

AGENDA

TOWN OF LAKE COWICHAN

Regular meeting of Council to be held on

Tuesday, January 26th, 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 December 22nd, 2015.
- (b) Minutes of the Special Meeting of Council held on January 5th, 2016.

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4. BUSINESS ARISING AND UNFINISHED BUSINESS

5. DELEGATIONS AND REPRESENTATIONS

6. CORRESPONDENCE

(a) Action Items

- 1. Catalyst re: Application for Relief of Noise Bylaw.

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

- 1. Union of BC Municipalities re: Payment – Upgrade of the Lake Cowichan Waste Water Treatment Plant – Phase 1 Project.

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7. REPORTS

(a) Council and Other Committee Reports

- 1. Finance & Administration Councillor McGonigle
 - January 12th, 2016.
- 2. Public Works & Environmental Services Councillor Austin
 - January 5th, 2016.
- 3. Parks, Recreation & Culture Councillor Vomacka
 - January 5th, 2016.
- 4. Economic & Sustainable Development Councillor Day
 - January 12th, 2016.
- 5. Cowichan Lake Recreation Commission Mayor Forrest
 - December 17th, 2015.
- 6. V.I.R.L. Councillor Vomacka
- 7. Ohtaki Twinning Committee Mayor Forrest
- 8. Advisory Planning Commission Councillor McGonigle
- 9. Community Forest Co-op Councillor McGonigle

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(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.

Staff Reports

8. **BYLAWS**
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, December 22nd, 2015



Reg
Jan 26/16
3(a)

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: 1

1. **CALL TO ORDER**

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

2. **AGENDA**

No. R.179/15

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

Reports – Other Reports

- Councillor Austin re: Shoreline Management meeting; and
- Councillor Austin re: Age Friendly.

CARRIED.

3. **ADOPTION OF MINUTES**

No. R.180/15

(a) Moved: Councillor McGonigle
Seconded: Councillor Day
that the minutes of the Regular Meeting of Council held on
November 24th, 2015 be adopted.

CARRIED.

4. **BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

5. **DELEGATIONS AND REPRESENTATIONS**

6. **CORRESPONDENCE**

None.

7. **REPORTS**

No. R.181/15
Finance and Administration

Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that the minutes of the Finance and Administration Committee
meeting held on December 8th, 2015 be approved with the
following recommendations ratified:

1—Fire Department Incident Report – October, 2015

that the Fire Department Monthly Incident Report for October,
2015 and payment in the amount of \$8,946.70 be approved;

2— Fire Department Incident Report – November, 2015

that the Fire Department Monthly Incident Report for November, 2015 and payment in the amount of \$9,063.68 be approved; and

3— BC Hydro Tree Canada Grant Funding

that the Town of Lake Cowichan submit a grant application under the BC Hydro tree planting programme for an amount of \$10,000.

CARRIED.

No. R.182/15
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 December 1st, 2015 be approved as presented.

CARRIED.

No. R.183/15
Parks, Recreation and Culture

Moved: Councillor Vomacka
Seconded: Councillor McGonigle
that the minutes of the Parks, Recreation and Culture Committee meeting held on December 1st, 2015 be approved as presented.

CARRIED.

No. R.184/15
Economic and Sustainable
Development

Moved: Councillor Day
Seconded: Councillor Austin
that the minutes of the Economic and Sustainable Development Committee meeting held on December 15th, 2015 be approved as presented.

CARRIED.

Cowichan Lake Recreation

The minutes of the Cowichan Lake Recreation Commission meeting held on November 19th, 2015 were treated as information.

Councillor Day who attended the meeting on behalf of Mayor Forrest reported on the swimming lesson matter for the Town.

Mayor Forrest advised that the third quarter report for the Recreation Commission was sent out yesterday and that members of Council should have received their copy through the e-mail.

Vancouver Island Regional
Library

No Report.

Ohtaki Twinning Committee

No Report.

Advisory Planning Commission

The Chief Administrative Officer reported on the recent Advisory Planning Commission meeting where revisions to the subdivision bylaw was dealt with and that the matter of gateway signage will be brought forward for Council budget consideration in 2016.

Councillor McGonigle spoke on the matter of pervious pavement in new developments that could address recommendations in the storm water management plan.

The Chief Administrative Officer further reported that the legal opinion received from the Town's solicitors would be taken into consideration in the subdivision bylaw revision process.

Community Forest Co-operative

Councillor McGonigle advised that plans were underway for the Forest Co-op to host the provincial annual meeting with 90 to 100 delegates attending the last week of May, 2016.

Cowichan Valley Regional District Board

(b) Councillor Day reported on the recent Regional District board meeting that was held on December 9th, 2015 with the following highlights:

- the elections for Chair and Vice-Chair;
- flood management alternate approval process and passing of the relevant bylaws;
- arts and culture alternate approval process and the passing of the relevant bylaw; and
- five-year financial plan process.

Social Planning Cowichan

Councillor Austin reported that the Social Planning Cowichan Committee meeting will be held January 11th, 2016 and the planned workshop to occur on January 28th, 2016 with presentations to local communities in the New Year.

Community Safety Advisory

Councillor Austin gave a verbal report on her attendance at the recent Community Safety Advisory meeting.

Shoreline Management

Councillor Austin gave a verbal report on her attendance at a recent meeting regarding shoreline management held on December 11th, 2015.

Age Friendly

Councillor Austin gave a verbal report on her meeting with representatives from Salts Spring Island to discuss the Town's Age Friendly report and the potential collaboration of information for care facilities.

No. R.185/15
Capital Projects In Progress - 2015

(c) Moved: Councillor McGonigle
Seconded: Councillor Austin
that Council approve the following capital projects for 2016 prior to the adoption of the 5-Year Plan in 2016:

Asbestos inventory	\$ 15,000
Town hall renovations	218,000
Windows at CLEC	25,000
CLEC Roofing	9,500
JCP project	60,000
Sewer CCTV Inspection and Smoke Testing	70,000
Sanitary Sewer Rehabilitation contract.	73,000
for a total of \$470,500.00.	

CARRIED.

8. BYLAWS

No. R.186/15
Bylaw No. 960-2015
Fee and Charges for Services

(a) Moved: Councillor McGonigle
Seconded: Councillor Day
that the "Town of Lake Cowichan Fee and Charges for Services Bylaw No. 960-2015" be reconsidered and adopted.

CARRIED.

No. R.187/15
Bylaw No. 967-2015
Waste Collection Regulations and Rates

(b) Moved: Councillor Day
Seconded: Councillor McGonigle
that the third reading of the "Town of Lake Cowichan Waste Collection Regulations and Rates Bylaw No. 967-2015" be rescinded.

CARRIED.

No. R.188/15
Bylaw No. 967-2015
Waste Collection
Regulations and Rates

- (c) Moved: Councillor Day
Seconded: Councillor Vomacka
that the "Town of Lake Cowichan Waste Collection Regulations and Rates Bylaw No. 967-2015" be read a third time, as amended.

CARRIED.

Mayor Forrest advised that the reconsideration and adoption of the waste collection bylaw will be dealt with at a Special meeting of Council on Tuesday, January 5th, 2016.

