



# TOWN OF LAKE COWICHAN

## Regular Meeting of Council

Tuesday, February 25<sup>th</sup>, 2020 at 6:30 p.m. – Council Chambers

### 1. **AGENDA**

#### 1. **CALL TO ORDER**

**Page #**

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

#### 2. **APPROVAL OF AGENDA**

#### 3. **ADOPTION OF MINUTES**

- (a) Minutes of the Public Hearing held on January 28<sup>th</sup>, 2020.
- (b) Minutes of the Regular Meeting of Council held on January 28<sup>th</sup>, 2020.
- (c) Minutes of the Special Meeting of Council held on February 4<sup>th</sup>, 2020.

<b>3</b>
<b>8</b>
<b>13</b>

#### 4. **BUSINESS ARISING AND UNFINISHED BUSINESS**

#### 5. **DELEGATIONS AND REPRESENTATIONS**

#### 6. **VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA** – (maximum 3 minutes per speaker and maximum time allotted 15 minutes)

#### 7. **CORRESPONDENCE**

##### (a) **Action Items**

- (i) Rosalie Sawrie, Project Director, Social Planning Cowichan re: Council Support for Grant Application.

**15**

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

- (i) Scott Carey, CEO, Dad’s Dial a Driver Services re: Council Support for Ride Hailing for public access.

**17**

#### 8. **REPORTS**

##### (a) **Council and Committee Reports**

- (i) Finance & Administration Councillor McGonigle
  - February 11<sup>th</sup>, 2020.
- (ii) Public Works & Environmental Services Councillor Vomacka
  - February 18<sup>th</sup>, 2020.
- (iii) Parks, Recreation & Culture Councillor Austin
  - February 18<sup>th</sup>, 2020.
- (iv) Cowichan Lake Recreation Commission Mayor Peters
- (v) Vancouver Island Regional Library Councillor Vomacka
- (vi) Advisory Planning Commission Councillor Austin
- (vii) Community Forest Co-op Councillor McGonigle

**19**

**22**

**24**

##### (b) **Other Reports**

- (i) Cowichan Valley Regional District Board Meeting – Councillor McGonigle
- (ii) Community Outreach Team Committee - Councillor Austin

- (iii) Our Cowichan - Councillor Sandhu
- (iv) LIFT meeting – Mayor Peters
- (v) Cowichan Watershed Board – Councillor Sandhu

(c) **Staff Reports**

- (i) Chief Administrative Officer re: Memorandum of Understanding Between the Town of Lake Cowichan and the Cowichan Valley Regional District. 

<b>26</b>
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- (ii) Chief Administrative Officer re: Reserve Fund Balances. 

<b>27</b>
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**9. BYLAWS**

- (a) "Town of Lake Cowichan Zoning Amendment Bylaw No. 1030-2019" may be given third reading. 

<b>29</b>
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- (b) "Town of Lake Cowichan Zoning Amendment Bylaw No. 1030-2019" may be reconsidered and adopted. 

<b>29</b>
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- (c) "Town of Lake Cowichan Fees and Charges Services Bylaw No 1031-2020" may be reconsidered and adopted. 

<b>34</b>
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- (d) "Town of Lake Cowichan Waste Collection Regulations and Rates Bylaw No 1032-2020" may be reconsidered and adopted. 

<b>40</b>
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- (e) "Town of Lake Cowichan Zoning Amendment Bylaw No 1033-2020" may be given third reading. 

<b>49</b>
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- (f) "Town of Lake Cowichan Zoning Amendment Bylaw No 1033-2020" may be reconsidered and adopted. 

<b>49</b>
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- (g) "Town of Lake Cowichan Sanitary Sewer Parcel Tax Bylaw No. 1034-2020" may be read a first, second and third time. 

<b>53</b>
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- (h) "Town of Lake Cowichan Water Parcel Tax Bylaw No. 1035-2020" may be read a first, second and third time. 

<b>55</b>
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- (i) "Town of Lake Cowichan Snow Removal Reserve Fund Bylaw No. 1036-2020" may be read a first, second and third time. 

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**10. NEW BUSINESS**

**11. MAYOR'S REPORT**

**12. NOTICES OF MOTION**

**13. QUESTION PERIOD** (maximum 3 minutes per speaker and maximum time allotted 15 minutes)  
- Limited to items on the agenda

**14. IN CAMERA**

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

**15. ADJOURNMENT**



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

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

PUBLIC: 17

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

**1. OPENING REMARKS**

- (a) The Mayor explained the process for the public hearing. The purpose of the hearing was to give the public the opportunity to provide input on the proposed Town of Lake Cowichan Zoning Amendment Bylaw No. 1030-2019 which intends to rezone the property to allow for triplex use and affordable housing with changes to the current use in an R-1-B zone.

The Mayor established the rules of conduct for the conduct of the hearing. Mayor Peters asked if there were questions on the process he had laid out for the public hearing. He added that the input should be strictly on the bylaw that is the subject of the public hearing.

Hearing no questions on the process he had laid out, Mayor Peters then called on the Chief Administrative Officer to introduce the bylaw.

**2. BYLAW NO. 1030-2019**

- (a) The Chief Administrative Officer advised that the Zoning Amendment Bylaw No. 1030-2019 was given 1<sup>st</sup> and 2<sup>nd</sup> readings by Council on December 17<sup>th</sup>, 2019.

The Chief Administrative Officer further advised the following:

The public notices as required under the *Local Government Act* had been issued and all statutory requirements have been met and two (2) written submission had been received by the public as of the close of the business day.

The public has had the opportunity to review documentation relating to the bylaw amendments, in the meantime.

Council was advised it may after the adjournment of the public hearing proceed to adopt Bylaw 1030-2019 which will effectively amend the Zoning Bylaw 935-2013.

Reg 20-02-25  
3(a)

(b) The Mayor called for public input.

The Mayor invited the proponent of the application to first address the meeting on the amendment proposal.

Brian Locher

Brian Locher, representing BV Developments Management Inc., the applicant, reported on the opportunity of the development to provide affordable housing within the community and the minor changes to the layout of the proposed lot would allow for more density which he felt was an asset to the community.

Paul Jordan

Paul Jordan, 462 Point Ideal Drive, spoke on his written submission which indicated that the original zoning was for 45 single family dwellings. As of today, sale notices indicated the property is to include 45 single lots and 10 duplexes which will be situated adjacent to his home and the rezoning of the property would allow for additional density if triplex use was allowed.

Mr. Jordan stated that he was not opposed to triplex units in Lake Cowichan, but he was concerned, however, with its impact on the neighborhood and felt that further studies should be undertaken; dealing with impact of additional traffic and effect on the environment and felt a comprehensive plan first needs to be undertaken.

He asked Council to consider the density that is being proposed with the amendment and for it to gather more information before approving the proposed amendments.

Lori MacKenzie

David and Lori MacKenzie, 465 Point Ideal Drive, were on hand to speak to their written submission.

Mrs. MacKenzie shared her concern with the plans of the development that would see 10 duplex units in place of the six that was originally proposed. She echoed Mr. Jordan's concerns.

Mayor Peters called for further public input.

Brett Marsh

Brett Marsh, 470 Point Ideal Drive, stated that he was joining with the other neighbors in their concerns with the proposed properties and rezoning of area as he has a vested interest in the neighborhood and was concerned with the new amendments.

Mr. Marsh expressed the following:

- Existing stakeholders being affected and how the new development would fit in with the community objectives;
- Potential for property damage;
- Residential properties designated as affordable housing brought to the fore matters of transportation and other social concerns;
- New proposed density with the addition of triplex units;
- Inadequate public input and lack of plans and maps for the proposed development;
- Concern that Council has lost sight of the broader vision with this development;
- No opposition to the application, however, wanted

more information given to affected residents and the neighborhood;

- Concerned that his future savings and investment property were at risk;
- Though the process for notification of residents could be improved; and
- Requested Council to defer approval of the rezoning application to allow for the public to review and return with a cohesive resolution for the developer and stakeholders.

Mayor Peters asked if there was any further public input.

Peter Patsula

Peter Patsula, 478 Point Ideal Drive, indicated that he was behind the proposed development and would like to see a nice development as it would increase the Town's tax base.

He felt that little information had been received on the proposal to update the development with triplex units which would see higher buildings and changes to the required setbacks for lots. He further shared his opinion on the following:

- Concerned with the reduced lot size and proposed density of the proposal;
- Uncertainty as to what will occur adjacent to his lot as the original plans have been modified so greatly;
- Reduction of the wetland area affects the size of the original proposal for buildable lots;
- Changes to the dynamics of the neighbourhood and area;
- Asked for clarification on factors involved that will impact the storm system and streams in the area which have the potential to undermine foundations and soften and erode the soils;
- Asked if the Town's current infrastructure could support the development of 80 units; and
- Concerned that the proposal calls for an increase from 46 units to a potential of 80 units.

Mayor Peters rapped his gavel and advised the speaker that he had spoken over the allotted 3 minute time.

The Chief Administrative Officer addressed the meeting and advised those present that the public hearing was to hear on the proposed zoning amendment and not the development of the property which is addressed through the subdivision approval process. The ability for the Town to service the proposed development would be dealt with during the preliminary subdivision approval process.

Brett Marsh

Stated that the proposal still affects the residents and homeowners.

Brian Locher

Mr. Locher responded to the public that the development of Point Ideal Drive to Lakeview Park Road had been originally proposed with 65 units and that it was scaled back to a 60 unit proposal on 47 lots and that a water modeling study had been undertaken.

Mayor Peters reminded the public that the proposal was not up for debate, that the public hearing was called for public input purposes only.

David MacKenzie

David MacKenzie, 465 Point Ideal Drive, voiced his concern with how many triplexes were proposed and asked if all the duplex units will be converted to triplex units.

Mayor Peters reiterated that the public hearing was being held to hear input on zoning changes for Council's consideration. He stated that no decision would be made at the public hearing but that the amending bylaw would be referred to Council for its consideration at its Regular meeting to be held after the adjournment of the public hearing.

David MacKenzie

David MacKenzie, 465 Point Ideal Drive, stated that without information on the development he would encourage Council to vote against the zoning amendment.

Councillor McGonigle spoke on the matter that Mayor and Council are tasked to build policy and are not involved with the approval of subdivisions.

