

AGENDA

TOWN OF LAKE COWICHAN

**Regular meeting of Council to be held on
Tuesday, February 23rd, 2016 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 January 26th, 2016.

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4. BUSINESS ARISING AND UNFINISHED BUSINESS

5. DELEGATIONS AND REPRESENTATIONS

- (a) Judy Stafford, Cowichan Green Community Society re: 2015 Year in Review Presentation.

6. CORRESPONDENCE

- (a) **Action Items**

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

1. Rocky Wise re: Cowichan Lake Recreation Commission.

8

7. REPORTS

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

- | | | |
|--|----------------------|-----------|
| 1. Finance & Administration | Councillor McGonigle | |
| • February 9 th , 2016. | | 9 |
| 2. Public Works & Environmental Services | Councillor Austin | |
| • February 2 nd , 2016. | | 11 |
| 3. Parks, Recreation & Culture | Councillor Vomacka | |
| • February 2 nd , 2016. | | 15 |
| 4. Economic & Sustainable Development | Councillor Day | |
| • February 9 th , 2016. | | 19 |
| 5. Cowichan Lake Recreation Commission | Mayor Forrest | |
| • January 28 th , 2016. | | 21 |
| 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. Cowichan Valley Regional District Board Meeting – Councillor Day.
2. Social Planning Cowichan – Councillor Austin.
3. Community Safety Advisory Committee - Councillor Austin.
4. Seniors' Care Facility Steering Committee – Councillor McGonigle.

Staff Reports

1. Chief Administrative Officer re: Resolution to Reduce Grant on Application on Water Treatment Plant under the Gas Tax Priorities Fund.

F/C

8. BYLAWS

- (a) "Town of Lake Cowichan Official Community Plan Amendment Bylaw No. 970-2016" may be read a first and second time.
- (b) "Town of Lake Cowichan Zoning Amendment Bylaw No. 971-2016" may be read a first and second time.
- (c) "Town of Lake Cowichan Sewer Regulations and Rates Bylaw No. 972-2016" may be read a first, second and third time.

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

- (a) Section 92 of the *Community Charter* requires that before a meeting or part of a meeting is closed to the public, the council must state, by resolution, that the meeting is to be closed, and
- (b) The basis on which the meeting is to be closed falls under the following:
 - s.90 (1) (c) – labour relations or other employee relations; and
 - s.90 (1) (e) – acquisition, disposition or expropriation of land or improvements.

14. ADJOURNMENT

TOWN OF LAKE COWICHAN

Minutes of a Regular meeting of Council held on
Tuesday, January 26th, 2016



Reg
Feb 23/16.
3(a)

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

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

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

PUBLIC: 1

1. CALL TO ORDER

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

2. AGENDA

No. R.003/16

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

Correspondence – Action Items

- Cowichan Shoreline Stewardship Project re: Letter of Support;

Correspondence – Information or Consent Items

- Cowichan Valley School District re: Closure of Schools;

Reports – Staff

- Chief Administrative Officer re: Request for Capital Expenditure.

CARRIED.

3. ADOPTION OF MINUTES

No. R.004/16

(a) Moved: Councillor McGonigle
Seconded: Councillor Austin
that the minutes of the Regular Meeting of Council held on
December 22nd, 2015 be adopted.

CARRIED.

No. R.005/16

(b) Moved: Councillor Austin
Seconded: Councillor Vomacka
that the minutes of the Special Meeting of Council held on
January 5th, 2016 be adopted.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. DELEGATIONS AND REPRESENTATIONS

None.

6. CORRESPONDENCE

No. R.006/16
Request for Relief of Noise
Bylaw

- (a) Moved: Councillor McGonigle
Seconded: Councillor Austin
that Council approve Catalyst Paper's request for relief from the Town of Lake Cowichan Noise Control Bylaw so it may pump-out water from the Cowichan Lake through the use of ten generators into the Cowichan River in the event of an extreme drought.

CARRIED.

Staff is to investigate how the use of the generators would impact sound levels.

No. R.007/16
Letter of Support

Moved: Councillor Austin
Seconded: Councillor McGonigle
that Council send a letter of support for the Cowichan Shoreline Stewardship Project (CSSP) being undertaken by the Cowichan Lake River and Stewardship Society to slow and reverse the trend in lakeshore habitat destruction.

CARRIED.

- (b) The correspondence item received from the Union of BC Municipalities regarding payment for the upgrade of the Lake Cowichan Waste Water Treatment Plant – phase 1 project was treated as information.

The Chief Administrative Officer advised that the total funding received on the project was \$1.35 million and that the project came in under its \$1.7 million dollar budget.

The correspondence item received from the Cowichan Valley School District regarding the public consultation process for school closure in the district was treated as information.