No. R.189/15
Bylaw No. 968-2015
Water Regulations and Rates

- (d) Moved: Councillor Day
Seconded: Councillor Vomacka
that the "Town of Lake Cowichan Water Regulations and Rates Bylaw No. 968-2015" be reconsidered and adopted.

CARRIED.

No. R.190/15
Bylaw No. 969-2015
Sewer Regulations and Rates

- (e) Moved: Councillor McGonigle
Seconded: Councillor Austin
that the "Town of Lake Cowichan Sewer Regulations and Rates Bylaw No. 969-2015" be reconsidered and adopted.

CARRIED.

9. NEW BUSINESS

No. R.191/15
Regular Meetings for 2016

- (a) Moved: Councillor Day
Seconded: Councillor Austin
that Council approve the notice of the Regular meeting dates for Council for 2016.

CARRIED.

10. MAYOR'S REPORT

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

- Recognition of Pete and Joanne Pimlott being recognized with a good corporate citizenship award at the National Philanthropy Day awards ceremony for their generosity to the community;
- Recognition of Stacy Middlemass for her "Caring with Cookies" campaign started in 2007 and recently reported on an American tv talk show;
- Community Services Hamper programme assisted by large contingent of volunteers;
- Appreciation of the different committees which are committed to the enhancement of our community;
- Corporate contributors such as the Insurance Corporation of British Columbia and Ministry of Transportation assisting with road safety improvements;
- The water treatment plant upgrades totaling approximately \$6 million that has to be completed by 2017;
- Age Friendly study completed that will assist with the next step for a care facility with a meeting scheduled for January 4th, 2016 at 7:00 p.m. to begin work on this initiative;
- Town hall addition and renovation;
- encouraged by the steady growth of our community, both through infrastructure improvements and more importantly growth through public interest and participation at local public events; and

- in closing, gave his Christmas greeting.

11. NOTICES OF MOTION

None.

12. IN CAMERA

No. R.192/15
In-Camera

Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that Council close the meeting to the public to deal with issues relating to labour relations or other employee relations, land matters and negotiation of municipal services under Section 90(1) (c), (e) and (k) of the Community Charter respectively (6:50 p.m.).

CARRIED.

13. ADJOURNMENT

No. R.193/15
Adjournment

Moved: Councillor Day
Seconded: Councillor Vomacka
that we arise without a report and adjourn (9:50 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

Mayor

TOWN OF LAKE COWICHAN
Minutes of Special Meeting held on
Tuesday, January 5th, 2016



Reg
Jan 26/16
3(b)

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

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Ron-Lee Roach, Executive Secretary

1. CALL TO ORDER

The Chair called the meeting to order at 5:03 p.m.

2. AGENDA

3. ADOPTION OF MINUTES

None.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. DELEGATIONS

None.

6. CORRESPONDENCE

None.

7. REPORTS

None.

8. BYLAWS

No R.001/16
Bylaw No. 967-2015
Waste Collection
Regulations and
Rates

Moved: Councillor Austin
Seconded: Councillor Day
that the "Town of Lake Cowichan Waste Collection Regulations
and Rates Bylaw No. 967-2015" be reconsidered and adopted.
CARRIED.

9. NEW BUSINESS

None.

10. MAYOR'S REPORT

None.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No R.002/16
Adjournment

Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that this meeting adjourn. (5:05 p.m.)

CARRIED.

Certified correct _____,

Confirmed on the _____ day of _____, 2016.

Chair



Catalyst

RECEIVED JAN 20 2016

January 15, 2016

Town of Lake Cowichan
39 South Shore Rd, P.O. Box 860,
Lake Cowichan BC,
V0R 2G0

Catalyst Paper
Crofton Division
8541 Hay Road
P.O. Box 70
Crofton, British Columbia
Canada V0R 1R0

Tel: 250 246 6100
Fax: 250 246 6135

Attention: Mr. Joseph Fernandez, Chief Administrative Officer

Subject: Application for Relief on Noise Bylaw

Catalyst Paper's Crofton mill is the region's largest employer generating substantive local benefits including more than 600 jobs and \$80 million in payroll, taxes and business with local vendors.

In British Columbia, Catalyst generates over 7,000 direct and indirect jobs and almost \$2 billion in annual economic impact representing 1% of British Columbia's Gross Domestic Product. In 2014, Catalyst spent in excess of \$550 million purchasing goods and services from suppliers across the province. Maintaining our operations and jobs associated with it are critical to the economic health of the Cowichan Valley.

The purpose of this letter is to request relief from your Noise Bylaw 876-2009 in respect to our application with the Province of BC to pump-out water from Lake Cowichan into the Cowichan River in the event of an extreme drought.

Catalyst only plans to undertake the pump-out approach if all other options and avenues are exhausted and the river is in imminent danger of running dry. This option is critical to the survival of the river, its fishery, and ecosystem. Further, it is also of great importance to Catalyst and people of the valley to maintain our operations and the financial benefits that permeate the region.

Our application calls for pump-out activities over our weir in calendar 2016 and 2017 if drought conditions exist. We would commence at such time that the lake level is no longer able to maintain river flow of at least 4.5 cubic meters per second. We anticipate this situation would likely arise in early October at the earliest and can extend no longer than 49 days (in accordance with our application). In reality, we expect any pump-out activities would last less than 30 days.

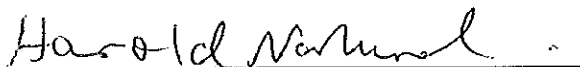
We plan to use 20 low head / low velocity pumps with appropriate fish screening at their inlet to convey the water over the weir near the boat lock. 10 low noise / low emissions diesel generators will be employed to generate the electricity needed for

the pumps. The operation, once underway, will be in place 24 hours per day, seven days per week for its duration.

While the generators are considered amongst the quietest in use, we anticipate potential violation of the bylaw given the 24 hour per day service. Attached for your benefit is our Environmental Management Plan aimed at mitigating the effects of this initiative which is critical to the survival of the Cowichan in the event of a severe drought.

We look forward to further discussing this issue with you.

Sincerely,

A handwritten signature in cursive script, reading "Harold Norlund".

Harold Norlund
Vice-President and Mill Manager, Crofton Mill
Catalyst Paper Corporation

8541 Hay Road,
P.O Box 70, Crofton, BC
V0R 1R0

Catalyst



Catalyst Paper
Crofton Division
8541 Hay Road
P.O. Box 70
Crofton, British Columbia
Canada V0R 1R0

Tel: 250 246 6100
Fax: 250 246 6135

Environmental Management Plan for the Pump Out of Lake Cowichan during Drought Conditions

January 2016

Submitted to Ministry of Forests, Lands and Natural Resource Operations as part of the
application for approval for pump out operations

1. Table of Contents

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2. Summary

During drought conditions, Catalyst Paper has proposed to pump water from Lake Cowichan into the Cowichan River over its weir structure. This plan serves to ensure no material environmental impacts during that operation. The company intends on using a series of low head/high flow submersible electrical pumps which will be powered by on-shore low emissions / low noise diesel generators to convey water up and over the weir. The operation will only take place during drought conditions once the water level in the lake is such that 4.5 cubic meters per second of flow cannot be maintained. The operation will last no longer than 49 days and will reduce lake level no more than 0.60 meters (23 inches). The operation will have 24 hour per day continuous manning and will be supported by maintenance and operations experts back at the Crofton facility.