David Ridley

David Ridley, 11 Wellington, asked if public input on the development of Point Ideal Drive could be requested if the zoning amendment was approved.

The Chief Administrative Officer responded that the process can be undertaken, however it is not mandatory.

Peter Patsula

Peter Patsula, 478 Point Ideal Drive, asked for clarification of the proposed triplex setback and height of building requirements.

The Chief Administrative Officer advised that the requirements are set out in the current zoning bylaw.

Brett Marsh

Mr. Marsh shared his view that with the bylaw changes, the Town was providing an opening for the subdivision plan to allow for a plan to triple the density.

Lynn Ross

Lynn Ross, 462 Point Ideal Drive, requested clarification on the bylaw on whether the triplex units can be established on the property and that they are designated as a permitted use for B&B.

The Chief Administrative Officer responded in the affirmative for the establishment of the triplex and advised that the permitted use of B&B in the zone is part of the original bylaw.

Ms. Ross further asked if secondary suites were being allowed in the amending bylaw.

The Chief Administrative Officer responded in the affirmative.

Ms. Ross further stated that the higher density with the triplex and duplex permitted would allow for an even higher density allowance as secondary suites are permitted in the proposed zone.

Paul Jordan, 462 Point Ideal Drive, stated that B&B units and secondary suites, as well as, vacation rental properties in the area should be licensed and controlled.

Councillor McGonigle requested clarification on whether the bylaw could be amended to eliminate B&B as a permitted use in the proposed zone.

The Chief Administrative Officer advised that elimination of B&B would require an amendment to the bylaw for the R-1-B zone.

- (c) The Mayor issued a second call for public input.

No input was received.

The Mayor issued a third call for public input.

No input was received.

Mayor Peters stated that no more submissions would be accepted after the meeting and that the bylaw would be referred to the regular meeting following the public hearing.

**3. ADJOURNMENT**

Mayor Peters declared the public hearing for the proposed Bylaw No. 1030-2019 closed and advised that the bylaw would be returned to Council for further consideration (6:36 pm.).

Certified correct \_\_\_\_\_.

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor



**TOWN OF LAKE COWICHAN**  
Minutes of a Regular meeting of Council  
Tuesday, January 28<sup>th</sup>, 2020

**PRESENT:**

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

**STAFF:**

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

**PUBLIC:**

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**1. CALL TO ORDER**

Mayor Peters called the meeting to order at 6:46 p.m.

**2. AGENDA**

No. R.001/20  
Agenda

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

CARRIED.

**3. ADOPTION OF MINUTES**

No. R.002/20  
Minutes

Moved: Councillor Vomacka  
Seconded: Councillor McGonigle  
that the minutes of the Regular Meeting of Council held on December  
17<sup>th</sup>, 2019 be adopted.

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

**5. DELEGATIONS AND REPRESENTATIONS**

- (a) Ms. Sonia Furstenu who represents the electoral district of Cowichan Valley as a member of the Green Party of British Columbia spoke to Council on issues that were affecting the Cowichan Valley. She spoke on matters such as the opioid crisis, homelessness, child care spaces and the proposed construction of a new school in the Duncan.

Mayor Peters thanked Ms. Furstenu for her representation in the legislature on behalf of the Cowichan Valley.

- (b) Ella Mister Douglas extended her thanks to Council for sponsoring her participation in the 91<sup>st</sup> session of the Youth Parliament and spoke on her participation in the programme and her future plans.

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

Reg 20-02-25  
3(b)



**7. CORRESPONDENCE**

No. R.003/20  
2020 Grant-in-Aid

**(a) Action Items:**

- (i)** Moved: Councillor Sandhu  
Seconded: Councillor Austin  
that the funding request received from Brooklyn Kruk for her participation in the BC Ambassador Program be referred to Grant-in-Aid discussions for 2020;  
and further that Ms. Kruk be requested to submit an application for funding with details of the amount of funding being requested.  
CARRIED.

No. R.004/20  
Received and Filed

**(b) Information or Consent Items**

- (i)** Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the correspondence item from Ian Bushfield, Executive Director, BC Humanist Association be received and filed.  
CARRIED.

**8. REPORTS**

No. R.005/20  
Finance and  
Administration

**(a) Council and other Committee Reports**

- (i)** Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that the minutes of the Finance and Administration Committee meeting held on January 14<sup>th</sup>, 2020 be approved with the following:

**1- Referral to 2020 Grant-in-Aid Discussions**

that the funding request received from the 1<sup>st</sup> Lake Cowichan Scouts for first aid kits be referred to Grant-in-Aid discussions for 2020;

**2- Fire Department - Incident Report**

that Council approve the Lake Cowichan Fire Department's incident report for November, 2019 in the total amount of \$10,156.64;

**3- Fire Department - Incident Report**

that Council approve the Lake Cowichan Fire Department's incident report for December, 2019 in the total amount of \$8,264.83; and

**4- BC Active Transportation Infrastructure Grants Programme**

that the Town of Lake Cowichan make application under the BC Active Transportation Infrastructure Grants Programme for a total project cost of \$50,000 with 50% to be funded by the Town for possible road and trail connections in the community such as twinning with the Lake Cowichan First Nation waterfront walkway sidewalk on North Shore Road.  
CARRIED.

No. R.006/20  
Public Works and  
Environmental  
Services

**(ii)**

- Moved: Councillor Vomacka  
Seconded: Councillor McGonigle  
that the minutes of the Public Works and Environmental Services Committee meeting held on January 21<sup>st</sup>, 2020 be approved with the following:

**1- Sewage Treatment Plant Grant Application**

that Council approve the grant application under the Green Infrastructure-Environmental Quality Program for the completion of the Sewer Treatment Plant Upgrade Project at an estimated cost of totaling \$7,240,000.00 with council supporting the project and committing to its share of \$1,930,908.00.  
CARRIED.

- |  |                          |   |
|--|--------------------------|---|
| No. R.007/20<br>Parks, Recreation and<br>Culture | <b>(iii)</b>             | Moved: Councillor Austin<br>Seconded: Councillor Sandhu<br>that the minutes of the Parks, Recreation and Culture Committee meeting held on January 21 <sup>st</sup> , 2020 be approved with the following:<br><br><b><u>1- Centennial Park Parking Lot</u></b><br>that the contract for Centennial Park be awarded to McElhanney Engineering for \$26,269 (excluding GST) and which includes the price for the electrical component for the design of the parking lot lights.<br>CARRIED.                                 |
| Cowichan Lake<br>Recreation                      | <b>(iv)</b>              | Mayor Peters advised that the Cowichan Lake Recreation Commission held its meeting on Thursday, January 23 <sup>rd</sup> , 2020 with the re-election of Thor Repstock and Rocky Wise as Chair and Vice respectively. Mayor Peters reported on the presentation by the Cowichan Lake District Skating Club and the budget discussions.   |
| Vancouver Island<br>Regional Library             | <b>(v)</b>               | Councillor Vomacka gave a verbal report on the opening of the new library in Chemainus. She was unable to attend the annual general meeting of the Library Board due to inclement weather.  |
| Advisory Planning<br>Commission                  | <b>(vi)</b>              | Councillor Austin reported on the Advisory Planning Commission meeting held on January 23 <sup>rd</sup> , 2020 where Brian Locher was re-elected as Chairperson. She further reported that the contract planner had presented a residential zone district analysis table outlining the current zones and proposed changes with a recommendation from the Commission to remove the Mobile Home Park (R-4) zone from the bylaw.<br><br>The next meeting of the Commission will be held on February 27 <sup>th</sup> , 2020. |
| Community Forest<br>Co-operative                 | <b>(vii)</b>             | Councillor McGonigle gave a verbal report on the Forest Co-operative and reported that the Halalt Board that does the logging is constructing roads to harvest its 13,000m <sup>3</sup> for 2020.   |
| Cowichan Valley<br>Regional District<br>Board    | <b>(b)</b><br><b>(i)</b> | <b><u>Other Reports</u></b><br>Councillor McGonigle gave a verbal report on the Regional District Board meeting.<br><br>He further reported that the Regional Services Committee was reviewing amendments to the solid waste management bylaw for the increase of tipping fees which he did not support on behalf of the Town.  |
| Community Outreach<br>Team                       | <b>(ii)</b>              | Councillor Austin reported that there was no meeting held in January due to the snowfall. The next meeting will be held on Thursday, February 20 <sup>th</sup> , 2020.  |
| Our Cowichan                                     | <b>(iii)</b>             | Councillor Sandhu reported on the meeting held on January 9 <sup>th</sup> , 2020.   |
| L.I.F.T.   | <b>(iv)</b>              | Mayor Peters reported that no recent meetings have been held.   |
| Cowichan Watershed<br>Board                      | <b>(v)</b>               | Councillor Sandhu reported the meeting held January 27 <sup>th</sup> , 2020 and advised that the next meeting would be held on February 24 <sup>th</sup> , 2020.  |

**(c) Staff Reports**

No. R.008/20  
2019 Community  
Resiliency Investment  
Program

- (a)** Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that Council approve the making of an amended and revised grant application under the 2019 Community Resiliency Investment Program through UBCM for an amount of \$113,565;

and that it further provide assurance that it would support all of the proposed activities under the plan and would ensure the proper fiscal management of the grant.

CARRIED.

**9. BYLAWS**

No. R.009/20  
Zoning Amendment  
1030-2019

- (a)** Moved: Councillor McGonigle  
Seconded: Councillor Sandhu  
that the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1030-2019" be referred back to staff for possible amendments based on the public input received.

CARRIED.

No. R.0010/20  
Fees and Charges for  
Services  
1031-2020

- (c)** Moved: Councillor Sandhu  
Seconded: Councillor Vomacka  
that the "Town of Lake Cowichan Fees and Charges Service Bylaw No. 1031-2020" be read a first, second and third time.

CARRIED.

No. R.0011/20  
Waste Collection  
Regulations and Rates  
1032-2020

- (d)** Moved: Councillor Sandhu  
Seconded: Councillor Austin  
that the "Town of Lake Cowichan Waste Collection Regulations and Rates Bylaw No. 1032-2020" be read a first, second and third time.

CARRIED.

No. R.0012/20  
Zoning Amendment  
1033-2020

- (e)** Moved: Councillor McGonigle  
Seconded: Councillor Sandhu  
that the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1033-2019" be read a first and second time.