7. REPORTS

No. R.008/16
Finance and Administration

Moved: Councillor McGonigle
Seconded: Councillor Austin
that the minutes of the Finance and Administration Committee meeting held on January 12th, 2016 be approved with the following recommendations ratified:

1—Fire Department Incident Report – December, 2015

that the Fire Department Monthly Incident Report for December, 2015 and payment in the amount of \$8,783.36 be approved;

2— Lake Cowichan Fire Department – Pager Purchase

that purchase of 10 pagers for the Lake Cowichan Fire Department be approved prior to the adoption of the 2016 budget for a total cost of \$5,000; and

3— Municipal Type Service Agreement

that approval be given for the execution of the municipal type service agreement between the Town of Lake Cowichan and the Lake Cowichan First Nation for municipal services.

CARRIED.

No. R.009/16
Public Works and
Environmental Services

Moved: Councillor Austin
Seconded: Councillor McGonigle
that the minutes of the Public Works and Environmental
Services Committee meeting held on January 5th, 2016 be
approved as presented.

CARRIED.

No. R.0010/16
Parks, Recreation and Culture

Moved: Councillor Vomacka
Seconded: Councillor Austin
that the minutes of the Parks, Recreation and Culture
Committee meeting held on January 5th, 2016 be approved with
the following recommendations ratified:

1—Little League Irrigation Project

that Council approve the re-budgeting for the Irrigation project
for the Little League Park which is to be completed prior to the
adoption of the 5-Year Plan.

CARRIED.

No. R.0011/16
Economic and Sustainable
Development

Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that the minutes of the Economic and Sustainable Development
Committee meeting held on January 12th, 2016 be approved
with the following recommendations ratified:

1—Economic Development Workshop

that those Committee members that wish to attend the
Economic Development Workshop to be held January 28th,
2016 in Tofino, BC be authorized to attend.

CARRIED.

Cowichan Lake Recreation

The minutes of the Cowichan Lake Recreation Commission
meeting held on December 17th, 2016 were treated as
information.

Mayor Forrest advised of the recent appointments to the
Recreation Commission which included Lori Johnson and Ted
Gamble for the Town of Lake Cowichan, Cory Bath and Dave
Darling for Electoral Area "F" and Eva Fearon and Bill Peters for
Electoral Area "I". He also reported that the next meeting of
the Commission was scheduled for Thursday, January 28th,
2016.

Vancouver Island Regional
Library

Councillor Vomacka reported on the recent annual general
meeting held by the Library Board and advised that 38 libraries
will be receiving defibrillators from the Heart and Stroke for
installation at those locations.

Ohtaki Twinning Committee

Mayor Forrest advised that correspondence has been received
from Ohtaki, Japan on its visit in October, 2016 with a decision
on travel dates still to be determined.

Advisory Planning Commission

Councillor McGonigle reported that the Advisory Planning
Commission was meeting on Thursday, January 28th, 2016 and
would be discussing the gateway signage improvements and
were making revisions to the subdivision bylaw.

Community Forest Co-
operative

Councillor McGonigle advised that plans were well underway for
the Forest Co-op to welcome nearly 100 delegates into the
Cowichan Lake for the annual meeting to be held May 26th
through to 28th, 2016.

Cowichan Valley Regional
District Board

- (b) Councillor McGonigle advised that he would be attending the working session beginning at 11:00 a.m., followed by the regional engineering and regional services meetings for the Regional District on Wednesday, January 27th, 2016.

Social Planning Cowichan

Councillor Austin gave a verbal report on her attendance at the Social Planning Cowichan Committee meeting held January 11th, 2016.

Community Safety Advisory

Councillor Austin advised that she would not be able to attend the next Community Safety Advisory meeting because of a prior commitment.

No. R.0012/16
Capital Expenditure – Public
Works

- (c) Moved: Councillor Austin
Seconded: Councillor McGonigle
that Council approve the capital expenditure of \$8,000 plus GST prior to the approval of the 2016 budget to allow for the construction of a covered truck bay at the Public Works yard.
CARRIED.

8. BYLAWS

None.

9. NEW BUSINESS

None.

10. MAYOR'S REPORT

The Mayor presented his report for January, 2016 with the following highlights:

- Goals and objectives of the Town revolve around the sole intent of enhancing the community in making it safer and more desirable to live in;
- Optimism and excitement about improvements and proposed upgrades for 2016;
- Additional stimulus for growth and prosperity with the Laketown Ranch project;
- Shared a quote "we can embrace as a possible opportunity for growth or reject with the possibility of missing a great opportunity";
- Encouraged that new residents are looking for ways to help serve the community as volunteers;
- Hosting of the BC Community Forest Association by the Lake Cowichan Forest Co-operative and Pacheedaht First Nation on May 26th to 28th, 2016 in Lake Cowichan and with 100 delegates expected from all over BC;
- Recent meeting regarding a Senior's Care facility attended by 35 people and the formation of a steering committee; and
- Recognizing and welcoming Buzzcuts Multimedia which used various locations in Lake Cowichan for the shooting of a horror-thriller movie called Dashcam.

11. NOTICES OF MOTION

None.

12. IN CAMERA

None.

