

AGENDA

TOWN OF LAKE COWICHAN

**Regular meeting of Council to be held on
Tuesday, November 24th, 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 October 27th, 2015.

3

4. BUSINESS ARISING AND UNFINISHED BUSINESS

5. DELEGATIONS AND REPRESENTATIONS

6. CORRESPONDENCE

(a) Action Items

1. Vancouver Island Regional District re: Appointment to the 2016 Vancouver Island Regional Library Board.

7

(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 | |
| • November 10 th , 2015. | | 8 |
| 2. Public Works & Environmental Services | Councillor Austin | |
| • November 3 rd , 2015. | | 12 |
| 3. Parks, Recreation & Culture | Councillor Vomacka | |
| • November 3 rd , 2015. | | 15 |
| 4. Economic & Sustainable Development | Councillor Day | |
| • November 17 th , 2015. | | 17 |
| 5. Cowichan Lake Recreation Commission | Mayor Forrest | |
| • October 29 th , 2015. | | 19 |
| 6. V.I.R.L | Councillor Vomacka | |
| 7. Ohtaki Twinning Committee | Mayor Forrest | |
| 8. Advisory Planning Commission | Councillor McGonigle | |
| 9. Community Forest Co-op | Councillor McGonigle | |

(b) Other Reports

1. Lake Cowichan Fire Department Incident Report for September, 2015.
2. Cowichan Valley Regional District Board Meeting – Councillor Day.
3. Social Planning Cowichan – Councillor Austin.
4. Community Safety Advisory Committee - Councillor Austin.

22

Staff Reports

1. Chief Administrative Officer re: Sewer CCTV and Smoke Testing Program.

25

8. BYLAWS

- (a) "Town of Lake Cowichan Fee and Charges for Services Bylaw No. 960-2015" may be read a first, second and third time.
- (b) "Town of Lake Cowichan Waste Collection Regulations and Rates Bylaw No. 967-2015" may be read a first, second and third time.
- (c) "Town of Lake Cowichan Water Regulations and Rates Bylaw No. 968-2015" may be read a first, second and third time.
- (d) "Town of Lake Cowichan Sewer Regulations and Rates Bylaw No. 969-2015" may be read a first, second and third time.

32

38

47

59

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****14. ADJOURNMENT**

TOWN OF LAKE COWICHAN

Minutes of a Regular meeting of Council held on
Tuesday, October 27th, 2015



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

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

PUBLIC: 8

1. CALL TO ORDER

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

2. AGENDA

No. R.154/15

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

Reports – Other Reports

- Councillor Austin re: Physical Literacy; and

New Business

- Councillor McGonigle re: Boating Tragedy by Tofino.

CARRIED.

3. ADOPTION OF MINUTES

No. R.155/15

(a) Moved: Councillor McGonigle
Seconded: Councillor Day
that the minutes of the Regular Meeting of Council held on September 15th, 2015 be adopted.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. DELEGATIONS AND REPRESENTATIONS

(a) Mayor Forrest presented Steven Hurcombe, Vancouver Island Regional Library with a Community Award of Merit for Use of Wood for the Library Facility from the Canadian Wood Council.

Kristen Rumohr, Librarian, at the Cowichan Lake branch distributed information on the "Build It" summer reading club for 2015 and some statistics on the facility use:

- 3300 visitors per month versus 2900 in 2013;
- 13 programmes offered versus 5 in 2013;
- 156 kids participated in the summer reading club versus 62 in 2013; and
- 45 children participation in a newly implemented "stuffy" sleepover.

Mayor Forrest expressed his view that the new facility has added more value to the community than the previous vacant lot. Councillor McGonigle stated that this is the

2nd award that the Town has received from the Canadian Wood Council with the newly renovated arena previously receiving this prestigious award.

6. CORRESPONDENCE

- (a) The correspondence item received from Ambulance Paramedics of British Columbia regarding the downloading of ambulance services was treated as information.

No. R.156/15
Letter of Support

Moved: Councillor Day
Seconded: Councillor McGonigle
that Council send a letter of support to the City of Duncan on its application to Heritage Canada 150 Fund to commission a new totem pole to commemorate Canada's 150th anniversary.

CARRIED.

7. REPORTS

No. R.157/15
Finance and Administration

Moved: Councillor McGonigle
Seconded: Councillor Austin
that the minutes of the Finance and Administration Committee meeting held on October 13th, 2015 be approved with the following recommendations:
1—Municipal Hall Project
that Council approve the award of the contract to Levelton Consultants in the amount of \$21,800 plus applicable taxes for review of tender documents and the contractor selection process for the Lake Cowichan Municipal Hall Project;

2—Food Bank – Lease of 49 South Shore Road (Mildred Child Annex Building)

that the Lake Cowichan Food Bank be given a four month extension of the lease of 49 South Shore Road (Mildred Child Annex Building), with the term to expire February 28th, 2016;

3—Tender Award

that the two tenders submitted by Opus DaytonKnight for the 2015 CCTV inspection and smoke testing programme and the 2015 sewer rehabilitation programme be approved for an expenditure of up to \$130,000, plus the applicable GST, with the programme details to be determined by staff;

4—Little League Baseball Field

that Council approve Island Irrigation and Landscaping to supply and install dugouts at the Little League Baseball Field at a cost not to exceed \$17,843.60 plus applicable GST; and

5—Fire Department – 2016 Budget

that the Lake Cowichan Fire Department 2016 budget be approved for the revised amount of \$679,800 for submission to the Cowichan Valley Regional District.

CARRIED.

No. R.158/15
Public Works and
Environmental Services

Moved: Councillor Austin
Seconded: Councillor Day
that the minutes of the Public Works and Environmental Services Committee meeting held on October 6th, 2015 be approved with the following recommendations:
1—License Agreement
that Council approve the renewal of the license agreement with TimberWest Forest Company for a further three year term for the operation of the waterline and pumping station on North Shore Road; and

2—Sewer Treatment Plant Upgrade – Change Order

that required change order changes that are within the contractual price for the Sewer Treatment Plant Upgrade contract be dealt with by staff with later communication to Council; and

that required change order changes that are outside the scope of the contractual price for the Sewer Treatment Plant upgrade contract be forwarded to Council for approval.

CARRIED.

No. R.159/15
Parks, Recreation and Culture

Moved: Councillor Vomacka
Seconded: Councillor Day
that the minutes of the Parks, Recreation and Culture Committee meeting held on October 6th, 2015 be approved as presented.

CARRIED.

No. R.160/15
Economic and Sustainable
Development

Moved: Councillor Day
Seconded: Councillor McGonigle
that the minutes of the Economic and Sustainable Development Committee meeting held on October 20th, 2015 be approved as amended.

CARRIED.

Cowichan Lake Recreation

The minutes of the Cowichan Lake Recreation Commission meeting held on Thursday, September 17th, 2015 were treated as information.

Vancouver Island Regional
Library

No Report.

Next meeting of the Library Board will be held on Saturday, November 21st, 2015.

Ohtaki Twinning Committee

No Report.

Advisory Planning Commission

Councillor McGonigle advised that the Advisory Planning Commission will be holding its next meeting on Thursday, October 29th, 2015.

Community Forest Co-
operative

Councillor McGonigle advised that the Forest Co-op would be holding its annual general meeting on Thursday, October 29th, 2015.

Councillor McGonigle advised that the Forest Co-op has received a two year extension on its current license.

No. R.161/15
Lake Cowichan Fire
Department – Incident Report

(b)

Moved: Councillor Day
Seconded: Councillor Vomacka
that the Fire Department Monthly Incident Report for August, 2015 and payment in the amount of \$11,461.51 be approved.

CARRIED.

Cowichan Valley Regional
District Board

Councillor Day read out the Chair's report of the recent Regional District meeting that was held.

He also reported on his attendance at the Environment Commission meeting.

Councillor Austin requested clarification on the proposed bylaws and the alternate approval process pertaining to these.

Councillor Day read out the press release dealing with Bylaw 3930 dealing with the Watershed Management Services which has been postponed.

Social Planning Cowichan

Councillor Austin reported on the Social Planning Cowichan Committee meeting she recently attended.

Community Safety Advisory

Councillor Austin reported on her attendance at the recent Community Safety Advisory meeting.

Physical Literacy

Councillor Austin reported on her attendance at a recent physical literacy meeting that was held on Friday, October 23rd, 2015.

8. BYLAWS

None.

9. NEW BUSINESS

- (a) Councillor McGonigle spoke on the recent whale watching boat tragedy in Tofino and extended his condolences to those families that have lost loved ones. He explained his thanks to the responders that included the Ahousaht First Nation, Tofino emergency response personnel and the Canadian Coast Guard.

Council directed that a card acknowledging this tragedy be directed to the District of Tofino.

10. MAYOR'S REPORT

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

- Vancouver Island Regional Library being honored with the Community Award of Merit by the Canadian Wood Council for the library's use of BC wood in its construction of the new facility;
- Terry Fox run being a great success for volunteers, organizers and participants;
- The Kaatza Museum's recognition of its history and volunteers which included Don Gordon, Bill Gibson and Al Lundgren the recent success of the Ladies Hospital Auxiliary event that raised over \$6,500 for the maternity ward at the Cowichan District Hospital;
- Boat lock gates to be fully raised and the weir operations being shut down during the wet season;
- Reduction in refuse since the introduction of the organic collection with statistics provided with comparisons from 2014; and
- Totem pole raising to be held on November 14th, 2015 at 10:00 a.m.

11. NOTICES OF MOTION

None.

12. IN CAMERA

None.

13. ADJOURNMENT

No. R.162/15
Adjournment

Moved: Councillor Austin
Seconded: Councillor Vomacka
that we adjourn (7:09 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2015.

Mayor



Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697 f: 250.758.2482
e: info@virl.bc.ca w: www.virl.bc.ca

November 4, 2015

Original sent via email

RECEIVED NOV 12 2015

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

Dear Mayor Forrest,

Re: Appointment to the 2016 Vancouver Island Regional Library Board

As the new year approaches, it is time to consider your representation on the Board of Trustees of Vancouver Island Regional Library – the fifth largest library system in British Columbia serving more than 410,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. Vancouver Island Regional Library enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

As per the *British Columbia Library Act*, "each municipality and/or regional district that is party to the regional library district must, by resolution, appoint a representative and an alternate representative each December at the first meeting of the municipal council or regional district board. A member of the library board holds office for a term of one year: January 1 - December 31, or for the remainder of the year for which the appointment is made. A member is eligible for reappointment, but no member may serve for more than eight consecutive years. Reappointment of sitting members is encouraged in the interest of continuity..."

