



TOWN OF LAKE COWICHAN

Regular Meeting of Council

Tuesday, January 22nd, 2019 at 6:15 p.m. – Council Chambers

1. **AGENDA**
CALL TO ORDER Page #
- INTRODUCTION OF LATE ITEMS** (if applicable)
2. **APPROVAL OF AGENDA**
3. **ADOPTION OF MINUTES**
(a) Minutes of the Regular Meeting of Council held on December 18th, 2018. 3
4. **BUSINESS ARISING AND UNFINISHED BUSINESS**
None.
5. **DELEGATIONS AND REPRESENTATIONS**
None.
6. **VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA** – (maximum 3 minutes per speaker and maximum time allotted 15 minutes)
7. **CORRESPONDENCE**
 - (a) **Action Items**
 - (i)
 - (b) **Information or Consent Items-** (a member may ask that an item be dealt with separately)
 - (i)
8. **REPORTS**
 - (a) **Council and Committee Reports**
 - (i) Finance & Administration Councillor McGonigle 7
 - January 8th, 2019.
 - (ii) Public Works & Environmental Services Councillor Vomacka 9
 - January 15th, 2019.
 - (iii) Parks, Recreation & Culture Councillor Austin 11
 - January 15th, 2019.
 - (iv) Cowichan Lake Recreation Commission
 - (v) V.I.R.L. Councillor Vomacka
 - (vi) Advisory Planning Commission Councillor McGonigle

(vii) Community Forest Co-op Councillor McGonigle

(b) **Other Reports**

- (i) Cowichan Valley Regional District Board Meeting – Councillor Sandhu
- (ii) Community Outreach Team Committee - Councillor Austin.
- (iii) Vancouver Island Economic - Councillor Austin.

(c) **Staff Reports**

- (i) Director of Finance re: Metered Water Billings

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9. BYLAWS

- (a) "Town of Lake Cowichan Zoning Amendment Bylaw No. 1016-2018" be given third reading.

15

- (b) "Town of Lake Cowichan Zoning Amendment Bylaw No. 1016-2018" be reconsidered and adopted.

- (c) "Town of Lake Cowichan Fees and Charges Services Bylaw No 1017-2018" be reconsidered and adopted.

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10. NEW BUSINESS

- (a) Sgt. Foster: Public Report
- (b) Brian Kitagawa re: Water Consumption (See 8(c)Staff Reports)

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11. MAYOR'S REPORT

12. NOTICES OF MOTION

13. QUESTION PERIOD (maximum 3 minutes per speaker and maximum time allotted 15 minutes)

- Limited to items on the agenda

14. 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) (g) on litigation or potential litigation affecting the municipality.

15. ADJOURNMENT



TOWN OF LAKE COWICHAN
Minutes of a Regular meeting of Council
Tuesday, December 18th, 2018

PRESENT:

Mayor Rod Peters
Councillor Carolyne Austin
Councillor Tim McGonigle
Councillor Lorna Vomacka
Councillor Kristine Sandhu

STAFF:

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

PUBLIC:

6

1. CALL TO ORDER

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

2. AGENDA

No. R.00182/18

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

BUSINESS ARISING:

(a) Water Treatment Plant Update;

NEW BUSINESS:

(b) Group Insurance for Elected Officials; and
(c) Lake Cowichan Gas n' Go.

CARRIED.

3. ADOPTION OF MINUTES

No. R.00183/18

(a) Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that the minutes of the Regular Meeting of Council held on
November 27th, 2018 be adopted.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) Mayor Peters expressed concern on the progress of the
construction of the Water Treatment Plant and delays on the
completion date and the possible budget overrun on the project.

5. DELEGATIONS AND REPRESENTATIONS

None.

**6. VERBAL COMMENT FROM THE PUBLIC ON A
SUBSEQUENT ITEM ON THE AGENDA**

7. CORRESPONDENCE

(a) **Action Items**

No. R.00184/18

(i) Moved: Councillor Sandhu
Seconded: Councillor Austin
that Mr. Beaudry be given 60 days to comply with the building
and bylaw infractions at 87/89 South Shore Road,
with the placement of a covenant on the property that limits the

lower level for commercial use only.

CARRIED.

Mr. Beaudry stated that the basement of his property is located 5 feet below the flood plain.

(b) Information or Consent Items

- (i)** The item from Peter Ronald, Programs Officer, UBCM re: Completion of Fuel Management Project (SWPI-715: Lake Cowichan CWPP, 2017) was treated as information.

8. REPORTS

(a) Council and other Committee Reports

No. R.00185/18
Finance and
Administration

- (i)** Moved: Councillor McGonigle
Seconded: Councillor Austin
that the minutes of the Finance and Administration Committee meeting held on December 11th, 2018 be approved with the following:

1-Fire Department Incident Report December, 2018

that Lake Cowichan Fire Department's incident report for December, 2018 in the total amount of \$10,461.33 be approved;
CARRIED.

No. R.00186/18

- (ii)** Moved: Councillor Vomacka
Seconded: Councillor Austin
that the minutes of the Public Works and Environmental Services Committee meeting held on December 4th, 2018 be approved as presented.

CARRIED.

No. R.00187/18

- (iii)** Moved: Councillor Austin
Seconded: Councillor Vomacka
that the minutes of the Parks, Recreation and Culture Committee be approved with the following:

1-75th Birthday Celebration Budget Requirements

that budgeting requirements for the 75th birthday is to be budgeted for the 2019 fiscal year.