13. ADJOURNMENT

No. R.0013/16
Adjournment

Moved: Councillor Austin
Seconded: Councillor Vomacka
that we adjourn (6:44 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

Mayor

RECEIVED JAN 28 2016

Reg
Feb 23/16
6(6)1

January 28, 2016

Cowichan Lake Recreation Commission

Re: Commission Appointments

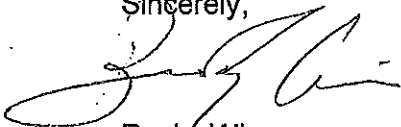
Dear Commission Members:

I am writing to you today to let you know that while I am deeply disappointed to not have been re-appointed to the Cowichan Lake Recreation Commission for another term, I wish to thank both the CVRD Board and Town of Lake Cowichan Council for giving me the opportunity to serve on this Commission for the past ten years.

I have offered my name as a volunteer over a large number of years with respect to the arena – the building of the original structure; the skating club; Lake Cowichan and District Minor Hockey Association, the arena renovation project, the Commission; and more.

If I can be of any help in the future to the new Commission, please don't hesitate to let me know.

Sincerely,



Rocky Wise

TOWN OF LAKE COWICHAN

Minutes of Finance & Administration Committee held on
Tuesday, February 9th, 2016



Reg
Feb 23/16
7(a) 1

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

REGRETS: Mayor Ross Forrest

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

1. CALL TO ORDER

The Chair called the meeting to order at 5:01 p.m.

2. AGENDA

No. FA.008/16

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

New Business

- BC Assessment – Media Backgrounder, January 4th, 2016

be approved.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

- (a) The Chief Administrative Officer advised the Committee that
(i) there were still some unresolved Issues being worked out with the Chamber of Commerce on the lease for the Information Centre. The lease has been extended to February 29th, 2016.

4. DELEGATIONS AND REPRESENTATIONS

None.

5. CORRESPONDENCE

None.

6. REPORTS

- (a) The financial report for the period ending January 31st, 2016 was treated as information.

Councillor McGonigle requested clarification on the matter of asset management and how replacement of assets are to be tracked.

- (b) The Building Inspector's Service Report for January, 2016 was treated as information.

7. NEW BUSINESS

- (a) The Committee members discussed meeting dates for operational and capital budget meetings. The following dates and times were suggested:
- February 23rd, 2016 at 5:00 p.m.; and
 - February 25th, 2015 at 5:00 p.m.
- (c) The BC Assessment media backgrounder dated January 4th, 2016 was treated as information.

Councillor McGonigle spoke on BC Assessment's representation at the recent local government forum.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

Carolyne Austin spoke of her attendance at the Lake Cowichan School leadership meetings and discussions that related to a student council.

Councillor McGonigle suggested inviting the youth wishing to be involved to the next meeting of Council to see the process. The students could be added as a delegation by unanimous vote.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. FA.009/16
Adjournment

Moved: Councillor Day
Seconded: Councillor Vomacka
that we adjourn (5:22 p.m.).

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____, 2016.

Chair

TOWN OF LAKE COWICHAN

Minutes of Public Works and Environmental Services

Committee held on

Tuesday, February 2nd, 2016



Reg
Feb 23/16
7(a) 2

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

REGRETS: Councillor Tim McGonigle

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Nagi Rizk, Superintendent, Public Works and Engineering Services
Ronnie Gill, Director of Finance (5:35 p.m.)
Ron-Lee Roach, Executive Secretary

1. CALL TO ORDER

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

2. AGENDA

No. PW.003/16

Moved: Councillor Day
Seconded: Councillor Vomacka
that the agenda with the following additions:

New Business

- Request for Leave of Absence:
 - o Mayor Forrest; and
 - o Councillor McGonigle

be approved.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

- (a) The Superintendent, Public Works and Engineering Services updated the Committee members on the 2015 sewer CCTV inspection and smoke testing programme, reporting that the sewer testing was close to completion but the smoke testing was dependent on weather conditions.

Mayor Forrest asked if any unexpected hazards had been found or located. The Superintendent responded that nothing too serious has been found to date.

(b) Ongoing Items Still Being Addressed:

(i) Bike BC Grant Programme:

The Chief Administrative Officer reported that he was working with the Superintendent and contract planner for the creation of a shelf ready project for bikes to make application under the Bike BC Grant Programme.

Councillor Vomacka asked for a time frame for the programme and location of possible project. The Chief Administrative Officer advised that the grant monies were available from the Province annually and that if no project was identified for 2016 it may be proposed for 2017.

(ii) Gateway Signage:

The Chief Administrative Officer reported that the gateway signage is being reviewed by the Advisory Planning Commission and that it was recommending its priority as the Wye Entrance. He advised that a tender could be issued prior to the end of May for construction to be completed by the end of July, 2016.

The Superintendent advised of some construction issues that may need to be addressed and which could be identified in the construction plans that include location of gateway signs and flags.

(iii) Sidewalk(s) – North Shore Road:

The Superintendent advised that the construction of a sidewalk along North Shore Road could be looked at later on, with a potential partnership with the Lake Cowichan First Nations and the developer and Regional District dealing with other possible development outside of the municipal boundaries.

4. DELEGATIONS

None.

5. CORRESPONDENCE

- (a)** The correspondence item received from the Union of BC Municipalities regarding the non-approval of Gas Tax Strategic Priorities Fund application for waste water treatment plant – phase 2 was treated as information.