CARRIED.

**10. NEW BUSINESS**

- (a)** A budget meeting has been set for Tuesday, February 4<sup>th</sup>, 2020 at 5:00 p.m.

**11. MAYOR'S REPORT**

Mayor Peters gave his monthly report and advised that budget discussions were well underway.

**12. NOTICES OF MOTION**

None

**13. QUESTION PERIOD**

**14. IN CAMERA**

No. R.0013/20  
Retire to In-Camera

Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that Council close the meeting to the public to deal with issues relating to the acquisition, disposition or expropriation of land or improvements which fall under Section 90(1) (e) of the *Community Charter* (7:59 p.m.)

CARRIED.

**15. ADJOURNMENT**

No. R.0014/20  
Arise/Report from In-  
Camera

Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that Council arise with no report and adjourn (8:36 p.m.)

CARRIED.

Certified correct \_\_\_\_\_.

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor



**TOWN OF LAKE COWICHAN**  
Minutes of a Special Meeting of Council  
Tuesday, February 4<sup>th</sup>, 2020

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

STAFF: Joseph A. Fernandez, Chief Administrative Officer  
Ronnie Gill, Director of Finance  
Kam So, Superintendent, Public Works and Engineering Services  
Dalton Smith, Manager, Cowichan Lake Education Centre

No. R.015/20  
Agenda

**1. CALL TO ORDER**

Mayor Peters called the meeting to order at 6:01 p.m.

**2. AGENDA**

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

CARRIED.

**3. ADOPTION OF MINUTES**

None.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

**5. DELEGATIONS AND REPRESENTATIONS**

None.

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

**7. CORRESPONDENCE**

(a) **Action Items:**

(b) **Information or Consent Items**

**8. REPORTS**

(a) **Council and other Committee Reports**

(b) **Other Reports**

(c) **Staff Reports**

**9. BYLAWS**

No. R.016/20  
Zoning Amendment  
1030-2019

(a) Moved: Councillor Vomacka  
Seconded: Councillor Austin  
that second reading of the "Town of Lake Cowichan Zoning  
Amendment Bylaw No. 1030-2019" be rescinded.

CARRIED.

Reg 20-02-25  
3(c)

No. R.017/20  
Zoning Amendment  
1030-2019

(b) Moved: Councillor Sandhu  
Seconded: Councillor Austin  
that the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1030-2019" be given second reading.  
  
CARRIED.

No. R.018/20  
Zoning Amendment  
1033-2020

(c) Moved: Councillor Vomacka  
Seconded: Councillor Sandhu  
that second reading of the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1033-2020" be rescinded.  
  
CARRIED.

No. R.019/20  
Zoning Amendment  
1033-2020

(d) Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1033-2020" be given second reading.  
  
CARRIED.

**10. NEW BUSINESS**

**11. MAYOR'S REPORT**

**12. NOTICES OF MOTION**  
None

**13. QUESTION PERIOD**

**14. IN CAMERA**

**15. ADJOURNMENT**

No. R.020/20  
Adjourn

Moved: Councillor McGonigle  
Seconded: Councillor Sandhu  
that the meeting be adjourned (6.12 p.m.)  
  
CARRIED.

Certified correct \_\_\_\_\_.

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

## Eliminating Poverty in the Cowichan Region – Lake Cowichan

### Background

February 14, 2020

In British Columbia, 1 in 5 children live in poverty. In the Cowichan Region that number is 1 in 4. For children in lone parent families the poverty rate spikes to 58%. This amounts to approximately 4,040 children living in our neighbourhoods who don't have access to regular healthy food which can lead to physical, emotional and mental developmental delays. They may also have a higher chance of experiencing chronic illnesses and are more likely to drop out of school and/or not have access to a post-secondary education leading to low paying employment and continuing the poverty cycle.

The Lake Cowichan breakdown, according to the Island Health Local Health West Area Profile

- *Percent of Population with Low Income in 2015 based on after-tax low-income measure (2016 Census):*
  - *Low Income Children (under 6 years): 43.1%*
  - *Low Income Children and Youth (under 18): 34.6%*
  - *Low Income Adults (18 to 64): 21.3%*
  - *Low Income Seniors (65+): 13.7%*
- *Population Aged 25 to 64 with Post-Secondary Certificate, Diploma or Degree is 51.8%, approx. 12% below the BC and Island Health average (which are 63.9% and 63.7% respectively)*
- *50% of rental households are spending more than 30% on housing*
  - *Owned households is 20%*
- *10.7% of the population aged 15 and over are unemployed*

The first step to accessing funding for addressing poverty in our communities is by creating a plan. In March 2019, the Province of BC released their poverty reduction strategy: *TogetherBC: British Columbia's Poverty Reduction Strategy*. Mandated through the *Poverty Reduction Strategy Act*, the strategy set targets to reduce the overall poverty rate in British Columbia by at least 25%, and the child poverty rate by at least 50%, by 2024.

The Province has provided \$5 million over three years to support local governments in reducing poverty through the Poverty Reduction Planning & Action program to be administered by the Union of BC Municipalities (UBCM).

### Developing the Plan

Social Planning Cowichan (SPC) researches, forms partnerships, creates strategies and informs the public about social planning issues. Based on input and feedback the community has identified regional poverty reduction as part of our board strategic plan for 2020. SPC has applied for funding to focus on a developing a Regional plan, outside of the UBCM funding as we had begun this process prior to their funding announcement.

There are however, specific and unique challenges and needs for Lake Cowichan due to a number of factors due to the geographical distance from the major core centre services located in Duncan. *According to the Canadian Institute for Health Information (CIHI), "Access to prevention, early detection, treatment or support services... make good health status even more difficult to achieve in rural or remote areas... People living in rural communities generally need to travel longer distances, and often on more dangerous roads, for work, shopping and other reasons."*

As a result, we are requesting to partner with the Town of Lake Cowichan to apply for “Stream 1: Poverty Reductions Plan and Assessment” UBCM funds of \$25,000 that will allow us to work closer with the community of Lake Cowichan, plus ensuring the scope of work is inclusive of the Lake Cowichan and Ditidaht First Nations as a unique subsection of the regional report in order to develop a plan that both sets priority actions on poverty reduction and identifies actions specific to the needs of Lake Cowichan and First Nations residents. Completing Stage One will provide the ability to apply for “Stream 2: Poverty Reduction Action” funds of an additional \$50,000 to be applied to an action or project that will directly benefit residents of Lake Cowichan and work towards the goals of poverty reduction in Lake Cowichan.

In developing the plan, we would coordinate efforts with Cowichan Lake Community Services who is supportive of the grant application and has agreed to participate in principle. Part of the application to UBCM will include funding for Cowichan Lake Community Services for their participation in this project as well as capacity funds for First Nations participating communities.

### Focus Areas

We are proposing to look at the six priority action areas as identified in *TogetherBC* which include housing, families, children and youth, education and training, employment, income supports and social supports. We will also address how mental health and addictions, food security, transportation, and access to health care are inter-connected, while weaving in the impacts of our changing climate.

SPC believes part of the hurdle in beginning to reduce poverty is to address the stigma around it. A large emphasis during the consultation for developing the plan would include engaging Indigenous and non-Indigenous local leaders, seniors, families, children/youth, businesses, those with lived experience and others to participate in the process. The plan would include local research to understand where we are now, provide local case studies and stories of the impacts, demonstrate how each focus area intersects with each other and identify actions and solutions to eliminate poverty including how to address some of the barriers to those solutions.

### Next Steps

More information about this funding opportunity including the grant application can be found [here](#). In order to apply, the Town of Lake Cowichan is required to pass a resolution indicating support for the current proposed activities and willingness to provide overall grant management. With Council approval, SPC will write the grant application including a detailed project budget that will be provided to your staff by February 21, 2020 for review and their submission to UBCM for the February 28, 2020 deadline.

Social Planning Cowichan would like to apologise for the late request to support this opportunity as we only recently learned that this was available and needed to work through how this would best fit into the overarching regional plan being developed while providing specific direct benefit to your community.

Thank you for your consideration, we look forward to your reply.

Sincerely,

Rosalie Sawrie  
Project Director  
Social Planning Cowichan  
[rosaliespcowichan@gmail.com](mailto:rosaliespcowichan@gmail.com)  
250-701-3134



RECEIVED FEB 21 2020

Respected Members of Lake Cowichan City Council,

Thank you for taking the time to review our concerns for Vancouver Island's best kept secret, a cherished and humbled community. We are very pleased to announce we will soon be offering ride hailing in your communities! We would like to take this opportunity and assert our intentions to focus on bringing exceptional ride hailing services to the rural areas that need it most, places like Lake Cowichan!

Rides being app based are subject to availability and are perfect for small and uprising communities, ride hailing provides leisure and access to recreational activities that would not normally be accessible by all people (such as the elderly) which includes but is not limited to various local based amenities', parks and recreation, beaches, RV resorts and camp grounds. We expect to accommodate high demand at peak seasons and wish to help alleviate the presence of long wait times for passengers.

As it has been for many years we have not had any form of relief for the continuance of delays to address the absence of some sort of additional support for the Local Taxi Companies who continue to struggle during peak times to maintain, mitigate and supply reliable, friendly drivers who arrive in a timely manner.

As a main attraction on Vancouver Island the Cowichan region community's economic industry relies heavily on tourism focused on extended stay in your community, when travelers cannot get a reliable ride, getting a taxi to come out to the far reaches can be difficult to arrange and can prevent enjoyment and decrease return visits and recommendations. We believe that your community would greatly benefit from having access to more reliable forms of private transportation.

Many community-based business' in the local Cowichan Lake area would increase sales, revenues and clientele if more people had access to reliable transport to and from amenities such as local esthetics, spas, barbers, childcare or therapy services. In turn this extends quality of living and enjoyment for the members of the community!

It is important that municipalities show their support for all new TNS's and TNSA's as they entire Province of British Columbia makes the imminent transition to Ride hailing and its parallel nature to the Modernized Taxi Association. A level playing field is crucial to the ability to support both industries.

Ride hailing creates active jobs for people who need flexibility due to numerous lifestyle and possible barriers preventing them from holding full time jobs such as parents, persons with disabilities, students or interns. Anyone who needs to supplement their income could greatly benefit from ride hailing implementation.

