



TOWN OF LAKE COWICHAN

Regular Meeting of Council

Tuesday, August 22nd, 2017 at 6:00 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 Regular Meeting of Council held on July 25th, 2017

3

4. **BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

5. **DELEGATIONS AND REPRESENTATIONS**

None.

6. **CORRESPONDENCE**

(a) **Action Items**

None.

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

(i) Volunteer Cowichan- Re: 150 for 150 Volunteer Challenge.

7

7. **REPORTS**

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

(i) Finance & Administration Councillor McGonigle
• August 8th, 2017.

9

(ii) Public Works & Environmental Services Councillor Austin
• August- No Meeting.

(iii) Parks, Recreation & Culture Councillor Vomacka
• August- No Meeting.

(iv) Economic & Sustainable Development Councillor Day
• August 8th, 2017.

11

(v) Cowichan Lake Recreation Commission Mayor Forrest

(vi) V.I.R.L Councillor Vomacka

(vii) Advisory Planning Commission Councillor McGonigle

(viii) Community Forest Co-op Councillor McGonigle

(b) **Other Reports**

(i) Cowichan Valley Regional District Board Meeting – Councillor Day.

(ii) Community Outreach Team Committee - Councillor Austin.

(iii) Community Safety Advisory Commission – Councillor Austin

(iv) Seniors' Care Facility Committee – Councillor McGonigle.

- (c) **Staff Reports**
 - (i) Chief Administrative Officer- Re: Senior Care Facility Committee **13**
 - (ii) Chief Administrative Officer- Re: Advisory Planning Commission Vacancies. **F/C**

8. BYLAWS

- (a) "Town of Lake Cowichan Cemetery and Columbarium Bylaw No. 991-2017" may be given first, second, and third readings. **14**
- (b) "Town of Lake Cowichan Fees and Services Bylaw No. 992-2017" may be given first and second readings. **20**
- (c) "Town of Lake Cowichan Development Approval Procedures and Notifications Bylaw No. 993-2017" may be given first, second, and third readings. **25**
- (d) "Town of Lake Cowichan Official Community Plan Amendment Bylaw No. 994-2017" may be given first and second readings. **28**
- (e) "Town of Lake Cowichan Zoning Amendment Bylaw No. 995-2017" may be given first and second readings. **32**

9. NEW BUSINESS

None.

10. MAYOR'S REPORT

11. NOTICES OF MOTION

**12. MEDIA / PUBLIC QUESTION PERIOD
- Limited to items on the agenda**

13. IN CAMERA

- (a) Section 92 of the *Community Charter* requires that before a meeting or part of a meeting is closed to the public, the council must state, by resolution, that the meeting is to be closed, and
- (b) The basis on which the meeting is to be closed falls under the following:
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and s.90
- (1) (g) litigation or potential litigation affecting the municipality.

14. ADJOURNMENT



TOWN OF LAKE COWICHAN
Minutes of a Regular meeting of Council
Tuesday, July 25th, 2017

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

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Ronnie Gill, Director of Finance
Kari Lingren, Recording Secretary

PUBLIC: 12

1. CALL TO ORDER

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

2. AGENDA

No. R.0098/17

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

Corresponence:

(a) (ii) Ginny Saboe, President, Cowichan Lake District Senior' Association re- 50 Plus Activity Centre.

CARRIED.

3. ADOPTION OF MINUTES

No. R.0099/17

(a) Moved: Councillor McGonigle
Seconded: Councillor Day
that the minutes of the Regular Meeting of Council held on June 27th, 2017 be adopted.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

A discussion was held on the note on title proposed against property Lot A, Plan 29793 for the contravention of zoning and building regulations where the owner, Gilbert Beaudry, was given an opportunity to speak on the matter.

No. R.00100/17

(a) Moved: Councillor McGonigle
Seconded: Councillor Day
that Council as per Section 57 of the Community Charter authorize the corporate officer to register a notice in the land title office against Lot A, Plan 29793 for zoning and building bylaw infractions.

