 fiscal year, as presented.

CARRIED.

**10. MAYOR'S REPORT**

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

- Congratulated Aaron Hamilton for being recognized as Citizen of the Year;
- Congratulated Darlene Weberg-Pohn and Denise Allan for being chosen as the recipients of the Nicole Stock Community Award;
- The submission of two funding grants under the Gas Tax Priorities fund for water filtration and the second phase of the sewer plant upgrade;
- The sewage treatment plant phase I upgrade has been awarded to David Stalker Excavating Ltd for the tender

- price of \$1,555,970 plus taxes;
- Latest weekly water flows show that the lake is below the crest of the weir;
- Discussions being held on how to maximize lake levels during the drier summer months;
- Recent resolution endorsed at the recent Association of Vancouver Island and Coastal Communities conference relating to Provincial sales tax revenue rebates for local governments;
- Farmers Market being hosted by the Lake Cowichan Downtown Renewal Society beginning on May 16<sup>th</sup>, 2015; and
- Official opening of Town Square on May 15<sup>th</sup>, 2015.

**11. NOTICES OF MOTION**

**12. IN CAMERA**

No. R.081/15  
In-Camera

Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
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 (6:52 p.m.)  
CARRIED.

**13. ADJOURNMENT**

No. R.082/15  
Adjournment

Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that we arise with no report and adjourn ( 8:25 p.m.).  
CARRIED.

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

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

\_\_\_\_\_  
Mayor

**TOWN OF LAKE COWICHAN**  
Minutes of a Special meeting of Council held on  
Tuesday, May 5<sup>th</sup>, 2015



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

**REGRETS:** Councillor Carlyne Austin

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

**PUBLIC:** 7

**1. CALL TO ORDER**

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

**2. AGENDA**

No. R.083/15

Moved: Councillor Vomacka  
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**

**8. BYLAWS**

No. R.084/15  
Bylaw No. 961-2015  
Park Closure

**(a)** Moved: Councillor McGonigle  
Seconded: Councillor Day  
that the "Town of Lake Cowichan Park Closure Bylaw No. 961-2015" be reconsidered and adopted.

CARRIED.

No. R.085/15  
Bylaw No. 962-2015  
Financial Plan

**(b)** Moved: Councillor Day  
Seconded: Councillor Vomacka  
that the "Town of Lake Cowichan Financial Plan Bylaw No. 962-2015" be reconsidered and adopted.

CARRIED.

No. R.086/15  
Bylaw No. 963-2015  
2015 Annual Rates

**(c)** Moved: Councillor McGonigle  
Seconded: Councillor Day  
that the "Town of Lake Cowichan 2015 Annual Rates Bylaw No. 963-2015" be reconsidered and adopted.

CARRIED.

**9. NEW BUSINESS**

**10. MAYOR'S REPORT**

**11. NOTICES OF MOTION**

**12. IN CAMERA**

**13. ADJOURNMENT**

No. R.087/15  
Adjournment

Moved: Councillor Vomacka  
Seconded: Councillor Day  
that we adjourn ( 5:05 p.m.).

CARRIED.

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

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

\_\_\_\_\_  
Mayor



*Cowichan Valley Schools Heritage Society*

1812 St. Ann's Drive  
Duncan, BC V9L 5M4  
27 February 2015

Mayor and Council  
Town of Lake Cowichan  
PO Box 860  
39 South Shore Road  
Lake Cowichan, BC V0R 2G0

Dear Mr. Forrest and Councillors:

The Cowichan Valley Schools Heritage Society (CVSHS) was formed by a group of retired public school teachers to research and record the history of public education in the Cowichan Valley.

To date our research has identified over 139 schools within the boundaries of School District 79 (Cowichan Valley) which are no longer in service. As a Phase I signage project we have had signs erected with the assistance of the school district on the original sites of 15 of these schools as a permanent record of remembrance and honour.

We are now ready to start Phase II of our signage project and permanently mark another 16 schools (see attached list). Before we can activate our project we need to be successful in:

- obtaining cooperation, support and approval from School District 79, the Municipality of North Cowichan, the City of Duncan, the Town of Lake Cowichan, the CVRD, private property owners, local museums and school heritage societies.
- confirming our research as to the authenticity and time dates of each school site
- obtaining funding to cover the costs of signage and new brochures
- acquiring professionally made signs cut in the shape of a school bell (see attached pamphlet)

We trust the Council will provide written approval and support to our signage salute to educational history in the Cowichan Valley.

If desired we are available to meet with Councillors and town staff to provide further information. I can be reached at 250-748-7425 or via [cprellwitz@telus.net](mailto:cprellwitz@telus.net).