As an established business in the transportation industry our managers have represented this company for the past 20 years we have a reported increasing numbers of telephone calls from community members from all over Vancouver Island expressing their frustrations on the lack of transportation availability, reliability, long wait times and quality of service.

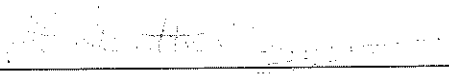
Reg 20-02-25  
7(b)(i)

Our grounds for concern rely upon lack of public access to timely and courteous service, this is reportedly the case for the regions operational services which create frustration within the community, ride hailing is the answer!

We are looking for a letter of support for ride hailing as an industry to show it is a needed support mechanism for the Taxi Industry. Not for the business' but for the outer reach communities that desperately need the services, jobs and accessible supports.

Thank you for your consideration,

Kind Regards,



---

Scott Carey, Chief Executive Officer, Dad's Dial a Driver Services Inc.



**TOWN OF LAKE COWICHAN**  
Minutes of Finance & Administration Committee  
Tuesday, February 11<sup>th</sup>, 2020

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

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

PUBLIC: 2

No. FA.008/20  
Agenda

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:04 p.m.

**2. AGENDA**

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

CARRIED.

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

- (a) The Committee reviewed the Chief Administrative Officer's report on the municipal hall upgrades.

The Chief Administrative Officer further advised that BC Hydro had relocated the overhead lines on January 23<sup>rd</sup>, 2020 and the roofers were delayed. He further reported that the firehall bays had been cleaned out and the Lady of the Lake group was given notice to remove their truck.

Mayor Peters asked for clarification on the bids for works to be undertaken by sub trades for the hall upgrades. The Chief Administrative Officer advised that any required work on the hall upgrades would be sought through a bid process.

- (b) The Committee reviewed the Superintendent's report on the water treatment plant status report.

The Superintendent reported that Island Health visited the water treatment plant to inspect the soda ash equipment and that a Level 4 water operator would be on site this week.

Mayor Peters requested clarification on the check valve and the warranty or faulty equipment that was installed by Tritec. The Superintendent advised that the check valves for the water treatment plant will be installed once delivered.

The Committee members voiced their frustration and disappointment on the deficiencies at the water treatment plant and the lack of the contractual obligations being met. Councillor Sandhu received clarification that Stantec was overseeing the project and that they had issued substantial completion of the project completed by Tritec, general contractor, so all holdbacks had been released. The Town was still in negotiations with extension of the warranty on the plant.

**4. DELEGATIONS AND REPRESENTATIONS**

None.

**5. CORRESPONDENCE**

- (a) The correspondence item received from Noni Battye, Lake Cowichan School on the part of the Health fair to be held on Wednesday, April 8<sup>th</sup>, 2020 was treated as information.

Reg 20-02-25  
8(a)(i)

Staff was directed to respond back to Lake Cowichan School advising that the Town will be interested in participating in the Health fair with its focus on curbside composting.

- (b) The correspondence item received from Mayor Dennis Dugas, District of Port Hardy on the matter of the formation of a Small Communities Coalition to address the funding of emergency fire equipment from insurance tax.

Staff was directed to respond back to Mayor Dugas advising that the Town of Lake Cowichan would support the forming of the aforementioned coalition.

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

**7. REPORTS**

- (a) The Financial Report for the period ending January 31, 2020 was treated as information.

The Director of Finance advised that budget discussions for 2020 were still ongoing and that there would be increases to the water and sewer parcel taxes. The relevant bylaws will be forwarded to Council for its consideration and approval.

Mayor Peters requested clarification on the budget for the Development Cost Charge study for \$20,000. The Chief Administrative Officer advised that a consultant must undertake the review.

- (b) The Building Inspector's report for January, 2020 was treated as information.
- (c) The Bylaw Officer's report for December, 2019 was treated as information.

Councillor Vomacka asked about the 11 high consumption notices delivered and asked that consideration be given to look at quarterly billings and questioned necessity of invoicing for minor overages. The Chief Administrative Officer advised the matter be referred to staff for resolution.

- (d) The Committee reviewed the Superintendent, Public Works and Engineering Services report on the water treatment update and turbidity issues. The Superintendent advised that NTUs spiked as high as 20 at the intake and a boil water advisory was issued over the weekend. He further assured the Committee that the Town had tested the water at the Greendale trestle and no coliform was detected in the water.

Councillor Vomacka spoke on the importance of the Town posting the NTU turbidity numbers each day for the public to be kept apprised during the boil water advisory.

**8. NEW BUSINESS**

None.

**9. NOTICES OF MOTION**

Councillor Austin requested that the Town work with the Cowichan Lake Forest Cooperative, the United Steelworkers and Worksafe BC to commemorate the Day of Mourning on April 28<sup>th</sup>, 2020 in Lake Cowichan.

Councillor McGonigle stated that the Nanaimo Labour Council should be contacted on the matter.

Day of Mourning – April 28<sup>th</sup>, 2020 has been referred to the Parks, Recreation and Cultural Committee meeting.

**10. PUBLIC RELATIONS ITEMS**

Councillor Sandhu advised that she would be attending a tour of the weir on Thursday, February 13<sup>th</sup> with Paper Excellence representatives and Tom Rutherford, Cowichan Watershed in attendance.

**11. MEDIA/PUBLIC QUESTION PERIOD**

**12. IN-CAMERA**

**13. ADJOURNMENT**

No. FA.009/20  
Adjourn

Moved: Councillor Sandhu  
Seconded: Councillor Austin  
that the Committee meeting adjourn. (6:47 pm)

CARRIED.

Certified correct \_\_\_\_\_ .

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Chair



**TOWN OF LAKE COWICHAN**

Minutes of Public Works and Environmental Services Committee held on  
Tuesday, February 18<sup>th</sup>, 2020

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

ABSENT: Councillor Vomacka  
(with prior approval)

STAFF: Joseph Fernandez, Chief Administrative Officer  
Ronnie Gill, Director of Finance  
Kam So, Superintendent, Public Works and Engineering Services  
Dalton Smith, CLEC, Manager  
Jill Walters, Recording Secretary

PUBLIC: 4

- No. PW.04/20  
Agenda
1. **CALL TO ORDER**  
The Chair called the meeting to order at 6:00 p.m.
  2. **AGENDA**  
Moved: Councillor McGonigle  
Seconded: Councillor Sandhu  
that the agenda be approved with following addition:  
  
**NEW BUSINESS**  
(a) Councillor Vomacka's absence. CARRIED.
  3. **BUSINESS ARISING AND UNFINISHED BUSINESS**
    - (a)
      - (i) The Committee reviewed the staff report on the water treatment plant. A walk-through to address deficiencies was completed last week. Archie Johnstone is on site this week to instal the check valves. Trittech has yet to respond to the request for a warranty extension.
      - (b) **Ongoing Items Still Being Addressed:**
        - (i) The CLEC Manager stated that the well is in operation and is awaiting test results.
        - (ii) Staff is awaiting a response from Alistair Crawford, Transport Canada regarding speed limit signs being placed on the river.
  4. **DELEGATIONS**  
None.
  5. **CORRESPONDENCE**  
None.
  6. **VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA**  
None.
  7. **REPORTS**
    - (a) The Committee reviewed the January/February Public Works summary report.
    - (b) The Committee reviewed the report on Turbidity Issues.

Reg20-02-25  
8(a)(ii)

- (c) The Committee reviewed the report on the January 31<sup>st</sup>, 2020 Flood Event.
- (d) The Committee reviewed the report on the safety improvements at the intersection of Grants Lake and Hudgrove Roads.

No. PW.05/20  
Councillor  
Vomacka's  
absence

- 8. **NEW BUSINESS**  
Moved: Councillor McGonigle  
Seconded: Councillor Sandhu  
that Councillor Vomacka's absence from this day's Committee meetings be approved.

CARRIED.

- 9. **NOTICES OF MOTION**  
None.

10. **PUBLIC RELATIONS ITEMS**

- There was a Forestry Demonstration held on February 18<sup>th</sup>, 2020 at the Victoria Legislature;
- On February 17<sup>th</sup>, 2020 the Lake Cowichan District Minor Hockey Association held its annual Hockey Jamboree; and
- In celebration of the 75<sup>th</sup> Anniversary of the Elks Club in Lake Cowichan an event was held at the 55+ Centre. The event was attended by the Elks Clubs Exalted Ruler of Canada.

11. **QUESTION PERIOD**

No. PW.06/20  
Adjournment

- 12. **ADJOURNMENT**  
Moved: Councillor Sandhu  
Seconded: Mayor Peters  
that this meeting be adjourned. (6:37 p.m.)

CARRIED.

Certified correct \_\_\_\_\_,

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Chair



## TOWN OF LAKE COWICHAN

Minutes of Parks, Recreation and Culture Committee held on  
Tuesday, February 18<sup>th</sup>, 2020

PRESENT: Councillor Carolyne Austin, Vice-Chair  
Mayor Rod Peters  
Councillor Tim McGonigle  
Councillor Kristine Sandhu

ABSENT: Councillor Lorna Vomacka  
(with prior approval)

STAFF: Joseph Fernandez, Chief Administrative Officer  
Ronnie Gill, Director of Finance  
Kam So, Superintendent, Public Works and Engineering Services  
Dalton Smith, CLEC, Manager  
Jill Walters, Recording Secretary

PUBLIC: 5

No. PR.004/20  
Agenda

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:50 p.m.

**2. AGENDA**

Moved: Councillor McGonigle  
Seconded: Councillor Sandhu  
that the agenda be approved as presented.

CARRIED.

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

(i) Councillor Austin met with the Superintendent, Public Works and Engineering Services to discuss signage at the Trans Canada Trail. Signs were removed from Hammond, Johel and Boundary Road for new signs to be duplicated.

(ii) There was no update on the Riverfront Walkway and Trail Connections.

**4. DELEGATIONS AND REPRESENTATIONS**

(a) Dennis Peters, Cowichan Lake Pickleball Club gave an update on the Club. He also asked that the Town and the Club work together to maintain the courts.

**5. CORRESPONDENCE**

(a) The letter from Catherine Kennedy, Executive Director, Communities in Bloom was treated as information.