CARRIED.

(b) An update was given on the Still Standing Premiere Event to take place at Laketown Ranch on Tuesday August 1st, 2017. There will be food (by donation), coffee and donuts, free parking, games and music by the band Row of Crowz at the site. The event begins at 7:00 pm with the show airing at 9:00 pm.

5. DELEGATIONS AND REPRESENTATIONS

None.

6. CORRESPONDENCE

(a) Action Items

(i) The correspondence from Candace Spilsbury, Cowichan Valley School District, re: Policy for marijuana dispensary stores was discussed and a policy would have to be implemented once it became legal.

(b) Information or Consent Items

(i) The correspondence from UBCM re: Gas Tax Agreement Community Works Fund Payment was treated as information.

(ii) The correspondence from the Cowichan Lake District Seniors Association on the 50 Plus Activity Centre was received and filed.

7. REPORTS

No. R.00101/17
Finance and Administration

Moved: Councillor McGonigle
Seconded: Councillor Austin
that the minutes of the Finance and Administration Committee meeting held on July 11th, 2017 be approved with the following:

1- 2017 Infrastructure Planning Grant

that the committee recommend an application for the 2017 Infrastructure Planning Grants for a neighbourhood watermain upgrade plan be submitted;

2- Lake Cowichan Fire Department

that of the Lake Cowichan Fire Department's incident report for May 2017 in the total amount totaling \$8,220.29 be approved;

3-Lake Cowichan Fire Department

that of the Lake Cowichan Fire Department's incident report for June 2017 in the total amount totaling \$6,606.30 be approved;and

4- Economic Alliance Summit

that two members of council be approved to attend the Economic Alliance Summit to be held in Nanaimo on October 25-26th, 2017.

CARRIED.

No. R.00102/17
Public Works and
Environmental Services

Moved: Councillor Austin
Seconded: Councillor Day
that the minutes of the Public Works and Environmental Services Committee meeting on July 4th, 2017 be approved as presented.

CARRIED.

No. R.00103/17
Parks, Recreation and Culture

Moved: Councillor Vomacka
Seconded: Councillor McGonigle
that the minutes of the Parks, Recreation and Culture Committee meeting on July 4th, 2017 be approved, as presented.

CARRIED.

No. R.00104/17
Economic and Sustainable
Development

Moved: Councillor Vomacka
Seconded: Councillor Austin
that the minutes of the Economic and Sustainable Development
Committee meeting held on July 11th, 2017 be approved, as
presented.

CARRIED.

Cowichan Lake Recreation

Mayor Forrest said there was no update of the Cowichan Lake
Recreation Commission meeting.

Vancouver Island Regional
Library

Councillor Vomacka updated council of the last Vancouver
Island Regional Library meeting. She mentioned that the Lego
club was still a popular event and is well attended and that the
event at the Raptor Centre was very interesting and well
attended.

Advisory Planning Commission

Councillor McGonigle said there was no update from the last
Advisory Planning Commission meeting.

Community Forest Co-
operative

Councillor McGonigle reported on the Community Forest Co-
operative meeting. He said that the final logging agreement
was approved and they are waiting to receive the final numbers
for it. He also said the public meeting has occurred. He said
the signing of the agreement will take place soon which it will
then be forwarded on to the Ministry.

(b) Other Reports

Cowichan Valley Regional
District Board

(i) Councillor Day gave a verbal report to Council on his
attendance at the last Cowichan Valley Regional District's Board
meeting. Some of the highlights from the meeting included a
discussion of the importance of the food bank; a 25 year lease
for the Scout Camp at Woodland Shores; and the hospital
board held their meeting where discussions of the proposed
hospital took place.

Community Outreach Team

(ii) Councillor Austin said the next Community Outreach Team
meeting will occur in September.