Provincial legislation requires certified resolutions be submitted to Vancouver Island Regional Library by December 15, 2015. VIRL Board of Trustees also requires its members to complete a Statement of Financial Disclosure on an annual basis (a copy of the form on file with your municipality/district is acceptable). Thus, please find enclosed both a 2016 appointment form and statement of financial disclosure form for your appointed Board member and Alternate member.

Please complete the enclosed forms and return with a copy of the certified resolution by December 15, 2015 to the attention of Mariah Patterson, Executive Assistant, by mail, email: mpatterson@virl.bc.ca or fax: 250.758.2482.

If you require additional information, please contact Ms. Patterson by phone: 250-729-2310 or email. Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

Rosemary Bonanno, BA MLS
Executive Director

Cc: Joseph Fernandez, CAO, Town of Lake Cowichan

Encs.

Strong Libraries □ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Taisis Tofino Ucluelet Union Bay Woss

TOWN OF LAKE COWICHAN

Minutes of Finance & Administration Committee held on
Tuesday, November 10th, 2015



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

ABSENT: Mayor Ross Forrest
(prior notice)

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: 6

1. CALL TO ORDER

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

2. AGENDA

No. FA.052/15

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

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) The Chief Administrative Officer reported that the Chamber of Commerce would be meeting with staff after November 17th, 2015 to discuss the renewal of the lease which will be brought forward to Council for its review.

(ii) The Superintendent, Public Works and Engineering Services reported that the contractor has gone ahead with the removal of the dugouts at the Little League Ball Field and has poured the concrete for the retaining wall to ensure the shoring up and reinforcement of the embankment adjacent to South Shore Road.

4. DELEGATIONS AND REPRESENTATIONS

James van Hemert made a presentation on the "Age Friendly Plan for Town of Lake Cowichan" and reviewed the Action Plan.

The action plan was organized into eight areas with priorities identified as follows:

- Outdoor spaces and buildings;
- Social participation and recreation;
- Mobility;
- Housing;
- Respect and civic participation;
- Employment and volunteer opportunities;
- Communication and information;
- Community support; and
- Health services.

The presentation also included a listing of goals and targets.

The Chair afforded an opportunity for Committee members to direct comments and questions to Mr. van Hemert.

The Committee members felt that creating a sub-committee of the Advisory

Planning Commission to carry on the study completed on the age friendly action plan would be beneficial.

Councillor McGonigle shared his view that the matter of paramedicine be investigated and that the primary health care include 1 or 2 of the positions within its integrated health configuration.

5. CORRESPONDENCE

- (a) The correspondence received from Municipal Insurance Association regarding the 2016 annual assessments was treated as information.

6. REPORTS

- (a) The financial report for the period ending October 31st, 2015 was treated as information.

The Committee was advised that for insurance and risk management purposes it would be prudent to budget for an appraisal of all Town assets in 2016 as that last appraisal was conducted in 2004.

The Committee was also advised that to date the operations of Lakeview Park Campground and the Education Centre reflect a surplus and that at year-end it may be better than budgeted projections.

No. FA.053/15
Insurance Services

- (e) Moved: Councillor Day
Seconded: Councillor Vomacka
that the Committee recommend that the Town continue with the current insurance provider – Aon Reed Stenhouse for the November 1st, 2015 to November 1st, 2016 term at a cost of \$29,119.

CARRIED.

- (b) The Building Inspector's Service Report for October, 2015 was treated as information.

No. FA.054/15
Secondary Access to
9 King George Street
N. via Wellington
Road

- (c) Moved: Councillor Austin
Seconded: Councillor Vomacka
that the Committee recommend approval of the installation of a secondary asphalt access to 9 King George Street N. from Wellington Road E. at no cost to the homeowner.

CARRIED.

No. FA.055/15
Contract for
Architectural
Services for Town
Hall

- (d) Moved: Councillor Day
Seconded: Councillor Austin
that the Committee recommend award of the contract for architectural services for the Town Hall to CEI Architecture for an amount not to exceed 216,500 plus GST.

CARRIED.

7. NEW BUSINESS

No. FA.056/15
Local Government
Leadership Academy
Forum

- (a) Moved: Councillor Austin
Seconded: Councillor Day
that the Committee recommend that approval be given to members of Council to attend the Local Government Leadership Academy forum to be held February 3rd to 5th, 2016 in Richmond, BC.

CARRIED.

- (b) The notice of application for a short term water use approval submitted by Catalyst Paper Corporation was treated as information.

The Superintendent, Public Works and Engineering Services advised the Committee that the Town has submitted its concerns with respect to the application.

No. FA.057/15
Fees and Charges for
Services Bylaw

- (c) Moved: Councillor Austin
(i) Seconded: Councillor Vomacka
that the revised fees and charges for services bylaw be referred to Council for its consideration.

CARRIED.

No. FA.058/15
Waste Regulation
and Rates Bylaw

- (ii) Moved: Councillor Day
Seconded: Councillor Vomacka
that the revised waste regulation and rates bylaw be referred to Council for its consideration.

CARRIED.

No. FA.059/15
Water Regulation
and Rates Bylaw

- (iii) Moved: Councillor Austin
Seconded: Councillor Day
that the revised water regulation and rates bylaw be referred to Council for its consideration.

CARRIED.

No. FA.060/15
Sewer Regulation
and Rates Bylaw

- (iv) Moved: Councillor Day
Seconded: Councillor Vomacka
that the revised sewer regulation and rates bylaw be referred to Council for its consideration.

CARRIED.

- (d) An invitation has been received from the Chamber of Commerce for Council's participation in the Santa Claus parade to be held on Sunday, November 29th, 2015 for 5:00 p.m.

Staff was directed to respond to the Chamber that Council members will be participating in the parade.

The Superintendent, Public Works and Engineering Services reported that the Christmas lights were being installed this week.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

The Committee was advised that BC Hydro was doing work at the substation and would be turning off the power on November 28th, 2015 from 11:00 p.m. to 7:00 a.m.

Councillor Day reported that 1st and 2nd reading for Laketown Ranch zoning would be dealt with on Thursday, November 12th, 2015 with only the electoral areas participating in the vote.

Councillor Austin asked if the Town had input on this and Councillor Day responded that a letter of support on the application has been provided by Council.

The raising of the totem pole at the Ts'uubaa-asatx square is scheduled for November 14th, 2015.

Councillor Vomacka spoke on the Remembrance Day ceremony that will be held on Wednesday, November 11th, 2015 at the cenotaph.

The Committee members were reminded of the public meeting to be held on Monday, November 30th, 2015 starting at 7:00 p.m.

10. MEDIA/PUBLIC QUESTION PERIOD

12. ADJOURNMENT

No. FA.061/15
Adjournment

Moved: Councillor Austin
Seconded: Councillor Vomacka
that we adjourn (6:53 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, November 3rd, 2015



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

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

1. CALL TO ORDER

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

2. AGENDA

No. PW.0031/15

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

New Business

- LGLA Registration Form; and
- Mayor Forrest- Absence Request;

be approved.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

- (a) The Chief Administrative Officer advised the Committee members that each community has adopted its own way of dealing with glass and yard clippings. Currently, glass or yard waste is not included in our disposal program.

Councillor McGonigle asked if these pickups could possibly be done by Public Works. He also discussed if there was a possibility of encouraging MMBC to include glass in its programme.

Mayor Forrest asked if a local pick up service would be feasible since only a few residents would use the service when that service is available to users at no cost at Meade Creek.

- (b) The Committee members discussed the matter of the redesign and utilization of the welcome sign at the Wye Entrance.

The Chief Administrative Officer advised the Committee that the Advisory Planning Commission was moving forward with conceptual design drawings that would be available for Council's consideration.

- (c) No report was available for the Bike BC Grant Programme which has been referred to the Town Planner.

(d) Ongoing Items Still Being Addressed:

(i) Wayfinding Strategy Project:

The Committee was advised that the focus now was on the entrance signs.

4. DELEGATIONS

- (a) Resident Joseph Pearson, 9 King George St, made a presentation to members of Council on having a second driveway entrance re-installed off Wellington Avenue and would like council to reconsider its decision not to provide that access to the garage.

No. PW.0032/15

Moved: Councillor McGonigle
Second: Councillor Vomacka
that this matter be referred to the next Finance and Administration meeting.

CARRIED.

- (b) Craig Sutherland of Kerr Wood Leidal Associates Ltd, reviewed the study that was done with recommendations for upgrades to the high priority areas of the Town.

5. CORRESPONDENCE

None.

6. REPORTS

- (a) The Superintendent, Public Works and Engineering Services spoke on the Sewer Treatment Plant Upgrades which he said was being completed on time and under budget with the final update to be available soon.

7. NEW BUSINESS

- (a) Information was provided on Cowichan Flood Management Service Establishment bylaw which included a board report and the listing of the participating areas.

- (b) The Superintendent, Public Works and Engineering Services updated the committee on the progress of the engineering study on sidewalks. He reported that the study had been done and was under review in draft form.

- (c) Councillor McGonigle informed the committee of the LGLA conference coming up February 3-5, 2016. The matter was referred to the next Finance and Administrative meeting.

No. PW.0033/15

- (d) Moved: Councillor McGonigle
Second: Councillor Vomacka
that Mayor Forrest's request for time off from the meeting for next Tuesday, November 10, 2015, be approved.

CARRIED.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

None.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. PW.0034/15
Adjournment

Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that this meeting adjourn. (6:10 p.m.)

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2015.

Chair

TOWN OF LAKE COWICHAN

Minutes of Parks, Recreation and Culture Committee held on
Tuesday, November 3rd, 2015



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

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

1. CALL TO ORDER

The Chair called the meeting to order at 6:17 p.m.

2. AGENDA

No. PR.022/15

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

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

- (a) **Future of the Kasapi Building:** The building needs a full risk assessment. Councillor McGonigle suggested that a tour of the building occur before any decisions be made.
- (b) **Trans Canada Trail Partners for 2017:** Mayor updated that plans were underway for the project.
- (c) **Ongoing Items:**
- (i) **Riverfront Parkway and Trail Connections:**
- Telus
 - First Nations
 - North Shore Road

The Chief Administrative Officer informed the Committee of the potential support for the project.

4. DELEGATIONS

None.

Councillor Day raised the matter of the information from the Trans Canada Trail on the partners in art programme for 2017 and requested that the information be forwarded to the Kaatza Art Group for its information.

The Superintendent, Public Works and Engineering Services advised that the Trans Canada Trail kiosk signs needed to be upgraded.

5. CORRESPONDENCE

None.