3. About this Environmental Management Plan

This Environmental Management Plan (EMP) is designed to create mitigation measures to protect the local environment during the operation of the Lake Cowichan pump-out process. This EMP's primary objective is to provide managers and operators with specifications designed to avoid adverse impacts to the environment during the commissioning and operating phases of the pump-out project.

This EMP has been prepared by Catalyst Paper in the interests of due diligence, and its implementation is intended to demonstrate the company's commitment to protecting and enhancing environmental and social values throughout the Cowichan Valley. Through the use of management tools such as this EMP, Catalyst Paper will continue to focus on excellence in environmental stewardship.

4. Catalyst Paper's Environmental Policy

Catalyst Paper prides itself on its environmental stewardship and the compliance performance it maintains at its pulp and paper facilities. To that end, the environmental policy is key to directing employees to do the right thing in all circumstances. Employees and contractors working on the pump-out project will be made aware of the policy below.

Catalyst Paper is accountable for the effect of its operations on the environment and we accept responsibility for conserving, sustaining and making efficient use of the resources we consume including fibre, water and energy.

While the company's products play an important role in society, we are mindful that they must also represent the highest standards of environmental integrity we can provide.

Catalyst is committed to the principle of continuous improvement and reviews its policies and practices against external benchmarks with the help of independent advisors and partners. We work cooperatively and collaboratively with those who contribute positively, through advice or criticism, to improving our environmental performance. Day-to-day, the responsibility for environmental performance rests with all employees.

In applying this policy, Catalyst commits to:

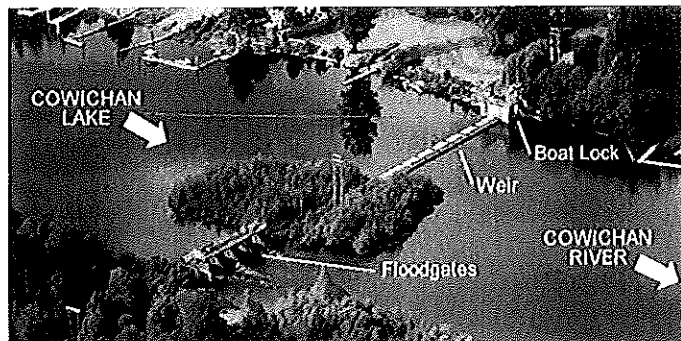
- Adhere to the principles of conservation and sustainability
- Meet the requirements of relevant environmental legislation and other voluntary programs
- Be fully transparent in publicly disclosing our environmental performance
- Reduce pollution at its source including our carbon footprint
- Set objectives and targets to support continual improvement of our environmental performance
- Operate our facilities with respect for the values of surrounding communities and indigenous peoples

Joe Nemeth
President and Chief Executive Officer
Catalyst Paper Corporation

5. Overview of Operation

The operation will be conducted at Catalyst's weir and using either the company's property on the north side of the boat lock or the south side near the floodgates within the town of Lake Cowichan. The existing weir and floodgates will be left unaffected. However, the operation of the boat lock will be closed during the pump-up reflecting danger posed by turbulence from water being discharged over the weir.

20 pumps will be located upstream of the weir as shown while 10 low emissions / low noise diesel generators will be situated on lands either north of the boat lock or to the south of the floodgates. Each generator will have spill containment. A double walled diesel fuel tank will be sited in proximity to the generators with a well-equipped spill kit and fire extinguisher.



6. Decision on Pump Out

The decision to prepare for the pump-out operation will happen approximately one month before the actual pumps are energized. Catalyst as part of its daily water management in coordination with FLNRO and other stakeholders will have already determined that a deficit in spring and summer water inflows to the lake has created a predictable shortage based on the operational rule curve and any agreed to deviations from it. In response, Catalyst will require approximately one month to order the pumps, generators and other infrastructure. That equipment will be established in readiness for if and when the lake level drops to a level that will no longer maintain 4.5 cubic meters per second through the four fully open control gates. At that lake level, Catalyst will inform FLNRO and all of its other stakeholders (including the Town of Lake Cowichan) that the pump-out operation will begin.

7. Security Considerations and Manning

During the entire pump-out operation, the weir site will be manned 24 hours per day by either the weir operator or a contractor who will provide oversight of the operations, the pumps, generators, and other equipment. Some additional lighting will be installed to monitor the equipment. The operation will be supported by the maintenance, operations, and engineering teams at Catalyst's Crofton mill. There will be both daily and weekly checklists that are reviewed to ensure appropriate operations and minimize risk of events.

8. Pumping Infrastructure and Installation

Catalyst Paper will use twenty low head, low velocity pumps to transfer water from the upstream to downstream side of the weir. To ensure that there is no fish entrapment or uptake in the pumps, inlet screening will be provided that meets the DFO's 1995 guidelines for freshwater intakes. The pumps will float on the surface of the lake tethered to the weir. To ensure that no river sediment is entrained in the inlets, the pumps will be located in waters that provide at least four feet of clearance above the lake bottom. After the start-up of the pumping operations, the project manager and environmental manager will assess the level of sediment entrainment. Further, there will be a weekly check list confirming levels of entrainment.

9. Generator Infrastructure and Installation

Catalyst Paper will utilize ten low noise / low emissions diesel generators to power the pumps. Since the generators will be operated 24 hours per day, it is important that noise emissions be minimized. This will be achieved with use of best available low noise units and their strategic placement on the northern shore near the boat lock. Catalyst will attempt to shield the generators using the existing vegetation and perhaps sound damping blinds.

Each of the generators will be placed in a secondary containment tray to ensure that minor fuels leaks, oil leaks, or other unforeseen discharges are contained from entering soils near the shoreline area.

10. Fuel Storage Infrastructure

Catalyst will utilize a 1,000 us gallon double walled diesel fuel storage tank for the on-site fuel supply needed for the operation of the generators. The unit will have a valid inspection certificate and an appropriate fire extinguisher unit. There will also be a well-stocked spill kit at the site containing hydrocarbon absorbent materials for use with fuel or generator lubrication oils. During filling of the storage tank, the operator will be in attendance with the truck driver for the entire duration of the fill.

11. Noise Suppression Approaches

Catalyst will make all reasonable efforts to minimize the level of noise from the pump-out operation. First, the company will utilize generators and pumps with the lowest sound output readily available. Second, the company will strategically organize the generators using existing vegetation and suppression blinds to reduce noise discharges. The company will work with local residents to optimize this situation once actual operating performance can be assessed. Use of portable sound measurement and other approaches will be employed to this end.

12. Emissions Minimization Approaches

Catalyst will make all reasonable efforts to minimize the levels of air emissions from the generators. First, the company will utilize generators with the lowest emissions footprint readily available. Second, the company will ensure that the generators are operating properly so that they meet their emissions specifications. Maintenance support for the Crofton facility will help ensure this deliverable.