Yours truly,

Carolyn Prellwitz  
Secretary, CVSHS

## *Cowichan Valley Schools Heritage Society*

### *Phase II Signage Project*

1. Chemainus Superior School, 1911-1938; corner, Cedar and Pine Streets, Chemainus – no building remains; former school property now filled with private homes
2. Cliffs School, 1893-1918 – one building still stands on Cliffs Road, Duncan
3. 4th Cowichan Station School, 1914-2007; 2375 Koksilah Road – building still stands
4. Genoa/Genoa Bay School, 1891-1911; 1919-1928; Genoa Bay – building still stands
5. Glenora Schools, 1900-1930; 1930-1950; 1950-1982; Glenora Road at Vaux Road – one building remains
6. Lake Cowichan Superior School; 1925-1937; 29 Renfrew Avenue, Lake Cowichan – building still stands
7. Malahat/Shawnigan School, 1893-1914, 1914-1951; 2900 Shawnigan Lake Road – building still stands as Our Lady Queen of the World Roman Catholic Church
8. Mayo School, 1920-1969; Paldi – no building exists
9. 4th Mill Bay School, 1914-2013; 2175 Cobble Hill Road, Cobble Hill – building still stands
10. Mt. Prevost Hillcrest School, 1932-1943; off Payne and Old Hillcrest Roads – no building exists
11. Nixon Creek/Caycuse Elementary School, 1927-1989; former Camp 6 logging camp in Caycuse – no building exists
12. 3rd Somenos School, 1914-1960 ; 3248 Cowichan Lake Highway, Duncan – building still stands
13. 2nd Sylvania School, 1919-1946; 1948-1961; corner Cameron Taggart and Shawnigan Lake Roads, Cobble Hill – building still stands
14. 1st Westholme School, 1910-1918; 3558 Mount Sicker Road, Chemainus – no building remains; on same property as replacement
15. 1st Yount School, 1925-1935; Mile 83, Youbou – no building exists

Note: A CVSHS school bell sign will be placed on a 16th school, Bayview Elementary, as part of a larger signage project by the Mill Bay/Malahat Historical Society.



Ref: 182047  
File No.: 0280-20

May 7, 2015

Joseph Fernandez  
Chief Administrative Officer  
Town of Lake Cowichan  
Box 860  
Lake Cowichan BC V0R 2G0

Dear Joseph Fernandez,

**Re: Regulatory Amendments Affecting the Production of Medical Marijuana on Agriculture Land Reserve**

As you may already be aware, on May 7, 2015, the Province announced two items relating to the Agricultural Land Reserve (ALR):

The first item is an amendment of the Agricultural Land Reserve Use, Subdivision and Procedure Regulation (171/2002) under the *Agricultural Land Commission Act*, (the Regulation). The Regulation now explicitly identifies medical marijuana as a farm use in the ALR which local governments can regulate, but not prohibit.

The second item is a new BC Minister's Bylaw Standard for medical marijuana production facilities (MMPF) located in the ALR and licensed by Health Canada under its Marijuana for Medical Purposes Regulations. Bylaw Standards approved by the Minister and their specific criteria are a part of the Ministry's 'Guide for Bylaw Development in Farming Areas' which can be found on the Ministry's website at [www.gov.bc.ca/agri](http://www.gov.bc.ca/agri). A discussion paper that provides further information and a description of the consultation process is also available on the website.

These two items are consistent with the Agricultural Land Commission's (ALC) January 2014 Medical Marijuana Production the Agricultural Land Reserve Information Bulletin<sup>157</sup> which states that the farming of medical marijuana in the ALR is considered by the ALC as a 'farm use', and the June 24, 2014 Provincial announcement<sup>158</sup> which advises that local governments should not prohibit medical marijuana production in the ALR and that for tax purposes, the BC Assessment Authority will not provide a MMPF with farm classification.

Some local government bylaw provisions for MMPFs may be inconsistent with the updated ALC Regulation and/or Minister's Bylaw Standard criteria regarding MMPFs in the ALR. To determine whether or not they are consistent, the Province's expectation is that local governments will review, and as necessary, amend their bylaws in order to achieve consistency by early fall of this year. I acknowledge

<sup>157</sup> <http://www.alc.gov.bc.ca/alc/DownloadAsset?assetId=28F687FC8AB640CFB33D46FB3F1B30EC>

<sup>158</sup> <http://www.newsroom.gov.bc.ca/2014/06/bc-preserves-local-governments-tax-revenues-from-medical-marijuana-growers.html>

the resources required to amend local government bylaws but I would appreciate your participation in this endeavor.

For those local governments that do not intend to make amendments to inconsistent bylaw provisions, or who are considering implementing a bylaw prohibiting medical marijuana, I would advise that they seek legal counsel, as enacting such a bylaw may give rise to a constitutional challenge as frustrating a lawful initiative of the federal government and such a bylaw may have no force and effect under section 46(4) of the *Agricultural Land Commission Act*.

Please contact your local Regional Agrologist, or contact the following number if you have any other questions on this topic or other Planning for Agriculture matters.

South Coast and Vancouver Island:

- [Agri.South.Coast@gov.bc.ca](mailto:Agri.South.Coast@gov.bc.ca)
- 1-888-221-7141

Regards,



Derek Sturko  
Deputy Minister

**TOWN OF LAKE COWICHAN**

Minutes of Finance & Administration Committee held on  
Tuesday, May 12<sup>th</sup>, 2015



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

**REGRETS:** Councillor Bob K. Day  
Councillor Carlyne Austin

**STAFF:** Joseph A. Fernandez, Chief Administrative Officer  
Ronnie Gill, Director of Finance (5:02 p.m.)  
Nagi Rizk, Superintendent, Public Works and Engineering Services (5:15 p.m.)  
Roni-Lee Roach, Executive Secretary

**PUBLIC:** 1

**1. CALL TO ORDER**

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

**2. AGENDA**

No. FA.020/15

Moved: Councillor Vomacka  
Seconded: Mayor Forrest  
that the agenda, with the addition of the School Board  
invitation under New Business, be approved.

CARRIED.

**3. BUSINESS ARISING AND UNFINISHED BUSINESS**

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

**(i) Info Centre:** The Chief Administrative Officer advised that there has been no additional response from the Chamber of Commerce on the requested meeting to discuss the renewal agreement.

Mayor Forrest requested that the Chamber be reminded that the agreement will expire in June and directed staff to contact the Chamber to request that it meet with council.