Community Safety Advisory

(iii) Councillor Austin attended the Community Safety Advisory
meeting this month where she reported that there is a draft
being prepared through Safer Futures Cowichan on what it will
be focusing on in the upcoming year.

No. R.00105/17

Moved: Councillor McGonigle
Seconded: Councillor Day
that Council accept the resignation of Councillor Vomacka and
appoint Councillor Austin back to the committee with Councillor
McGonigle as the alternate.

CARRIED.

No. R.00106/17
Seniors' Care Facility

(iv) Moved: Councillor McGonigle
Seconded: Councillor Day
that Council approve reinstating the Senior Care Facility select
committee with new terms of reference and membership
requirements.

CARRIED.

(c) Staff Reports

None.

8. BYLAWS

None.

9. NEW BUSINESS

None.

10. MAYOR'S REPORT

The Mayor presented his report for July 2017 which included the following:

- Local social opportunities like Heritage Days, Lake Days, Canada 150 celebration, Honeymoon Bay Days, Youbou Regatta, or Sunfest which allow residents to re-engage with each;
- Our Lake Cowichan Fire Department contributed Truck #2 and two firefighters to assist with the wildfires that are devastating the province;
- On Saturday, July 22nd, 2017, the Lake Cowichan Fire Department held a car wash and hot dog sale that raised an amazing \$3,165 to help the victims of the BC wildfires;
- The Still Standing Premiere Event is slated for Tuesday, August 1st, 2017 at Laketown Ranch beginning at 7:00 pm. Everyone is invited to come out and enjoy the evening; and
- The general contract tender for the new water treatment plant has been awarded to Trittech which will be commencing soon.

11. NOTICES OF MOTION

None.

12. PUBLIC RELATIONS

- (a) On August 5th, 2017, the carving pole will be arriving in Lake Cowichan for people to carve in commemoration of Canada 150 at Central Park.

13. IN CAMERA

No. R.00107/17

Moved: Councillor Day
 Seconded: Councillor Austin
 that pursuant to Section 90 of the Community Charter, Council closes the meeting to the public to deal with issues relating to the following relevant sections of the Community Charter: 90(1) (c) on labor relations or other employee relations, 90(1) (f) law enforcement and 90(1)(g) litigation or potential litigation affecting the municipality (7:25 p.m.).

CARRIED.

14. ADJOURNMENT

No. R.00108/17
Adjournment

Moved: Councillor McGonigle
 Seconded: Councillor Austin
 that we arise and adjourn at 8:40 p.m. without report.

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2017.

Mayor



Dear Ross Forrest,

My name is Kaitlyn Lee and I am a fifth year student at Vancouver Island University. This summer I am working for Volunteer Cowichan in the Cowichan Valley. Volunteer Cowichan is a charity in the Cowichan Region who raises awareness of the power of service and encourages people to volunteer. Volunteering offers vital assistance to people in need, worthwhile causes and the community, transforming the lives of the people who volunteer and those who benefit.

My summer job is based on promoting the pan-national 150 for 150 Volunteer Challenge issued by Volunteer Ottawa. The challenge is for people to volunteer 150 hours during 2017 in honor of Canada's 150th birthday. Volunteers register online and track their hours: This allows Volunteer Cowichan the opportunity to track the success of the community.

On December 5th, Volunteer Cowichan is hosting a 150 for 150 Celebration for all who participate in the Challenge. At that time we will also acknowledge the successes of those who achieved the challenge. This celebration will be taking place from 5pm to 7pm at the Duncan Community Lodge. We will host a dinner for all and awards for those who met the challenge.

I am coming to you for help. I would like to market this across the valley and get as many volunteers registered as possible. This is a great way to say thank you to our volunteers for all their hard work. I am an active volunteer within the valley myself and I am passionate about volunteering and giving back.

I have attached some of our marketing pieces, a news release as well as a press release from Volunteer Ottawa. In this press release from Ottawa, Mayor Jim Watson has issued a challenge for all mayors across Canada.