(b) The letter from Lynn Engstrom, Kaatza Museum and Archives was treated as information.

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

None.

**7. REPORTS**

(a) The summary report for parks that outlined capital and maintenance parks and recreation matters included discussions on the Centennial Park Parking Lot and washrooms, Sahtlam Park Hockey Rink, the Consultant's concept plan for the River's Edge Memorial Garden and Kasapi Park were treated as information.

(b) A lengthy discussion was had on the pros and cons of the Cowichan Lake Education Centre. Ideas were discussed on how to educate the

Reg 20-02-2  
8(a)(iii)



residents of Lake Cowichan about the Centre and what its uses are.

**8. NEW BUSINESS**

- (a)** April 28<sup>th</sup>, 2020 is the Day of Mourning. Councillor McGonigle has emailed the Nanaimo Labour Council to clarify if they will still be involved.
- (b)** The Superintendent, Public Works and Engineering Services presented a landscaping plan for the River's Edge Memorial Garden. Mayor Peters asked that safety near the river's edge be taken into consideration.

**9. NOTICES OF MOTION**

None.

**10. PUBLIC RELATIONS ITEMS**

None.

**11. QUESTION PERIOD**

None.

**12. ADJOURNMENT**

Moved: Councillor Sandhu  
Seconded: Mayor Peters  
that the meeting be adjourned. (8:13p.m.)

No. PR.005/20  
Adjournment

CARRIED.

Certified correct \_\_\_\_\_

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Chair



# Memo

**TO:** Mayor and Council

**SUBJECT:** Memorandum of Understanding Between the Town of Lake Cowichan and the CVRD

**DATE:** February 21, 2020

**FROM:** Chief Administrative Officer

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## **BACKGROUND**

The Fire Chief and I have met with staff of the of the Cowichan Valley Regional District variously over the last two years to negotiate the use of a portion of Meade Creek Recycling Centre for fire training purposes.

In return for entering into a 5-year lease with an option to extend the agreement for another 5 years, the CVRD would like the Town to reimburse the Regional District for the additional costs the latter incurred for the design and construction of the fire training area, costs we were well aware of. The Town would, however, also be responsible for adding the CVRD as an additional insured and for installing additional fencing to protect the centre from activities at the fire training area.

## **RECOMMENDATION**

that council approve execution of the Memorandum of Understanding with the Cowichan Valley Regional District so that the Town of Lake Cowichan's Fire Department may conduct such fire training as it requires and is permitted to store containers and equipment at the Meade Creek Recycling Centre located at 8855 Youbou Road, Lake Cowichan, BC.

Joseph A. Fernandez

Reg 20-02-25  
8(c)(i)



# Memo

**TO:** Mayor and Council  
**FROM:** Chief Administrative Officer  
**DATE:** February 21, 2020  
**SUBJECT:** Reserve Fund Balances

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Further to your request for the above, please note the listing of reserve funds for 2019 are presented as unaudited. Reserve funds consist of those that are by restricted by legislation and those created by council to meet its operating and capital obligations as are deemed appropriate.

The restricted statutory reserve funds include, but are not limited to, reserves that can only be used for expenses as permitted by the Development Cost Charges Bylaw and the relevant sections of the Local Government Act or Community Charter.

The uses of the other reserves are certainly less restrictive but can only be transferred or used within the parameters established under the Community Charter.

Joseph A. Fernandez

Reg 20-02-25  
8(c)(ii)

LAKE  
COWICHAN

## Town of Lake Cowichan

### RESERVE FUNDS

<b>NON - STATUTORY RESERVES</b>	<b>Unaudited</b>	
	<b>2019</b>	<b>2018</b>
General equipment	790,224.05	1,059,807.24
Capital Expenditure Reserve	3,835.32	3,766.01
Firehall equipment	12,979.42	423,171.47
Firehall Reserve	195,512.15	191,979.02
Parks Capital Improvement Reserve	23,776.00	23,346.34
Sewer General Reserve	1,738.40	1,706.98
Water General Reserve	8,553.27	8,398.70
Road Reserve Fund	17,176.39	16,865.97
Municipal Hall Reserve	951,393.27	885,101.71
	<b>2,005,188.27</b>	<b>2,614,143.44</b>
<b>STATUTORY RESERVES</b>		
	<b>2019</b>	<b>2018</b>
Parks Dedication Reserve	57,467.36	53,992.40
DCC Roads	387,549.06	377,964.75
DCC Water	831,352.74	811,387.65
DCC Sewer	219,503.15	214,270.61
Land Acquisition Reserve	102,150.47	53,067.60
	<b>1,549,916.55</b>	<b>1,510,683.01</b>
Total	<b>3,555,104.82</b>	<b>4,124,826.45</b>

**TOWN OF LAKE COWICHAN**

Bylaw No. 1030-2019

A Bylaw to Amend Zoning Bylaw No. 935-2013

Reg 20-02-25

9(a)  
2 (b)

**WHEREAS** the *Local Government Act* authorizes a local government to enact bylaws, 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 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.1030-2019".

**2. AMENDMENTS**

- 1) Schedule "A" to Zoning Bylaw No. 935-2013 is amended by rezoning a property described as Remainder Lot A District Lot 13 Cowichan Lake District Plan VIP64669, Except Part in Plans VIP66922, VIP68015, VIP72607, VIP78144, VIP88404 and VIP88405 remains a Single Detached and Duplex Residential Zone", which is outlined in bold black ink and identified on Schedule "A" to this Bylaw.
- 2) Zoning Bylaw No. 935-2013 is amended with the addition of a new Schedule "E" for Density Bonus Calculations, which is Schedule "B" to this Bylaw.
- 3) Part V "Regulations for Each Zone, Zoning Categories", Section 5.3 "R-1—B Single Family and Duplex Residential Zone" is amended by deleting its companion Schedule B – Concept Plan for Remainder Lot 1 District Lot 13 Cowichan Lake District Plan VIP 64669, Except Part in Plans VIP66922, VIP68015, VIP72607, VIP78144, VIP88404, and VIP88405, that was attached to and formed part of Bylaw No. 1007-2018.
- 4) Part V "Regulations for Each Zone, Zoning Categories", "Section 5.3 "R-1—B Single Family and Duplex Residential Zone" is amended by deleting all the text and replacing it with a new Section title replacement and new text , as follows:

**5.3 R-1 –B SINGLE DETACHED AND DUPLEX RESIDENTIAL ZONE**

**.1 Intent**

The intent of the R-1-B -- Single Detached and Duplex Residential Zone is to provide for single detached dwellings and side by side duplexes in a medium density environment.

**.2 Permitted Uses**

	<b>Principal Use</b>	<b>Minimum Lot Size</b>
(a)	Single detached dwelling	350 m <sup>2</sup>
(b)	Side by side duplex	600 m <sup>2</sup>

	<b>Accessory Use</b>
(i)	Home-based business, accessory to principal use in (a); OR
(ii)	Bed and Breakfast, accessory to principal use in (a) OR
(iii)	Secondary suites in single detached dwellings only, accessory to principal use in (a)

.3 Conditions of Use

.1 Dimensional and Coverage Standards

	<b>Dimensions and Coverage</b>	<b>Principal building</b>	<b>All other buildings and structures</b>
(a)	Maximum height (Inmetres)	9	7.5
(b)	Maximum lot coverage (as a %)	45	

.2 Minimum building setbacks

	<b>Use / Structure</b>	<b>Front Lot Line</b>	<b>Rear Lot Line</b>	<b>Exterior Side Lot Line</b>	<b>Interior Side Lot Line</b>
(a)	Single unit residential, structures and accessory buildings (In metres)	6.0to garage face; 4.5 to front face of dwelling	4.5	1.5	1.5

.3 The garage face shall in all cases be set back a minimum of 1.5 metres further than the home face.

.4 Except in the case where a parcel of land abuts a street either in the side or in the rear, accessory buildings of a size less than 10 metres square shall be permitted a setback clearance of 0.6 metres for the interior side and rear.

.5 Notwithstanding the provisions of Article a), a *principal* building may be constructed with a zero-lot line setback from an interior property line adjacent to another R-1-B lot, provided the following

- (i) A minimum distance of 3 (three) meters is maintained between buildings on adjacent lots;
- (ii) A maintenance and construction easement shall be executed between the owners of the adjacent zero lot line lots and shall establish a minimum 2 (two) meters width extending in all directions from all zero setback walls.

.6 For the parcel of land with the legal description of Remainder Lot A District Lot 13 Cowichan Lake District Plan VIP64669, Except Part in Plans VIP66922, VIP68015, VIP72607, VIP78144, VIP88404, and VIP88405, and physically located on Point Ideal Drive, development shall provide the following amenities:

- (i) A minimum 2.5 ha of public park land dedication, including a playground, walking trails and protected areas;
- (ii) Public walking trails connecting to existing parks, adjacent neighbourhood, playground and viewpoint;
- (iii) Environmental protection area; and
- (iv) Protected riparian area.

5) Part IV Land Use Categories and Regulations is amended with the revision of the R-1-B Zone name and map symbol in the Residential Zone Category as shown below:

<b>NAME OF ZONE</b>	<b>ZONE CATEGORY</b>	<b>MAP SYMBOL</b>
<b>RESIDENTIAL ZONES</b>		
Single Detached and Duplex		<b>R-1-B</b>

**3. FORCE AND EFFECT**

That upon adoption of this bylaw, Bylaw No. 1030-2019, the Town of Lake Cowichan Zoning Bylaw No. 935-2013 shall hereby be amended and take effect.

READ A FIRST TIME on the 17<sup>th</sup> day of December, 2019.

READ A SECOND TIME on the 4<sup>th</sup> day of February, 2020.

PUBLIC HEARING held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

READ A THIRD TIME on the \_\_\_ day of \_\_\_, 2020.