13. Light Pollution Minimization

To minimize night time lighting impact on the surrounding community, Catalyst will make reasonable efforts to limit additional lighting installed during the operation. However, there will be some additional lighting needed for surveillance of the generators and fuel storage.

14. Emergency Response

Catalyst's emergency response approaches at the Crofton facility will apply equally to the weir pump-out operation. Catalyst maintains emergency response capability at the mill front gate house 24 hours daily 7 days a week.

In the event of a severe emergency, the operator will ...

1. Contact 911 and then call the Crofton mill at 250-246-6100
2. Attempt to respond to the emergency if safe to do so
3. Keep bystanders away until resources arrive

In the event of a less significant situation, the operator will ...

1. Contact Crofton mill at 250-246-6100 for additional resources
2. Attempt to respond to the situation only if safe to do so

The Emergency Response Plan and the Emergency Response Team at the Crofton facility will be used, where appropriate, to manage issues relating to the pump-out operation. The Crofton Environmental Manager will act as the regulatory liaison for all issues relating to the pump-out operation.

15. Monitoring of Impacts on the Ecosystem

Catalyst plans to retain a local qualified environmental professional to assess any environmental impacts due to the pump-out of the lake and, accordingly, the drop in the water level. The professional will provide weekly reports to both Catalyst and FLNRO for the duration of the operation. Monitoring of the riparian zone, its flora and fauna, shoreline, and impacts on access to water from docks and beaches.

16. Community Liaison

Catalyst plans to actively liaise with the local residents and stakeholders during the entire pump-out operation. A 24 hour telephone number will be made available to provide input and ask questions. Catalyst's existing Community Feedback system will be used for this purpose. In the initial week of the operation, a concerted effort will be made to hear preliminary feedback and optimize the infrastructure and its layout so as to minimize noise and light emissions.

17. Daily Pump-out Checklist

A daily check list is to be signed off by the operator throughout the duration of the pump-out operation.

Item	Ok	Not ok	Notes
Fish screens clear			
No debris around pump floats			
Pump discharge piping intact			
No excess pump noise			
Pump tethers acceptable			
No sediment entrainment			
Pumps in acceptable water depth			
Pump discharge is controlled			
No excess generator noise			
No visible hydrocarbon leaks			
Generators operating normally			
No leaks from fuel storage tank			
Spill containment is empty			
All lightning is operational			
No safety hazards			
No environmental hazards			

Notes:

Signature of Weir Operator

18. Weekly Pump-out Checklist

A weekly check list will be signed off by either the environmental or project manager throughout the duration of the pump-out operation.

Item	Ok	Not ok	Notes
Fish screens clear			
No debris around pump floats			
Pump discharge piping intact			
No excess pump noise			
Pump tethers acceptable			
No sediment entrainment			
Pumps in acceptable water depth			
Pump discharge is controlled			
No excess generator noise			
No visible hydrocarbon leaks			
Generators operating normally			
No leaks from fuel storage tank			
Spill containment is empty			
All lightning is operational			
No safety hazards			
No environmental hazards			

Notes:

Signature of Environmental Manager or Project Manager

19. Appendices – Proposed Pump and Generator Specifications

Pump specifications

SUBMERSIBLE DRAINAGE PUMP

J 604

US 60 Hz

Specification
Electric submersible pump with double outer casing.
Class 1 insulation. Maximum submergence: 65 feet.
Strainer with free passage $\frac{1}{2}$ " x $2\frac{1}{8}$ ".

J 604 HD Medium head, 3-phase.
J 604 HD High head, 3-phase.

Electric Motor
3-phase squirrel-cage induction motor, 60 Hz.
Motor rating P₂: 94.0 Hp
Speed: 1730 rpm
Voltage, V: 230 460 575
Nominal current, A: 226.0 113.0 91.0

Power Cable
Heavy duty power cable for submersible pump applications
65 ft 2 x AWG 2/3 GGC (4x75MM²) [MSHA], 230 V
65 ft 1 x AWG 2/3 GGC (4x75MM²) [MSHA], 460 V
65 ft 2 x AWG 2/4 SOW-A [UL, CSA, MSHA], 575 V
Control cable AWG 16/7 SOW-A [UL, CSA, MSHA]

Motor Protection
Thermal Control System with temperature sensors in the motor windings for automatic shut-down in case of overheating.
Seal Monitoring System with leakage sensor indicating presence of water
- in the oil chamber
- in the electric connection chamber
Bearing Monitoring System with temperature sensors at upper and lower bearing indicating excessive temperature.

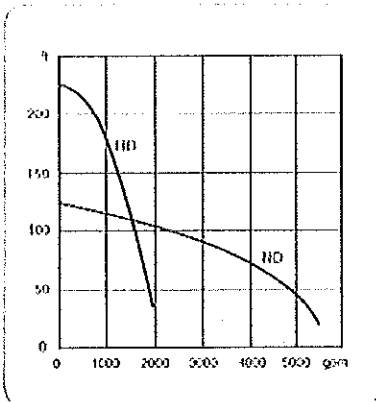
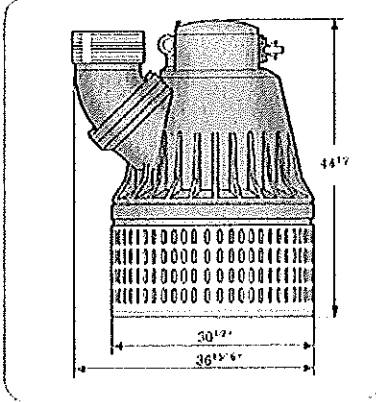
Shaft Seal
Double mechanical seal in oil bath.
Primary seal: Silicon carbide on silicon carbide.
Secondary seal: Carbon on stainless steel.

Bearings
Upper bearing: Single-row deep groove ball bearing.
Lower bearing: Double angular contact ball bearing.

Discharge Connections
6", 8", 10" hose connections.
6" (standard HD), 8", 10" (standard HD) NPT threaded connections.