The Chief Administrative Officer reported that the management team had put in a 100% effort on this and worked diligently to get the application submitted. He further advised of the Regionally Significant Priorities Fund contribution of \$350,000 and the General Strategic Priorities Fund contribution of \$1 million for the waste water treatment phase 1 project that was recently completed. He stated that another application had been submitted for the water treatment and that Council had indicated that project as the priority for funding.

Mayor Forrest concurred and stated that secondary water treatment is the Town's priority and that the issue of capacity needs to be addressed for the waste water system.

6. REPORTS

- (a)** The Chief Administrative Officer advised that the detailed cost analysis for refuse and organic collection programme would be brought forward to the next meeting.

The Superintendent, Public Works and Engineering Services stated that the reduction is quite substantial and felt that the citizens and residents should be congratulated on the success of the programme.

The Committee discussed the need for 100% buy in into the programme and discussed the feasibility of imposing penalties on those that are contaminating the solid waste stream with organic and recyclable materials.

Councillor Day reported that the Regional District had been successful in its application for funding to close off a portion of a previous ash landfill at the Meades Creek site and undertake upgrades to the facility for an amount of \$2.56 million.

- (b) The report on accessibility priorities was treated as information.

The Committee members discussed the request for handicap parking allocation at the entrance to Saywell Park.

It was determined that that a new handicap stall in front of the Saywell Park walkway entrance would not be installed but rather the handicap parking stall on Lakeview Avenue, fronting the Jakes at the Lake establishment, will be re-delineated and signage installed showing its location.

7. NEW BUSINESS

- (a) The Committee members discussed the matter of upgrade plans for the footbridge at the Riverside Park (Duck Pond).

The Superintendent, Public Works and Engineering Services stated that the footbridges had an updated inspection since the original study in 2008 and that he wished to bring forward some concerns with lighting and slippery sections of the bridge that may need addressing in 2016. He also spoke on the need to relocate the water main that is crossing the Cowichan River as the exposed pipe may be hazardous. He cautioned the time sensitivity of the project with respect to fish habitat and construction envelopes that would need to be observed.

The matter has been referred to the 2016 budget.

No. PW.004/16
Leave of Absence

Moved: Councillor Vomacka
Seconded: Councillor Day
that a leave of absence for Mayor Forrest from the Committee meetings to be held on February 9th, 2016 be approved.
CARRIED.

No. PW.005/16
Leave of Absence

Moved: Councillor Vomacka
Seconded: Councillor Day
that a leave of absence for Councillor McGonigle from the Committee meetings to be held this day be approved.
CARRIED.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

Councillor Day shared a story of his recent vacation to Mexico with friends and the donation of 10 sets of outdated fire gear that had been donated to a Mexican fire department for its volunteers which he said was a moving experience and that photographs were taken for the local newspaper in Mexico.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. PW.006/16
Adjournment

Moved: Councillor Vomacka
Seconded: Councillor Day
that this meeting adjourn. (6:08 p.m.)

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

Chair

TOWN OF LAKE COWICHAN

Minutes of Parks, Recreation and Culture Committee held on
Tuesday, February 2nd, 2016



Reg
Feb 23/16
7(a) 3

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

REGRETS: Councillor Tim McGonigle

(with prior notice)

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

PUBLIC: 3

1. CALL TO ORDER

The Chair called the meeting to order at 6:14 p.m.

2. AGENDA

No. PR.005/16

Moved: Councillor Austin
Seconded: Mayor Forrest
that the agenda with the addition of the following item:

Delegation

- John Elzinga, General Manager, Community Services,
Cowichan Valley Regional District re: Swimming Lessons
be approved.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

- (a) The Chief Administrative Officer reported that he had been contacted by the Western Diversification – Canada 150 to determine if the Town was still interested in proceeding with the project. He stated that the Town had to put out a proposal call shortly.

(b) Ongoing Items:

(i) Riverfront Parkway and Trail Connections:

Dalton Smith offered to distribute a digital copy of the concept plans of the walkway and partnership with the Lake Cowichan First Nation that was proposed eight years ago to assist with future discussions on the matter of walkway and trail connections.

(ii) Kasapi Centre:

Councillor Vomacka asked for clarification on what type of assessment audit is required for the Kasapi Centre and the Chief Administrative Officer responded that a full hazard assessment had to be conducted on the building.

(iii) Trans Canada Trail Partners in Art Programme for 2017:

The Chief Administrative Officer advised that an invitation will be sent to Kirsten Schrader, Manager, Cowichan Valley Regional District Arts and Culture to attend the April 5th, 2016 Committee meeting.

Councillor Day asked that representatives of the Kaatza Art Group also be invited to the meeting also so that they can participate in the discussions.

4. DELEGATIONS

John Elzinga, General Manager, Community Services, Cowichan Valley Regional District was on hand to discuss the matter of regional recreational swimming lessons request for Lake Cowichan. Mr. Elzinga advised that lessons were not being considered in the 2016 year due to the costs of the implementation of the programme.