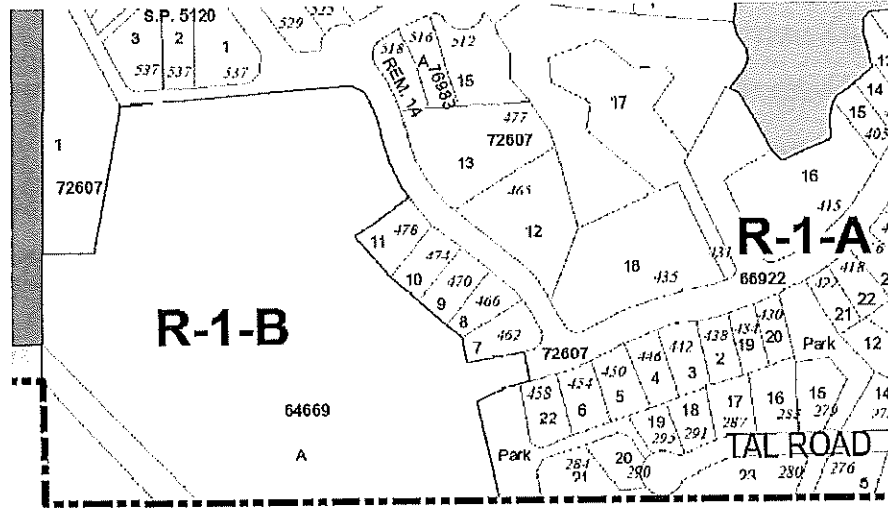
RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the \_\_\_ day of \_\_\_, 2020.

\_\_\_\_\_  
Rod Peters  
Mayor

\_\_\_\_\_  
Joseph A. Fernandez  
Corporate Officer

### Schedule A –Zone Map Amendment

Attached to and forming Bylaw No. 1030-2019





### Schedule B –Density Bonus Calculations

Attached to and forming Bylaw No. 1030-2019 and forming Schedule 'E' in Zoning Bylaw No. 935-2013

1. Density bonus calculations for specific property (ies) are set forth in this Schedule in accordance with the Town of Lake Cowichan’s Official Community Plan (2019) density bonus policies in subsection 5.2.1.4.
2. Density Bonus Calculation Table

Parcel	Zone district—pre development application	Estimated unit yield prior to development application	New or amended Zone district (if applicable)	Additional unit yield permitted with amended zoning or development approval	Voluntary affordable housing contribution	Voluntary amenity contribution
Remainder Lot 1 District Lot 13 Cowichan Lake District Plan VIP 64669, Except Part in Plans VIP66922, VIP68015, VIP72607, VIP78144, VIP88404, and VIP88405	R-1-B Single Family and Duplex Residential Zone	55	R-1-B Single Detached, Duplex and Triplex Residential Zone			

**TOWN OF LAKE COWICHAN  
Bylaw No. 1031-2020**

Reg 20-02-25  
9(c)

Fees and Charges for Services

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

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

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

1. This bylaw may be cited for all purposes as "Town of Lake Cowichan Fees and Charges for Services Bylaw No. 1031-2020".
2. Fees listed in Schedule "A" attached to and forming part of this bylaw shall apply for the use of the Lakeview Park Campground.  
  
Notwithstanding the charges stipulated in the foregoing schedule, off-season rates and terms may be varied and approved by resolution of Council.
3. Fees listed in Schedule "B" attached to and forming part of this bylaw shall apply for the use of the Cowichan Lake Outdoor Education Centre.  
  
Notwithstanding the charges stipulated in the foregoing schedule, group rates may be varied through contract negotiations approved by Council.
4. Fees listed in Schedule "C" attached to and forming part of this bylaw shall apply to other goods and services provided by the municipality on a demand basis.
5. Fees listed in Schedule "D" attached to and forming part of this bylaw shall apply to sign fees, private use of parks and public spaces, and permits and development fees.
6. Fees listed in Schedule "E" attached to and forming part of this bylaw shall apply to the Waste Rates and Fire Department.
7. The fees and charges contained in this bylaw shall become effective on passage of this bylaw.
8. That the fees and charges contained in Bylaw 1017-2018 being the "Town of Lake Cowichan Fees and Charges for Services Bylaw" and all amendments are hereby repealed.

READ A FIRST TIME on the 28<sup>th</sup> day of January, 2020.

READ A SECOND TIME on the 28<sup>th</sup> day of January, 2020.

READ A THIRD TIME on the 28<sup>th</sup> day of January, 2020.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the \_\_\_\_ day of February, 2020.

\_\_\_\_\_  
Rod Peters  
Mayor

\_\_\_\_\_  
Joseph A. Fernandez  
Corporate Officer



## TOWN OF LAKE COWICHAN

## Schedule "A"

(attached to and forming part of Bylaw No. 1031-2020)

## Lakeview Park Campground:

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

• In-season site fee per night *	\$ 34.00
• Off-season site fee per night **	\$ 24.00
• Tenting site fee per night	\$ 24.00
• Serviced site fee - water and electrical services	\$ 10.00
Call-in Reservations booking fee (non-refundable) — per camp site per night to a maximum of 3 nights.	\$ 11.00
***Cancellations made at least 10 days prior to reservation date shall receive a refund of the campsite fee, less \$22 per site per reservation.	\$ 22.00
Additional person(s) 19 years and over in camp site per night	\$ 11.00
Additional vehicle per night	\$ 16.00
Moorage per night	\$ 16.00
Fire wood sales	\$ 10.00
Ice for resale	Cost plus \$ 1.00
Campsite clean-up fee	\$ 100.00
Daily rental of propane powered campfire unit (deposit required)	\$ 12.00

\* a Site will accommodate the following:

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

One vehicle and trailer. Either one (but not both) may be an RV.

A second vehicle (non-RV) may be allowed for the additional nightly charge of \$16.00.

Additional Vehicle(s) and/or person(s) will be charged according to fees set above.

There will be NO exceptions to Camp Site size and vehicle numbers.

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

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



## TOWN OF LAKE COWICHAN

## Schedule "B"

(attached to and forming part of Bylaw No. 1031-2020)

## Cowichan Lake Outdoor Education Centre

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

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



## TOWN OF LAKE COWICHAN

## Schedule "C"

(attached to and forming part of Bylaw No. 1031-2020)

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

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

## TOWN OF LAKE COWICHAN

## Schedule "D"

(attached to and forming part of Bylaw No. 1031-2020)

## Sign Fees

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

## Private Use of Parks and Public Spaces

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

## Permits and Development Fees

The following charges apply for all miscellaneous development applications:

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



**TOWN OF LAKE COWICHAN**

**Schedule "E"**

(attached to and forming part of Bylaw No. 1031-2020)

**Waste Rates**

Replacement Garbage/organics totes:	
80L	At cost – minimum \$70.00
120L	At cost – minimum \$90.00
Garbage/Organic tote changeout/delivery fee	30.00
Extra Garbage Container Tag	4.25
Recycling bags	2.00
Replacement keys	5.00

**Fire Department**

Volunteer Fire Department Stipend; where work is missed and unpaid	\$130.00 per day
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TOWN OF LAKE COWICHAN  
BYLAW 1032-2020

A BYLAW TO AUTHORIZE AND REGULATE  
THE COLLECTION OF WASTE

Reg 20-02-25  
9(d)

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

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

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

1. **TITLE**

This bylaw may be cited as the "Town of Lake Cowichan Waste Collection Regulations and Rates Bylaw No. 1032-2020".

2. **DEFINITIONS**

In this bylaw, unless the context otherwise requires:

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

**CONSTRUCTION WASTE** means

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

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

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

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

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

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

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





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

**PROHIBITED WASTE** includes:

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

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

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

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

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

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

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

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

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

**TOWN** means the Town of Lake Cowichan.



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

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

### **3. GENERAL PROVISIONS**

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

### **4. ACCESSIBILITY OF WASTE RECEPTACLE**

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

### **5. PROPER RECEPTACLE**

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

### **6. CONTAINER REQUIREMENTS**

- 6.1 No liquids or free water shall be put or placed in or allowed to run or accumulate in any regulation garbage receptacle, and all such regulation garbage receptacles shall, at all times, be kept securely covered with a water-tight cover.



- 6.2 No person shall place any explosive substance in any regulation garbage receptacle.
- 6.3 All garbage shall be drained and dry before being deposited in a garbage receptacle.
- 6.4 No person shall place kitchen scraps into a kitchen organics receptacle unless the kitchen scraps are securely contained in a paper bag or a compostable bag.
- 6.5 No person shall place garbage or kitchen organics for pick-up in receptacles owned by others without that owner's permission.

## **7. PROHIBITED MATERIALS**

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

## **8. CONDITION OF RECEPTACLE**

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

## **9. MANDATORY SERVICE**

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

## **10. INDEPENDENT SERVICE**

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

## **11. CHARGES WHEN VACANT**

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

## **12. COLLECTION OF FEES**

- 12.1 All accounts will be billed annually in January for the period January 1st to December 31<sup>st</sup> and payable in advance. The due date is March 31<sup>st</sup>. These rates shall be payable at any place designated by Council, but in all cases, the owner shall be subject to the provisions of Section 258 of the *Community Charter* and shall be paid at the rates set forth for the respective year in Schedule "A" attached to this bylaw.



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

### **13. DISCOUNTS AND PENALTIES**

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

### **14. DUTIES OF WASTE COLLECTOR**

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

### **15. COLLECTION OF GARBAGE FROM RESIDENTIAL DWELLINGS**

- 15.1 Garbage shall be collected and carried away by the Waste Collector from all dwellings a minimum of once every second week in each year. (See Schedule "A" for multiplying factor relative to pick-up.) The schedule for the pick-up of garbage from dwellings each year shall be determined prior to December 31<sup>st</sup> of the current year.
- 15.2 Garbage shall be collected and carried away by the Waste Collector from all strata corporations weekly or biweekly (depending on service levels) provided the strata corporation signs a waiver of liability in the form attached as Schedule "B" to this bylaw.
- 15.3 A strata corporation, on behalf of all of the owners of the residential strata lots in the strata plan that are townhouses or bare land strata lots, may apply to the Town for individual service for municipal collection services provided under the garbage, recyclables and organics as set out in this bylaw.



- 15.4 The Town will accept the application if the Town is satisfied that the residential strata lots can be safely, efficiently and legally serviced by the Town's automated collection system. If accepted, the owners of each residential strata lot will be provided with basic standard carts and pay the fees according to Schedule "A".
- 15.5 The owners shall, as a condition of the Town actually providing municipal collection services from the residential strata lots but without affecting the owners' obligations to pay the fees, comply with any terms and conditions imposed from time to time by the Town in order to ensure that the Town can safely, efficiently and legally service the residential strata lots.
- 15.6 The strata council must ensure that access through the strata corporation is kept clear of snow and debris at all times and no part the access will be blocked to the automated garbage collection system.