Weight (without cable)
1157 lb

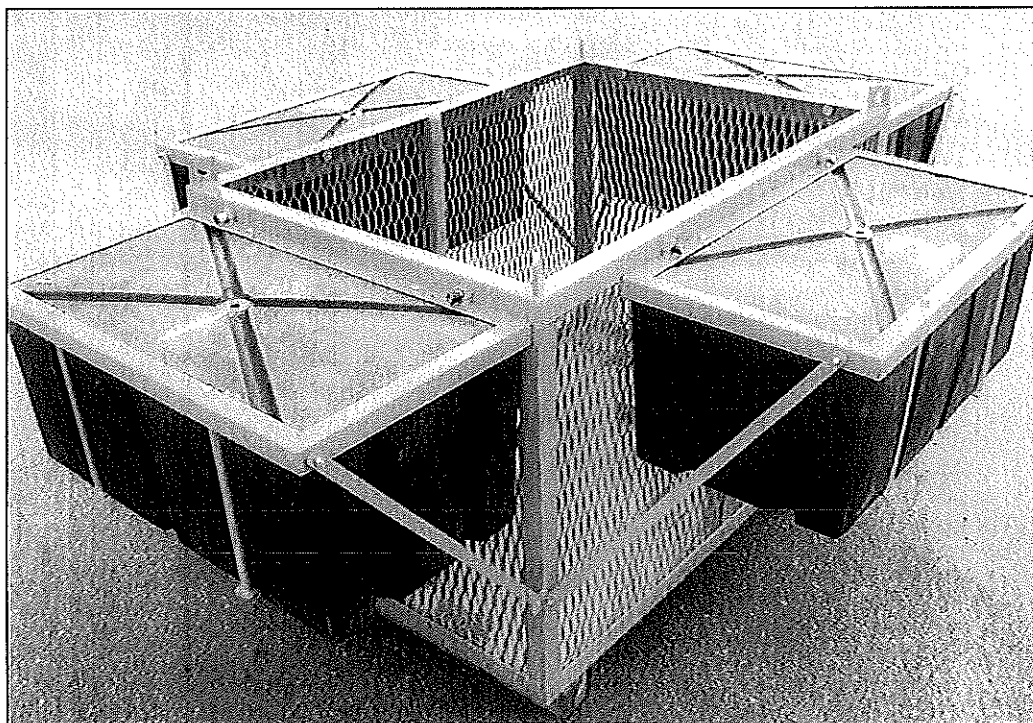
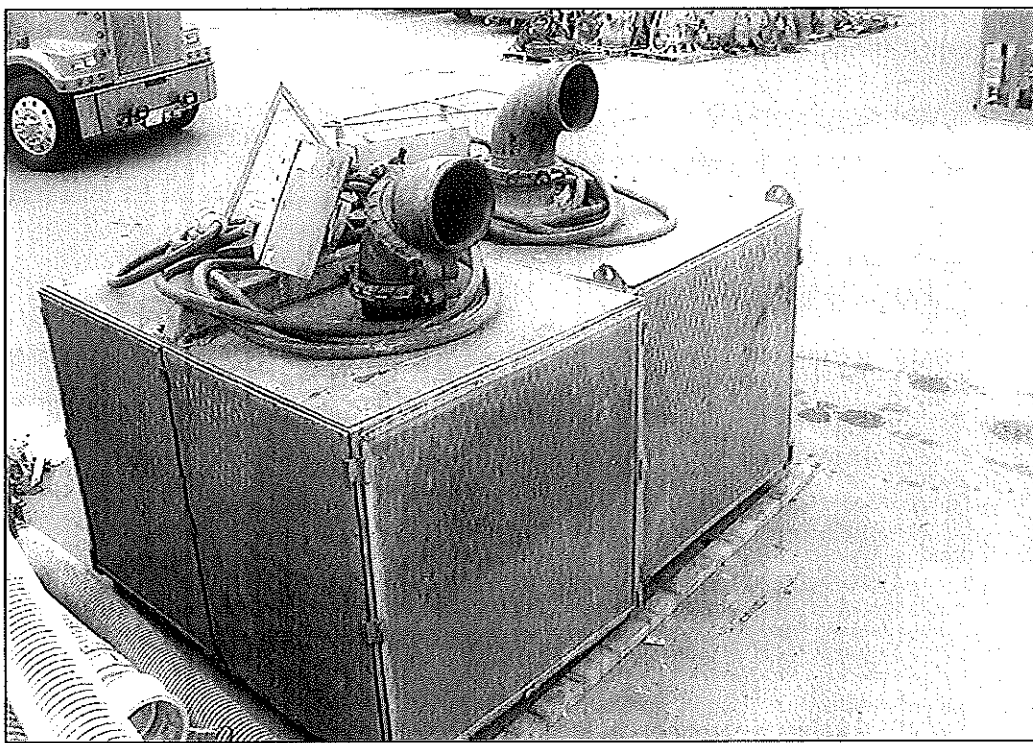
Options and Accessories
Portable control unit for starting complete with all switching and control elements.
Conversion kit for series connection (HD).
Automatic level control unit. Zinc anodes.

Materials

	Materials	ASTM
Casing and castings:	Aluminium	ASTM A13110mg
Strainer and fasteners:	Stainless steel	AISI 304
Shaft:	Stainless steel	AISI 420
Impeller:	Hardened chrome steel	AISI 420
Rubber parts:	Nitrile rubber	

Pump screening and floats




Generator Specifications

70 dBA sound level at 20ft specified by Canadian Dewatering LP

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY WASHINGTON, DC 20460

2005 Model Year Certificate of Conformity

Manufacturer: **Deere Power Systems Group of Deere and Company**
 Certificate Number: **JDX-NR7-05-01**
 Effective Date: **6/15/04**
 Date Issued: **6/15/04**


 Merrylin Zaw-Mon, Director
 Certification and Compliance Division
 Office of Transportation and Air Quality

Pursuant to Section 213 of the Clean Air Act (42 U.S.C. section 7547) and 40 CFR 89, and subject to the terms and conditions prescribed in those provisions, this certificate of conformity is hereby issued with respect to the test engines which have been found to conform to applicable requirements and which represent the following nonroad engines, by engine family, more fully described in the documentation required by 40 CFR Part 89 and produced in the stated model year.

Nonroad Diesel Engine Family: 5JDXL08.1037

This certificate of conformity covers only those new nonroad compression-ignition engines which conform in all material respects to the design specifications that applied to those engines described in the documentation required by 40 CFR Part 89 and which are produced during the model year stated on this certificate of the said manufacturer, as defined in 40 CFR Part 89. This certificate of conformity does not cover nonroad engines imported prior to the effective date of the certificate.

This certificate of conformity is conditional upon compliance of said manufacturer with the averaging, banking and trading provisions of 40 CFR Part 89, Subpart C. Failure to comply with these provisions may render this certificate void ab initio.

Family NMHC+NOx emission limit: 6.3 g/kW-hr
Family PM emission limit: 0.18 g/kW-hr

It is a term of this certificate that the manufacturer shall consent to all inspections described in 40 CFR 89.129-96 and 89.506-96 and authorized in a warrant or court order. Failure to comply with the requirements of such a warrant or court order may lead to revocation or suspension of this certificate for reasons specified in 40 CFR Part 89. It is also a term of this certificate that this certificate may be revoked or suspended or rendered void ab initio for other reasons specified in 40 CFR Part 89.

This certificate does not cover nonroad engines sold, offered for sale, or introduced, or delivered for introduction, into commerce in the U.S. prior to the effective date of the certificate.

 AIR RESOURCES BOARD	DEERE POWER SYSTEMS GROUP OF DEERE & COMPANY	EXECUTIVE ORDER U-R-004-0194 New Off-Road Compression-Ignition Engines
--	---	---

Pursuant to the authority vested in the Air Resources Board by Sections 43013, 43018, 43101, 43102, 43104 and 43105 of the Health and Safety Code; and

Pursuant to the authority vested in the undersigned by Sections 39515 and 39516 of the Health and Safety Code and Executive Order G-02-003;

IT IS ORDERED AND RESOLVED: That the following compression-ignition engines and emission control systems produced by the manufacturer are certified as described below for use in off-road equipment. Production engines shall be in all material respects the same as those for which certification is granted.