CARRIED.

Cowichan Lake
Recreation

- (v)** No report was available for the Cowichan Lake Recreation Commission.

Vancouver Island
Regional Library

- (vi)** The Vancouver Island Regional Library is offering free Library Cards for adults and children for Christmas.

Advisory Planning
Commission

- (vii)** The Advisory Planning Commission held a Christmas Luncheon December 17th, 2018. The next meeting is to be held in January, 2019.

Community Forest
Co-op

- (viii)** There was no report on the Community Forest Co-op.

(b) Other Reports

Cowichan Valley
Regional District
Board

- (i)** Councillor McGonigle reported on the CVRD meetings with the following highlights:
- Committee Appointments;
 - Judy Stafford, Cowichan Green Community made a presentation on collection of left over fruits and vegetables for distribution to those in need;

- o BC Assessments to be mailed in January;
- o Budget meetings are upcoming; and
- o Training Sessions for New Directors and Alternates are ongoing.

Community Outreach Team

(ii) The next meeting will be held January 17th, 2019.

(c) **Staff Reports**

No. R.00188/18

(i) Moved: Councillor Austin
Seconded: Councillor McGonigle
that Council appoint the following as members of the APC for a two-year term beginning January 1, 2019: Darlene Ector, Janet Kirk, Pat Lamont, Brian Locher and Robert Patterson.
CARRIED.

No. R.00189/18

Moved: Mayor Peters
Seconded: Councillor McGonigle
that Councillor Austin be appointed to attend in the APC meetings in a resource capacity, with Councillor McGonigle appointed as an alternate member.
CARRIED.

(ii) See item 7(a)(i)

9. **BYLAWS**

No. R.00190/18

(a) Moved: Councillor McGonigle
Seconded: Councillor Sandhu
"Town of Lake Cowichan Fees and Charges Services Bylaw No 1017-2018" be given first, second and third readings.
CARRIED.

10. **NEW BUSINESS**

No. R.00191/18

(a) Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that the Regular Meeting Schedule for 2019 be approved.
CARRIED.

No. R.00192/18

(b) Moved: Councillor Austin
Seconded: Councillor Sandhu
that Councillor Austin, Councillor McGonigle and Councillor Sandhu will participate in the Group Insurance for Elected Officials.
CARRIED.

(c) Mayor Peters brought forth a verbal discussion regarding the Lake Cowichan Gas n Go in regards to franchise colors and limited space for pumps. Mayor Peters stated that he had previously incurred a total of \$50,000 for the land purchase from the Town and the cost of relocating the water main. Mayor Peters had concerns with regards to the Town's Contract Planner's recommendations on the colour scheme. Mayor Peters questioned if the Contract Planner has authority to request changes or can he only recommend them. Councillor Austin requested more information and questioned if a gas station would fit on the property. Councillor Sandhu asked

how the Town Planner made his decisions regarding this property. She also felt the owner needs to address his concerns in writing.

Councillor Vomacka asked if additional property can be purchased from the Town to accommodate the requirements of the commercial development.

Councillor McGonigle stated that the issues could be properly addressed when the Development Permit Application is presented to Council.

11. MAYOR'S REPORT

The Mayor presented his report for December 2018 with the following highlights:

- o Enjoying the ICET meetings;
- o Participation by council and him on the Santa Claus Parade;
- o Councillor Austin and him would be serving a turkey lunch at the Lake Cowichan School;
- o A wonderful time was had at the Town Christmas Party; and
- o Wishing all Happy Holidays.

12. NOTICES OF MOTION

None.

13. QUESTION PERIOD

A member of the public raised the issue of non-recusal of a council member surrounding discussions on the Gas n' Go proposal.

14. IN CAMERA

No. R.00193/18

Moved: Councillor Sandhu

Seconded: Councillor McGonigle

that the Committee close the meeting to the public to deal with issues that deals with labour relations or other employee relations that fall under section 90(1) (c) of the Community Charter (7.13 pm)

CARRIED.

15. ADJOURNMENT

No. R.00194/18

Moved: Councillor McGonigle

Seconded: Councillor Sandhu

that we arise and adjourn (7.45 p.m.), without report.

CARRIED.

Certified correct _____

Confirmed on the _____ day of _____, 2018.

Mayor



TOWN OF LAKE COWICHAN
Minutes of Finance & Administration Committee
Tuesday, January 8th, 2019

PRESENT: Councillor Tim McGonigle
Mayor Rod Peters
Councillor Carolyne Austin
Councillor Kristine Sandhu
Councillor Lorna Vomacka

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

PUBLIC: 3

No. FA.001/19

1. **CALL TO ORDER**
The Chair called the meeting to order at 6:02 p.m.
2. **AGENDA**
Moved: Mayor Peters
Seconded: Councillor Austin
that the agenda be approved with the following additions:

Correspondence:

(a) Our Cowichan; and

In Camera:

90(1) (c) Labour Relations

CARRIED.

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

- (a) The Architects have been contacted regarding the next steps on the issue of the Municipal Hall. The Architects will be asked to look at both the options of the Kingdom Hall and the current Municipal office.

4. **DELEGATIONS AND REPRESENTATIONS**

- (a) Amy Melmock, CVRD re: Economic Development Cowichan gave an update on the organizations activities.
- (b) James van Hemert, Contract Planner presented an in depth progress report on the Official Community Plan.