#### **16. COLLECTON OF ORGANICS FROM RESIDENTIAL DWELLINGS**

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

#### **17. COLLECTION FROM TRADE PREMISES**

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

#### **18. REGULATION RECEPTACLE**

- 18.1 For the purpose of this bylaw, a garbage or kitchen organics service shall consist of the removal of the contents of not more than one garbage receptacle for a residential or commercial can, of a size specified in the definition "Regulation Garbage Receptacle" or "Trade Waste".
- 18.2 Notwithstanding the foregoing, any residential or commercial user is entitled to extra pick-ups at the scheduled time of garbage pick-up if each additional regulation garbage receptacle is affixed with a prepaid tag.

#### **19. CONTRAVENTION AND PENALTIES**

- 19.1 Any person who evades or knowingly assists in the evasion of rates under this bylaw is guilty of an offence and shall be liable to a penalty equal to twice the amount that was evaded.
- 19.2 Every person who violates any of the provisions of this bylaw, or who suffers or permits any act or thing to be done in contravention of this bylaw or who neglects or refrains from doing anything required to be done by any of the provisions of this bylaw shall be deemed to be guilty of an infraction hereof and shall be liable to the penalties imposed.
- 19.3 Any person found guilty of an infraction of any of the provisions of this bylaw, shall, upon summary conviction, be liable to a fine not exceeding Two Thousand Dollars (\$2,000) which shall be recoverable and enforceable upon summary conviction in the manner provided by the *Offence Act*.



**20. REPEALED**

20.1 That upon adoption of the bylaw, Bylaw No. 1015-2018 being the "Town of Lake Cowichan Garbage Regulations and Rates Bylaw" and all amendments thereto are hereby repealed.

READ A FIRST TIME on the 28<sup>th</sup> day of January, 2020.

READ A SECOND TIME on the 28<sup>th</sup> day of January, 2020.

READ A THIRD TIME on the 28<sup>th</sup> day of January, 2020.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the \_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Rod Peters  
Mayor

\_\_\_\_\_  
Joseph A. Fernandez  
Corporate Officer



**SCHEDULE "A"****ATTACHED TO AND FORMING PART OF BYLAW NO. 1032-2020****WASTE COLLECTION RATES****WASTE COLLECTION RATES - 2020**

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

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

- a) **Residential** - based on a maximum of one regulation size garbage can per bi-weekly pick-up and one regulation size organics pickup per week for each single family unit at:
  - i) \$14.95 per month for 80 litre tote
  - ii) \$22.45 per month for 120 litre tote
  - iii) \$44.85 per month for 240 litre tote (only applicable to multi-family residential)
- b) **Commercial** - offices, warehouses, small retail and wholesale outlets, industrial and other small commercial enterprises for each enterprise based on a maximum of one regulation size garbage and where applicable one regulation size organics can at:
  - i) \$14.95 per month for 80 litre tote with bi-weekly garbage pickups
  - ii) \$5.10 per pickup for 80 litre tote (one pickup per week minimum)
  - iii) \$7.65 per pickup for 120 litre tote (one pickup per week minimum)
  - iv) \$10.20 per pickup for commercial tote (one pickup per week minimum)
  - v) \$58.40 per hydraulic bin pickup

**WASTE COLLECTION RATES - 2021**

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

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

- a) **Residential** - based on a maximum of one regulation size garbage tote collected bi-weekly and one regulation size organics tote collected weekly for each single family unit at:
  - i) \$15.40 per month for 80 litre tote
  - ii) \$23.10 per month for 120 litre tote
  - iii) \$46.20 per month for 240 litre tote (only applicable to multi-family)
- b) **Commercial** - offices, warehouses, small retail and wholesale outlets, industrial and other small commercial enterprises for each enterprise based on a maximum of one regulation size garbage and where applicable one regulation size organics can at:
  - i) \$15.40 per month for 80 litre tote with bi-weekly pickups
  - ii) \$5.25 per pickup for 80 litre tote (one pickup per week minimum)
  - iii) \$7.90 per pickup for 120 litre tote (one pickup per week minimum)
  - iv) \$10.85 per pickup fee for commercial tote (one pickup per week minimum)
  - v) \$59.50 per hydraulic bin pickup

**GENERAL FEES APPLICABLE**

Container rental fee where applicable shall be levied as follows:

Toter	\$ 4.00 per month
Hydraulic bin	\$ 63.50 per month



**SCHEDULE "B"**

**ATTACHED TO AND FORMING PART OF BYLAW NO. 1032-2020**

**INDEMNIFYING RELEASE**

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

\_\_\_\_\_

Lake Cowichan, B.C.

\_\_\_\_\_

I/We, \_\_\_\_\_

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

WITNESS TO:

AUTHORIZED SIGNATORY

\_\_\_\_\_  
Print Name                      Occupation

) \_\_\_\_\_  
) Print Name

\_\_\_\_\_  
Address

) \_\_\_\_\_  
) Address

\_\_\_\_\_  
Signature

) \_\_\_\_\_  
) Signature





**TOWN OF LAKE COWICHAN**  
 Bylaw No. 1033-2020  
 A Bylaw to Amend Zoning Bylaw No. 935-2013

Reg 20-02-25  
 9(e)  
 & (f)

**WHEREAS** the *Local Government Act* authorizes a local government to enact bylaws, 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 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.1033-2020".

2. **AMENDMENTS**

3. The Council of the Town of Lake Cowichan deems it expedient to rezone land with a legal description of consolidation of Lot 1, Plan 27794 and Remainder of Lot C, Plan 27479, both within District Lot 16, Cowichan Lake District and that part of Remainder of Parcel K (DD 1221071), Section 6, Renfrew District from 'R-1 Urban Residential Zone' to 'R-1-C Single Detached and Duplex Urban Residential zone' in accordance with the Official Community Plan and attached herewith as Schedule "A" which amends Schedule "A" of Bylaw 935-2013;

4. The Council of the Town of Lake Cowichan deems it expedient to update schedule "E" density bonus calculations of Zoning bylaw 935-2013;

1) Part V Regulations for Each Zone, Zoning Categories, is hereby amended with the addition of a new zone district, (R-1-C) - Single Detached and Duplex Urban Residential:

**5.3 (a) R-1-C- SINGLE DETACHED AND DUPLEX URBAN RESIDENTIAL ZONE**

.1 **Intent**

The intent of the R-1-C -- Single Detached and Duplex Urban Residential Zone is to provide for single detached dwellings and side by side duplexes in a medium density environment.

.2 **Permitted Uses**

	<b>Principal Use</b>	<b>Minimum Lot Size</b>
(a)	Single detached dwelling	350 m <sup>2</sup>
(b)	Side by side duplex	600 m <sup>2</sup>

	<b>Accessory Use</b>
(i)	Home-based business, accessory to principal use in (a); OR
(ii)	Short-term rentals, accessory to principal use in (a) OR
(iii)	Secondary suites in single detached dwellings only, accessory to principal use in (a)

.3 Conditions of Use

.1 Dimensional and Coverage Standards

	<b>Dimensions and Coverage</b>	<b>Principal building</b>	<b>All other buildings and structures</b>
(a)	Maximum height (Inmetres)	9	7.5
(b)	Maximum lot coverage (as a %)	45	

.2 Minimum building setbacks

<b>Use / Structure</b>	<b>Front Lot Line</b>	<b>Rear Lot Line</b>	<b>Exterior Side Lot Line</b>	<b>Interior Side Lot Line</b>
(a) Single unit residential, structures and accessory buildings (In metres)	6.0to garage face; 4.5 to front face of dwelling	4.5	1.5	1.5

.3 The garage face shall in all cases be set back a minimum of 1.5 metres further than the home face.

.4 Except in the case where a parcel of land abuts a street either in the side or in the rear, accessory buildings of a size less than 10 metres square shall be permitted a setback clearance of 0.6 metres for the interior side and rear.

.5 Notwithstanding the provisions of Article (a), a *principal* building may be constructed with a zero-lot line setback from an interior property line adjacent to another R-1--C lot, provided the following

- (i) A minimum distance of 3 (three) meters is maintained between buildings on adjacent lots;
- (ii) A maintenance and construction easement shall be executed between the owners of the adjacent zero lot line lots and shall establish a minimum 2 (two) meters width extending in all directions from all zero setback walls.

.6 For the parcel of land with a legal description of consolidation of Lot 1, Plan 27794 and Remainder of Lot C, Plan 27479, both within District Lot 16, Cowichan Lake District and that part of Remainder of Parcel K (DD 1221071), Section 6, Renfrew District development shall provide the following amenities:

- (i) A minimum 5 per cent of public park land dedication, including a playground, walking trails and protected areas;
- (ii) Public walking trails connecting to existing parks, adjacent neighbourhood, playground and viewpoint;
- (iii) Environmental protection area; and
- (iv) Protected riparian area.

2) Part IV Land Use Categories and Regulations is amended with the revision of the R-1-C Zone name and map symbol in the Residential Zone Category as shown below:

<b>NAME OF ZONE</b>	<b>ZONE CATEGORY</b>	<b>MAP SYMBOL</b>
<b>RESIDENTIAL ZONES</b>		
Single Detached and Duplex Urban Residential		R-1-C

3) Density Bonus Calculation Table of Schedule 'E' of Zoning Bylaw No. 935-2013 is amended follows:

- i) Renaming the 'Density Bonus Calculation Table' to 'Density Bonus and Affordable Housing Contribution Table';
- ii) Replacing the text of item 1) in its entirety with the following:
  - 1) Density bonus calculations for specific property (ies) are set forth in this Schedule in accordance with the Town of Lake Cowichan Official Community Plan (2019) density bonus policies in subsection 5.2.1.4 and affordable housing contribution policy in subsection 5.2.4.1 8); and
- iii) Updating item 2) Density Bonus and Affordable Housing Contribution Calculation Table of Schedule "E", with the following additional row:

2) Density Bonus and Affordable Housing Contribution Calculation Table

Parcel	Zone district—pre-development application	Estimated unit yield prior to development application	New or amended Zone district (if applicable)	Additional unit yield permitted with amended zoning or development approval	Affordable housing contribution	Amenity contribution
Consolidation of Lot 1, Plan 27794 and Remainder of Lot C, Plan 27479, both within District Lot 16, Cowichan Lake District and that part of Remainder of Parcel K (DD 1221071), Section 6, Renfrew District	R-1 Urban Residential	17	R-1-C Single Detached and Duplex Urban Residential Zone	15 units, representing an 89% increase in density due to rezoning	20% of additional density achieved (e.g. 3 units based on an additional 15 units); any fraction in the calculation shall be rounded up to the next whole number. Units are to be available on a affordable basis with appropriate covenants registered on affected lots for 10 years.	