**4. DELEGATIONS AND REPRESENTATIONS**

None.

**5. CORRESPONDENCE**

**(a)** The correspondence item from the Liquor Control and Licensing Branch regarding the approval of a temporary change to a liquor license for Jake's at the Lake was received as information.

**(b)** The correspondence item from the Kaatza Historical Society regarding its funding campaign for the addition to the museum to house historical artifacts was treated as information.

**6. REPORTS**

**(a)** The financial report for the period ending April 30<sup>th</sup>, 2015 was treated as information.

Councillor McGonigle requested that the insert for tax notices include invitations for input from property owners on the matter of columbariums and for those wanting to be included on an e-mail sign-up list for the receipt of Town notifications.

- (b)** The Building Inspector's Service Report for April, 2015 was treated as Information.

**7. NEW BUSINESS**

- (a)** The Committee members discussed the local Area "I" resident's opposition to the Cowichan Valley Regional District's re-zoning application.

Mayor Forrest advised that he had attended a recent workshop and public meeting held by the Regional District on the matter. He felt that the Town should consider both sides of the issues before responding.

Mayor Forrest shared his view of the environmental concerns he had with the proposal. Councillor McGonigle agreed that the densification was an issue of personal concern.

- (b)** The Committee members discussed the feasibility of hosting webinar events in Lake Cowichan, in partnership with the Regional District's Economic Development Commission. The event would host 20 to 30 participants from local municipalities and the Chambers of Commerce. The Town of Lake Cowichan would host the participants at a local restaurant.

The proposed webinars are as follows:

- Umbrella Marketing to be held on June 23<sup>rd</sup>, 2015; and
- Re-branding to be held in August, 2015, with date to be determined.

Councillor McGonigle felt that Circle Route stakeholders should be also invited to the webinars.

No. FA.021/15  
Webinar Event --  
June 23<sup>rd</sup>, 2015

Moved: Mayor Forrest  
Seconded: Councillor Vomacka  
that the Committee 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.

CARRIED.

No. FA.022/15  
Letter of Support

Moved: Mayor Forrest  
Seconded: Councillor Vomacka  
that the Committee recommend 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.

CARRIED.

- (d)** The Committee reviewed the correspondence item on the information session to be held on the matter of financing options for affordable housing to be held on May 21<sup>st</sup>, 2015 in Duncan, BC.

- (e) On the matter of the invitation by the School Board to attend its meeting of Tuesday, May 19<sup>th</sup>, 2015; the School District is to be advised that Committee meetings were being held that same day and therefore council sends its regrets at not being able to attend.

No. FA.023/15  
Leave of Absence

Moved: Mayor Forrest  
Seconded: Councillor Vomacka  
that the Committee recommend that leave of absences be approved for Councillor Austin and Day from the meetings of this day.

CARRIED.

**8. NOTICES OF MOTION**

Councillor Day requested that the subject of investing opportunities be brought forward as an item for the next Finance and Administration Committee meeting.

**9. PUBLIC RELATIONS ITEMS**

Mayor Forrest advised the Committee of the following:

- Town Square official opening on Friday, May 15<sup>th</sup>, 2015;
- Boil water advisory has been issued; and
- The algae bloom in the Cowichan Lake and River and the need for the public to be kept updated.

The Superintendent, Public Works and Engineering Services reported that the Ministry of Health is refusing to give a written statement on what is occurring on the Cowichan Lake and Cowichan River and that the Town is required to undertake its own testing of water samples. He advised that the results should be received by the end of this week.

Mayor Forrest advised that Kate Miller, Cowichan Valley Regional District, was separately dealing with the issue of the algae bloom.

**10. MEDIA/PUBLIC QUESTION PERIOD**

**11. ADJOURNMENT**

No. FA.024/15  
Adjournment

Moved: Councillor Vomacka  
Seconded: Mayor Forrest  
that we do adjourn. (5:50 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, May 5<sup>th</sup>, 2015



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

REGRETS: Councillor Carlyne Austin

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

PUBLIC: 7

**1. CALL TO ORDER**

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

**2. AGENDA**

No. PW.0018/15

Moved: Councillor Day  
Seconded: Councillor McGonigle  
that the agenda, as amended with the addition of the following  
items:

**Correspondence**

- Lake Days Society re: Donation of Wood Carvings;

**Reports**

- Draft Release from Cowichan Valley Regional District re:  
New Normal Communications Strategy – Drought  
Awareness Action Plan;

**New Business**

- Leave of Absence for Councillor Austin;

**Public Relations**

- Brochure Pamphlet on Water Week – May 3<sup>rd</sup> to 9<sup>th</sup>, 2015;

be approved.

CARRIED.

**3. BUSINESS ARISING AND UNFINISHED BUSINESS**

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

- (i) Highway Signage:** The Chief Administrative Officer reported that a budget has been allocated in 2015 for the wayfinding signage and that the signage by the South Shore Road carbridge would be completed on Monday, May 11<sup>th</sup>, 2015.

Councillor McGonigle also reported that the Advisory Planning Commission members were discussing the matter and recommended that the west entrance to Town signage be the next for installation.

- (ii) Urban Drainage:** The Superintendent, Public Works and Engineering Services advised that the consultant's final report be incorporated in the Town's Official Community Plan and servicing bylaws.

- (iii) **Gas Tax Priorities:** The Chief Administrative Officer reported that applications had been submitted for the following:
- Sewer treatment plan – Phase 2 for \$1.9 million; and
  - Water treatment plan upgrade for \$6.29 million.