Mayor Forrest asked that the matter of establishing a swimming programme in Lake Cowichan be re-considered and that the Town deal with the deficiencies that were raised in the original report. Mr. Elzinga suggested forwarding the matter to the Cowichan Lake Recreation Commission for further discussion.

Councillor Vomacka asked if the swimming programme could be rotated each year so that Lake Cowichan, Youbou, Honeymoon Bay and Mesachie Lake can each benefit from the programme.

Mr. Elzinga stated that the Regional District prefers the concept of regional recreation and does not believe in providing recreation services to the major centres only.

5. CORRESPONDENCE

- (a)** The Committee discussed the correspondence item received from the Cowichan Valley Rhododendron Society on the matter of issues and concerns raised on the Cowichan Lake Memorial rhododendron garden.

The Committee requested that representatives of Communities in Bloom be invited to the next Committee meeting to discuss the matters raised in the correspondence.

- (b)** The Committee discussed the correspondence item received from Roy Sandsmark on public safety issue on public beach access to Lakeview Park concerns.

The Chief Administrative Officer also asked if a risk assessment should be undertaken. The Committee directed that the Municipal Insurance Association be tasked to undertake a risk assessment of the area outlined in Mr. Sandsmark's letter.

6. REPORTS

- (a)** The Chief Administrative Officer advised that staff will come back with recommendations on the matter of future upgrades to Lakeview Park beach and the public access areas.

- (b) The consulting planner's report on the official community plan action items for park development was treated as information.

The Superintendent, Public Works and Engineering Services requested that upgrades to Riverside Park (Duck Pond) should be undertaken soon.

Councillor Vomacka suggested that bathroom upgrades at the park be looked at through a job creation programme application.

The Superintendent, Public Works and Engineering Services also referred to the immediate upgrades required at Marina Park by the weir and because of safety issues, this was a high priority.

7. NEW BUSINESS

- (a) The matter of the Duck Pond upgrades was discussed earlier in the meeting.

The Superintendent, Public Works and Engineering Services stated that feedback from the Cowichan Lake Recreation Commission would be required before further plans could be discussed.

- (b) The Chief Administrative Officer advised the Committee that the lease with the Cowichan Lake Chamber of Commerce expired at the end of January, 2016 and that the Mayor and he had met with members of the Chamber to discuss the extension of the lease for a further month.

No. PR.006/16
Chamber Lease
Extension

Moved: Councillor Austin
Seconded: Councillor Day
that the Committee recommend that the agreement between the Town of Lake Cowichan and the Cowichan Lake District Chamber of Commerce be extended for a further one month term to end February 29th, 2016.

CARRIED.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

Mayor Forrest spoke on an opportunity for the Town being considered for a television comedy show called "Still Standing". He advised that 13 towns in Canada were being considered.

10. MEDIA/PUBLIC QUESTION PERIOD

11. IN CAMERA

No. PR.007/16
In-Camera

Moved: Councillor Austin
Seconded: Councillor Day
that the Committee close the meeting to the public to deal with issues relating to municipal services under Section 90(1) (k) of the Community Charter (7:20 p.m.)

CARRIED.

12. ADJOURNMENT

No. PR.008/16
Adjournment

Moved: Councillor Austin
Seconded: Councillor Vomacka
that we arise without report and adjourn. (9:05 p.m.)

CARRIED.

Certified correct _____

Confirmed on the _____ day of _____, 2016.

Chair

TOWN OF LAKE COWICHAN

Minutes of Economic and Sustainable Development Committee held on
Tuesday, February 9th, 2016



Reg
Feb 23/16
7(a)4

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

REGRETS: Councillor Tim McGonigle

(with prior approval)

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

OTHER: 10

1. CALL TO ORDER

The Chair called the meeting to order at 5:47 p.m.

2. AGENDA

No. SPD.004/16

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

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) The Committee reviewed the "13 Ways to Kill Your Community" article, Section 7 that dealt with Don't Cooperate and Section 8 Live in the Past that was on the October 20th, 2015 meeting agenda.

(b) Ongoing Items Still Being Addressed:

(i) Affordable Housing: The Chair asked how Council can help to create housing for those having a hard time finding housing. He stated that the Lake Economic and Activity Development (LEAD) team would be helping and participating in this matter.

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. REPORTS

None.

7. NEW BUSINESS

(a) The Committee reviewed the information received from the LEAD team on the infrastructure required to address community concerns revolving around Sunfest.

The Chair afforded an opportunity for those in attendance from the LEAD team to address the following:

- Who organizes and who is responsible for costs incurred;
- Staffing demands;

- Routing and parking within the municipal boundaries;
- Washroom availability;
- Additional festivals and/or events;
- Various performers at different venues around the Town;
- Use of Saywell Park within a fenced in area to be accessed through admission charge;
- South Shore Road being utilized as 'music road';
- Need for business buy-in and participation;
- Feasibility of the creation of a map of the Town with parking and shuttle locations; and
- Feasibility of an app for use by visitors to the area.

- (b) The Committee shared the update from the new economic development team and was advised that Carol Taiji would be making a presentation on branding to the larger group at its meeting of February 16th, 2016.