No. FA.002/19

5. **CORRESPONDENCE**

- (a) Moved: Councillor McGonigle
Seconded: Mayor Peters
that Councillor Sandhu be recommended as the liason for Our Cowichan, with Councillor Austin as the alternate representative.

CARRIED.

6. **VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA**

7. **REPORTS**

- (a) The Financial Report for the period ending December 31st, 2018 was treated as information.
- (b) The Building Inspector's Service Report for December, 2018 was treated as information.
- (c) The Lake Cowichan Fire Department Incident Report for December, 2018 was unavailable.

(d) The Bylaw Officers report for the month of December, 2018 was unavailable.

8. NEW BUSINESS

(a) The Town Policy clearly states that internet use is for Municipal business only.

9. NOTICES OF MOTION

10. PUBLIC RELATIONS ITEMS

11. MEDIA/PUBLIC QUESTION PERIOD

12. IN CAMERA

No. FA.003/19

Moved: Councillor McGonigle
Seconded: Councillor Austin
that the Committee close the meeting to the public to deal with issues that deals with labour relations or other employee relations that fall under section 90(1) (c) of the Community Charter (8:25 pm)
CARRIED.

13. ADJOURNMENT

No. FA.004/19
Adjournment

Moved: Councillor McGonigle
Seconded: Councillor Sandhu
that we adjourn (9:05 p.m.).
CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____, 2019.

Chair



TOWN OF LAKE COWICHAN
Minutes of Public Works and Environmental Services Committee held on
Tuesday, January 15th, 2019

PRESENT: Councillor Lorna Vomacka, Chair
Mayor Rod Peters
Councillor Kristine Sandhu
Councillor Carolyne Austin
Councillor Tim McGonigle

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Ronnie Gill, Director of Finance
Trevor Auger, Superintendant of Public Works and Engineering Services
Dalton Smith, Manager of Cowichan Lake Education Centre
Jill Walters, Recording Secretary

PUBLIC: 3

1. **CALL TO ORDER**

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

2. **AGENDA**

No. PW.01/19
Agenda

Moved: Councillor Austin

Seconded: Mayor Peters

that the agenda be approved with the following additions under:

New Business:

(a) South Shore Street Signage.

CARRIED.

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

(a)

(i)

The Superintendent, Public Works and Engineering Services reported that the start date for the waterline crossing is February 4th, 2019. The project is expected to be completed in 8 weeks.

(ii)

The Chief Administrative Officer reported that they are working on the language for the bathroom signs.

(b)

The Superintendent of Public Works and Engineering reported that the target interim operating date for the Water Treatment Plant is Monday January 28th, 2019, pending Island Health approval. Employees are working toward upgrading the needed tickets. Stantec is available until such time as the employees work towards upgrading their tickets.

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

(i)

A review of the design of the existing well at the Education Centre is complete. It will be a budget item.

4. **DELEGATIONS**

None.

5. **CORRESPONDENCE**

(a)

Terri Kalar re: Grosskleg Garbage was treated as information.

6. VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA

None.

7. REPORTS

None.

8. NEW BUSINESS

- (a) Councillor Austin asked that more South Shore Road signage be placed at side roads intersecting with that road. The Superintendent of Public Works and Engineering will look at resolving this issue.

9. NOTICES OF MOTION

None.

10. PUBLIC RELATIONS ITEMS

- (a) Emergency Preparedness Presentation January 23rd, 2019 6:00-9:00 pm Centennial Hall.

11. QUESTION PERIOD

None.

12. ADJOURNMENT

No. PW.02/19
Adjournment

Moved: Councillor McGonigle
Seconded: Mayor Peters
that this meeting be adjourned. (6:27 p.m.)

CARRIED.

Certified correct _____

Confirmed on the _____ day of _____, 2019.

Chair



TOWN OF LAKE COWICHAN

Minutes of Parks, Recreation and Culture Committee held on
Tuesday, January 15th, 2019

PRESENT: Councillor Carolyne Austin, Chair
Mayor Rod Peters
Councillor Lorna Vomacka
Councillor Kristine Sandhu
Councillor Tim McGonigle

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Ronnie Gill, Director of Finance
Trevor Auger, Superintendent of Public Works and Engineering Services
Dalton Smith, Manager of Cowichan Lake Education Centre
Jill Walters, Recording Secretary

PUBLIC: 10

1. **CALL TO ORDER**

The Chair called the meeting to order at 6:45 p.m.

2. **AGENDA**

Moved: Councillor Vomacka
Seconded: Mayor Peters
No. PR.001/19 that the agenda be approved with the following additions under:

New Business:

(c)Councillor McGonigle's leave of absence from the Jan 22,
2019 Regular Meeting.

CARRIED.

3.(a) **BUSINESS ARISING AND UNFINISHED BUSINESS**

(i)

Moved: Councillor Sandhu
Seconded: Mayor Peters
No. PR.002/19 that the use of Saywell Park and Parking Lot by the 75th
Birthday Society on the dates of August 16th-18th, 2019 be
approved.

CARRIED.

Moved: Councillor Vomacka
Seconded: Mayor Peters
No. PR.003/19 that the use of the Town square for the 75th Birthday Society
garage sale being held on May 25th, 2019 be approved.

CARRIED.