6. REPORTS

- (a) Tanya Kaul, who appeared on behalf of Linda Blatchford of the Cowichan Lake Recreation Commission, spoke on the reports for recreation use provided to the Committee.

7. NEW BUSINESS

- (a) **Arts and Culture Initiatives Service Establishment:** Information, which included a Staff Report on Bylaw No. 3931, a backgrounder report, and a listing of participating Areas, was provided to the Committee.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

None.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. PR.023/15
Adjournment

Moved: Councillor Austin
Seconded: Councillor Day
that we adjourn (6:59 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, November 17th, 2015



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

REGRETS: Councillor Tim McGonigle

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

OTHER: 2

1. CALL TO ORDER

The Chair called the meeting to order at 5:04 p.m.

2. AGENDA

No. SPD.020/15 D

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

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) The Committee reviewed the first three headings of the article "13 Ways to Kill Your Community" that was previously provided at the October 20th, 2015 meeting.

(b) Ongoing Items Still Being Addressed:

(i) **Report from Realtors on Property Sales:** The Committee discussed the feasibility of getting buyer statistic reports from the local realtors for property sales.

Mayor Forrest shared the offer by the local notary public to distribute a letter of welcome to new home purchasers. He felt that this would be a great opportunity for Town to invite input from new residents.

(ii) **Affordable Housing:** No report.

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. REPORTS

None.

7. NEW BUSINESS

(a) The Committee reviewed the information provided on regional water management and the Chair referred Committee members to the Regional District's website under its agenda for February 25th, 2015, Item R5.

(b) The Chair advised the Committee that Lake Town Ranch rezoning application has been

given first and second readings by the Regional District Board which will now result in the public hearing stage next. He indicated that December 7th, 2015 was scheduled for that hearing with a time still to be determined.

(c) The Chair requested consideration be given to making application under the Economic Development Readiness grant from Island Coastal Economic Trust (ICET) through a partnership with Areas "F" and "I" for a regional economic plan.

(d) The Federation of Canadian Municipalities "Strengthening Canada's Hometowns – A Roadmap for Strong Cities and Communities" was treated as information.

The Superintendent, Public Works and Engineering Services presented the Committee with the new layout and design for street name signage which will be placed at intersections along the mainstreet of Lake Cowichan.

(e) The Committee discussed the upcoming November 30th, 2015 public meeting and the format that will be used.

Mayor Forrest suggested holding the spring meeting at the Town Square location.

No. SPD.021/15
Leave of Absence

(f) Moved: Councillor Vomacka
Seconded: Councillor Austin
that a leave of absence for Councillor McGonigle from the Economic and Sustainable Development Committee to be held this day be approved.

CARRIED.

(g) The Mayor reported on the recent discussions with the architects on the municipal hall upgrades and specifically the ceiling of the main entrance and council chambers using wood rather than drywall or stucco which would be in keeping with the Town's policy of "Wood First" be considered. He detailed the project and additional requirement of \$40,000 which may be offset with wood donations.

No. SPD.022/15
Council Chamber
Renovation

Moved: Mayor Forrest
Seconded: Councillor Austin
that the Committee recommend that the Town of Lake Cowichan under its Wood First Policy utilize wood material in the ceiling construction of the ceiling of its council chamber and the lobby in the municipal hall upgrades.

CARRIED.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. SPD.023/15
Adjournment

Moved: Councillor Austin
Seconded: Councillor Vomacka
that the meeting adjourn (6:02 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2015.

Chair

Minutes of the Cowichan Lake Recreation Commission Meeting held on Thursday, October 29, 2015 in the Cowichan Lake Sports Arena Meeting Room, 311 South Shore, Lake Cowichan BC at 7:01 PM.

PRESENT: Chairperson D. Darling
Mayor R. Forrest
Director I. Morrison
Acting Director J. Tatham
B. Peters
R. Wise

ALSO PRESENT: L. Blatchford, Manager, Cowichan Lake Recreation
R. Frost, West Cowichan Facilities Coordinator
B. Coleman, Acting Manager, Facilities and Transit
R. Piechnik, Recording Secretary

ABSENT: E. Fearon
L. Johnson
J. Rowley
Director K. Kuhn

APPROVAL OF AGENDA

It was moved and seconded that the Agenda be approved as amended with the addition of NB 1: Complaint.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Cowichan Lake Recreation Commission meeting of September 17, 2015

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

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES

BA1 Lake Days Dance Options

Report to be tabled to a later meeting.

BA2 Letters Patent Re: Electoral Area Involvement in Ball Fields

ACTION: Staff to note that if there are any initiatives around communicating to the public re: program needs, that we include exploring sub-regional outdoor recreation opportunities. (i.e.) fitness equipment, circuit, walking track, etc.

BA3 Johan Maas Model Boat & Car Collection

It was moved and seconded to proceed with building display cases as staff time and resources allow and to display a part of the Johan Maas Model Boat & Car collection until such time as the Commission may decide to display something else.

MOTION CARRIED

BA4 Sustainability Plan/Asset Management Plan

Tabled to the November meeting.

REPORTS

R1 West Cowichan Facility Coordinator's Verbal Report Re: Boiler and Truck

Truck will be arriving by the end of the year. Cost is under budget; Boiler will be installed by the end of November. The engineer is not charging the installation fee. A yearly maintenance service will be arranged with the installers.

R2 Report, Manager Cowichan Lake Recreation Re: PepsiCo Contract - L. Blatchford

It was moved and seconded that it be recommended to the Board that the CVRD enter into a three (3) year agreement with the Pepsico Beverages Canada for the provision of beverages for Cowichan Lake Recreation, and further that the Chair and Corporate Secretary be authorized to sign the agreement.

MOTION CARRIED

R3 Manager, Cowichan Lake Recreation Verbal Report Re: November Commission Meeting Date; Budget Review Preferences; Bowling Alley Coordinator Position; Trophy Case; Curling Membership Numbers; BC Hockey Bid

November Commission meeting date is November 19, 2015 at 7:00 pm; One meeting for budget reviews; Bowling Alley Coordinator position has been posted; curling memberships total 61 this season, numbers trending upward; BC Hockey Bid has been submitted, awaiting results.

ACTION: Staff will speak with LCMHA and the CLDSC about filling the bottom shelves of the trophy cases in the warm room.

ACTION: Staff will develop a plan for display case policies.

ACTION: Staff will contact the Museum Curator about filling and maintaining the display case from a recreational history standpoint ("recreation notables") on the south wall of the arena.

R4 Directors Morrison & Kuhn Verbal Report Re: CVRD Board Update

The budgets are available to see on the website; Board Chair election will be held at the December 9, 2015 meeting; Announcement of the new Strategic Planning and Communications Manager, Cynthia Lockery will start January 4, 2016; AAP (Alternative Approval Process) Meeting set for Wednesday, November 4, 2015 at 7:00 pm in the Multipurpose Room, CLSA; Board approved Sunfest Bylaw to proceed 15 - 18 days per year, a public hearing, and then two more subsequent readings before the bylaw can be approved; New Manager for Island Savings Centre is Terri Askham, will start December 1, 2015.

R5 Mayor Forrest, Verbal Report Re: Town of Lake Cowichan Update

Island Irrigation has removed the dugouts at Centennial Ball Field and will be putting new dugouts in, cost approximately \$17,000.00; traditional Totem Pole raising ceremony at the Town Square will be held on November 14, 2015 at 10:00 am with a celebration luncheon to follow at Centennial Hall;

NEW BUSINESS

NB 1 Complaint - Mayor Forrest

Discussion on accessibility to stands for mobility challenged spectators when upper floor has been closed to the public due to revenue generating rentals.

ACTION: Staff encouraged to rent space for private rentals upstairs as much possible and to have signage made for people with mobility challenges re contacting staff at 250.715.8977 for assistance.

ADJOURNMENT The meeting adjourned at 8:27 pm.

Chair

Recording Secretary

Dated: _____



Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

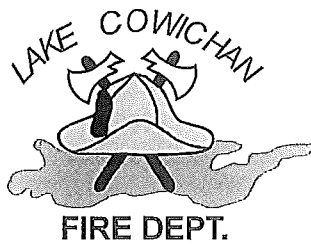
(250)749-3522

September 2015 Monthly Incident Report

1 Business Meeting / Practice
3 Practices
1 Truck Clean
1 MVA
1 Fire Prevention Meeting
1 Zone 1 Training
1 Report of Smoke in Building
1 Hydro Pole on Fire
2 Burning Complaint
2 Interview Sessions
1 Alarms Activated
2 Medical Assist
1 Lift Assist
2 Unknown Fires
3 Officer's Monthly Duty Sheets
6 NFPA Tests
1 Sec/Treasurer Monthly Stipend

Total Call Outs & Practices

\$6616.19



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

Fire Stats September 2015

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Men</u>	<u>Hrs</u>	<u>Cost</u>
09/01	6:00 PM	Cowichan Bay F.D.	Fire Prevention Meeting	1	3	\$57.84
09/01	6:30 PM	Fire Hall	Interviews	3	2	\$115.68
09/01	9:45 PM	Stood Down	Medical Aid	8	1	\$150.40
09/03	3:16 PM	83 Cowichan Lake Rd	Medical Aid	8	1	\$129.49
09/04	9:07 AM	7854 Wentworth Rd	Hydro Pole on Fire	6	1	\$110.21
09/05	3:45 PM	346 South Shore Rd	Burning Complaint	2	1	\$37.60
09/06	12:40 PM	61 King George St	Lift Assist	10	1	\$184.74
09/08	7:00 PM	Fire Hall	Business Meeting	19	2	\$713.44
09/09	5:03 PM	Saywell Park Parking Lot	Alarms Activated	15	1	\$260.61
09/11	7:00 AM	Campbell River F.D	Zone 1 Training	1	6	\$115.68
09/11	8:10 PM	8056 Greendale Rd	Burning Complaint	22	1	\$351.16
09/14	7:00 PM	Fire Hall	Practice	24	2	\$781.36
09/16	10:10 AM	Fields Dept Store	Smoke in Building	10	1	\$188.29
09/16	7:00 PM	Fire Hall	Interviews	3	1	\$57.84
09/17	6:00 PM	Fire Hall	Truck Clean	13	2	\$364.88
09/20	4:59 PM	South Shore Rd/Beaver Lake	MVA	17	1	\$316.53
09/21	7:00 PM	Fire Hall	Practice	22	2	\$706.74
09/26	8:51 PM	116 Eldred Rd	Unknown Fire	14	1	\$224.26
09/27	9:25 PM	8875 Youbou Rd	Unknown Fire	20	1	\$352.20
09/28	7:00 PM	Fire Hall	Practice	25	2	\$816.66

		NFPA Tests	2	6	\$218.50
		Officer/Duty Sheets	5	9	\$212.08
		Sec/Treasurer Stipend			\$150.00
		Total			\$6616.19

Joseph Fernandez

From: Nagi Rizk
Sent: November 19, 2015 1:18 PM
To: Joseph Fernandez
Subject: FW: CCTV Tenders
Attachments: 20151118_L-Rizk Tender Recommendation.pdf

Hi Joe,

Please accept my recommendation to award the 2015 Sewer CCTV and Smoke Testing Program to 1051732 BC Ltd. (formally Coast Hydrovac Inc.) for the amount of \$65,291.22 plus taxes as per the attached consultant's summary of received tenders and recommendation.