**5. FORCE AND EFFECT**

That upon adoption of this bylaw, Bylaw No. 1033-2020, the Town of Lake Cowichan Zoning Bylaw No. 935-2013 shall hereby be amended and take effect.

READ A FIRST TIME on the 28<sup>th</sup> day of January, 2020.

READ A SECOND TIME on the 4<sup>th</sup> day of February, 2020.

PUBLIC HEARING held on the \_\_\_ day of \_\_\_, 2020.

READ A THIRD TIME on the \_\_\_ day of \_\_\_, 2020.

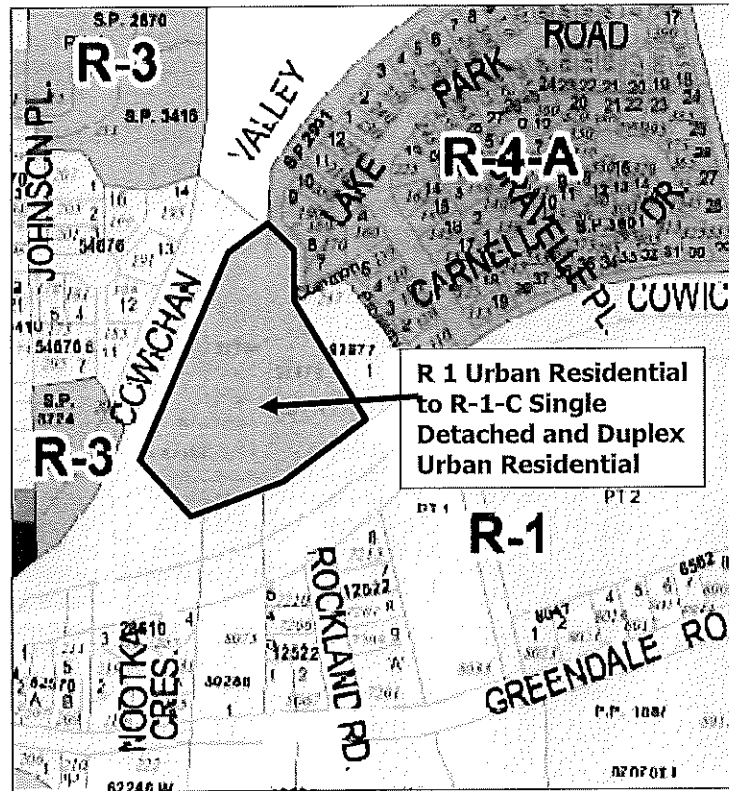
RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the \_\_\_ day of \_\_\_, 2020.

\_\_\_\_\_  
Rod Peters  
Mayor

\_\_\_\_\_  
Joseph A. Fernandez  
Corporate Officer

### Schedule A –Zone Map Amendment

Attached to and forming Bylaw No. 1033-2020



**TOWN OF LAKE COWICHAN**

**Bylaw No. 1034-2020**

**A BYLAW TO AMEND A SANITARY SEWER PARCEL TAX**

Reg 20-02-25  
9(9)

WHEREAS the *Community Charter* allows a Council, by bylaw, to amend and levy a parcel tax to provide all or part of the funding for a service;

AND WHEREAS the Council of the Town of Lake Cowichan wishes to recover a portion of the costs of the Town's sanitary sewer service through a parcel tax;

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 Sanitary Sewer Parcel Tax Bylaw No. 1034-2020".

2. **DEFINITIONS**

In this bylaw, unless the context otherwise requires

***COUNCIL*** means the Council of the Town of Lake Cowichan;

***TOWN*** means the Town of Lake Cowichan.

3. **PARCEL TAX FOR THE LAKE COWICHAN SANITARY SEWER SERVICE**

(1) Council hereby increases the parcel tax levy for the Lake Cowichan Sanitary Sewer Service, for the calendar year 2020 and all subsequent years.

(2) The Town is to prepare an assessment roll for the Lake Cowichan Sanitary Sewer Parcel Tax Roll to be used for imposition of this parcel tax.

(3) This parcel tax shall be levied as a single amount for each parcel that has the opportunity to be provided with sanitary sewer service regardless of whether or not the service is being used.

(4) The amount of this parcel tax shall be increased from One Hundred (\$100.00) Dollars per parcel per year to One Hundred and Fifty (\$150.00) dollars per parcel per year.

4. **EXEMPTION**

Parcel that have no opportunity to connect to the Lake Cowichan Sanitary Sewer Service are exempt from this parcel tax.

5. **REPEAL**

That upon adoption of the bylaw, Bylaw No. 921-2012 being the "Town of Lake Cowichan Sanitary Sewer Parcel Tax Bylaw No. 921-2012" and all amendments thereto are hereby repealed.



READ A FIRST TIME on the \_\_\_<sup>th</sup> day of February, 2020.

READ A SECOND TIME on the \_\_\_<sup>th</sup> day of February, 2020.

READ A THIRD TIME on the \_\_\_<sup>th</sup> day of February, 2020.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the \_\_\_<sup>th</sup> day of March, 2020.

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Rod Peters  
Mayor

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Joseph A. Fernandez  
Corporate Officer

I hereby certify the foregoing to be a true and correct copy of "Town of Lake Cowichan Sanitary Sewer Parcel Tax Bylaw No. 1034-2020" as adopted on the \_\_\_<sup>th</sup> day of March, 2020.

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Corporate Officer



**TOWN OF LAKE COWICHAN**

**Bylaw No. 1035-2020**

**A BYLAW TO AMEND A WATER PARCEL TAX**

Reg 20-02-25  
9(h)

WHEREAS the *Community Charter* allows a Council, by bylaw, to amend and levy a parcel tax to meet the costs of works and services that benefit land within the water specified area of the municipality;

AND WHEREAS the Council of the Town of Lake Cowichan wishes to recover the costs of the works and services of the Town's water utility system through a parcel tax on land benefitting from such service;

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 Water Parcel Tax Bylaw No. 1035-2020".

2. **DEFINITIONS**

In this bylaw, unless the context otherwise requires

***COUNCIL*** means the Council of the Town of Lake Cowichan;

***TOWN*** means the Town of Lake Cowichan.

3. **PARCEL TAX FOR THE LAKE COWICHAN WATER SERVICE**

- (1) Council hereby increases the parcel tax levy for the Lake Cowichan Water Service, for the calendar year 2020 and all subsequent years.
- (2) The Town is to prepare an assessment roll for the Lake Cowichan Water Parcel Tax Roll to be used for the imposition of this parcel tax.
- (3) This parcel tax shall be levied as a single amount for each parcel that has the opportunity to be provided with water service regardless of whether or not the service is being used.
- (4) The amount of this parcel tax shall be increased from One Hundred and Forty (\$140.00) Dollars per parcel per year to Two Hundred Dollars (\$200.00) per parcel per year.

4. **EXEMPTION**

Parcels that have no opportunity to be connected to the Lake Cowichan Water Service are exempt from this parcel tax.

5. **REPEAL**

That upon adoption of the Bylaw No. 1035-2020 being the "Town of Lake Cowichan Water Parcel Tax Bylaw No. 973-2016" and all amendments thereto is hereby repealed.



Town of Lake Cowichan Water Parcel Tax Bylaw No. 1035-2020

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READ A FIRST TIME on the \_\_\_<sup>nd</sup> day of February, 2020.

READ A SECOND TIME on the \_\_\_<sup>nd</sup> day of February, 2020.

READ A THIRD TIME on the \_\_\_<sup>nd</sup> day of February, 2020.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the \_\_\_<sup>th</sup> of March, 2020.

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Rod Peters  
Mayor

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Joseph A. Fernandez  
Corporate Officer

I hereby certify the foregoing to be a true and correct copy of "Town of Lake Cowichan Water Parcel Tax Bylaw No. 1035-2020" as adopted on the \_\_\_<sup>th</sup> of March, 2020.

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Corporate Officer





**TOWN OF LAKE COWICHAN**

**BYLAW NO. 1036-2020**

Reg 20-02-25  
9(i)

**A BYLAW TO ESTABLISH A RESERVE FUND FOR SNOW REMOVAL**

WHEREAS Section 188 of the *Community Charter* provides that a Council may establish reserve funds for expenditures for or in respect of capital projects and land, machinery or equipment necessary for the capital projects and extension or renewal of existing capital works;

AND WHEREAS it is deemed and necessary to provide a fund for the establishment of the Snow Removal Reserve Fund for the Town of Lake Cowichan;

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

1. There shall be and is hereby established a reserve fund, under the provisions of the *Community Charter*, to be known as the "Town of Lake Cowichan Snow Removal Reserve Fund Bylaw No. 1036-2020".
2. The monies allocated for snow removal for each year that are unspent shall be paid into a reserve fund established for the purpose and until required to be used, may be invested in the manner provided by the *Community Charter*.
3. The unspent dollars for snow removal from the previous fiscal year are to be allocated in the annual estimates of each subsequent fiscal year.
4. The money in the reserve fund, and interest earned on it, may only be used for the purpose of snow removal operations.
5. If the amount to the credit of this reserve fund is greater than required for the purpose for which the fund was established, the council may, by bylaw adopted by at least 2/3 members of council, transfer all or part of the amount to another reserve fund.

READ THE FIRST TIME on the \_\_\_\_ day of \_\_\_\_\_, 2020.

READ THE SECOND TIME on the \_\_\_\_ day of \_\_\_\_\_, 2020.

READ THE THIRD TIME on the \_\_\_\_ day of \_\_\_\_\_, 2020.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Rod Peters  
Mayor

\_\_\_\_\_  
Joseph A. Fernandez  
Corporate Officer