He further advised that no application had been submitted for the Capacity Building fund.

#### **4. DELEGATIONS**

- (a) Michael Loseth and Dalton Smith, residents of Nantree and Peri Road, were in attendance requesting the Town's support in opposing an application for rezoning of properties that could negatively affect the quality of water in the Cowichan Lake.

Michael Loseth made a power point presentation on the rezoning application that has been submitted by 15 separate property owners to allow recreational use in a residential zone. Mr. Loseth's presentation outlined a number of concerns which included the area in question being in a flood plain and riparian zone, dumping of sewage and gray water from recreational vehicles, and the lack of inspected sewage treatment systems.

Mr. Loseth further added that the zone amendment would not be consistent with the current Official Community Plan and that this may set a precedent within the Regional District for other such developments in the Cowichan Valley surrounding the Cowichan Lake.

The Chair afforded an opportunity for Committee members to ask questions of the delegates.

Councillor McGonigle requested that the matter be referred to the next Finance and Administration Committee meeting to allow for discussion on how this application may affect the Town.

Dalton Smith thanked the Committee and shared his view that the residents need the support of Council to oppose the proposed re-zoning application.

#### **5. CORRESPONDENCE**

- (a) Councillor Day shared a letter as the past president of the Lake Days Society advising that it has donated two wood carvings, a bear and forest gnome to the Town for installation at Saywell Park.

#### **6. REPORTS**

- (a) The Chief Administrative Officer's report on the matter of regional co-ordination of sprinkling regulations was treated as information. The Committee directed that staff bring forward any applicable amending bylaws and policies.

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

- (a) The Chief Administrative Officer advised that the BikeBC Program – Moving Cycling Forward funding information for Infrastructure was provided for information only as the Town did not currently have any shelf ready projects.

Councillor Day requested that consideration be given to creating a

shelf ready project and asked that the contract planner be directed to undertake this project.

(b) The Committee discussed the matter of recycling of glass and yard clippings and provided the City of Duncan as an example. However it was noted that this item was not budgeted for this year. Staff was requested to determine feasibility and the cost of such a program.

(c) The Committee discussed the need for garbage cans at entrances to trails. Staff is to find suitable placement for such units.

No. PW.0019/15 (d)  
Leave of Absence

Moved: Councillor Day  
Seconded: Councillor Vomacka  
that the Committee recommend that approval be given to Councillor Austin for a leave of absence from the Committee meetings to be held this day.

CARRIED.

**8. NOTICES OF MOTION**

None.

**9. PUBLIC RELATIONS ITEMS**

The Committee was advised that Water Week was being recognized May 3<sup>rd</sup> to 9<sup>th</sup>, 2015.

The Superintendent, Public Works and Engineering Services reported on concerns raised by residents on the odd smell and taste of the water and reported that these concerns have been echoed by other water users outside the Town.

The Committee reviewed the Cowichan Valley Regional District's draft drought action plan. The Committee requested that this be brought forward to another Committee meeting for discussion.

Mayor Forrest shared that Jill Thompson is working on the 2015 water challenge that will be similar to that of 2014.

**10. MEDIA/PUBLIC QUESTION PERIOD**

**11. ADJOURNMENT**

No. PW.0020/15  
Adjournment

Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that this meeting adjourn. (6:26 p.m.)

CARRIED.

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

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

\_\_\_\_\_  
Vice-Chair

**TOWN OF LAKE COWICHAN**

Minutes of Parks, Recreation and Culture Committee held on  
Tuesday May 5<sup>th</sup>, 2015



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

REGRETS: Councillor Carlyne Austin  
(with prior approval)

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

PUBLIC: 4

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:40 p.m.

**2. AGENDA**

No. PR.010/15

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

CARRIED.

**3. BUSINESS ARISING AND UNFINISHED BUSINESS**

**(a) Ongoing Items:**

**(i) Lake Cowichan Parks and Details:** the details of the local parks are to be dealt with during the upcoming parks tour.

**(ii) Duck Pond and Kinsmen / CLEC Involvement :** Councillor McGonigle requested that the Town reinstate the playground equipment budget for future years. The CAO advised that a 2016 job creation programme could focus on washroom improvements at the Duck Pond.

**(iii) Riverfront Parkway and Trail Connections:** The Contract Planner's report on river access between the car bridge and Saywell Park was treated as information.

Mayor Forrest suggested contacting Telus so work on a trail way between Ohtaki Park and the Municipal Office could begin with the acquisition of the necessary covenants for water access.

Councillor McGonigle suggested contacting the owner of the Field's building to begin the process of entering into an agreement to extend the trail way over to Gillespie Park.

**(iv) Usage of Clean Fill:** The Superintendent, Public Works and Engineering Services reported on the preconstruction meetings and reported that he was still negotiating with the contractor on where the clean fill from the sewer lagoon site is to be disposed of.

The Superintendent, Public Works and Engineering Services discussed the feasibility of raising the Centennial Park playing field and the concerns with the layout of the field and

topography of the area with respect to geotechnical.

The Committee requested that it be kept apprised of any development on the matter of the fill.

- (v) **Dog Park:** Councillor Day spoke of the different locations that have been suggested for the dog park and he indicated that he had made a presentation to utilize the site adjacent to the community garden so the area could become a recreational hub.

Councillor McGonigle advised that until the Town has not budgeted for the construction of a new dog park.

