

**AGENDA**  
**TOWN OF LAKE COWICHAN**  
**Special meeting of Council to be held on**  
**Tuesday, February 17<sup>th</sup>, 2015 at 7:00p.m.**



**Page #**

**1. CALL TO ORDER**

**INTRODUCTION OF LATE ITEMS** (if applicable)

**2. APPROVAL OF AGENDA**

**3. ADOPTION OF MINUTES**

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

**5. DELEGATIONS AND REPRESENTATIONS**

**6. CORRESPONDENCE**

- (a) Letter of Support for CVRD Meades Creek Small Communities Fund Application
- (b) Municipality of North Cowichan- Re: Joint Utilities Board Outfall Relocation and Resource Recovery Project.

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**7. REPORTS**

- (a) **Council and Other Committee Reports**
- (b) **Other Reports**
- (c) **Staff Reports**

**8. BYLAWS**

**9. NEW BUSINESS**

- (a) AVICC Resolution re: Provincial Sales Tax Rebates.
- (b) 2015 Water Main Upgrades Application under the New Building Canada Fund – Small Communities Fund

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**10. MAYOR'S REPORT**

**11. MEDIA / PUBLIC QUESTION PERIOD**

**12. IN CAMERA**

**13. ADJOURNMENT**

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## Joseph Fernandez

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**From:** Harmony Huffman [hhuffman@cvrld.bc.ca]  
**Sent:** February-10-15 3:59 PM  
**To:** Joseph Fernandez  
**Cc:** Tauseef Waraich  
**Subject:** Letter of Support for CVRD Meade Creek Small Communities Fund Application  
**Attachments:** Meade-BCFApp-LetterofSupport-SAMPLE.docx

Hi Joe,

Thanks very much for your time this-afternoon. As discussed, we're seeking a letter of support from the Town for our application to the Building Canada Fund, to upgrade and expand the Meade Creek Recycling Centre, as well as put the old incinerator ash landfill to bed. I've attached a draft sample letter for your convenience.

Thank-you again for your assistance.

Harmony

Harmony Huffman, EPt  
Senior Environmental Technologist  
Recycling & Waste Management Division  
Cowichan Valley Regional District  
175 Ingram Street, Duncan, BC V9L 1N8  
Email: [hhuffman@cvrld.bc.ca](mailto:hhuffman@cvrld.bc.ca)  
Tel: (250) 746-2544 | Toll Free: 1-800-665-3955 | Fax: (250) 746-2543  
[www.zerowastecowichan.ca](http://www.zerowastecowichan.ca) | [www.CVRDrecycles.bc.ca](http://www.CVRDrecycles.bc.ca)

January 29, 2015

File: 5355-70 CVRD

Mayor Ross Forrest  
Town of Lake Cowichan

Sent via email: [rforrest@lakecowichan.ca](mailto:rforrest@lakecowichan.ca)

Dear Mayor Forrest

**Re: Joint Utilities Board Lagoons Outfall Relocation and Resource Recovery Project  
Letter of Support Request – Small Communities Grant Fund**

The Joint Utilities Board (JUB) is a partnership of the City of Duncan, Municipality of North Cowichan, Cowichan Tribes and the Cowichan Valley Regional District (CVRD) (Eagle Heights and Cowichan Bay sewer systems) which manages the sewage treatment plant serving the Central Sector of the CVRD. The JUB are requesting a Letter of Support for a grant application to relocate the JUB outfall out of the Cowichan River.

The CVRD Liquid Waste Management Plan for the JUB partners lists among its objectives the removal of the treated discharge from the Cowichan River and relocation to Satellite Channel. Removal of the discharge will accomplish this goal as well as satisfy the JUB's lease commitment to the Cowichan Tribes to remove the discharge from the Cowichan River.

The grant application includes the following components:

1. relocation of the JUB discharge from the Cowichan River to Satellite Channel; and
2. construction of a District energy system which will extract heat from the treated sewage and provide heat to the community.

It would be greatly appreciated if you would provide a letter of support similar to the sample enclosed.

Sincerely



John P. MacKay, P. Eng  
Director of Engineering and Operations

[john.mackay@northcowichan.ca](mailto:john.mackay@northcowichan.ca)  
Enclosure

c: Peter de Verteuil, Chief Administrative Officer, City of Duncan  
Brian Dennison, Manager – Water Management, CVRD  
Chief Chip Seymour Cowichan Tribes  
Dave Devana, Chief Administrative Officer, Municipality of North Cowichan

**RESOLUTION for 2015 AVICC**

**PROVINCIAL SALES TAX REVENUE REBATES FOR LOCAL GOVERNMENTS**

WHEREAS local governments depend almost wholly on property taxation to fund municipal services and are currently facing infrastructure deficits of enormous proportions;

AND WHEREAS local governments and their taxpayers are unnecessarily burdened with sales tax charges on the purchase of all goods and services that include emergency equipment;

THEREFORE BE IT RESOLVED that the Province be petitioned to provide local governments full rebates of sales taxes on all purchases made as are provided by the Federal Government for the goods and services taxes(GST) paid by local governments with no commensurate reduction of current revenue sharing programs.



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February 16, 2015

Nagi Rizk, P.Eng.

Town of Lake Cowichan

39 South Shore Road

Lake Cowichan, BC

VOR 2G0

Dear Mr. Rizk:

**RE: TOWN OF LAKE COWICHAN**

**2015 Water Main Upgrades – Wilson Road, Park Road, Greendale Road, Ohtaki Bridge and Greendale Trestle**

**Our File 2218.008**

The following letter outlines cost estimate prepared for water main upgrades for Wilson Road, Park Road, Greendale Road, Ohtaki Bridge and Greendale Trestle. These upgrades are to replace old and undersized water mains to provide adequate and safe drinking water to the residents in these areas.