The 75th Birthday Society is seeking permission to place a sign
over South Shore Road. This would have to be approved
through the Ministry of Transportation. There is also the option
of hanging it at the Municipal Hall. Staff will look into all the
options. A sign placed on the entrance board at the entrance to
the Town is another consideration.

(ii) Councillor Austin would like the river access area on Prospect to
be reviewed by a Qualified Environmental Professional. The
Superintendent Public Works and Engineering will take a look at
what can be done. Councillor Sandhu asked what the cost of
maintenance would be and is if another river access was
necessary?

(b) Ongoing Items:

No. PR.004/19 **(i)** Moved: Councillor McGonigle
Seconded: Councillor Sandhu
that staff apply for the grant under the Investing in Canada
Infrastructure Program for the Riverfront Walkway and Trail
Connections project.
CARRIED.

(ii) See 4(a). This item can be removed from the Agenda.

4. DELEGATIONS AND REPRESENTATIONS

(a) Bob Day, Cowichan Lake Trail Blazers Society did a lengthy
presentation on Trails, Charter/Land Use Agreements and Hiking
and Cycling Plans.

5. CORRESPONDENCE

None.

**6. VERBAL COMMENT FROM THE PUBLIC ON A
SUBSEQUENT ITEM ON THE AGENDA**

None.

7. REPORTS

None.

8. NEW BUSINESS

No. PR.005/19 **(a)** Moved: Councillor Sandhu
Seconded: Councillor McGonigle
that the green space by King George Roundabout be named
Kate's Park.
CARRIED.

(b) The zoning to accommodate accessory buildings at the Pickleball
Court would need to be amended.

No. PR.006/19 **(c)** Moved: Councillor Vomacka
Seconded: Mayor Peters
that Councillor McGonigles absence be approved from the
January 22nd, 2019 meeting.
CARRIED.

9. NOTICES OF MOTION

None.

10. PUBLIC RELATIONS ITEMS

11. QUESTION PERIOD

None.

12. ADJOURNMENT

No. PR.007/19
Adjournment
Moved: Councillor Sandhu
Seconded: Councillor McGonigle
that the meeting be adjourned. (7:53p.m.)
CARRIED.

Certified correct _____

Confirmed on the _____ day of _____, 2019.

Chair



Memo

TO: Chief Administrative Officer
FROM: Director of Finance
DATE: February 9, 2018
SUBJECT: Metered Water Billings

The Town started the metering program in 2012. Metered water billings came into effect in 2014. The water meters are simply like the odometer in your vehicle. The readings increase with each cubic meter of water use.

The meters are read monthly by the public works department. Therefore, the consumption between the reads is known. Billings are sent to water users where use has exceeded the allotted amounts (for example a single-family dwelling can use up to 35 cubic meters in a 30 day period before incurring additional charges) and charged at the rates as per the water and sewer bylaws.

The over consumption of water results in a charge for both water and sewer, although the sewer is charged at a lower rate. Treated water that enters a home then flows out into the sewer treatment plant where it is treated before being discharged.

The utility billings have been in place since the start of metered waters and the office staff have spent a considerable amount of time educating the public in this regard.

This method of charging is fair and equitable.

Ronnie Gill, CPA, CGA

TOWN OF LAKE COWICHAN

BYLAW NO. 1016-2018

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. 1016-2018".

2. AMENDMENTS

1) Schedule "A" to Zoning Bylaw No. 935-2013 is amended by rezoning a property from General Commercial (C-1) to Multi-Family Residential Use (R-3), which is outlined in heavy black ink and identified on Schedule "A" to this Bylaw and legally described as:

Lot 1, VIP66385 – PID 023-975-091.

3. FORCE AND EFFECT

That upon adoption the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1016-2018", the "Town of Lake Cowichan Zoning Bylaw No. 935-2013" shall hereby be amended and take effect with the amendment hereto attached.

READ A FIRST TIME on the 27th day of November 2018.

READ A SECOND TIME on the 27th day of November 2018.

PUBLIC HEARING held on the _____ day of _____, 2019.

READ A THIRD TIME on the _____ day of _____, 2019.