The estimated budget for this portion of the work was \$143,000 taxes excluded.

Regards,

Nagi

CAO Recommends:

Acceptance of lowest tender on project from 1051732 BC Ltd.



Joseph Fernandez, CAO



Opus DaytonKnight
Consultants Ltd
North Vancouver Office
210-889 Harbourside Drive
North Vancouver BC V7P 3S1
Canada

t: +1 604 990 4800
f: +1 604 990 4805
w: www.opusdaytonknight.com

VIA EMAIL & MAIL

November 18, 2015

Mr. Nagi Rizk
Superintendent, Public Works & Engineering Services
Town of Lake Cowichan
39 South Shore Road, P.O. Box 860
Lake Cowichan, B.C. V0R 2G0

D-28516.01

Dear Mr. Rizk

2015 Sewer CCTV and Smoke Testing Program - Tender Recommendation

Three tenders were received by the closing time of 2:00 pm on November 13th, 2015. We have reviewed the three tenders that were received by Opus DaytonKnight Consultants Ltd. on November 17th, 2013, from the Town. The three tenders (excluding GST) are summarized in the table below.

	Tenderer	Total Price
1	1051732 BC Ltd. (formally Coast Hydrovac Inc.)	\$65,291.12
2	ABC Pipe Cleaning Services Ltd.	\$79,464.90*
3	Stone Pacific Contracting Ltd.	\$155,917.42

* corrected for arithmetic

We have checked the prices and the arithmetic is correct, with the exception of ABC Pipe Cleaning Services Ltd. (the corrected tender price is shown above). ABC Pipe Cleaning Services Ltd. and Stone Pacific Contracting Ltd. are complete with Bid Bonds and Surety's Consent. Coast Pipeline Inc. submitted a Cheque in the amount of \$7,000 in lieu of a bid bond. They intend on providing a certified cheque in the amount of 50% of the project value in lieu of bonding if they are awarded the contract.

Attached to this letter is a summary table of the three tenders and a tabulation of the schedule of quantities and prices from the three tenders.

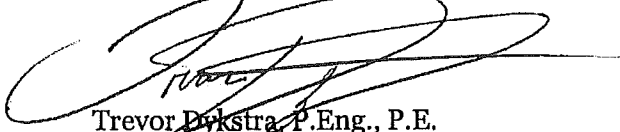
The tender submitted by 1051732 BC Ltd. (formally Coast Hydrovac) is 17% lower than that of the next lowest bidder. Opus DaytonKnight called 1051732 BC Ltd. on November 17th and received confirmation that their tender price included the price of flushing as required by Clause 1.6 of Section 33 01 30.1S of the Supplementary Specifications.

1051732 BC Ltd. is the lowest compliant tender with a tender bid of \$65,291.12. They have completed similar projects for the City of Burnaby, Campbell River, the City of Victoria and Creston. Their references said they were a capable and competent contractor.

We recommend the award of Contract No. D-28516.01 – 2015 Sewer CCTV Inspection and Smoke Testing Program to the lowest compliant tender, 1051732 BC Ltd. in the amount of \$65,291.12 (excluding GST), subject to selection of catchments to be competed and funding availability.

Yours truly,

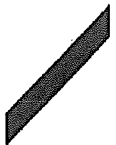
Opus DaytonKnight Consultants Ltd



Trevor Dykstra, P.Eng., P.E.
Project Manager

TD/lp

Encl. Table 1 - Tender Summary Comparison
Table 2 - Tender Tabulation



TOWN OF LAKE COWICHAN
 CONTRACT NO. D-28516.01
 2015 Sewer CCIV Inspection and Smoke Testing Program

TABLE 1 - TENDER SUMMARY COMPARISON
 Tenders opened: November 13, 2015

Tenderer:	51732-BC Ltd. (formally) Coast Hydrovac Inc.	ABC Pipe Cleaning Services Ltd.	Stone Pacific Contracting Ltd.
Tender Amount (excl. GST)	\$65,291.12	\$79,464.90	\$155,917.42
Addenda Acknowledged	Yes	Yes	Yes
Bid Bond or Certified Cheque	\$7,000 Cheque	Trisura Guarantee Insurance Company	The Sovereign General Insurance Company
Surety Consent	N/A (Certified cheque will be provided)	Trisura Guarantee Insurance Company	The Sovereign General Insurance Company
Form of Tender	Yes	Yes	Yes
Contractor Comparable Work Experience	City of Burnaby Campbell River City of Victoria Creston	City of Burnaby City of Surrey City of Port Coquitlam City of New Westminster	City of Nanaimo City of Powell River Town of Lake Cowichan
Sub Contractors:	N/A	N/A	Smoke Testing - Pipe Eye Video CCIV - Pipe Eye Video

**TOWN OF LAKE COWICHAN
CONTRACT NO. D-28516.01
2015 Sewer CCTV Inspection and Smoke Testing Program**

**TABLE 2 - TENDER TABULATION
Tenders opened: November 13, 2015**

ITEM NO.	MVC/D REF.	DESCRIPTION	UNIT	QTY.	1051732 BC Ltd. (formerly) Coast Hydrovac Inc.			ABC Pipe Cleaning Services Ltd.			Stone Pacific Contracting Ltd.		
					UNIT PRICE	AMOUNT		UNIT PRICE	AMOUNT		UNIT PRICE	AMOUNT	
SECTION A: CCTV AND SMOKE TESTING													
CATCHMENT A													
1.0 CCTV Inspection													
1.1	33 01 30.1 1.6.2	Sanitary 200 ø	Lin.M	3375	\$ 2.47	\$ 8,336.25		\$ 2.80	\$ 9,450.00		\$ 5.94	\$ 20,047.50	
2.0 Smoke Testing													
2.1	33 01 30.3 1.2	Sanitary 200 ø	Lin.M	3375	\$ 1.17	\$ 3,948.75		\$ 1.25	\$ 4,218.75		\$ 2.40	\$ 8,100.00	
SUB-TOTAL (Catchment A)						\$ 12,285.00			\$ 13,668.75			\$ 28,147.50	
CATCHMENT B (Optional)													
1.0 CCTV Inspection													
1.1	33 01 30.1 1.6.2	Sanitary 200 ø	Lin.M	2458	\$ 2.47	\$ 6,071.26		\$ 2.80	\$ 6,882.40		\$ 5.69	\$ 13,986.02	
2.0 Smoke Testing													
2.1	33 01 30.3 1.2	Sanitary 200 ø	Lin.M	2458	\$ 1.17	\$ 2,875.86		\$ 1.25	\$ 3,072.50		\$ 2.30	\$ 5,653.40	
SUB-TOTAL (Catchment B)						\$ 8,947.12			\$ 9,954.90			\$ 19,639.42	
CATCHMENT C (Optional)													
1.0 CCTV Inspection													
1.1	33 01 30.1	Sanitary 150 ø	Lin.M	259	\$ 2.47	\$ 639.73		\$ 2.80	\$ 725.20		\$ 5.69	\$ 1,473.71	
1.2	1.6.2	Sanitary 200 ø	Lin.M	1595	\$ 2.47	\$ 3,939.65		\$ 2.80	\$ 4,466.00		\$ 5.69	\$ 9,075.55	
1.3	1.6.2	Sanitary 250 ø	Lin.M	1194	\$ 2.47	\$ 2,949.18		\$ 2.80	\$ 3,343.20		\$ 5.69	\$ 6,793.86	
2.0 Smoke Testing													
2.1	33 01 30.3	Sanitary 150 ø	Lin.M	259	\$ 1.17	\$ 303.03		\$ 1.25	\$ 323.75		\$ 2.30	\$ 595.70	
2.2	1.2	Sanitary 200 ø	Lin.M	1595	\$ 1.17	\$ 1,866.15		\$ 1.25	\$ 1,993.75		\$ 2.30	\$ 3,668.50	
2.3	1.2	Sanitary 250 ø	Lin.M	1194	\$ 1.17	\$ 1,396.98		\$ 1.25	\$ 1,492.50		\$ 2.30	\$ 2,746.20	
SUB-TOTAL (Catchment C)						\$ 11,094.72			\$ 12,344.40			\$ 24,353.52	
CATCHMENT E, J (Optional)													
1.0 CCTV Inspection													
1.1	33 01 30.1 1.6.2	Sanitary 200 ø	Lin.M	4130	\$ 2.47	\$ 10,201.10		\$ 2.80	\$ 11,564.00		\$ 5.69	\$ 23,499.70	
2.0 Smoke Testing													
2.1	33 01 30.3 1.2	Sanitary 200 ø	Lin.M	4130	\$ 1.17	\$ 4,832.10		\$ 1.25	\$ 5,162.50		\$ 2.30	\$ 9,499.00	
SUB-TOTAL (Catchment E, J)						\$ 15,033.20			\$ 16,726.50			\$ 32,998.70	