### **Background**

The Town of Lake Cowichan (Town) is located approximately 25 km west of Duncan at the eastern end of Cowichan Lake on Vancouver Island, British Columbia. In 2011, the date of the most recent census, the Town had a population of 2,974.

The Town draws water directly from Cowichan Lake through a triplex pump station located on North Shore Road. Disinfection occurs at this pump station. Water is pumped directly to a storage reservoir on Indian Road, which contains an active volume of 5,400 m<sup>3</sup>. From the reservoir, water is distributed to the Town.

In 2012, the Town installed water meters for all residential and most of the commercial properties. The Town charges for water using bulk rate depending upon land use up to a cap. For water use beyond the cap, a flat rate



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of \$0.49/m<sup>3</sup> is charged. Since installation, total annual water demand has **been** reduced from 899,270 m<sup>3</sup> in 2010 to **640,140 m<sup>3</sup>** in 2014. The average daily demand (ADD) per capita in **2014 was 580 L**.

### Project Purpose

Water system modelling has been carried out and has identified several locations where existing system is undersized to maintain adequate pressures in the system to support **the required fire flows**. The purpose of the proposed upgrades is to increase capacity in these areas to maintain adequate system pressure and to upgrade pipes that are near the end of their service life.

Safe potable water can be ensured through improvements made to that system which is substandard making its immediate replacement a priority. The use of new pipe materials and fittings will not only eliminate the risk of contamination but will eliminate existing leaks that cause unnecessary waste of valuable treated water.

Proposed upgrades are required to protect water supply from contamination, provide adequate fire flows to protect life and property and to replace aging infrastructure to reduce potential leakage.

### Water Main Upgrade Project Descriptions

The project involves replacement of water mains in four distinct areas:

1. Wilson Road – 82 linear meters of 250 mm diameter water main to twin the existing undersized **150 mm** water main
2. Park Road – 295 linear meters of 250 mm diameter water main to twin the existing undersized **150 mm** water main
3. Greendale Road - **875 linear meters** of 200 mm diameter water main to replace existing undersized 150mm and 50 mm galvanized steel water main installed in the 1940s.
4. **Ohtaki Bridge** - 52 linear meters of 350 mm diameter insulated water main to replace existing undersized **250 mm** diameter water main. This water main will be attached to existing **Ohtaki** footbridge to replace the existing water main which is buried under the Cowichan River.
5. Greendale Trestle – 75 linear meter of 250 mm diameter insulated water main to replace existing undersized **100 mm** diameter water main. This water main will be attached to existing Greendale Trestle footbridge to replace the existing water main which is buried under the Cowichan River.

A map of the proposed water main upgrade locations is shown in attached Figure 1.



### Water Main Upgrade Costs

Cost estimates for installation of new water mains have been prepared based on quantities and unit rates from similar past projects. Costs provided are considered to be adequate for budgeting purposes and include a 15% contingency. A breakdown of the costs is included in Table 1 below.

Project	Water Main Upgrade Cost	Road and Site Improvements	Contingency (15%)	Engineering/ Environmental	Total Budget
Wilson Road	\$59,440	\$26,685	\$15,500	\$17,225	\$118,850
Park Road	\$117,700	\$60,370	\$32,050	\$35,620	\$245,740
Greendale Road	\$223,100	\$236,800	\$86,235	\$114,975	\$661,100
Ohtaki Bridge	\$52,600	\$0	\$11,060	\$21,150	\$84,810
Greendale Trestle	\$81,500	\$0	\$16,480	\$28,375	\$126,355
Total	\$534,340	\$323,855	\$161,325	\$217,345	\$1,236,685

Table 1

Note: Greendale project assumes that water main is placed under centerline of road and road is fully repaved.

A breakdown of the costs are included in attached tables.

### Project Timelines

The constraints to project timelines include time for preparation of detailed design drawings for Greendale Road, approvals from Island Health and tendering. Both the Wilson Road and Park Road water main upgrade projects have detailed design completed and only require tendering. In addition, both the Greendale Trestle and Ohtaki Bridge water main upgrades will require environmental permitting given proximity to and crossing of the Cowichan River. Therefore, work will have to be undertaken during summer fisheries windows.

The proposed project schedule is as follows:





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2015 – assumes project award notification in fall 2015

Dec 2015 – Completion of field work for detailed design of Greendale Road, Ohtaki Bridge and Greendale Trestle Upgrades

2016

Jan to March– Detailed Design of Greendale Road Upgrades

Jan-Mar – Island Health Review and Approvals/Tendering of Wilson Road and Park Road water main upgrades

May to August – Construction of Wilson Road and Park Road water main upgrades

April to June – Tendering of Greendale Road water main upgrades

August to November – Construction of Greendale Road water main upgrades

October to December – Detailed Design of Ohtaki Ohtaki Bridge and Greendale Trestle Upgrades

2017

Jan-Mar – Approvals from Island Health and Environment Agencies (DFO, MFLNRO)

Apr-May Tendering of Greendale Trestle and Ohtaki Bridge water main upgrades

July to Sept – Construction of Greendale Trestle and Ohtaki Bridge water main upgrades

**Closing**

If you have any questions or require clarification of the cost estimates or project schedule outlined above, please contact the undersigned at 250-595-4223.

Yours truly,

**KERR WOOD LEIDAL ASSOCIATES LTD.**

Craig Sutherland, P.Eng.

Water Resources Engineer

CS

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consulting engineers