If you require more information, please contact me at 250-748-2133 or email me at kaitlyn-lee@outlook.com.

Thank you for your time,

Sincerely,

Kaitlyn Lee
Community Volunteer Promotor





150 for 150 General Information:

- 150th anniversary
- Nation-wide
- 150 hours of volunteer time in 2017
- 150 particular focus on diversity, seniors and youth
- Track volunteer hours online, mobile application and sesquicentennial
- Award ceremony celebrating individuals → December 5th
- Use hashtags on social media:
 - #Canada150for150VolunteerChallenge
 - #Igave150for150
- Volunteering: is an act of donating/giving time freely and willingly for the common good/public benefit without monetary/financial gain. It offers vital assistance to people I need, worthwhile causes and the community, transforming the lives of the people who volunteer and those who benefit.
 - Formal: is voluntary action as part of an established cause or non-profit organization's activities
 - Informal: is voluntary action that directly or indirectly benefits people outside the family or household or else benefits a cause
- Average of 154 hours per year-
- 59% of the population have volunteered
- Information: www.volunteer150for150.ca
- Step by step process, log hours in to keep track, follow Volunteer Cowichan for important information

Website to register:

volinspire.com/u/u8KLIdMIpv





TOWN OF LAKE COWICHAN
Minutes of Finance & Administration Committee
Tuesday, August 8th, 2017

PRESENT: Councillor Tim McGonigle, Chair
Mayor Ross Forrest
Councillor Carolyne Austin
Councillor Bob K. Day (arrived at 5:22 pm)
Councillor Lorna Vomacka

STAFF: Joseph Fernandez, Chief Administrative Officer
Ronnie Gill, Director of Finance
Kari Lingren, Recording Secretary

PUBLIC: 1

1. CALL TO ORDER

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

2. AGENDA

No. FA.0041/17

Moved: Councillor Austin
Seconded: Mayor Forrest
that the agenda be approved as presented.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

Ongoing Items Still Being Addressed:

- (a) The Chief Administrative Officer said there is no update on the Municipal Hall upgrades.
- (b) The Chief Administrative Officer said that the Kasapi Centre is not slated for upgrades until 2019. He added that two environmental reports have been done on the building.

Councillor McGonigle suggested that a discussion be held on the vision council has for the future of that site, not just for the building.

- (c) The Chief Administrative said it would be difficult to enforce a tube levy in Lake Cowichan and felt that there may be other means to generate revenues.

Mayor Forrest discussed the aspect of parking and penalty violations to those going over the 2 hour limit. He felt that implementing fines for those offenders would be a means of revenue as well as alleviating the parking issue for local businesses.

Councillor McGonigle suggested adding this topic to the upcoming strategic planning meeting.

4. DELEGATIONS AND REPRESENTATIONS

None.

5. CORRESPONDENCE

No. FA.0042/17

- (a) Moved: Mayor Forrest
Seconded: Councillor Austin
that the committee approve a donation to the Lake Healthcare Auxiliary in the amount of \$50.00 for its upcoming 50th Anniversary Tea it will be hosting.

CARRIED.

6. REPORTS

- (a) The financial report for the period ending July 31st, 2017 was treated as information.
- (b) The Building Inspector's Service Report for July, 2017 was treated as information.
- No. FA.0043/17 (c) Moved: Councillor Vomacka
Seconded: Mayor Forrest
that the Committee recommend approval of the Lake Cowichan Fire Department's incident report for July 2017 in the total amount of \$8,176.81.

CARRIED.

7. NEW BUSINESS

- (a) The Chief Administrative Officer said that two lots had to be consolidated for the columbarium site and the properties have been survey identified. The location will be able to house three columbariums. A riparian assessment still needs to be done and Councillor McGonigle added that the Advisory Planning Commission has discussed the bylaw regarding the columbarium.

Councillor Day arrived at 5:22 pm.