**TOWN OF LAKE COWICHAN
CONTRACT NO. D-28516.01
2015 Sewer CCTV Inspection and Smoke Testing Program**

**TABLE 2 - TENDER TABULATION
Tenders opened: November 13, 2015**

ITEM NO.	MM/CD REF.	DESCRIPTION	UNIT	QTY.	1051732 BC Ltd. (formally) Coast Hydrovac Inc.		ABC Pipe Cleaning Services Ltd.		Stone Pacific Contracting Ltd.	
					UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
CATCHMENT D, E, G, H										
1.0 CCTV Inspection										
1.1	33 01 30.1 1.6.2	Sanitary 200 ø	Lin.M	3397	\$ 2.47	\$ 8,390.59	\$ 2.80	\$ 9,511.60	\$ 5.94	\$ 20,178.18
2.1	33 01 30.3 1.2	Sanitary 200 ø	Lin.M	3397	\$ 1.17	\$ 3,974.49	\$ 1.25	\$ 4,246.25	\$ 2.40	\$ 8,152.80
SUB-TOTAL (Catchment D, E, G, H)						\$ 12,365.08		\$ 13,757.85		\$ 28,330.98
SECTION B: CLEANING OF SEWERS										
1.1	33 01 30.2 1.5.4S	Root cutting	Hours	8	\$ 97.00	\$ 776.00	\$ 200.00	\$ 1,600.00	\$ 330.00	\$ 2,640.00
1.2	33 01 30.2 1.5.5 S	Grease cutting	Hours	8	\$ 97.00	\$ 776.00	\$ 200.00	\$ 1,600.00	\$ 330.00	\$ 2,640.00
1.3	33 01 30.2 1.5.6 S	Protruding pipe cutting	Each	8	\$ 97.00	\$ 776.00	\$ 500.00	\$ 4,000.00	\$ 810.00	\$ 6,480.00
1.4	33 01 30.2 1.5.7 S	Hard debris removal	Hours	8	\$ 97.00	\$ 776.00	\$ 200.00	\$ 1,600.00	\$ 330.00	\$ 2,640.00
1.5	33 01 30.2 1.5.8 S	Breakout-benching	Each	8	\$ 97.00	\$ 776.00	\$ 200.00	\$ 1,600.00	\$ 600.00	\$ 4,800.00
1.6	33 01 30.1 1.6.9 S	Additional setup time	Hours	8	\$ 97.00	\$ 776.00	\$ 200.00	\$ 1,600.00	\$ 120.00	\$ 960.00
SUB-TOTAL (SECTION B)						\$ 4,656.00		\$ 12,000.00		\$ 20,160.00

TOWN OF LAKE COWICHAN
CONTRACT NO. D-28516.01
2015 Sewer CCTV Inspection and Smoke Testing Program
TABLE 2 - TENDER TABULATION
Tenders opened: November 13, 2015

ITEM NO.	MMCD REF.	DESCRIPTION	UNIT	QTY.	1051732 BC Ltd. (formally) Coast Hydrovac Inc.			ABC Pipe Cleaning Services Ltd.			Stone Pacific Contracting Ltd.		
					UNIT PRICE	AMOUNT		UNIT PRICE	AMOUNT		UNIT PRICE	AMOUNT	
SECTION C-PROVISIONAL CCTV & SMOKE TESTING (Optional)													
1.1	33 01 30.1 1.6.2	CCTV - B19 to B21 (200 ø)	Lin.M	46	\$ 2.47	\$ 113.62	\$ 2.80	\$ 128.80	\$ 5.69	\$ 261.74			
1.2	33 01 30.3 1.2	Smoke testing - B19 to B21 (200 ø)	Lin.M	46	\$ 1.17	\$ 53.82	\$ 1.25	\$ 57.50	\$ 2.30	\$ 105.80			
1.3	33 01 30.1 1.6.2	CCTV - B5 to B24 (200 ø)	Lin.M	78	\$ 2.47	\$ 192.66	\$ 2.80	\$ 218.40	\$ 5.69	\$ 443.82			
1.4	33 01 30.3 1.2	Smoke testing - B5 to B24 (200 ø)	Lin.M	78	\$ 1.17	\$ 91.26	\$ 1.25	\$ 97.50	\$ 2.30	\$ 179.40			
1.5	33 01 30.1 1.6.2	CCTV - B24 to B25	Lin.M	63	\$ 2.47	\$ 155.61	\$ 2.80	\$ 176.40	\$ 7.99	\$ 503.37			
1.6	33 01 30.3 1.2	Smoke testing - B24 to B25 (200 ø)	Lin.M	63	\$ 1.17	\$ 73.71	\$ 1.25	\$ 78.75	\$ 2.30	\$ 144.90			
1.7	33 01 30.1 1.6.2	CCTV - B24 to B18 (200 ø)	Lin.M	63	\$ 2.47	\$ 155.61	\$ 2.80	\$ 176.40	\$ 7.99	\$ 503.37			
1.8	33 01 30.3 1.2	Smoke testing - B24 to B18 (200 ø)	Lin.M	63	\$ 1.17	\$ 73.71	\$ 1.25	\$ 78.75	\$ 2.30	\$ 144.90			
SUB-TOTAL (SECTION C)						\$ 910.00		\$ 1,012.50		\$ 2,287.30			

SUMMARY													
DESCRIPTION													
					1051732 BC Ltd. (formally) Coast Hydrovac Inc.			ABC Pipe Cleaning Services Ltd.			Stone Pacific Contracting Ltd.		
					UNIT PRICE	AMOUNT		UNIT PRICE	AMOUNT		UNIT PRICE	AMOUNT	
Section A - CCTV Inspection and Smoke Testing													
Catchment A						\$ 12,285.00		\$ 13,668.75		\$ 28,147.50			
Catchment B (optional)						\$ 8,947.12		\$ 9,954.90		\$ 19,699.42			
Catchment C (optional)						\$ 11,094.72		\$ 12,344.40		\$ 24,333.52			
Catchment E, J (optional)						\$ 15,035.20		\$ 16,726.50		\$ 32,998.70			
Catchment D, F, G, H						\$ 12,365.08		\$ 13,757.85		\$ 28,330.98			
Section B - Cleaning of Sewers													
Section C - Provisional CCTV & Smoke Testing (optional)						\$ 910.00		\$ 1,012.50		\$ 2,287.30			
SUB-TOTAL (Section A, B, & C)						\$ 65,291.12		\$ 79,464.90		\$ 155,917.42			
PLUS 5% GST						\$ 3,264.56		\$ 3,973.25		\$ 7,795.87			
TOTAL AMOUNT OF TENDER						\$ 68,555.68		\$ 83,438.15		\$ 163,713.29			

TOWN OF LAKE COWICHAN
Bylaw No. 960-2015

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. 960-2015".
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. The fees and charges contained in this bylaw shall become effective on passage of this bylaw.
7. That the fees and charges contained in Bylaw 939-2013 being the "Town of Lake Cowichan Fees and Charges for Services Bylaw" and all amendments are hereby repealed.

READ A FIRST TIME on the ___th day of November, 2015.

READ A SECOND TIME on the ___th day of November, 2015.

READ A THIRD TIME on the ___th day of November, 2015.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ___th day of December, 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 Fees and Charges for Services Bylaw No. "960-2015" as adopted on the ___th day of December, 2015.

Corporate Officer



TOWN OF LAKE COWICHAN

Schedule "A"

(attached to and forming part of Bylaw No. 960-2015)

Lakeview Park Campground:

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

• In-season site fee per night *	\$ 33.00
• Off-season site fee per night **	\$ 23.00
• Tenting site fee per night	\$ 20.00
• Serviced site fee - water and electrical services	\$ 8.00
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:

- One to four persons 19 years of age or older. Additional fees for adults apply as set above.
- A maximum of eight persons including children (18 years of age and younger).
- 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.

*** 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. 960-2015)

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	\$ 111.00	\$ 118.00
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 programmes.	\$ 179.00	\$ 190.00
Youth / School	3 meals and shared overnight accommodation, no bedding provided	\$ 73.00	\$ 78.00
Exclusive Day Use	per day, meals not included	\$ 675.00	\$ 1,425.00
Other Uses	Small meeting room	\$ 87.00	\$ 100.00
	Programming charges will be levied on a cost recovery basis	\$ 132.00	\$ 150.00



TOWN OF LAKE COWICHAN**Schedule "C"**

(attached to and forming part of Bylaw No. 960-2015)

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	20.00
	Official Community Plan Map	20.00
	Town Street Map	25.00
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	Confirmation	100.00
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
Digital Property Tax Information	Per request made	100.00
Replicate Town Document	To recreate an original document	10.00



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

(attached to and forming part of Bylaw No. 960-2015)

Sign Fees

Wayfinding sign (Directional)	Business / company sign plate - cost varies depending on location	Max \$100 / year
----------------------------------	--	------------------

Other Fees

Use of public facilities is as per written Town Policy, fees may apply. Please contact the Town office for more information.

Miscellaneous Development Fees

The following charges apply for all miscellaneous development applications:

Subdivision	Preliminary Subdivision – strata and fee simple lots (excludes parent lot if principal structures exist)	\$100.00 per lot
	Final Subdivision – strata and fee simple lots	250.00 per lot
Strata Conversion	Per unit	300.00



**TOWN OF LAKE COWICHAN
BYLAW 967-2015**

**A BYLAW TO AUTHORIZE AND REGULATE
THE COLLECTION OF WASTE**

WHEREAS under Section 8 of the *Community Charter*, the Council may by bylaw regulate, prohibit and impose requirements in relation to municipal services;

AND WHEREAS it is deemed advisable that the Town of Lake Cowichan shall establish and operate a system of collection for garbage, organic material, rubbish and other unwholesome and discarded material;

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 Waste Collection Regulations and Rates Bylaw No. "967-2015".

2. DEFINITIONS

In this bylaw, unless the context otherwise requires:

COMMERCIAL ENTERPRISE shall mean any business requiring a business licence to operate a business in the Town of Lake Cowichan;

CONSTRUCTION WASTE means

- (a) waste resulting from or produced by the alteration, renovation or construction of residential structures such as buildings, houses, sheds, garages, driveways, and other related improvements; and
- (b) includes any waste associated with the construction trades;

CORRUGATED CARDBOARD means any Kraft paper board product, consisting of rippled paper inserts and liners, that is free of contaminants such as blood, grease, oil, chemicals, food residue, and wax;

GARBAGE shall mean and include any and all rubbish and household waste and any items designated by the Town as acceptable for refuse collection but excludes construction waste, kitchen organics, prohibited waste, recyclable materials, and garden and yard waste;

HYDRAULIC BIN shall be a container designed to meet safety requirements, and to be handled by garbage trucks operating for the Town, and having a capacity of 3 cubic yards (2.3m³) and not weighing more than 225 kgs;

INSTITUTION shall only mean facilities owned and operated by the Vancouver Island Regional Library;

KITCHEN ORGANICS is kitchen waste that is compostable and includes food scraps, egg shells, fish, seafood, nuts, shells, bones, tea bags, coffee grounds, paper filters, dairy products, fruits, vegetables, breads, cereals, pasta, cakes, biscuits, paper towels, napkins, paper plates, paper cups, pizza boxes and other food soiled cardboard, gable top milk and wax coated ice cream containers, houseplants and for certainty excludes yard and garden waste and non-compostable bags;

OCCUPIER shall mean any person occupying any dwelling, habitation, place of residence, or trade premises within the Town, but shall not include any person who is merely a boarder, roomer, or lodger therein;



OWNER shall mean and include a person as defined in the **SCHEDULE — DEFINITIONS AND RULES OF INTERPRETATION** to the *Community Charter*;

PROHIBITED WASTE includes:

- (a) explosive material, radioactive substances, hazardous waste, petroleum products, and industrial chemical waste;
- (b) furniture, appliances, motor vehicle tires, motor vehicle bodies, and farm tools or equipment;
- (c) anything that is on fire or is smouldering;
- (d) dead animals, or parts thereof, including:
 - (i) road kill, wildlife, or pets; but
 - (ii) excludes what is considered food waste by the Town; and
- (e) any other matter that is so considered by the Town;

RECYCLABLE CORRUGATED CARDBOARD shall mean a container for goods which is composed of an inner fluting (wave-like) of material and one or two outer liners of material (liner board) which is not lined with contaminants such as oil, grease and food;

RECYCLABLES are materials accepted under a recycling program of the Cowichan Valley Regional District.