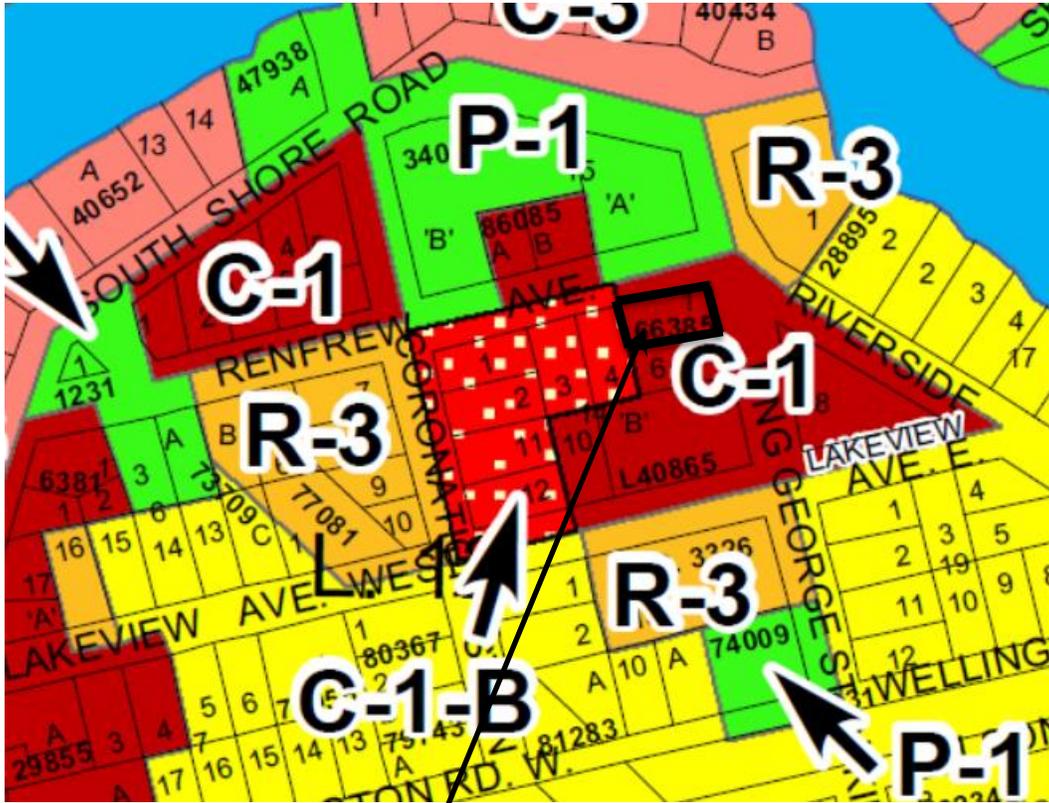
RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the _____ day of _____, 2019.

Rod Peters
Mayor

Joseph A. Fernandez
Corporate Officer

SCHEDULE "A"

Attached to and Forming Bylaw No. 1016-2018



Rezone from General Commercial (C-1) to Multi-Family Residential Use (R-3)

**TOWN OF LAKE COWICHAN
Bylaw No. 1017-2018**

Fees and Charges for Services

WHEREAS the Council of the Town of Lake Cowichan is empowered to establish fees and charges for various services under Section 194 of the Community Charter;

AND WHEREAS Council deems the fees and charges useful and necessary to recover costs incurred in the provision of these services;

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

1. This bylaw may be cited for all purposes as "Town of Lake Cowichan Fees and Charges for Services Bylaw No. 1017-2018".
2. Fees listed in Schedule "A" attached to and forming part of this bylaw shall apply for the use of the Lakeview Park Campground.

Notwithstanding the charges stipulated in the foregoing schedule, off-season rates and terms may be varied and approved by resolution of council.
3. Fees listed in Schedule "B" attached to and forming part of this bylaw shall apply for the use of the Cowichan Lake Outdoor Education Centre.

Notwithstanding the charges stipulated in the foregoing schedule, group rates may be varied through contract negotiations approved by Council.
4. Fees listed in Schedule "C" attached to and forming part of this bylaw shall apply to other goods and services provided by the municipality on a demand basis.
5. Fees listed in Schedule "D" attached to and forming part of this bylaw shall apply to miscellaneous development charges.
6. Fees listed in Schedule "E" attached to and forming part of this bylaw shall apply to the Fire Department.
7. The fees and charges contained in this bylaw shall become effective on passage of this bylaw.
8. That the fees and charges contained in Bylaw 999-2017 being the "Town of Lake Cowichan Fees and Charges for Services Bylaw" and all amendments are hereby repealed.

READ A FIRST TIME on the 18th day of December, 2018.

READ A SECOND TIME on the 18th day of December, 2018.

READ A THIRD TIME on the 18th day of December, 2018.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ___th day of January 2019.

Rod Peters
Mayor

Joseph A. Fernandez
Corporate Officer



TOWN OF LAKE COWICHAN**Schedule "A"**

(attached to and forming part of Bylaw No. 1017-2018)

Lakeview Park Campground:

The following rates, inclusive of applicable taxes, apply to all rentals of camp sites in Lakeview Park:

o In-season site fee per night *	\$ 34.00
o Off-season site fee per night **	\$ 24.00
o Tenting site fee per night	\$ 24.00
o Serviced site fee - water and electrical services	\$ 9.00
Call-in Reservations booking fee (non-refundable) — per camp site per night to a maximum of 3 nights.	\$ 11.00
***Cancellations made at least 10 days prior to reservation date shall receive a refund of the campsite fee, less \$22 per site per reservation.	\$ 22.00
Additional person(s) 19 years and over in camp site per night	\$ 11.00
Additional vehicle per night	\$ 16.00
Moorage per night	\$ 16.00
Fire wood sales	\$ 6.00
Ice for resale	Cost plus \$ 1.00
Campsite clean-up fee	\$ 100.00
Daily rental of propane powered campfire unit (deposit required)	\$ 12.00

* a Site will accommodate the following:

- o One to four persons 19 years of age or older. Additional fees for adults apply as set above.
- o A maximum of eight persons including children (18 years of age and younger).
- o Vehicles per Camp Site:
One vehicle and trailer. Either one (but not both) may be an RV.
A second vehicle (non-RV) may be allowed for the additional nightly charge of \$16.00.
Additional Vehicle(s) and/or person(s) will be charged according to fees set above.
There will be NO exceptions to Camp Site size and vehicle numbers.

** Off-Season is from the end of the Labour Day long weekend in September, to prior to the May long weekend. Note: all long weekends will be charged the in-season rates.