- No. FA.0044/17 (b) Moved: Mayor Forrest
Seconded: Councillor Day
that the committee accept the recommendation of the new proposed fees for rezoning, OCP Amendment, and Development Permits in the Town of Lake Cowichan.

CARRIED.

- (c) Council looks forward to attending the Small Talk Forum at UBCM in September 2017.

- No. FA.0045/17 (d) Moved: Mayor Forrest
Seconded: Councillor Day
that Council recommend approval of the upfront incurring costs of \$188,333.25 to BC Hydro for the Water Treatment Plant with a rebate to the Town in the event of additional customers being added to that service.

CARRIED.

8. NOTICES OF MOTION

9. PUBLIC RELATIONS ITEMS

- (a) Mayor Forrest thanked everyone involved in making the Still Standing Premiere Event a great success.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

- No. FA.0046/17 Adjournment Moved: Councillor Day
Seconded: Councillor Vomacka
that we adjourn (5:41 p.m.).

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____, 2017.

Chair



TOWN OF LAKE COWICHAN

Minutes of Economic and Sustainable Development Committee

Tuesday, August 8th, 2017

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

STAFF: Joseph Fernandez, Chief Administrative Officer
Nagi Rizk, Superintendent, Public Works and Engineering Services (arrived at 6:10 pm)
Kari Lingren, Recording Secretary

OTHER: 1

1. CALL TO ORDER

The Chair called the meeting to order at 6:00 p.m.

2. AGENDA

No. SPD.0018/17 Moved: Councillor McGonigle
Seconded: Mayor Forrest
that the agenda be approved with the following additions and change:

New Business

(a)- Mayor Forrest- re: Possible Meetings with Ministers at UBCM; and that the delegation be moved up to the beginning of the meeting.

CARRIED.

3. DELEGATIONS AND REPRESENTATIONS

(a) Kate Miller, Cowichan Valley Regional District, gave a presentation on the impact of climate change and how it is affecting the Cowichan Valley based on the Climate Projections Report that has been completed.

4. (a) BUSINESS ARISING AND UNFINISHED BUSINESS

(i) A discussion was had on the sustainable waste and composting plan. Kate Miller suggested that a conversation be had with the Cowichan Valley Regional District to discuss possible options for the Town. The committee suggested inviting Solid Waste Management to join in future discussions.

(ii) The Superintendent, Public Works and Engineering Services suggested the property on Point Ideal Road in proximity to the marina may be a possible location for a new boat launch.

Mayor Forrest asked if a planning grant may be secured to study the feasibility of locating another boat launch in Lake Cowichan.

(b) Ongoing Items Still Being Addressed:

(i) Councillor Day said he spoke with Amy Melmock and Ross Blackwell who were both willing to attend the business walkabout with council and have discussions on how to improve business in the Town. He also suggested that the

Chamber be invited to participate.

- (ii) The Chief Administrative Officer said there was no update on a future campground expansion at this time.

5. CORRESPONDENCE

- No. SPD.0019/17 (a) Moved: Mayor Forrest
 Seconded: Councillor Austin
 that the committee write a letter of support for developing a launching and land site on Hill 60 Ridge.

CARRIED.

6. REPORTS

None.

7. NEW BUSINESS

- (a) A discussion was had on the possibility of meeting with Ministers during the UBCM conference being held in Vancouver in September. The committee compiled a list of the ministers they would like to meet.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

- (a) Councillor McGonigle said that Summer Nights would be taking place this Saturday, August 12th, 2017 at Saywell Park.

10. MEDIA/PUBLIC QUESTION PERIOD

None.