REGULATION GARBAGE RECEPTACLE shall mean a tote provided by the Town for the purpose of garbage storage and collection with a good fitting, water tight cover and a capacity of not more than eighty (80 litres or 34 kg), or one hundred twenty (120) litres, or two hundred and forty (240) litres, when full. A receptacle may be used with a plastic bag liner for removal. Plastic bags shall not be permitted for use as a normal garbage receptacle unless plastic bag is placed in an approved container marked with a tag;

REGULATION ORGANICS RECEPTACLE shall mean a tote provided by the Town for the purpose of organics storage and collection with a good fitting, water tight cover and a capacity of not more than eighty (80 litres or 34 kg), or one hundred twenty (120) litres, or two hundred and forty (240) litres, when full. A receptacle may be used with a compostable plastic bag liner for removal. Plastic bags shall not be permitted for use as a normal organics receptacle;

RESIDENTIAL DWELLING shall mean a single segregated self-contained residential dwelling used for, or intended for the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities including, but not limited to a townhouse, semi-detached, residential home, duplex or a cabin;

RESIDENTIAL PROPERTY means a property within the City limits that is used for residential purposes, and includes single-family homes, duplexes, townhouses, multi-family apartments, condominiums, and co-ops;

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

TAG shall mean a garbage tag obtainable at the Town of Lake Cowichan for use in connection with a regulation garbage receptacle;

TOWN means the Town of Lake Cowichan.



WASTE COLLECTOR shall mean the Town or person appointed from time to time by resolution of the Municipal Council to collect garbage and trade waste or kitchen organics within the Town of Lake Cowichan;

YARD AND GARDEN WASTE is organic materials, other than kitchen organics, including grass, lawn and hedge clippings, sod, earth, flowers, weeds, leaves, shrubs and branches.

3. GENERAL PROVISIONS

- 3.1 No person within the Town of Lake Cowichan shall dispose of garbage or waste except in accordance with the provisions of this bylaw.
- 3.2 No person shall place anything other than garbage into the garbage receptacle or kitchen organics into the kitchen organics receptacle.
- 3.3 Every occupier or owner of any dwelling, apartment house and trade premises within the Town shall ensure that regulation garbage receptacles are put out prior to pick-up times only on the days specified for pick up.
- 3.4 A residential dwelling within the Town limits will be issued one garbage receptacle and one kitchen organics receptacle.
- 3.5 Receptacles provided by the Town shall, at times, remain the property of the Town and may not removed from the premises. Where this should occur the new owner will be held responsible for the replacement costs.
- 3.6 Where the property owner requests a change in organics and garbage services applicable charges as determined in this bylaw or by council shall apply.

4. ACCESSIBILITY OF WASTE RECEPTACLE

- 4.1 **RESIDENTIAL:** all regulation garbage receptacles shall be accessible within 1 meter (3 feet) of the curb or curb line on a public road site on all designated collection days or edge of pavement. Such days shall be designated by the Town. No garbage will be removed from private property or driveways on private property. Every occupier or owner of a dwelling shall place all garbage and recyclable containers before 7:00 a.m. on the day designated by the Superintendent for collection.
- 4.2 **COMMERCIAL:** all garbage receptacles shall be accessible to the Waste Collector at a predetermined location, and sites and days will be approved by the Town. Every commercial enterprise shall place all garbage and recyclable containers before 7:00 a.m. on the day designated by the Superintendent for collection.

5. PROPER RECEPTACLE

- 5.1 Every occupier or owner of a dwelling, apartment house and trade premises shall use the correct receptacle for garbage or kitchen organics at all times.
- 5.2 Where garbage or kitchen organics is not contained within the receptacle or where the occupier or owner causes the garbage or kitchen organics to be strewn in or outside the dwelling, apartment house or trade premises the Superintendent may order the clean-up of the garbage. The costs of the clean-up will be assessed against the owner of the property responsible for the cause of the clean-up.



6. CONTAINER REQUIREMENTS

- 6.1 No liquids or free water shall be put or placed in or allowed to run or accumulate in any regulation garbage receptacle, and all such regulation garbage receptacles shall, at all times, be kept securely covered with a water-tight cover.
- 6.2 No person shall place any explosive substance in any regulation garbage receptacle.
- 6.3 All garbage shall be drained and dry before being deposited in a garbage receptacle.
- 6.4 No person shall place kitchen scraps into a kitchen organics receptacle unless the kitchen scraps are securely contained in a paper bag or a compostable bag.
- 6.5 No person shall place garbage or kitchen organics for pick-up in receptacles owned by others without that owner's permission.

7. PROHIBITED MATERIALS

- 7.1 No owner or occupier shall deposit for the collection by the Waste Collector of prohibited materials, yard and garden waste and glass or recyclable materials.

8. CONDITION OF RECEPTACLE

- 8.1 All regulation garbage receptacles shall at all times be kept in good and sanitary condition and shall be accessible for inspection at all reasonable times.

9. MANDATORY SERVICE

- 9.1 All premises within the Town must have all trade waste and house rubbish removed and disposed of by the Town of Lake Cowichan and shall comply with all regulations.
- 9.2 Notwithstanding section 9.1, commercial and institutional enterprises may opt out of municipal waste collection service by notifying the Town in writing of the effective date it has entered into a garbage collection and recycling contract with a bona fide garbage and recycling contractor.

10. INDEPENDENT SERVICE

- 10.1 In the case of building or premises being used as separate units, each must pay the independent garbage user fee of the Town, as prescribed in the schedule attached to this bylaw.
- 10.2 The property owner is responsible for the purchase of organics and waste totes for secondary suites, where required, and the property owner also responsible for the monthly waste collections fees in accordance with Schedule A.

11. CHARGES WHEN VACANT

- 11.1 All of the Town has a specified garbage district, therefore, the owners of premises, whether occupied or vacant, on which a premise exists, shall be responsible for the payment of all annual garbage user fees, whether the service is actually used or not.

12. COLLECTION OF FEES

- 12.1 All accounts will be billed annually in January for the period January 1st to December 31st and payable in advance. The due date is March 31st. 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* and shall be paid at the rates set forth for the respective year in Schedule "A" attached to this bylaw.



- 12.2 Invoicing for new customers will commence six (6) months after the Building Permit is issued. It is the responsibility of the customer to inform the Town if the premises are not occupied at the time.
- 12.3 Tags for use with additional regulation garbage receptacles may be bought at the Town office during regular business hours at the rate established in Schedule "A".

13. DISCOUNTS AND PENALTIES

- 13.1 All accounts shall be allowed a discount of 10 percent (10%) for prompt payment of the annual billing or portion thereof if paid on or before the last day of February.
- 13.2 The annual billing is due and payable on or before March 31st of the current year. If the account remains unpaid after July 2nd a 5 percent (5%) penalty will be applied to the outstanding balance. If the account remains unpaid after September 30th an additional 5 percent (5%) penalty will be applied to the outstanding balance.
- 13.3 Excess toter pickup billings will be due 30 days from the invoice date. If the account remains unpaid after 60 days from the billing date, monthly interest charges will be applied at 2% until the account is paid.
- 13.4 All outstanding balances as at December 31st will be transferred to taxes as arrears.

14. DUTIES OF WASTE COLLECTOR

- 14.1 It shall be the duty of the Waste Collector:
- a) To collect all garbage, trade waste, recycling and organics;
 - b) To report any infraction of this bylaw;
 - c) To answer all complaints courteously and promptly;
 - d) Not to trespass needlessly on private property, but to follow pedestrian walks and not cross from one property to another;
 - e) To have all garbage collection equipment accessible to the Public Health Inspector at all times; and
 - f) To maintain a list of users who fail to meet the requirements set forth in this bylaw.

15. COLLECTION OF GARBAGE FROM RESIDENTIAL DWELLINGS

- 15.1 Garbage shall be collected and carried away by the Waste Collector from all dwellings a minimum of once every second week in each year. (See Schedule "A" for multiplying factor relative to pick-up.) The schedule for the pick-up of garbage from dwellings each year shall be determined prior to December 31st of the current year.
- 15.2 Garbage shall be collected and carried away by the Waste Collector from all strata corporations weekly provided the strata corporation signs a waiver of liability in the form attached as Schedule "B" to this bylaw.

16. COLLECTON OF ORGANICS FROM RESIDENTIAL DWELLINGS

- 16.1 Organics, after implementation, shall be collected and carried away by the Waste Collector from all dwellings once every week.
- 16.2 The designated kitchen organics container, as specified by the Town, must be used. To prevent a pest problem and for odour control the lid must be tightly sealed.
- 16.3 If a liner is used in the organics container, the liner must be compostable.



17. COLLECTION FROM TRADE PREMISES

17.1 Garbage and Kitchen Organics shall be collected and carried away from trade premises, apartment houses and buildings in which more than two families dwell, at such periods as the Waste Collector may establish. (See Schedule "A" for multiplying factor relative to pick-ups).

18. REGULATION RECEPTACLE

18.1 For the purpose of this bylaw, a garbage or kitchen organics service shall consist of the removal of the contents of not more than one garbage receptacle for a residential or commercial can, of a size specified in the definition "Regulation Garbage Receptacle" or "Trade Waste".

18.2 Notwithstanding the foregoing, any residential or commercial user is entitled to extra pick-ups at the scheduled time of garbage pick-up if each additional regulation garbage receptacle is affixed with a prepaid tag.

19. CONTRAVENTION AND PENALTIES

19.1 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.

19.2 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.

19.3 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*.

20. REPEALED

20.1 That upon adoption of the bylaw, Bylaw No. 957-2014 being the "Town of Lake Cowichan Garbage Regulations and Rates Bylaw" and all amendments thereto are hereby repealed.

READ A FIRST TIME on the ___rd day of November, 2015.

READ A SECOND TIME on the ___rd day of November, 2015.