MODEL YEAR	ENGINE FAMILY	DISPLACEMENT (liters)	FUEL TYPE	USEFUL LIFE (hours)
2005	5JDXL08.1037	8.1	Diesel	8000
SPECIAL FEATURES & EMISSION CONTROL SYSTEMS			TYPICAL EQUIPMENT APPLICATION	
Direct Diesel Injection, Turbocharger, Charge Air Cooler, Electronic Control Module, Smoke Puff Limiter			Loaders, Tractor, Generator Set, Other Industrial Equipment	

The engine models and codes are attached.

The following are the exhaust certification standards (STD), or family emission limit(s) (FEL) as applicable, and certification levels (CERT) for hydrocarbon (HC), oxides of nitrogen (NO_x), or non-methane hydrocarbon plus oxides of nitrogen (NMHC+NO_x), carbon monoxide (CO), and particulate matter (PM) in grams per kilowatt-hour (g/kW-hr), and the opacity-of-smoke certification standards and certification levels in percent (%) during acceleration (Accel), lugging (Lug), and the peak value from either mode (Peak) for this engine family (Title 13, California Code of Regulations, (13 CCR) Section 2423):

RATED POWER CLASS	EMISSION STANDARD CATEGORY		EXHAUST (g/kW-hr)					OPACITY (%)		
			HC	NO _x	NMHC+NO _x	CO	PM	ACCEL	LUG	PEAK
130 ≤ kW < 225	Tier 2	STD	N/A	N/A	6.6	3.5	0.20	20	15	50
225 ≤ kW < 450	Tier 2	STD	N/A	N/A	6.4	3.5	0.20	20	15	50
		FEL	-	-	6.3	-	0.18	-	-	-
		CERT	-	-	6.1	0.8	0.15	10	3	18

BE IT FURTHER RESOLVED: That the family emission limit(s) (FEL) is an emission level declared by the manufacturer for use in any averaging, banking and trading program and in lieu of an emission standard for certification. It serves as the applicable emission standard for determining compliance of any engine within this engine family under 13 CCR Sections 2423 and 2427.

BE IT FURTHER RESOLVED: That for the listed engine models, the manufacturer has submitted the information and materials to demonstrate certification compliance with 13 CCR Section 2424 (emission control labels), and 13 CCR Sections 2425 and 2426 (emission control system warranty).

Engines certified under this Executive Order must conform to all applicable California emission regulations.

This Executive Order is only granted to the engine family and model-year listed above. Engines in this family that are produced for any other model-year are not covered by this Executive Order.

Executed at El Monte, California on this 22ND day of June 2004.


Allen Lyons, Chief
Mobile Source Operations Division



January 15, 2016

Ronnie Gill
Town of Lake Cowichan
PO Box 860
Lake Cowichan, BC V0R 2E0

RECEIVED JAN 20 2016

Jan 26/16
6(b)1

Dear Ronnie Gill:

**Re: Payment - Upgrade of the Lake Cowichan Waste Water Treatment
Plant - Phase 1 Project**

Thank you for submitting a claim on the above-named project. An Electronic Fund Transfer payment in the amount of \$202,680.00 is expected to occur within the next 30 days.

As this is a final claim on this project, we understand that you are certifying the project is complete, that all costs incurred in relation to the project have been paid, and that all contract conditions related to the project have been completed or complied with.

Note that when it comes to filing your Gas Tax Annual Expenditure Report next year, this amount will be included along with any Community Works Funds payments as having been "Received From UBCM".

Please feel free to contact Rebecca Williams, Gas Tax Program Assistant if you need further clarification. She can be reached by telephone at 250-356-5134 or via email at rwilliams@ubcm.ca.

Thank you.

Yours truly,

Brant Felker
Gas Tax Policy and Program Manager

Enclosures
Pc: Joseph Fernandez

Town of Lake Cowichan-AG461-GSPF/RSP-Claim-2-Final

TOWN OF LAKE COWICHAN

Minutes of Finance & Administration Committee held on
Tuesday, January 12th, 2016



Reg
Jan 26/16
7(a) 1

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

REGRETS: Councillor Lorna Vomacka

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

1. CALL TO ORDER

The Chair called the meeting to order at 5:06 p.m.

2. AGENDA

No. FA.001/16

Moved: Councillor Day
Seconded: Councillor Austin
that the Committee approve the addition of Kate Woochuck,
Road Safety Coordinator, Insurance Corporation of BC as a
delegation for this meeting.

UNANIMOUSLY CARRIED.

No. FA.002/16

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

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) The Chief Administrative Officer advised the Committee that
(i) discussions with the Chamber of Commerce for the lease on
the Information Centre was ongoing. This needed to be
executed by January 31st, 2016.

(ii) The Superintendent, Public Works and Engineering Services
reported on the works being completed at the Little League
Ball Field and advised that approximately \$4,000 will be
carried over from last year's budget to the current year for
irrigation. He advised that the upgrades to fencing, posts,
and the backstop fencing were complete.

4. DELEGATIONS AND REPRESENTATIONS

(a) Kate Woochuck, Road Safety Coordinator, Insurance
Corporation of BC was on hand to report on her work within
the community, with the local police and schools on such
campaigns as pedestrian safety and distracted driving
awareness programmes. Ms. Woochuck stated that ICBC
would be working on three issues in their upcoming
campaigns; impaired driving, distracted driving and speed.

The Chair afforded an opportunity for members to ask
questions of Ms. Woochuck.

Councillor Day asked about safe speeds for motorists during daylight and night-time hours and the use of fencing to reduce the number of wildlife mishaps. Ms. Wooschuck described her role on the local traffic advisory committee and that perhaps the speed matter could be a matter of topic on the agenda.

Councillor Austin asked if consideration could be given for signage to ensure those in slower moving recreational vehicles could pull over. The Superintendent, Public Works and Engineering Services stated he would be happy to forward to the traffic advisory committee for its consideration and possible action matters it wanted raised.

Mayor Forrest asked about initiatives for employers to deal with employees and the operation of municipal equipment with respect to distracted driving and the possibility of policy implementation in that regard.

5. CORRESPONDENCE

- (a) The correspondence received from the Union of BC Municipalities regarding the completion of the 2015 age friendly community planning and projects grant was treated as Information.

The Chief Administrative Officer advised the Committee that the Town has received the balance of the grant monies and that it was a very successful programme.

6. REPORTS

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

The Committee was advised that 1010 home owner grants were processed in 2015 and that applications for owners over the age of 65 has increased each year since 2008, reflecting a 10% increase.

Councillor Day requested that upgrades to Lakeview Park be considered and be included in the budget discussions for 2016. The matter had been brought forward at the last Parks, Recreation Culture Committee meeting as a notice of motion.

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

No. FA.003/16
Lake Cowichan Fire
Department –
Incident Report

- (c) Moved: Mayor Forrest
Seconded: Councillor Austin
that the Committee recommend that the Fire Department Monthly Incident Report for December, 2015 and payment in the amount of \$8,783.36 be approved.

CARRIED.

The Committee requested clarification on the Incident of 'red flares in sky' and the business meeting charges. Councillor Day pointed out the costs for the motor vehicle accidents and medical assist call outs.