Mayor Forrest suggested that dog owners fill in a questionnaire of options and preferred locations for a local dog park when they renew their annual tags. He requested that staff be directed to provide a written report on the approximate costs for the construction of a dog park at the suggested location at Centennial Park.

Councillor Vomacka suggested bringing the topic forward to the next public meeting.

- (iv) **Donation of Playground Equipment:** the Superintendent, Public Works and Engineering Services reported that the School District has indicated a willingness to donate the playground equipment at the old AB Greenwell Elementary School site to the Town. He voiced concerns with the relocation of the structure as the main beams are wood and felt that these would lose their integrity if relocated.

Councillor McGonigle raised a concern that the Advisory Planning Commission brought forward at its last meeting with respect to the matter of columbariums. The Commission members felt that it was still at the discussion stage and was alarmed when they learned that the Town has already decided on a location.

Councillor Day requested that the Lake Cowichan First Nations be consulted on this. The Chief Administrative Officer advised that he has been in discussions with Aaron Hamilton on this matter.

**4. DELEGATIONS**

None.

**5. CORRESPONDENCE**

None.

**6. REPORTS**

- (a) The Contract Planner's report on the matter of river access between Car Bridge and Saywell Park was dealt with earlier in the meeting.

**7. NEW BUSINESS**

- (a) Mayor Forrest shared an e-mail he received on Dashwood Park

which pertained to large over hanging tree branches and the refuse strewn around the area which were health hazards.

The Superintendent, Public Works and Engineering Services advised that Dashwood Park is unlit and that have caused similar concerns in the past.

**8. NOTICES OF MOTION**

(a) Councillor Day reported on a meeting he had recently with representatives of the Regional District Economic Development department and conversations around the provision of webinars in the area.

He asked how participants could be attracted to two (2) webinars on 'umbrella marketing' and 're-branding' in June and August, 2015.

The matter was referred to the next Finance and Administration Committee meeting.

**9. PUBLIC RELATIONS ITEMS**

Mayor Forrest advised that the official opening of the Town Square would occur on Friday, May 15<sup>th</sup>, 2015 and that a programme for the event would be provided.

**10. MEDIA/PUBLIC QUESTION PERIOD**

**11. ADJOURNMENT**

No. PR.011/15  
Adjournment

Moved: Councillor McGonigle  
Seconded: Councillor Day  
that we adjourn (7:40 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, May 19<sup>th</sup>, 2015



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 5:00 p.m.

**2. AGENDA**

No. SPD.012/15

Moved: Councillor Vomacka  
Seconded: Councillor Austin  
that the following addition be approved:

**In-Camera**

- Municipal Award Consideration under Section 90(1) (b).

CARRIED.

**3. BUSINESS ARISING AND UNFINISHED BUSINESS**

- (a) The Chief Administrative Officer advised that he has discussed the available economic development readiness grant program with Line Robert, Chief Executive Officer with the Island Coastal Economic Trust (ICET) who advised him that the Town could use a two pronged approach that involves both a strategic plan and the implementation phase.

The Committee members discussed the need to meet with the local area directors and Lake Cowichan First Nation to the strategic planning process.

Direction to staff was given to invite Electoral Area Directors Morrison and Kuhn and Aaron Hamilton, Lake Cowichan First Nation to the next Economic and Sustainable Development Committee meeting.

- (b) Councillor Day reported that the first webinar "Umbrella Marketing" is scheduled for June 23<sup>rd</sup>, 2015 at 9:00 a.m. with 30 to 35 participants with ORKA providing a paddleboard demonstration. He further reported that Kathy Lachman, Economic Development, Cowichan Valley Regional District will be sending invitations to local area directors, area Chambers of Commerce, First Nations and Lake Cowichan Renewal Society.

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

- (i) **YES/"Can Do" Policy:** Councillor Day read out an excerpt of a document he found relating to the YES/"Can Do" policy. He is to forward a copy of this to each Committee member.

(ii) **Meeting with School District:** Mayor Forrest will contact Candace Spilsbury, Chair of the School District Board to arrange a meeting with School District officials.

(iii) **Affordable Housing:** The Committee was again advised that the matter should left in the hands of the Regional District.

Mayor Forrest spoke of the workshop on financing options by the Cowichan Housing Association scheduled for May 21<sup>st</sup>, 2015 on the matter.

(iv) **Seniors Care Facility:** Mayor Forrest reported that a public information session was scheduled for Saturday, May 23<sup>rd</sup>, 2015. He advised that the Town could then decide how to move forward once interest is gauged from the public with assistance from the contract planner.

(v) **Job Creation Programme:** Dalton Smith reported on the latest job creation programme application and advised that the startup date was now planned for June 15<sup>th</sup>, 2015. The Town would know by the end of the week if the application is successful.

#### 4. **DELEGATIONS**

(a) Pat Foster and Pat Weaver, Kaatza Heritage were on hand to speak with the Committee members.

Mrs. Foster spoke to the Committee of the following:

- a bylaw was put in place in 1984 by the Town to raise appreciation for the local heritage;
- 15 groups take part in the annual Heritage Days events which have been taking place for over 20 years;
- Walking tour pamphlet of heritage sites produced by the museum is distributed to visitors;
- Historical sites are being marked with appropriate signage with 6 scheduled for this year, including the site of Lakeshore Auto as Gord's General Store which was the first store in Lake Cowichan and the old government wharf that was located at Saywell Park; and
- Appreciation of local volunteers and the Town financial support.

Councillor Day requested that information to be shared by the Historical Society be sent for posting on the Town's website and social media sites.

#### 5. **CORRESPONDENCE**

None.