*** Cancellations made less than 10 (ten) days prior to reservation date will receive no refund.



TOWN OF LAKE COWICHAN**Schedule "B"**

(attached to and forming part of Bylaw No. 1017-2018)

Cowichan Lake Outdoor Education Centre

The following rates, exclusive of applicable taxes, apply to all rentals of space at the Cowichan Lake Outdoor Education Centre:

		<u>Off-Season</u>	<u>In Season</u> July & August
Adult	per person, double occupancy, inclusive of 3 meals and overnight accommodation, minimum group size 20 – (standard meal plan)	\$ 115.00	\$ 130.00
Adult	Per person, double occupancy, inclusive of 3 meals and overnight accommodation, minimum group size 20 – (specialized meal plan)	\$ 120.00	\$ 135.00
School	per student, inclusive of 3 meals and shared dormitory-style accommodation, no bedding provided, two and one-half day package inclusive of all on-site programs.	\$ 185.00	\$ 200.00
Youth / School	3 meals and shared overnight accommodation, no bedding provided	\$ 85.00	\$ 85.00
Exclusive Day Use	per day, meals not included	\$ 705.00	\$ 1,500.00
Other Uses	Small meeting room	\$ 90.00	\$ 105.00
	Wedding and other programming charges will be levied on a cost recovery basis		



TOWN OF LAKE COWICHAN

Schedule "C"

(attached to and forming part of Bylaw No. 1017-2018)

The following charges, inclusive of taxes where applicable, apply:

Photocopies	8 ½" X 11"	\$ 0.75/page
	8 ½" X 14"	1.50/page
	11" X 17"	2.00/page
	Town documents	.50/page
Faxes	Outgoing	1.50/page
Email	Locate and send digital copy	5.00/document
	Produce digital copy	2.00/page
Maps	Zoning Map -- Large	28.00
	Official Community Plan Map	28.00
	Town Street Map	28.00
Tax Certificates	(Except for those making a request under Section 249(1) of the <i>Community Charter</i>)	25.00
Tax Certificates	Commissioned through BC Online	15.00
Building Permit Register	Per Monthly Report	15.00
Zoning Compliance	Letter of comfort	200.00
Non-Sufficient Funds	Per returned cheque	20.00
Mortgage Lenders bank fees	Recovery of bank charges (wire transfer fees) on property tax payments by mortgage companies	up to \$4.00/folio (minimum fee \$20.00)
Digital Property Tax Information	Per request made	100.00
Replicate Town Document	To recreate an original document	10.00
Garbage/organics totes:	Replacement costs	At cost -- minimum \$70.00
		At cost -- minimum \$90.00
	80L	
	120L	



TOWN OF LAKE COWICHAN**Schedule "D"**

(attached to and forming part of Bylaw No. 1017-2018)

Sign Fees

Sign fee	As per the sign bylaw	\$50.00
Portable sign fee	Sign placed in front of premises	25.00
Portable sign fee	Not fronting business or on public right of way	50.00
Wayfinding sign (Directional)	Business / company sign plate - cost varies depending on location	Max \$100 / year

Private Use of Parks and Public Spaces

Charitable Groups or Community Fund-Raising	No charge for each event
Community Event only	No charge for each event
Community Event with commercial activity	\$100 for each event
Community Events (series of) with commercial activity in a calendar year	\$150
Security deposits, if applicable, a minimum of	\$300

Permits and Development Fees

The following charges apply for all miscellaneous development applications:

Subdivision	Preliminary Subdivision – strata and fee simple lots (excludes parent lot if principal structure exists)	\$100.00 per lot
Damage deposit	Final Subdivision – strata and fee simple lots For works and services relating to subdivision	250.00 per lot 10,000 or 5% of construction costs
Form P	Phased strata development	250.00
Strata Conversion	Per unit	300.00
Rezoning amendment	Bed and breakfast All other rezoning amendments	750.00 2,500.00
OCP Amendment	Application	1,000.00
Development Permit	Less than \$50,000 commercial value or up to 4 residential units More than \$50,000 commercial value or 5 or more residential units	500.00 1,000.00
Variance Permit	Application	300.00
Development Variance	Application	400.00
Plan Examination fees	For subdivisions	50.00



TOWN OF LAKE COWICHAN

Schedule "E"

(attached to and forming part of Bylaw No. 1017-2018)

Fire Department

Volunteer Fire Department Stipend; where work is missed and unpaid	\$130.00 per day
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LC Irly Bird*Add to Agenda
Council Meeting Jan 22/18*

From: "Brian Kitagawa" <bcb1153@gmail.com>
Date: January-17-19 12:15 PM
To: <lcirly@shaw.ca>
Subject: Re: Water Consumption Invoice - October 24/17

On Thu, Jan 17, 2019, 12:05 PM Brian Kitagawa <bcb1153@gmail.com> wrote:
 Hi Rod,

Attached is the string of correspondence regarding my discussion with Town administration and councillors, with respect water usage invoice. If you want hard copies I will drop off copies for you.

The following are my questions, comments and concern:

1. The Water Use Bylaw stipulates overage rate will be based on metered volumes.
2. Town Finance Director and Chief Administration Officer adopted a procedure to calculate water volumes which is contrary to the Bylaw.
3. I asked Councillor Austin (then Chair to Public Works Committee) for her input and position on this matter but was advised that this would be referred to Council. No further input or response from her.
4. Similar with Councillor McGonicle (then Chair for Finance Committee) for his input. He advised me that this matter to be referred to Council. He advised me that this matter would brought forward in thr January 2019 Council Meeting.