No. SPD.0020/17
Adjournment

11. ADJOURNMENT

Moved: Councillor McGonigle
 Seconded: Councillor Vomacka
 that the meeting adjourn. (7:37 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

Chair

Memo



TO: Mayor and Council
FROM: Chief Administrative Officer
DATE: August 18, 2017
SUBJECT: Appointments to the Seniors' Care Facility Committee

Seniors' Care Facility Committee Appointments

The deadline for applications for the Seniors' Care Facility Committee closed on August 10th, 2017. Applications (listed below in alphabetical order) were received from the following:

- Ted Gamble;
- W.J. (Jack) Peake;
- Sheila Service; and
- Wayne Stincombe.

Observation

The appointments will depend on the composition of the proposed committee. A select committee can consist of all of the above and such council members interested in being part of the committee.

A handwritten signature in black ink, appearing to read "Joseph A. Fernandez".

Joseph A. Fernandez

TOWN OF LAKE COWICHAN CEMETERY & COLUMBARIUM BYLAW NO. 991-2017

A Bylaw to operate and maintain the Town of Lake Cowichan Cemetery and Columbarium

WHEREAS the *Cremation, Interment and Funeral Services Act* states that Council may establish a bylaw to regulate, maintain, and operate municipal cemeteries and columbaria;

AND WHEREAS the *Cremation, Interment and Funeral Services Act* states that Council may, by bylaw establish an area to be used in perpetuity as a municipal cemetery and columbarium;

AND WHEREAS Council has provided notice of the proposed bylaw in accordance with the *Community Charter*;

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 Cemetery Bylaw No. 991-2017".

2. DEFINITIONS

- a) "AUTHORIZED PERSON" means the person appointed by the Chief Administrative Officer to carry out any act or function under this Bylaw;
- b) "CARE FACILITY" means an assisted living facility or community care facility as defined by the Community Care and Assisted Living Act, as may be amended from time to time;
- c) "CARE FUND" means "care fund" as defined in the Act and specifically for the Cemeteries operated by the Town of Lake Cowichan;
- d) "LOT" means a discrete space used, or intended to be used in a Cemetery, for the Interment of Cremated Remains and includes a *Niche*;
- e) "NICHE" means one designated space in the columbarium;
- f) "NON-RESIDENT" means any person who, at the time of death was not a *resident* as defined in this Bylaw under Section 2 (e); and
- g) "RESIDENT" means a person, who at the time of death or at the time of moving to a *care facility*, lived or owned property in the Town of Lake Cowichan for a period of at least one year.

3. ESTABLISHMENT OF CEMETERY

- a) The land described below is set aside in perpetuity for the Municipal Cemetery:
Lot A Plan VIP 16660, Renfrew District

4. ESTABLISHMENT OF BOARD OF TRUSTEES

- a) The Council of the Town of Lake Cowichan shall serve as the Board of Trustees for the Cemetery.

5. ESTABLISHMENT OF CEMETERY CARE FUND

- a) The Council of the Town of Lake Cowichan in its role as the Board of Trustees shall establish a care fund for the care and maintenance of the cemetery pursuant to the *Cremation, Interment and Funeral Services Act*, as may be amended from time to time

time.

- b) All specified fees and charges for the Cemetery Care Fund will be held by the municipality and invested in accordance with the *Cremation, Interment and Funeral Services Act*, as may be amended from time to time, and the regulations under the Act as they apply to Municipal Cemetery Care funds.
- c) The interest and dividend income earned by the Cemetery Care Fund will only be used for the purpose of paying liabilities of the municipality arising out of the care and maintenance services provided by any person for the cemetery.
- d) The Financial Officer for the Corporation shall be responsible to ensure
 - i. that funds are collected and deposited as prescribed by the Act;
 - ii. that accounting records identify balances pertaining to each Cemetery;
 - iii. any investment of monies in the Care Fund is permitted under the Act; and
 - iv. that the Care Fund is, at all times, maintained in accordance with the Act.