No. SPD.005/16
Business Façade
Improvement Grant
Programme

- (c) Moved: Councillor McGonigle
Seconded: Councillor Austin
that the Committee recommend that the Province be petitioned to re-implement the Business Improvement Grant Programme that will provide each local government an annual intake to a maximum of \$20,000 so local businesses may participate in a programme that would see the rejuvenation of business areas with the end goal of enhancing community appearance and pride which are integral to economic activity and growth.

CARRIED.

- (e) The Committee discussed the matter of required infrastructure improvements.

The following matters were raised and discussed:

- Centennial Park upgrades being scheduled for 2016;
- Improvements to walkways and trailways to assist with Sunfest are not budgeted for in 2016; and
- Councillor Day stated that operational funds would be required for the 2016 Sunfest.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

None.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. SPD.006/16
Adjournment

Moved: Councillor Austin
Seconded: Councillor Vomacka
that the meeting adjourn (7:10 p.m.).

CARRIED.

Certified correct _____

Confirmed on the _____ day of _____, 2016.

Chair

Minutes of the Cowichan Lake Recreation Commission Meeting held on Thursday, January 28, 2016 in the Cowichan Lake Sports Arena Meeting Room, 311 South Shore, Lake Cowichan BC at 7:00 PM.

Reg
Feb 23/16.
7(a)5

PRESENT: Chair D. Darling
Mayor R. Forrest
Director I. Morrison
Alternate Director J. Tatham
B. Peters
E. Fearon
T. Gamble

ALSO PRESENT: J. Elzinga, General Manager, Community Services
L. Blatchford, Manager, Cowichan Lake Recreation
R. Frost, West Cowichan Facilities Coordinator
R. Piechnik, Recording Secretary

ABSENT: Director K. Kuhn
C. Bath
L. Johnson

1 Welcome and Introductions

2 Elections for Chair and Vice Chair

D. Darling was elected to Chair by acclamation.

B. Peters was elected to Vice Chair by acclamation.

APPROVAL OF AGENDA

It was moved and seconded that the agenda be approved as amended with the addition of C1: Letter from R. Wise; R4: Arbutus Park Community Survey; NB 1 Program Pricing and Centennial Park.

MOTION CARRIED

ADOPTION OF MINUTES

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

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

MOTION CARRIED

CORRESPONDENCE

C1 Letter from R. Wise

ACTION: Commission will send thank you cards to R. Wise and J. Rowley for their service on the Cowichan Lake Recreation Commission board.

REPORTS

R1 West Cowichan Facility Coordinator's Verbal Report Re: Boiler Install and Johan Mass Collection

- Boiler has been installed.
- The dehumidifier is being looked into.
- Some of the Johan Mass Collection case is now on display.
- Discussion about trophy case.

It was moved and seconded to allow Minor Hockey use of the existing trophy case to display their hockey memorabilia.

MOTION CARRIED

ACTION: Staff will notify the Curator that she has more time to find appropriate "notables" for the case and will contact minor hockey to let them know they are able to use that trophy case. In the meantime, Staff will build another case when the museum has enough "recreation notables" gathered.

R2 Report, General Manager Community Services Department, CVRD Re: Commission Representative, Regional Recreation Select Committee

Staff report from J. Elzinga. Discussion. There will be a workshop in March 2016.

It was moved and seconded that the Cowichan Lake Recreation Commission recommends B. Peters as the Cowichan Lake Recreation Commission representative on the Regional Recreation Select Committee.

MOTION CARRIED

R3 Report, Manager Cowichan Lake Recreation Re: 2016-2020 Joint Facilities Use Agreement CVRD & SD #79

Staff report from L. Blatchford.

It was moved and seconded that the Board enter into a five (5) year agreement expiring December 31, 2020, with School District #79 for Joint Use of Facilities, and further that the Chair and Corporate Secretary be authorized to sign the agreement.

MOTION CARRIED

R4 Manager, Cowichan Lake Recreation's Verbal Report Re: 2016 Commission Meeting Dates; BC Hockey U-18 Invitational Selection Camp; Curl BC Mixed Island Playdowns; BC Hockey 2016 Summer Officiating School; Arbutus Park Community Survey.

- Commission meeting dates will remain on the fourth Thursday of each month.

The exceptions will be on February 18 and November 17. The Christmas Dinner meeting will be on December 22, 2016.

- Cowichan Lake Recreation has successfully won the bid to host the BC Hockey Female U18 Invitational Selection Camp in May 2016.
- Cowichan Rocks in partnership with Cowichan Lake Recreation will be hosting Curl BC Mixed Island Playdowns.
- Cowichan Lake Recreation will be holding the BC Hockey 2016 Summer Officiating School.
- Staff shared report on Arbutus Park Community Survey

R5

Directors Morrison and Tatham Verbal Report Re: CVRD Board Update

- Gas Tax funding announcement that 2.65 million has been allotted for a Meade Creek Incinerator clean-up and upgrade project.
- EDC job posting.
- Tourism Cowichan.
- Solid Waste Initiative - report going to Association of Vancouver Island Coastal Committees.
- Forest Co-op Annual AGM in May
- B. Day is the new Vice Chair of the Board and Director Morrison is the Chair of EASC.
- Sunfest rezoning approved.
- Snow pillow on Heather Mountain - river forecasting for Spring is having technical difficulties.
- Industrial accident at Catalyst Mill.
- Director Morrison's daughter will be attending the Youth Parliament Program in Ottawa.