#### 6. **REPORTS**

None.

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

(a) The Committee discussed the matter of the Circle Route and feasibility of partnerships with other communities.

The Committee requested the matter remain on the agenda.

Mayor Forrest advised of the recent reports of development of the Renfrew area which is being considered the "Tofino" of the

South Island.

- (b) The Committee discussed the matter of watershed management and the application by the Regional District for funding to move forward with the raising of the weir.

Mayor Forrest stated that it was important that people were aware that rules were not in place currently to store more water and that the watershed management needed to be changed with the Town needing a say on what is going to be done.

The Committee members stressed the importance of the condition of water quality, as well as, quantity to the region.

- (c) Councillor Day reported on the May 4<sup>th</sup> 2015 meeting with Dr. Hasselback who spoke on early childhood education and the newly proposed programme that will be provided at Palsson Elementary in September, 2015.

Councillor Day encouraged Committee members to go to the "Our Cowichan" site and read the community profile for Lake Cowichan.

- (d) The Committee discussed the matter of a Community Economic Development forum that would involve having people submit ideas for downtown development.

Mayor Forrest suggested bringing forward this matter to the meeting with electoral area directors and the Lake Cowichan First Nations and the local Chamber of Commerce.

Councillor McGonigle stressed the importance of collaboration and support as the Town has limited availability of industrial lands.

Mayor Forrest agreed and advised the Committee to look at the overall assets in the community and the close proximity to the two major airports in Nanaimo and Victoria as being assets for potential economic development opportunities for our area.

- (e) The Strategic Planning meeting is scheduled for Tuesday, June 30<sup>th</sup>, 2015 beginning at 5:00 p.m.

Each Committee member was tasked with determining five long term goals and five short term goals for discussion at that meeting.

## 8. NOTICES OF MOTION

None.

**9. PUBLIC RELATIONS ITEMS**

Mayor Forrest acknowledged all the events that were planned during the May Long weekend held during Heritage Days that included Heritage Day events, Farmer’s Market and Trunk Treasures. He felt that these events proved positive for the community.

**10. MEDIA/PUBLIC QUESTION PERIOD**

**11. ADJOURNMENT**

No. SPD.013/15  
In-Camera

Moved: Councillor Austin  
Seconded: Councillor McGonigle  
that the Committee close the meeting to the public to deal with issues relating to an identifiable individual being considered for a municipal award or honour and proposed provision of a municipal service under Section 90(1) (b) and (k) of the Community Charter (6:31 p.m.) after the conclusion of the Ohtaki Twinning Committee meeting.

CARRIED.

**11. ADJOURNMENT**

No. SPD.014/15  
Adjournment

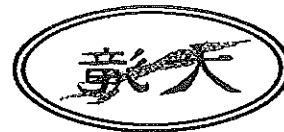
Moved: Councillor McGonigle  
Seconded: Councillor Day  
that the meeting arise with no report and adjourn (8:22 p.m.).

CARRIED.

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

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

\_\_\_\_\_  
Chair



PRESENT: Mayor Ross Forrest, Chair  
 Councillor Carolyne Austin  
 Councillor Tim McGonigle  
 Margaret Davis

Councillor Lorna Vomacka  
 Wanda Wiersma  
 Kristy Convery

ALSO

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

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:35 p.m.

**2. AGENDA**

No. OC.4/15

Moved: Councillor Austin  
 Seconded: Member Convery  
 that the agenda, as amended, be approved.

CARRIED.

**3. ADOPTION OF MINUTES**

No. OC.5/15

Moved: Councillor Austin  
 Seconded: Member Convery  
 that the minutes of the Ohtaki Twinning Committee meeting held  
 on February 17<sup>th</sup>, 2015 be approved.

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

**5. CORRESPONDENCE**

The letter from Tatayuki Ato, Head of the Ohtaki Friendship Club regarding the celebration of the 20<sup>th</sup> anniversary and the invitation that was extended to Margaret Davis and Duncan Brown to attend as the Friendship Club's guests was treated as information.

**6. OTHER REPORTS**

- (a) Kristy Convery gave an update on the student fundraising to date and advised that last Saturday's hot dog sale was the last fundraising event for the group.

She reported that the students were required to have no less than \$2250 in their accounts by last Friday and that the travel deposit and insurance has already been paid by all the delegates.

Mrs. Convery asked if Tamika Bell had submitted a letter of withdrawal to the Town. She was advised that no letter has been received by the office.

She further requested clarification on what monies were to be refunded once a student is withdrawn from the scheduled trip and was advised that this was not a matter to be decided by this Committee of the Town but rather the fundraising group. Kristy and the Chief Administrative Officer will meet to discuss this further.

Mrs. Convery requested clarification on spending monies and if a student find himself/herself with no funds during the trip and the

mechanism in place to recovery those costs. Councillor Vomacka suggested using the student portion of fundraising fees to cover those costs, if applicable.

- (b) The delegate itinerary provided was treated as information.

The itinerary details from Ohtaki, Japan for the July, 2015 visit are still awaiting receipt.

- (c) A listing of the homestay listing was provided to Mrs. Convery for the delegates. The Executive Secretary advised that profile forms would be provided shortly to the Lake Cowichan delegates.

**7. NEW BUSINESS**

- (a) Mayor Forrest requested input from the Committee members for a suitable gift to be presented to Japan that is small, lightweight and easy to transport.

**8. NEXT MEETING**

The next meeting date is to be determined.

Members of Council with the delegation will attend the next student fundraising meeting to discuss any further items prior to the travel date.