6. ORGANIZATION, OPERATION AND MANAGEMENT OF CEMETERY

- a) The Authorized Person will be responsible for the following:
 - i) maintaining all records and files of the cemetery necessary for the administration and management of the cemetery as required under this Bylaw and the *Cremation, Interment, and funeral Services Act*, as may be amended from time to time;
 - ii) reviewing and issuing Internment Permits and Exhumation Permits;
 - iii) upon issuing any Internment Permit or upon receiving authorization for exhumation from the proper authorities and issuing any Exhumation Permit, confirming and notifying Municipal Public Works employees of the time of the intended internment or exhumation, the name of the deceased, the number and location of the niche and any instructions of the Medical Health Officer, relative to the internment or exhumation; and
 - iv) maintaining an accounting of all monies received and expended under this Bylaw.
- b) The following duties and responsibilities will be performed by the Town of Lake Cowichan:
 - i) opening and sealing niches;
 - ii) directing all funerals in the cemetery to the correct columbarium niche;
 - iii) installing memorials on niches and constructing foundations and bases; and
 - iv) maintaining the cemetery in a neat and tidy condition, including maintaining fences, gates, paths, and other improvements.

7. FEES AND CHARGES

- a) The fees for niches, internment, exhumation, and all other applicable are set out in Schedule B of this Bylaw.

8. SALE OF NICHES

- a) Upon receipt of the applicable fees and charges, the Authorized person may sell an unsold niche and must issue an Internment Permit when the applicant completes the form in Schedule A 'Internment and Exhumation Permit' of this Bylaw.
- b) A Internment Permit Holder for a niche which has not yet been used may return the niche to the Town of Lake Cowichan for the amount the Internment Permit Holder paid for the niche, less any perpetual care reserve fund fees paid, and the Internment Permit may then be sold to another person.

9. TRANSFER OF NICHES

- a) The Internment Permit Holder for a niche, which has not been used, may transfer the niche to another person, upon providing the Authorized Person the following:
 - i) full name and address to whom the Internment Permit is being transferred;
 - ii) the applicable perpetual care reserve fund contribution; and
 - iii) the Internment Permit issued for the niche space.
- b) Once the Authorized Person receives the necessary information and fees as described in Section 9 a) of this Bylaw, the Authorized person must cancel the original Internment Permit and issue a revised Internment Permit in the name of the transferee and record the transfer in the records of the cemetery.

10. PERMIT TO INTER

- a) No human cremated remains will be interred in the cemetery until an Internment Permit is obtained from the Town of Lake Cowichan and the applicable internment fees and charges are paid.
- b) All applications for an Internment Permit must be made to the authorized person at least two working days prior to the time of internment and must be made at the Municipal Office during regular municipal office hours.
- c) Any person making an application for an Internment Permit must complete Schedule A 'Internment Permit and Exhumation Permit' of this Bylaw.
- d) Upon the Authorized Person receiving a complete Schedule A and the applicable fees and charges being paid, the authorized Person may issue an Internment Permit.
- e) Residency is determined by the last permanent address of the deceased.

11. PERMIT TO EXHUME

- a) No human cremated remains will be disinterred from the Cemetery unless:
 - i) the Authorized Person receives a written request to do so from the person who has the right to control the disposition of the cremated remains under the *Cremation Internment and Funeral Services Act*, as may be amended from time to time, and all applicable fees and charges are paid; and
 - ii) the Authorized Person Issues an Exhumation Permit;
- b) The Town of Lake Cowichan is not responsible for damage to any urn or container sustained during exhumation.

12. INTERMENT

- a) No person may dispose of cremated remains within the boundaries of the municipality except in accordance with this Bylaw.
- b) No cremated remains of a deceased human body may be interred in the Cemetery and all internments shall be subject to and comply with this Bylaw.
- c) No Cemetery Internment Permit holder shall permit an internment to be made in a niche unless such internment is made pursuant to this Bylaw.
- d) No person shall inter any cremated remains in the Cemetery except between the hours of 8:00 a.m. and 4:00 p.m., Monday to Saturday, excluding Statutory Holidays, unless previous special arrangements have made with the Authorized Person.
- e) No person shall open a niche except authorized municipal employees.