ACTION: 2015 Year in review. Staff to show the Power Point presentation at the February meeting.

R6

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

- The Town of Lake Cowichan has applied for two Gas Tax Grants.
- Grant for Centennial Park - received notification to start the preliminary work.
- Senior Care Facility in Lake Cowichan.
- "Researcher" for the Still Standing program is asking for 10 characters and their stories from this town. There is a possibility Lake Cowichan and area may be featured on CBC National television.
- Town Council meets with Lake Cowichan First Nations regularly.

NEW BUSINESS**NB1**

Alternate Director J. Tatham Re: Program Pricing and Centennial Park

- Program pricing for 50+ active players. Pickleball is the fastest growing sport in North America.
- Suggestion to have outdoor Pickleball courts in Centennial Park.

CLOSED SESSION

It was moved and seconded that the meeting be closed to the public in accordance with the Community Charter, Section 90 (1) (j) *Personal Information protected under section 21 of the Freedom of Information and And Protection of Privacy Act.* subsections as noted in accordance with each agenda item.

MOTION CARRIED

R. Piechnik left the room at 8:42 pm.

ADJOURNMENT

Meeting was adjourned at 8:52 pm.

Chair

Recording Secretary

Dated: _____

TOWN OF LAKE COWICHAN

BYLAW NO. 970-2016

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

Reg
Feb 23/16
8(a)

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

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

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

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

1. TITLE

This bylaw may be cited for all purposes as the "Town of Lake Cowichan Official Community Plan Amendment Bylaw No. 970-2016".

2. AMENDMENTS

The Official Community Plan Bylaw, cited as the "Town of Lake Cowichan Community Plan Bylaw No. 910-2011" is hereby amended through text revisions to the **Urban Reserve/ Comprehensive Development Area** (Chapter 13) by adding under:

13.3 Objectives

- (j) To support commercial silviculture and related activities as a transitional use in advance of urban development.

and adding under

13.4.5 Miscellaneous Policies

- 3) Forest Companies are encouraged to preserve hazardous slope areas, environmentally sensitive areas, and groundwater recharge areas, complementary to the requirements of Forest Practices Code. When land is used for the purpose of silviculture, regardless of the zoning classification, the minimum parcel size is 4 hectares and appropriate setbacks and leave strips should be established in the zoning bylaw.

The siting of forestry related structures and buildings, or the storage of machinery, in areas adjacent to residential development, shall be done in a manner which minimizes noise, visual and environmental impact and traffic generation.



3. **FORCE AND EFFECT**

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

READ A FIRST TIME on the ____ day of ____, 2016.

READ A SECOND TIME on the ____ day of ____, 2016.

PUBLIC HEARING held on the ____ day of ____, 2016.

READ A THIRD TIME on the ____ day of ____, 2016.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ____ day of ____, 2016.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer



TOWN OF LAKE COWICHAN

BYLAW NO. 971-2016

A Bylaw to Amend Zoning Bylaw No. 935-2013

Reg
Feb 23/16
8(b)

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

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

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

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

1. TITLE

This bylaw may be cited for all purposes as the "Town of Lake Cowichan Zoning Amendment Bylaw No. 971-2016".

2. AMENDMENTS

- 1) The following is added to Part III – Land Use Definitions:

3.1 Definitions

SILVICULTURE means all resource use activities related to the development and care of forests for commercial purposes, including seedling and tree nursery and harvesting, but specifically excluding the processing of wood or wood products.

- 2) Part V Regulations for Each Zone, Zoning Categories, Section 5.1 R-1 Urban Residential is amended as follows with respect to these properties listed below only:

Lots 1 to 4, Plan VIP74849, District Lots 10 & 14 (as shown in Schedule "A")

The new uses and conditions of use are inserted as follows:

5.1 R-1 URBAN RESIDENTIAL ZONE

.2 Permitted Uses

	Principal Uses	Minimum Lot Size
(c)	Silviculture	4000 m ²

	Accessory Use
(iv)	Ancillary uses for the development and care of forests for use permitted in (c)

.3 Conditions of Use**.2 Minimum building setbacks**

	Use / Structure	Front Lot Line	Rear Lot Line	Exterior Side Lot Line	Interior Side Lot Line
(d)	Principal/Accessory	30 metres	15 metres	15 metres	15 metres

.7 Leave strips along streams shall be established in accordance with the requirements of the Riparian Area Regulations; and

.8 Leave strips of a minimum of a minimum 10 metre width shall be established for the purpose of protecting the visual aesthetics along the primary roadway adjacent to the Town-owned campground and leading to the Cowichan Lake Educational Centre.