READ A THIRD TIME on the ___rd day of November, 2015.

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

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer

SCHEDULE "A"**ATTACHED TO AND FORMING PART OF BYLAW NO. 967-2015****WASTE COLLECTION RATES****WASTE COLLECTION RATES - 2016**

The rates reflected in this schedule are based on a flat rate billing system and include fees for garbage, organics and recycling.

The monthly minimum fee payable for the removal of waste shall be as follows:

- a) **Residential** - based on a maximum of one regulation size garbage can per bi-weekly pick-up and one regulation size organics pickup per week for each single family unit at:
 - i) \$14.35 per month for 80 litre tote
 - ii) \$21.50 per month for 120 litre tote
 - iii) \$43.05 per month for 240 litre tote (only applicable to multi-family residential)

- b) **Commercial** - offices, warehouses, small retail and wholesale outlets, industrial and other small commercial enterprises for each enterprise based on a maximum of one regulation size garbage and where applicable one regulation size organics can at:
 - i) \$14.35 per month for 80 litre tote with bi-weekly pickups
 - ii) \$5.10 per pickup for 80 litre tote
 - iii) \$7.70 per pickup fee for 120 litre tote
 - iv) \$15.30 per pickup for 240 litre tote
 - v) \$55.05 per hydraulic bin pickup

WASTE COLLECTION RATES - 2017

The rates reflected in this schedule are based on a flat rate billing system and include fees for garbage and recycling.

The monthly minimum fee payable for the removal of waste shall be as follows:

- a) **Residential** - based on a maximum of one regulation size garbage tote collected bi-weekly and one regulation size organics tote collected weekly for each single family unit at:
 - i) \$14.50 per month for 80 litre tote
 - ii) \$21.75 per month for 120 litre tote
 - iii) \$43.50 per month for 240 litre tote (only applicable to multi-family)

- b) **Commercial** - offices, warehouses, small retail and wholesale outlets, industrial and other small commercial enterprises for each enterprise based on a maximum of one regulation size garbage and where applicable one regulation size organics can at:
 - i) \$14.50 per month for 80 litre tote with bi-weekly pickups
 - ii) \$5.20 per pickup for 80 litre tote
 - iii) \$7.78 per pickup fee for 120 litre tote
 - iv) \$15.45 per pickup for 240 litre tote
 - v) \$55.60 per hydraulic bin pickup



GENERAL FEES APPLICABLE

1. Container rental fee where applicable shall be levied as follows:

Toter	\$ 4.00 per month
Hydraulic bin	\$ 62.40 per month
2. Change of Receptacle Size \$ 30.00 per change
3. Lost, damaged or new receptacle Actual cost
4. Replacement Recycling Bags \$ 1.00 each, including applicable taxes
5. Replacement keys \$ 5.00 each, including applicable taxes
6. Extra Garbage Container Tag \$ 3.80 each, including applicable taxes

SCHEDULE "B"

ATTACHED TO AND FORMING PART OF BYLAW NO. 967-2015

INDEMNIFYING RELEASE

In consideration of the restricted access available to larger vehicles and in relation to the collection of garbage in or about

Lake Cowichan, B.C.

I/We,

agree to save harmless and keep indemnified any or all of the staff, members of Council, agents, servants and representatives of the Town of Lake Cowichan (hereinafter referred to as the "Town") from and against all claims, actions, expenses and demands in respect to injuries, death, loss and damage to my/our property howsoever caused, arising out of or in connection with the collection of garbage from these premises.

Dated this _____ day of _____, _____.

WITNESS TO:

AUTHORIZED SIGNATORY

Print Name Occupation

)

)

Print Name

)

)

Address

)

Address

)

)

)

)

Signature

)

Signature

)



**TOWN OF LAKE COWICHAN
BYLAW NO. 968-2015**

**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. 968-2015".

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

8. DISCOUNTS AND PENALTIES

- 8.1 All accounts shall be allowed a discount of ten percent (10%) for prompt payment of the annual January billing or portion thereof if paid on or before the last day of February.
- 8.2 The annual January billing is due and payable on or before March 31st of the current year. If the account remains unpaid after July 2nd a five percent (5%) penalty will be applied to the outstanding balance. If the account remains unpaid after September 30th 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 31st 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. 964-2015 being the "Town of Lake Cowichan Water Regulations and Rates Bylaw" is hereby repealed.

READ A FIRST TIME on the ___th day of December, 2015.

READ A SECOND TIME on the ___th day of December, 2015.

READ A THIRD TIME on the ___th day of December, 2015.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ___rd 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. 968-2015" as adopted on the ___nd day of _____, 2015.

Corporate Officer



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

ATTACHED TO AND FORMING PART OF WATER BYLAW NO. 968-2015

WATER RATES	2016	2017
Residential – monthly metered rates		
	Cubic Meters per Month	
Single family unit	up to 35 m ³ \$ 24.60	\$ 25.10
Townhouse per unit	up to 30 m ³ 21.10	21.50
Apartment or condo per unit	up to 25 m ³ 17.57	17.92
Outside user per unit	up to 35 m ³ 44.88	45.78
RV site per unit	up to 20 m ³ 14.10	14.30
Fee for use over maximum allowed per month	per m ³ 0.50	0.51
Residential – monthly non-metered rates		
Single family or each duplex unit	32.85	33.50
Multi-family per unit	28.20	28.75
Outside user per unit	49.95	50.95
Commercial – monthly metered rates		
Commercial fee for up to 20 m ³ per month	(or 240 m ³ annually) 14.10	14.30
Charge for use over 20 m ³ per month	per m ³ 0.50	0.51
Commercial - monthly non-metered rates		
Coffee shop/ café/ office or store/ Strata RV Site	\$ 18.90	\$ 19.28
Church/ hall/ auto body or machine shop/ beauty shop	32.70	33.35
Garage or service station	42.90	43.75
Hotel & Motels – per room	9.48	9.65
Licensed clubs or lounges and pubs	105.92	108.05
Restaurant	64.22	65.50
Grocery store (larger than 5,000 square feet)	197.65	201.60
Schools – Per Room (classroom, shop, office, etc.)	33.78	33.78
Fire hydrant service and maintenance fee *	150.00	150.00
* Cost of materials will be charged separately, if required	Actual cost	Actual cost
Water meter inspection fee	50.00	50.00
Water charge – during six months construction period - minimum of	150.00	150.00



CONNECTION FEES	Existing Un-serviced Lots	Existing Serviced Lots
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. 969-2015**

**A BYLAW TO REGULATE THE RATES, TERMS AND CONDITIONS UNDER WHICH
MUNICIPAL SANITARY SEWER UTILITY SERVICE
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 by bylaw may provide for the classification of users and prescribe different rates, terms and conditions of sanitary sewer utility services;

AND WHEREAS it is deemed advisable that the Town of Lake Cowichan shall establish regulations and rates for the sewage system;

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 Sewer Regulations and Rates Bylaw No. 969-2015".

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 a sewer connection is supplied or made available from the public sewer and also any person who is the occupier of any such premises, and also includes any person who is actually a user of the public sewer;

DUPLEX means a residential building containing two 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;

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

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;

OWNER'S SEWER LINE means the sewer pipe extending from the property line of the property concerned to the building situated thereon and joining the sewer pipe to the plumbing system of the building;

PUBLIC SEWER SYSTEM means any sewer line, sewer system or portion thereof used or intended to be used for public use under the control of the Town;

SEWER CONNECTION means the sewer pipe extending from the public sewer to the property line of the property being served or about to be served;

SINGLE FAMILY UNIT means a single segregated self-contained residential dwelling used for, or intended for the domestic use of one 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 common wall with the adjacent unit.

3. CHARGES TO OWNER

There shall be charged against the owner of the land or real property where a sewer or drain connection has been installed to the property and where plumbing is installed on the premises and is connected to the Town sewer system, sewer 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. Each application, when signed by the potential customer 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 sewer 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 an independent sewer or drain has been installed to the property.

6. CHARGES WHEN VACANT

6.1 The entire Town is a specified sewer service area; therefore, the owners of premises, whether occupied or vacant, to which a service connection has been made, shall be responsible for the payment of all sewer rates whether the services are actually used or not.

6.2 A separate charge will be applicable on 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 31st and payable in advance. The due date is March 31st. 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 and shall be paid at the rates set forth in Schedule "A" attached to this bylaw.

7.2 Invoicing for new customers will commence four (4) months after the Building Permit is issued unless the customer 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 Accounts with metered water service will be charged the metered sewer rates set forth in Schedule "A" attached to this bylaw based on their water consumption. Metered accounts will be billed the minimum monthly charge on their annual January bill, and will receive additional bills for usage in excess of the minimum usage charge at least twice annually.
- 7.5 When a building containing multiple units is being supplied metered water service through a common connection line, if each unit has its own certificate of indefeasible title, the minimum usage charge will apply to each unit. Should the entire building be under one title, only one minimum usage charge will apply.

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 31st of the current year. If the account remains unpaid after July 2nd a five percent (5%) penalty will be applied to the outstanding balance. If the account remains unpaid after September 30th 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 31st will be transferred to taxes as arrears.

9. MANDATORY CONNECTIONS

- 9.1 If a parcel of land, upon which is situated a building occupied and/or used by one or more persons, abuts a street or land or right-of-way upon or under which there is laid a public sewer, the owner of such building shall connect or cause to be connected the said building with the public sewer system in the manner provided by this bylaw.
- 9.2 It shall be compulsory for any owner or owners whose property is capable of being serviced as described by Section 9.1 to connect or cause to be connected such building with the public sewer system within three (3) months after the date that the sewer is completed and rendered operational.



10. OWNER REFUSES OR NEGLECTS

Where the owner or owners of any parcel of land in the Town which is required to be connected to the public sewer system, 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 to be charges as per provisions of Schedule "A" of this bylaw.

11. SEPTIC TANKS

Where, in the opinion of the Town, a public sewer connection is incapable of serving a said parcel of land, no permit will be issued and no such connection allowed; however, an adequate septic tank service may be installed to conform with the Bylaws of the Town. The septic tank service may be used until such time as it becomes a hazard in the opinion of the Public Health Inspector, or an adequate service is provided.

Where a hazard is reported all reasonable costs and expenses incurred in resolving that health hazard or unsanitary condition as a result of an order issued by the Public Health Inspector shall be added to the tax roll against the property of the owner and shall be treated as taxes in arrears under the Community Charter.

12. SWIMMING POOLS

Swimming pools shall not normally be connected to the sanitary sewer, but may be permitted by the Town on the understanding that the outflow from the pool is controlled to avoid overloading and surging in the sanitary line. It shall be the responsibility of the swimming pool owner to obtain permission and notify the Town of any drainage.