7. NEW BUSINESS

No. FA.004/16
Lake Cowichan Fire
Department – Pager
Purchase

- (a) Moved: Councillor Austin
Seconded: Councillor Day
that the Committee recommend 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.
CARRIED.

No. FA.005/16
Municipal Type
Service Agreement

- (b) Moved: Councillor Day
Seconded: Mayor Forrest
that the Committee recommend that approval, in principle,
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.

- (c) The news release from the Lake Cowichan Community Forest
Co-operative and the Pacheedaht First Nations on hosting the
Annual General Meeting of the BC Community Forest
Association (BCCFA) this coming May, 2016 with over 100
delegates attending was treated as information.

No. FA.006/16
Leave of Absence

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

8. NOTICES OF MOTION

Mayor Forrest re: Graffiti at the Footbridge at Duck Pond to
be referred to the next Public Works and Engineering
Services

9. PUBLIC RELATIONS ITEMS

None.

10. MEDIA/PUBLIC QUESTION PERIOD

12. ADJOURNMENT

No. FA.007/16
Adjournment

Moved: Councillor Austin
Seconded: Mayor Forrest
that we adjourn (6:05 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, January 5th, 2016



Reg
Jan 26/16
7(a) 2

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

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

1. CALL TO ORDER

The Chair called the meeting to order at 5:09 p.m.

2. AGENDA

No. PW.001/16 Moved: Councillor Vomacka
Seconded: Councillor Day
that the agenda 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 which will continue until the end of February, 2016.

(b) Ongoing Items Still Being Addressed:

(i) Bike BC Grant Programme:

The Chief Administrative Officer reported that the subject of bike lanes is an ongoing issue and that the Superintendent and contract planner are jointly working on it.

The Superintendent, Public Works and Engineering Services suggested that the Town could contract with Boulevard Transportation on the issue of bike lane access for North Shore Road.

(ii) Gateway Signage:

The Chief Administrative Officer reported that the gateway signage is being addressed by the Advisory Planning Commission and recommendations to Council would be forthcoming.

(iii) Sidewalk(s) – North Shore Road:

This matter was discussed earlier in the meeting.

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. REPORTS

- (a) No report for garbage costs from 2014 was available and comparisons for the curbside organic collection programme were made available by meeting time.

The Superintendent, Public Works and Engineering Services advised that there was an approximate diversion of 42% of the organic waste from total waste for single family collections which did not include commercial or multi-family units for 2015. This has resulted in a saving of approximately \$7,000. He distributed a chart comparing the other local municipalities that indicated that Lake Cowichan had higher tonnage of refuse than the City of Duncan.

Councillor McGonigle shared his view that the percentage of organic diversion was good for the first year and which should improve with the inclusion of multi-family residential collection and education. He recommended inclusion of the success of the organic programme in the utility notice.

Councillor Day raised the matter of the In-vessel composter and whether the Town was still considering its acquisition. He also advised that there would be some changes in the Regional District with respect to Solid Waste management.

7. NEW BUSINESS

- (a) The Committee discussed the matter of the access road to Lakeview Park beach area in light of a complaint received that the gate to the beached area was not closed at this time of the year.

The Committee members directed that staff work on resolving the issue.

- (b) The Committee members discussed the matter of sidewalk improvements for 2016, as per the Age Friendly report.

Mayor Forrest advised that some of the sidewalks in the Town were found to be too narrow for pedestrians and included the one on Cowichan Avenue by the Health Clinic.

The Superintendent, Public Works and Engineering Services stated that it was a good practice to look at the capital sidewalk plan to ensure that the Town is meeting minimum standards and that the 5 and 10 year capital plans needed to be reviewed periodically.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

None.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. PW.002/16
Adjournment

Moved: Councillor Vomacka
Seconded: Councillor Day
that this meeting adjourn. (6:20 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, January 5th, 2016



Reg
Jan 26/16.
7(a) 3

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

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

1. CALL TO ORDER

The Chair called the meeting to order at 6:27 p.m.

2. AGENDA

No. PR.001/16

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

New Business

- BC Hydro Tree Grant; and

Notices of Motion

- Future Upgrades to Lakeview Park Beach and Public Access
- be approved.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

- (a) The Chief Administrative Officer reported that the request for proposals for the Centennial Park upgrades was being prepared.

(b) **Ongoing Items:**

(i) **Riverfront Parkway and Trail Connections:**

No report on this was available.

(ii) **Kasapi Centre:**

The Chief Administrative Officer reported that Northwest Environmental will undertake a fuller assessment on the Kasapi Centre soon.

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

Invitations to the Regional District's Arts and Culture and Kaatza Art Group for their attendance at the April 5th, 2016 meeting are being sent out.

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. REPORTS

None.

7. NEW BUSINESS

- (a) The Cowichan Lake Recreation Commission's report on the feasibility of providing swimming lessons in Lake Cowichan in 2016 was treated as Information.

The Committee directed staff to contact the Regional District's Chief Administrative Officer directly to request a meeting to discuss concerns on the lack of a swimming programme at Lake Cowichan.

- (b) The Cowichan Lake Recreation Commission report on the programme statistics for 2014 and 2015 was treated as information.

Mayor Forrest reported that the Recreation Commission members' term had expired on December 31st, 2015 and new appointments would be made shortly.

No. PR.002/16
Little League
Irrigation Project

- (c) Moved: Councillor Day
Seconded: Councillor McGonigle
that the Committee recommend 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.

- (d) The Chief Administrative Officer advised that the BC Hydro tree grant application has been submitted for \$10,000 for two proposed tree planting sites: one at the municipal hall and the other area adjacent to the library facility.

8. NOTICES OF MOTION

Councillor Day brought forward the following notice of motion for the February 2nd, 2016 meeting:

- Future upgrades to Lakeview Park Beach and public access.

The Committee requested that the Manager be requested to provide a written report on the matter and his attendance.

9. PUBLIC RELATIONS ITEMS

Councillor Day announced that he has been appointed the Chairperson for the Regional District Corporate Services Committee which deals mainly with staffing, financing and policy matters.

The Director of Finance reported that Lakeview Park reservation system processed 1800 reservations in 2015 and that 200 reservations have already been made for the 2016 camping season.

10. MEDIA/PUBLIC QUESTION PERIOD

11. IN CAMERA

No. PR.003/16
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 (6:55 p.m.)

CARRIED.

Councillor McGonigle declared a potential conflict on the agenda
item listed on the closed meeting and left the Chambers.

12. ADJOURNMENT

No. PR.004/16
Adjournment

Moved: Councillor Austin
Seconded: Councillor Vomacka
that we arise without report and adjourn at 7:55 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, January 12th, 2016



Reg
Jan 26/16
7(a)4

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

REGRETS: Councillor Lorna Vomacka
(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: 1

1. CALL TO ORDER

The Chair called the meeting to order at 6:13 p.m.

2. AGENDA

No. SPD.001/16 Moved: Councillor Austin
Seconded: Councillor McGonigle
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 5 that dealt with Shop Elsewhere and Section 6 that deals with Don't Paint that was on the October 20th, 2015 meeting agenda.