Question:

1. Has Council passed a policy or amend the Water Use Bylaw to charge water use overage fees based a non metered method?
2. If yes, would a copy be forwarded to me?
3. If no, by what authority does Town administration staff have to contavene the Town Water Use Bylaw and Finance policy?
4. I am just one case, how many others have been subjected to this form of unjust money grab?
5. I don't believe that my case is solitary, therefore is the current Council prepared to retain an independent Accountant to review all past accounts to ensure overage charges are within the confines of the Bylaw?
6. I close with this, Town Bylaws are guidelines for the Town. More over, the Town staff are the enforcers of the Bylaws. It is a sad day when staff disregard the conditions of the Bylaws.

Thanks

Brian Kitagawa

----- Forwarded message -----

From: trlm <trlm@lakecowichan.ca>

Date: Mon, Jan 29, 2018, 9:18 AM

Subject: Re: Water Consumption Invoice - October 24/17

To: Brian Kitagawa <bcbl153@gmail.com>

Thanks For your email Brian

I'm hoping that as Council we will be reviewing your concerns and will let you know the outcome.

Again Thanks

Tim McGonigle

Sent from my iPad

On Jan 25, 2018, at 3:27 PM, Brian Kitagawa <bcbl153@gmail.com> wrote:

Hello Tim,

I was given your name as Chair for the Finance Committee. As per past council direction, I initiated correspondence with Mrs. Gill, Finance Director, and she subsequently terminated correspondence with the undersigned as documented in the attached emails. Hence my contact with you.

Problem:

1. Overage water use as documented in the meter readings is 1 cubic meter (actual meter readings supplied by Mrs. Gill).
2. Received an overage invoice for 3 cubic meters. Therefore, additional 2 cubic meters fabricated and added to invoice.
3. Pursuant to Town's Financial Policy, Water Use Bylaw and the Mayor's statement at 2014 Public Forum, water usage will be based on metered water consumption.

Issue:

1. The Financial Department acted contrary to the established policy and bylaw and fabricated an additional 2 cubic meters to my account.
2. The Town's CAO confirmed his acceptance of the process to fabricate erroneous water volume.
3. Mr Rizk was asked for his input but he remained silent, The Superintendent is authorized to see that the provisions of the Water Use Bylaw are carried out.
4. Mr. Rizk's silence in this matter reinforces that he is complicit in the fabrication of additional water volume. This is exasperated by Mr. Rizk blocking my email address so communication with him has been terminated Refer to email from post master
5. As Chair of the Financial Committee, the action by staff regarding financial matters are your responsibility.

Action:by Councilor Tim

1. Identify who authorized the fabrication of volumes rather than using the metered values.
2. Your confirm this procedure is not wide spread and no other tax payer has been compromised by fabricated water volumes..
3. Provide me with an Organizational Chart which includes the voting population of the Town.
4. Correct the water consumption volume based in metered values.and provide me with a revised invoice.

Action by Councilor Carolyn
As Chair for Public Works:

1. Provide an explanation of the action by the Superintendent.
2. Provide me with an Organizational Chart which includes the citizens of the Town

In closing, the action by staff is disappointing and reflects the disrespect towards the tax payers of the Town. Councilors are elected to represent the interests on the towns people and by association, disrespect to the citizens equates to disrespect to the elected councilors.

I await Councilor Carolyn and your reply into this matter and to both, thank you for your time.

Brian Kitagawa
221 Quamichan Ave.

The following is a Summary of events and supported by the attached emails.

1. Received invoice for excessive water consumption for July 2017.
2. October 25, 2017, email to Ronnie Gill questioning the volume of water charged and requested clarification.
3. October 25, 2017, received water consumption report showing the actual meter reading of 1 m3 and hand written notes showing the methodology of fabricating 2 additional m3.
4. October 26, 2017, I provided an alternate method of calculating the volume of water for July. This is contrary as volume of water to be determined by the meter readings, pursuant to the Town's policy as set out in the Financial Plan Bylaw 989-2017.

----- Forwarded message -----

From: **Joseph Fernandez** <jfernandez@lakecowichan.ca>
Date: Tue, Nov 28, 2017 at 8:44 AM and Water use Bylaw
Subject: RE: Water Consumption Invoice - October 24/17
To: Brian Kitagawa <bcbl153@gmail.com>

Hi Brian:

Tim McGonigle is Chair of Finance and Carolyn Austin is Chair of Public Works.

As for your issues with Nagi's email, I don't have a solution for that.

Joe

From: Brian Kitagawa [mailto:bcb1153@gmail.com]
Sent: November 20, 2017 11:09 AM
To: Joseph Fernandez
Cc: Nagi Rizk

Subject: Re: Water Consumption Invoice - October 24/17

Thank you Joe,

The information was helpful but I can not find the Councilors responsible for the Finance and Public Works Committees. Would you please provide me with their names.

Also, thank you for your acknowledgement that intervention of council is an available recourse.

Brian

On Thu, Nov 16, 2017 at 12:55 PM, Joseph Fernandez <jfernandez@lakecowichan.ca> wrote:

Hi Brian:

The names of those on Council and their emails are available on the website. So are bylaws that you are interested in reviewing.