13. CAR/TRUCK WASH OUTLETS

Car and truck washing outlets shall not normally connect to a sanitary sewer system. This however, may be reconsidered by the Town if there is no other acceptable outlet to waste the sewer to. All connections to a sanitary sewer must provide for the removal of all oils and greases, etc. and other pollutants, acids and gritty materials.

14. UNCOVERED FOR EXAMINATION

14.1 The Inspector shall inspect the owner's sewer system when advised by the owner that the said sewer has been laid and is ready for inspection.

14.2 All of the owner's sewer system shall be left uncovered and convenient for examination until it has been inspected by the Inspector.

14.3 The owner or his agent shall test the house connection for sewer tightness in the presence of the Inspector. The test shall be performed by sealing the owner's sewer at the property line, using an approved plug, and then filling the line with water so that a head of not less than two point five meters (2.5m) (eight feet - 8') is placed on all sections of the building sewer. The rate at which water escapes from the owner's sewer, when calculated under this test shall not exceed half litre (1/2 L) (one tenth gallon - 1/10 gal.) per hour for each three meters (3m) (ten feet - 10') of owner sewer. This section may be waived at the discretion of the Town.



- 14.4 The owner's sewer shall not be covered nor backfilled until the Inspector has given written approval of the installation.
- 14.5 After final inspection has been made, it shall be incumbent upon the property owner to see that the sewer connection does not become obstructed from rocks, gravel, sand, sticks, garbage, or any other foreign material, grease build-up and the freezing of lines. Property owners shall see that clean out caps are not removed except for inspection by either property owners or other authorized person. In instances where an act of nature causes damage such as landslide, shifting of earth, washouts caused by rainfall or water tables, manmade instances such as contractors digging and breaking sewer, water and gas lines, construction of new streets or any other work that would cause damage or break sewer service lines on Town street, right-of-way or easement, the Town shall determine the cause of such damage, report or cause to have repaired the said line and further, determine who shall be liable for payment.

15. DEFECTIVE MATERIAL AND WORKMANSHIP

Where the Inspector finds that the materials or workmanship of an owner's sewer are defective or otherwise not in accordance with the provisions of the bylaw, he shall so notify the owner who shall forthwith replace the defective material or correct the faulty workmanship, and notify the Inspector when the installation is again ready for inspection.

16. INSPECTION/RE-INSPECTION FEES

- 16.1 An inspection fee shall be paid to the Town for the initial inspection.
- 16.2 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.

17. CONNECTION FEES

- 17.1 The sewer connection fee does not embrace works within the property of the applicant.
- 17.2 No person other than the Town, its employees or its contractors, shall install or cause to be installed any part of the sewer connection provided for in this bylaw, or in any way to break, interfere or tamper with any public sewer of the Town.

18. RIGHT OF ENTRY

- 18.1 The Superintendent and all employees of the Town, acting under the Superintendent's direction, are authorized to enter upon any property in the Sewer Service Area at any reasonable time in order to ascertain whether the provisions of this bylaw are being observed.
- 18.2 No person shall interfere with or obstruct the entry of an authorized official onto any property under Section 18.1.



19. INDEPENDENT SERVICE

Each lot or potential lot must be independently and separately connected with the public sewer.

20. MINIMUM DIAMETER

The minimum diameter of every owner's sewer shall be one hundred millimeters (100 mm) (four feet – 4').

21. OWNER'S EXCAVATION

The owner's sewer line shall be excavated and backfilled at his or her expense and the Town shall not be held responsible for any or all damages resulting from said excavating or backfilling. The owner shall supply all pipe and appurtenances and shall be constructed of one of the following materials:

Concrete pipe shall conform to **CSA A 257.1**, "Concrete Sewer, Storm Drain and Culvert Pipe" or **CSA A257.2**, "Reinforced Concrete Culvert, Storm Drain and Sewer Pipe" of CSA Series A257, "Standards for Concrete Pipe".

Plastic sewer pipe (polyvinyl) chloride as approved in the BC Plumbing Code.

Such other material as the Town may from time to time approve.

22. SLOPE OF CONNECTION

22.1 The owner's sewer shall be laid to an even slope of not less than one to fifty millimeter (1 to 50 mm) (one-quarter inch to the foot - 1/4" to the 1') in the direction of the flow in all cases up to one hundred fifty millimeter (150 mm) (six inches - 6") lines and not less than one to one hundred millimeter (1 to 100 mm) (one-eighth inch to the foot - 1/8" to the 1') may be approved if installed under the direction of the Inspector.

22.2 The pipe shall be not less than point five meter (0.5m) (eighteen inches - 18") below the finished surface of the ground as measured to the top of the pipe, and it is mandatory that the property owner adequately protect it from freezing.

22.3 The pipe shall be laid concentric to each adjacent pipe and the joints shall be flush, even and free of any internal obstruction.

22.4 Where couplings are provided by the manufacturer as in the case of asbestos cement, or plastic pipes, the couplings shall be installed in accordance with the manufacturer's specifications.

22.5 In no case will cement, mortar and oakum joints be permitted.

22.6 Bell and spigot shall be laid with the spigot end facing the direction of the flow.

22.7 Where the owner's connection is laid over filled ground or in ground which may be subject to settling, the Inspector may require that cast iron soil pipe or materials other than those stated in Section 21 of this bylaw be used.



- 22.8 It shall be the responsibility of the owner to provide a one hundred millimeter (100 mm) (four inch - 4") clean out at the downstream end of the building sewer, totally inside the property line. It shall be suitably capped and protected from mechanical damage. The exact location shall be marked for ease of reference.
- 22.9 The pipe shall not bear on any plank, timber, rock or other unyielding object, nor shall any such object be placed against the pipe in backfilling.
- 22.10 Where the building sewer is laid near any shrub or tree whose roots may penetrate the pipe joints, the Inspector may require that special joint material be used.
- 22.11 The owner's sewer pipe shall have a hundred and fifty millimeter (150 mm) (six inch - 6") bed of sand prior to being installed and shall be covered with a layer of sand not less than three hundred millimeter (300 mm) (twelve inch - 12") thick over top of pipe. Select site material may be used if prior approval is obtained from Inspector.

23. REGULATIONS

- 23.1 Nothing in the bylaw shall be construed to permit the connection of surface water to the public sewer. The connection either directly or indirectly of roof leaders, foundation drains, sumps or any other collector of surface or ground water is not permitted. The owner of property who connects, permits or causes to be connected, any storm or surface or ground water from his premises or property to the public sewer shall be guilty of an infraction of this bylaw and shall rectify at his/her expense.
- 23.2 No gasoline, naphtha or other inflammable liquid or explosive substance and no grease, oil, lye, free acid, mud, grit, plaster of paris, lime, clay or any other trade or industrial wastes which may injure or impair the efficiency or safety of the public sewer or causes an upset or malfunction of the sewage treatment through deposits forming in the same or owing to the attacking and weakening of such public sewer shall be discharged into any public sewer within the Town.
- 23.3 In the case of any commercial or industrial premises where there exists a possibility that such noxious wastes as are described in Section 23.2 of this bylaw may be discharged into the public sewer, a permit to connect to the sewer shall not be issued until the Inspector has examined fully and approved the layout and design of the protective devices by means of which the applicant proposes to prevent or neutralize the discharge of the said wastes into the sanitary sewer.

24. ADMINISTRATION

The Town shall not be liable for any interruption or discontinuance of service provided by sewer facilities installed and maintained by the Town.

25. DISCONNECTION - DEMOLISHED BUILDINGS

When a building within the Town is removed or demolished, it shall be the duty of the owner or his agent 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 sewer, at the property line. The fee for such disconnection shall be the actual cost of the work as determined by the Town.



26. CONTRAVENTION AND PENALTIES

- 26.1 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.
- 26.2 Should the owner of a premises that has been scheduled for conversion to metered water service refuse the conversion, the premises will be charged twice the normal flat rate charge until such conversion has been made.
- 26.3 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.
- 26.4 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*.

27. REPEAL

That upon adoption of the bylaw, Bylaw No. 956-2014 being the "Town of Lake Cowichan Sewer Regulations and Rates Bylaw" and all amendments thereto are hereby repealed.

READ A FIRST TIME on the 24th day of November, 2015.

READ A SECOND TIME on the 24th day of November, 2015.

READ A THIRD TIME on the 24th day of November, 2015.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the 22nd day of December, 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 Sewer Regulations and Rates Bylaw No. 969-2015" as adopted on the 22nd day of December, 2015.

 Corporate Officer



TOWN OF LAKE COWICHAN
SCHEDULE "A"
ATTACHED TO AND FORMING PART OF SEWER BYLAW NO. 969-2015

SEWER RATES	2016	2017
Residential – monthly rates based on metered water consumption:	Cubic Meters per Month	
Single family unit	up to 35 m ³ \$ 21.65	\$ 22.09
Townhouse per unit	up to 30 m ³ 18.57	18.92
Apartment or condo per unit	up to 25 m ³ 15.46	15.77
Outside user per unit	up to 35 m ³ 39.50	40.30
RV site per unit	up to 20 m ³ 12.40	12.58
Charge for use over maximum allowed per month	per m ³ 0.44	0.45
Residential –monthly rates based on non-metered rates for water		
Single family or each duplex unit	28.90	29.48
Multi-family per unit	24.82	25.30
Outside user per unit fee	43.95	44.84
<i>Metered customers - the following rates apply based on water consumption:</i>		
Commercial – monthly rates based on metered water use		
Commercial charge for up to 20 m ³ per month	12.40	12.58
Fee for use over 20 m ³ per month	per m ³ 0.44	0.45
Commercial – monthly rates based on non-metered rates for water		
Coffee shop/ café/ office or store/ RV sites	16.62	16.97
Churches/ halls/ auto body or machine shop/ beauty shop	28.78	29.35
Garage or service station	37.75	38.50
Hotel & motel – per room	8.34	8.50
Licensed clubs or lounges and pubs	93.20	95.08
Restaurants	56.50	57.64
Grocery store (larger than 5,000 square feet)	173.92	177.40
Schools – per room (classroom, shop, office, etc.)	29.74	29.74
CONNECTION FEES - Existing un-serviced or serviced lots		
4 inch Sewer connection	Actual Cost *	Actual Cost *
4 inch Storm connection	Actual Cost *	Actual Cost *
Larger than 4 inch	Actual Cost *	Actual Cost *
Inspection fee	25.00	25.00
Re-inspection fee	25.00	25.00
* Minimum Charge of \$1,300.00 will apply		