**9. ADJOURNMENT**

No. OC.6/15

Moved: Councillor Vomacka  
Seconded: Councillor Austin  
that the meeting be adjourned (6:56 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

## April 2015 Monthly Incident Report

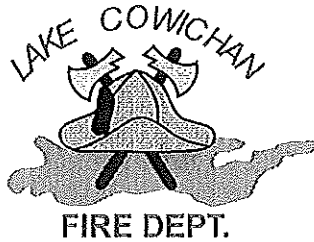
1 Business Meeting  
3 Practices  
1 Truck Check  
1 Fire Prevention Meeting  
1 Cowichan Valley Chiefs Meeting  
3 MVA  
1 Page Out in Error  
1 Lift Assist  
1 Medical Aid  
1 VIFFA Spring Training  
4 NFPA Tests  
6 Officer/Members Duty Sheets  
1 Sec/Treasurer Monthly Stipend

**Total Call Outs & Practices**

**\$5284.44**

**Grand Total**

**\$5284.44**



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

Fire Stats April 2015

| <u>Date</u>  | <u>Time</u>         | <u>Location</u>             | <u>Incident</u>                | <u>Men</u> | <u>Hrs</u> | <u>Cost</u>      |
|--------------|---------------------|-----------------------------|--------------------------------|------------|------------|------------------|
| 04/07        | 7:00 PM             | Fire Hall                   | Business Meeting               | 20         | 2          | \$660.28         |
| Apr 8/9 & 14 | 6:00 PM             | Fire Hall                   | Truck Check                    | 11         | 2          | \$286.60         |
| 04/11 & 12   | 6:30 AM-<br>6:00 PM | Errington FD                | VIFFA Spring Training          | 1          | 23         | \$434.70         |
| 04/12        | 3:10 PM             | Country Grocer              | MVI                            | 17         | 1          | \$270.90         |
| 04/13        | 7:00 PM             | Fire Hall                   | Practice                       | 21         | 2          | \$660.28         |
| 04/16        | 6:00 PM             | Chemainus FD                | Fire Prevention Meeting        | 1          | 3          | \$56.70          |
| 04/19        | 5:00 PM             | 165 Nitnat                  | Lift Assist                    | 10         | 1          | \$145.56         |
| 04/20        | 7:00 PM             | Fire Hall                   | Practice                       | 21         | 2          | \$660.28         |
| 04/21        | 5:00 AM             | 8092 HWY 18                 | MVA                            | 22         | 1          | \$347.16         |
| 04/21        | 6:30 PM             | Honeymoon Bay F.D.          | Cowichan Valley Chiefs Meeting | 1          | 3          | \$56.70          |
| 04/23        | 2:30 PM             | South Shore RD & Car Bridge | MVA                            | 13         | 1          | \$200.50         |
| 04/24        | 11:50 AM            | 9601 South Shore RD         | Paged in Error (MVA)           | 11         | 1          | \$165.40         |
| 04/27        | 7:00 PM             | Fire Hall                   | Practice                       | 19         | 2          | \$623.04         |
| 04/29        | 7:08 PM             | 124 Boundary Rd             | Medical Aid                    | 10         | 1          | \$183.36         |
|              |                     |                             | NFPA Tests                     | 2          | 8          | \$69.20          |
|              |                     |                             | Officer/Duty Sheets            | 6          | 13         | \$313.78         |
|              |                     |                             | Sec/Treasurer Stipend          |            |            | \$150.00         |
|              |                     | <b>Total</b>                |                                |            |            | <b>\$5284.44</b> |

**TOWN OF LAKE COWICHAN**

**COUNCIL POLICY**



**DATE APPROVED:**

**APPROVED BY:**

**SUBJECT:                   Region Wide Watering Restrictions**

In concert with the City of Duncan, Municipality of North Cowichan, Town of Ladysmith, the Cowichan Valley regional District and Cowichan Tribes, the Town of Lake Cowichan is establishing uniform watering regulations. The restrictions are as spelled out in the following table:

**WATER USE RESTRICTION DETAILS**

**Watering Regulation Summary Table**

Stage 1 Watering Restrictions are now in effect for the City of Duncan, Municipality of North Cowichan, Cowichan Valley Regional District, Cowichan Tribes, Town of Lake Cowichan and Town of Ladysmith.

**Stage 1 and Stage 2 sprinkling times are  
6:00 am – 8:00 am OR 8:00 pm – 10:00 pm**

**Stage 1:**     Sprinkling 2 hours maximum on odd or even days  
*EVEN numbered houses on even days*  
*ODD numbered houses on odd days*

**Stage 2:**     *EVEN* numbered houses:  
Wednesdays & Saturdays only as per the adjacent chart

*ODD* numbered houses:  
Thursdays & Sundays only as per the adjacent chart

**Stage 3:**     Hand-watering / Micro drip irrigation lines only



Please check the local newspaper or each water provider's website during the summer months to see if Stage 2 or Stage 3 restrictions are in effect.