I support the method used by our the Director of Finance in calculating charges for all users. If you feel that your overconsumption for one month resulted in a charge of \$2.82 requires the intervention of council, then you are certainly within your right to pursue that avenue.

All notices from the Town are official documents.

Thanks,

Joe

From: Brian Kitagawa [mailto:bcb1153@gmail.com]

Sent: November 16, 2017 12:40 PM

To: Joseph Fernandez; Nagi Rizk

Subject: Re: Water Consumption Invoice - October 24/17

Mr Fernandez,

First, I wish to thank Mrs. Gill for including you and Mr. Rizk on this train of emails. I trust both you have had a chance to review the methodology and It is apparent that your silence and Mr Rizk's silence on this matter is a direct endorsement of the methodology used by Mrs. Gill to calculate the overage in the volume of water consumption at [221 Quamichan Ave](#). Since your staff (Mrs. Gill) refuses to provide me with any addition information of her methodology on the calculation, I ask for the following:

1. Email address of all council members,
2. Names of the Finance and Public Works Committee Chairpersons,
3. Section and subsection from the Water Use Bylaw which directs Staff to use the water consumption method to determine monthly water volumes, and
4. Your acknowledgement that the water consumption invoice is an official Town

Document.

Thank you,

Brian Kitagawa

On Thu, Nov 2, 2017 at 12:31 PM, Ronnie Gill <rgill@lakecowichan.ca> wrote:

There is no additional information to be provided on this matter.

The billing as issued stands.

Regards,

Ronnie Gill | Director of Finance | Town of Lake Cowichan
PO Box 860, 39 South Shore Road | Lake Cowichan B.C. V0R 2G0
☎ [250.749.6681](tel:250.749.6681) | Fax: [250-749-3900](tel:250-749-3900)

From: Brian Kitagawa [mailto:bcbl153@gmail.com]
Sent: November 2, 2017 12:26 PM
To: Ronnie Gill <rgill@lakecowichan.ca>
Cc: Nagi Rizk <nagi.rizk@lakecowichan.ca>; Joseph Fernandez <jfernandez@lakecowichan.ca>
Subject: Re: Water Consumption Invoice - October 24/17

I await your reply to my email regarding the monthly consumption calculation methodology for July 2017. By copy of this email to Mr Fernandez and Mr. Rizk I would request their input on the daily consumption calculations.

If you do not reply to clarify the water consumption volume then I conclude you are in

agreement with my calculations. Therefore, your acknowledgement that the October 24, 17 invoice for account # 11751 will be reissued with the correct values.

Brian Kitagawa

[221 Quamichan Ave.](#)

On Oct 26, 2017 11:53 AM, "Brian Kitagawa" <bc1153@gmail.com> wrote:

Mrs Gill,

Thank you for the Water Consumption PDF and the meter readings with respective dates. Please confirm the date and who did the water consumption calculation presented on the PDF sheet.

I have reviewed the consumption report and using the average daily consumption method to determine our July water consumption, I have the following analysis.

I concur with your evaluation of the average daily consumption for the period from July 5 to Aug 3 at 1.2413 c.m./day. Therefore, the water consumption for the period from July 5 to July 31 would be 26 days times 1.2413 c.m./day = 32.2738 c.m. used.

Referring to the Water Consumption report for June 1 to July 5, the volume is 18 c.m. and period time is 35 days. Determining the daily average volume would equate to $18 \text{ c.m.} / 35 \text{ days} = 0.5143 \text{ c.m./day}$. Calculating the volume for July 1 to July 5, (a period of 5 days), therefore, 5 days times 0.5143 c.m./day = 2.5714 c.m.

In summary, based on the preceding calculations for the volume of water, I determine the monthly volume would be (July 1 to 5) 2.5714 c.m plus (July 6 to 31) 32.2738 c.m. for the 31 day total for July of 34.8452 c.m.

Please confirm if you concur with the methodology and calculations presented.

Respectfully yours,

Brian Kitagawa

[221 Quamichan Ave.](#)

On Wed, Oct 25, 2017 at 2:44 PM, Ronnie Gill <rgill@lakecowichan.ca> wrote:

Mr Kitagawa

The histogram shows usage between the meter read dates not the billing calculation.

See attached consumption report.

I trust that answers your query.

Regards,

Ronnie Gill | Director of Finance | Town of Lake Cowichan
PO Box 860, 39 South Shore Road | Lake Cowichan B.C. V0R 2G0
☎ [250.749.6681](tel:250.749.6681) | Fax: [250-749-3900](tel:250-749-3900)

From: Brian Kitagawa [mailto:bc1153@gmail.com]
Sent: October 25, 2017 12:18 PM
To: Ronnie Gill <rgill@lakecowichan.ca>
Subject: Water Consumption Invoice - October 24/17

Dear Ms Gill:

I am writing for clarification on the invoice for water consumption for July/2017. our account number is 11571. I am writing for written confirmation of the dates water meter reading were taken and the respective meter readings. The period is for the consumption during July 2017.

I ask because the graph at the bottom on the invoice indicates a July consumption volume of 36 units. This volume reflects an overage of 1 unit and not the 3 units as presented on your invoice.

I await your reply on the requested information to substantiate the invoice volume of 3 units and payment will be held in abeyance until clarification is resolved.

Thank you in advance assistance in this matter.

Brian Kitagawa,

[221 Quamichan Ave](#)