3. FORCE AND EFFECT

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

READ A FIRST TIME on the ____ day of _____, 2016.

READ A SECOND TIME on the ____ day of _____, 2016.

PUBLIC HEARING held on the ____ day of _____, 2016.

READ A THIRD TIME on the ____ day of _____, 2016.

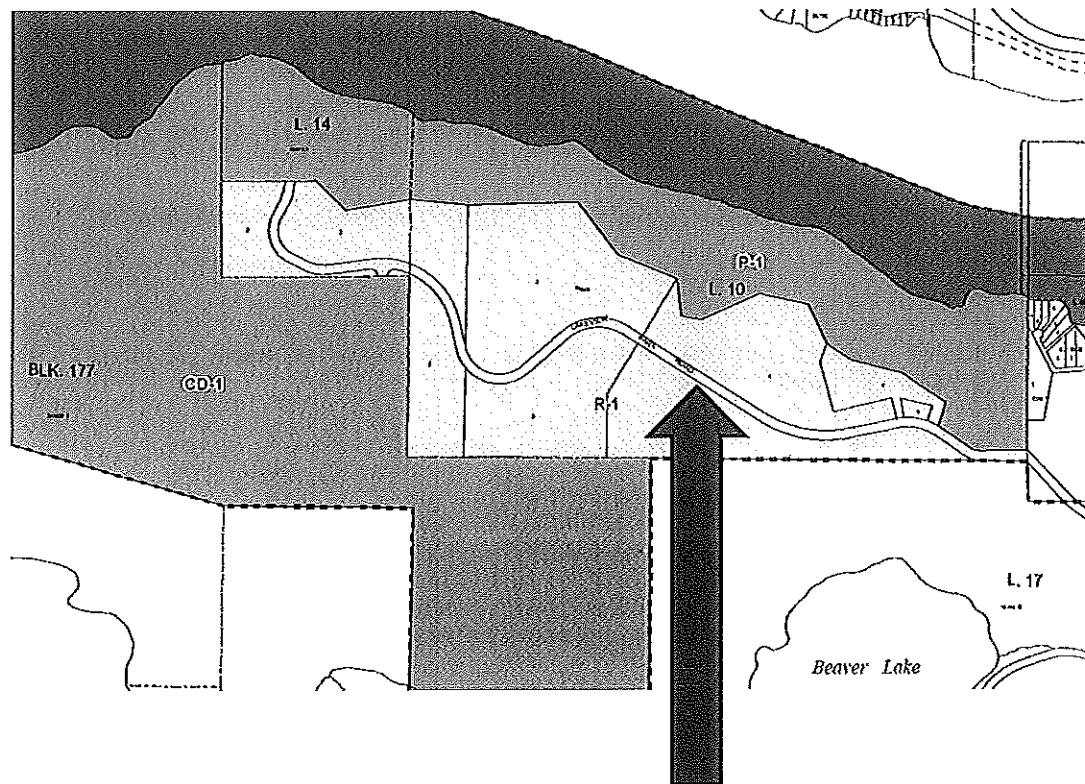
RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ____ day of _____, 2016.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer

SCHEDULE "A"

Attached to and Forming Bylaw No. 971-2016



Lots subject to amendment by this bylaw

**TOWN OF LAKE COWICHAN
BYLAW NO. 972-2016**

**A BYLAW TO REGULATE THE RATES, TERMS AND CONDITIONS UNDER WHICH
MUNICIPAL SANITARY SEWER UTILITY SERVICE
MAY BE SUPPLIED AND USED**

Reg
Feb 23/16
8(c)

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. 972-2016".

2. DEFINITION

In this bylaw unless the context otherwise requires,

COMMERCIAL means the occupancy or use of a building or land for the purpose of carrying out business, professional activities, industrial activities, retail or personal service use or any other Town approved commercial or business activity which results in the land and improvements in whole or part thereof being assessed at industrial or business tax rates for tax purposes;

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 single family units with cooking, living, sleeping and sanitary facilities, and with each single family 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 single family unit. Should the entire building be under one title, one minimum usage charge per single family 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 the first business day in July 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 ($\frac{1}{2}$ 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. 969-2015 being the "Town of Lake Cowichan Sewer Regulations and Rates Bylaw" and all amendments thereto are hereby repealed.

READ A FIRST TIME on the ___th day of _____, 2016.

READ A SECOND TIME on the ___th day of _____, 2016.

READ A THIRD TIME on the ___th day of _____, 2016.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ___nd day of _____, 2016.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer



TOWN OF LAKE COWICHAN**SCHEDULE "A"****ATTACHED TO AND FORMING PART OF SEWER BYLAW NO. 972-2016**

SEWER RATES		2016	2017
Residential – monthly rates based on metered water consumption per unit:	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 *	Actual Cost *
4 inch Storm connection	Actual Cost *	Actual Cost *	Actual Cost *
Larger than 4 inch	Actual Cost *	Actual Cost *	Actual Cost *
Inspection fee	25.00	25.00	25.00
Re-inspection fee	25.00	25.00	25.00
* Minimum Charge of \$1,300.00 will apply			