|   | <b>STAGE 1</b>   | <b>STAGE 2</b>                            | <b>STAGE 3</b>                  |
|---|--|---|---------------------------------|
| <b>Effective Date</b>   | May 1 to Oct. 31   | As required                               | As required                     |
| <b>Sprinkling Times</b>   | 6:00am - 8:00am<br>OR<br>8:00pm - 10:00pm                        | 6:00am - 8:00am<br>OR<br>8:00pm - 10:00pm | NOT PERMITTED<br>SPRINKLING BAN |
| <b>Even Numbered Houses</b>   | Even days  | Wednesday & Saturday                      |                                 |
| <b>Odd Numbered Houses</b>  | Odd days   | Thursday & Sunday                         |                                 |
| <b>Watering New Lawn</b>  | Same as above unless Sprinkling Permit is obtained               | NO PERMITS ISSUED                         | NO PERMITS ISSUED               |
| <b>Hand Watering of Trees, Shrubs and Gardens</b><br><small>(hose with spring-loaded nozzle, watering pail or bucket)</small> | Hand water between 6-8 am or 8-10 pm*<br>Maximum 2 hours per day |   |                                 |
| <b>Micro Drip Irrigation*</b>   | Anytime - maximum 4 hours per day                                |   |                                 |
| <b>Filling Pools and Hot Tubs</b>   | Anytime  | Anytime                                   | NOT PERMITTED**                 |
| <b>Washing Vehicles, Houses or Boats</b>  | Anytime  | Anytime                                   | NOT PERMITTED***                |
| <b>Washing Driveways &amp; Sidewalks</b>  | Anytime  | NOT PERMITTED***                          | NOT PERMITTED***                |

\*Micro irrigation or drip irrigation delivers water to the root zone of the plants and uses less than 20 gallons per hour at less than 25psi. This does not include soaker or weeper hoses.

\*\*Pools filled prior to Stage 3 water use restrictions being implemented may be topped up to account for evaporation losses in order to avoid damage to pumps, etc.

\*\*\*Washing driveways or houses is only permitted during stage 2 and 3 for preparation of applying paints, preservatives or for pouring concrete.

## Private Use of Parks and Public Spaces

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The watering restrictions are meant to protect a valuable resource and its conservation will help ensure its availability to all of us over the long-term.

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Joseph A. Fernandez  
Chief Administrative Officer

**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**

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 infeasible 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 \_\_\_\_\_ 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 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>                        |                                  | <b>Cubic Meters per Month</b> |
| 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>     |
| <br>  |                                  |                               |
| <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                      |
| <hr/>   |                                  |                               |
| <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>     |
| <hr/>   |                                  |                               |
| <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                      |
| <hr/>   |                                  |                               |
| Fire hydrant service and maintenance fee *                        |                                  | \$ 150.00                     |
| * Cost of materials will be charged separately, if required       |                                  | Actual cost                   |
| <hr/>   |                                  |                               |
| 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**

**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 Schedules A, B, and C, 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 \_\_ day of \_\_, 2015.

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

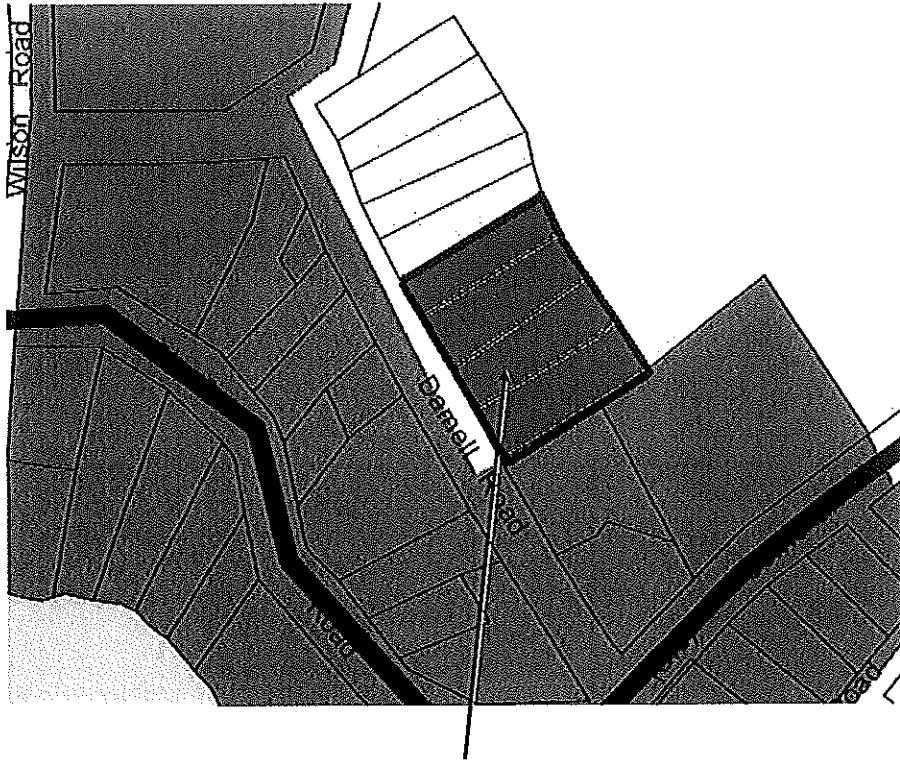
\_\_\_\_\_  
Ross Forrest  
Mayor

\_\_\_\_\_  
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 re-designated to DPA-4 Downtown

**TOWN OF LAKE COWICHAN**

**BYLAW NO. 966-2015**

**A Bylaw to Amend Zoning Bylaw No. 935-2013**

**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**

Schedule "A" to Zoning Bylaw No. 935-2013 is amended by rezoning property from Urban Residential (R-1) to Mixed Use Commercial (C-1-A), which is outlined in heavy black ink and identified on Schedule "A" to this Bylaw.

**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 \_\_\_\_ day of \_\_\_\_\_, 2015.

READ A SECOND TIME on the \_\_\_\_ day of \_\_\_\_\_, 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)