Mayor Forrest stated that downtown area upgrades had to be led by the Town.

Mayor Forrest asked if a resolution could be forwarded through the Association of Vancouver Island Coastal Communities (AVICC) or Union of BC Municipalities (UBCM) requesting re-installment of a provincial grant programme for façade improvements, similar to what is offered previously.

The Chief Administrative Officer advised that the condition of a building is reflected on the value of the assessed property and that properties not looked after pay lesser in taxation. He stated that those businesses that have improved their facades in the last few years have chosen not to participate in the Town's incentive programme and that varying tax rates would encourage property owners to make the needed improvements.

Councillor Day requested that the resolution on the matter that was approved by the members of the Association of Vancouver Island Coastal Communities be brought forward for discussion.

Councillor McGonigle requested that the Town request the Province to re-initiate a revitalization tax programme to encourage improvements.

- (b) Councillor Day advised the Committee that the Kaatza Art Group was currently working with the Regional District to find a suitable location to operate an arts and culture centre and it may not be

up and running until 2017.

(c) Ongoing Items Still Being Addressed:

- (i) Affordable Housing:** The Chair asked that the matter remain on the agenda for any future updates.

Councillor Austin spoke on a course that was being offered for those seeking affordable rental accommodations. The Chair requested that the information from Joy Emmanuelle be forwarded to the Committee for its information.

Mayor Forrest shared some statistics from BC Assessment that shows Lake Cowichan as having the lowest average home assessments in the Valley:

- Ladysmith, \$299,000;
- Duncan, \$254,000;
- North Cowichan, \$320,000; and
- Lake Cowichan, \$210,000.

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. REPORTS

None.

7. NEW BUSINESS

- (a)** The Committee was informed that the Economic Development Leadership Team has been formed and it has started planning for economic development needs for Lake Cowichan.

Councillor Day advised that Carol Taiji would be making a presentation to the group on the do's and don'ts of branding at its February, 2016 meeting. He also stated that the Committee would be assisting the community to prepare for it in the summer of 2016.

- (b)** The Committee reviewed the Community profile for Lake Cowichan as presented. The Chief Administrative Officer reported that the funding for the document was received from the Regional District and the Island Coastal Economic Trust with much input from Councillor Day and himself. The document is on the Town's website.

Councillor McGonigle shared his view that value-added should be a topic for the new economic development team.

- (c)** The Committee discussed the feasibility of attendance at the upcoming economic development summit to be held June, 2015 in Vancouver, BC and the workshops to be held January 26th, 2016 in Campbell River or January 28th, 2016 in Tofino, BC.

No. SPD.002/16
Economic
Development
Workshop

Moved: Councillor McGonigle
Seconded: Councillor Austin
that the Committee recommend 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.

(e) The Committee discussed the matter of tourism initiatives.

Councillor McGonigle stated that the matter was touched briefly
on, that our community was a working forest and there was a
business opportunity to do tours and showcase our area such as
what was done in the past. He felt that the production of cedar
boughs, salal and mushrooms are important currently.

Councillor Day felt that the envelope should be pushed further
and that the private landowners should be lobbied to allow for
use of lands for such activities as downhill mountain biking and
placement of viewpoints to display the natural beauty of our area.
He stated that there was a need to look at the natural assets
while implementing an asset management plan.

Dalton Smith stated that consideration be given to the expansion
of Lakeview Park with the installation of a controlled sani-dump
station.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

Mayor Forrest advised that a meeting would be held on Thursday,
January 21st, 2016 at 7:00 p.m. to discuss senior care and
encouraged anyone interested to become involved in this.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. SPD.003/16
Adjournment

Moved: Councillor Austin
Seconded: Councillor McGonigle
that the meeting adjourn (7:25 p.m.).

CARRIED.

Certified correct _____

Confirmed on the _____ day of _____, 2016.

Chair

Minutes of the Cowichan Lake Recreation Commission Meeting held on Thursday, December 17, 2015 in the Cowichan Lake Sports Arena Curling Lounge, 311 South Shore, Lake Cowichan BC at 7:00 PM.

PRESENT:

Chair D. Darling
Director I. Morrison
Mayor R. Forrest
E. Fearon
J. Rowley
R. Wise
B. Peters
L. Johnson

Reg
Jan 26/16
7(a)5

ALSO PRESENT:

L. Blatchford, Manager, Cowichan Lake Recreation
R. Frost, West Cowichan Facilities Coordinator
R. Piechnik, Recording Secretary
T. Kaul, Recreation Programmer, Cowichan Lake Recreation

ABSENT:

Director K. Kuhn

APPROVAL OF AGENDA

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

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Cowichan Lake Recreation Commission meeting of November 19, 2015

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

MOTION CARRIED

REPORTS

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

- Boiler is one piece of pipe away from being installed and running.
- The new 2016 truck has arrived and was \$2000 under budget and will be going for logos soon.
- The Youbou Hall roof will not be done in 2015.

R2 Report, Programmer Cowichan Lake Recreation Re: Q3 (July 1 - September 30, 2015) Programming Stats

- Staff report on Q3 2014 program user stats compared to Q3 2015 program user stats. Handout given to Commission members.

ACTION: Staff will forward the report to Joe Barry to share with council.

R3 Manager, Cowichan Lake Recreation's Verbal Report Re: Budget 2016, PepsiCo Contract, Winter Wonderland Carnival, New Year's Eve Event, Christmas Closure,

P36

Initiation and Female Hockey Jamborees

- The 2016 Budget has been adopted.
- Pepsico contract has been approved.
- Closed session item has been approved.
- Winter Wonderland is on Wednesday, December 23, 2015 from 6:00 pm - 8:00 pm at the Cowichan Lake Sports Arena.
- The first annual New Year's Eve family event will be on Thursday, December 31, 2015 from 5:00 pm - 8:00 pm.
- Cowichan Lake Recreation Christmas Holiday closures will be December 24, 25, 26, 31, 2015 and January 1, 2016
- Minor Hockey Initiation Jamboree is January 2, 2016, Female Hockey Jamboree is Jan 3, 2016 and the regular Minor Hockey Jamboree is January 16, 2016.

R4

Director Morrison Verbal Report Re: CVRD Board Update

- Mayor J. Lefebure has been re-elected to the Board Chair.
- Councilor B. Day is the new CVRD Vice-Chairman.
- Director I. Morrison is the Electoral Area Services Committee Chair.
- Area F curbside collection survey to be done.
- AAP's for Arts and Culture function and flood management both passed.

R5

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

- Town has not started the budget process as yet. It is due in May.
- Town Hall renovation project to be tendered in January. Project to be completed by Fall of 2016.
- There will be a planning meeting for Centennial Park upgrades.
- Town has applied for a grant for a secondary water treatment plant.
- Public meeting about Senior Care facility needs in the community to be held on January 4, 2016 at the Town Office at 7:00 pm.
- Age Friendly Report can be found on the Town of Lake Cowichan Facebook page or the Town of Lake Cowichan website under notices.

ADJOURNMENT

The meeting adjourned at 7:48 pm

Chair

Recording Secretary

Dated: _____