13. COLUMBARIUM

- a) Each interment must be done in a niche in the columbarium in the cemetery.
- b) An urn to be placed in a niche must be made of metal, plastic, stone, porcelain, or wood and manufactured for the express purpose of containing cremated remains.
- c) All memorial plaques are supplied by the Town of Lake Cowichan and engraving is the responsibility of the Interment Permit holder.
- d) All memorials for niches must be installed by municipal employees once all associated fees and charges are paid.
- e) Each 30 cm by cm niche may contain the following:
 - i) one urn with maximum dimensions of 26.7 cm wide and 26.7 cm high x 30.0 cm deep; and
 - ii) two urns with individual maximum dimensions of 26.7 cm wide x 13.2 cm high and a combined 30.0 cm deep.

14. GENERAL

- a) No person may disturb persons assembled for a memorial service or visit.
- b) No person shall play any game or sport in the cemetery, unless authorized by the operator.
- c) No person shall discharge firearms in the cemetery, unless at a military funeral.
- d) No person shall drive a motorized device of any kind over any lawns, gardens or flower beds in the cemetery, unless authorized by the operator.
- e) No person shall deposit any trash or other waste in the cemetery.
- f) No person is allowed in the cemetery outside of the normal operating hours of 7:00 a.m. to 9:00 p.m. every day of the week.

15. FORCE AND EFFECT

That upon adoption of this bylaw, the "Town of Lake Cowichan Cemetery Bylaw No. 991-2017" shall hereby be enacted and take effect.

READ A FIRST TIME on the --nd day of ____, 2017.

READ A SECOND TIME on the --nd day of ____, 2017.

PUBLIC HEARING held on the --th day of ____, 2017.

READ A THIRD TIME on the ___ day of ____, 2017.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ___ day of ____, 2017.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer

Schedule A

Internment Permit and Exhumation Permit

This Purchase Agreement is entered into between the Town of Lake Cowichan and the undersigned Purchaser, also known as the Internment Rights Holder, named herein;

Internment Rights Holder Information:

Last Name: _____
 First Name: _____
 Street Address: _____
 Street Address (2): _____
 City: _____
 Province: _____
 Postal Code: _____
 Phone: _____

Date: _____

Particulars:

Internment of cremated remains
 Exhumation of cremated remains
 Date of Internment or Exhumation: _____
 Location of Internment: Lot # _____

Fees as per Schedule B

Niche, inclusive of memorial plaque	\$
Care fund	\$
HST	\$
Total Paid	\$

Deceased Information:

Last Name: _____
 First Name: _____
 Street Address: _____
 Street Address (2): _____
 City: _____
 Province: _____
 Postal Code: _____
 Date of Birth: _____
 Date of Death: _____
 Resident Yes___ No___
 Death Certificate received

Next of Kin Information:

Last Name: _____
 First Name: _____
 Street Address: _____
 Street Address (2): _____
 City: _____
 Province: _____
 Postal Code: _____
 Phone: _____

Payment Terms: For goods and services listed, payment in full is required at the time of entering into this agreement.

Payment method: Cash or Debit Cheque

In witness whereof, the parties executed this agreement on the ____ day of _____, 20__.

 Internment Rights Holder

 Relationship to the Deceased

Schedule B

Fees

Right of Internment	Right of Internment (\$)	Care Fund (\$)	Total Cost (\$)
Niche—resident	1200	120	1320
Niche—non-resident	2500	250	2750
Cemetery Services	Preparation & Close		
Open & close niche wall	400	n/a	400
Exhume/disinter cremated remains	400	n/a	400
Memorial Installations	Installation		
Niche wall engraving	200	10	210
Removal & reinstallation	60	n/a	60
Other Fees (In Addition to Fees Above)			
Right of internment transfer or surrender	50	n/a	50
Niche wall installations after hours or late arrival fees — per quarter hour	15	n/a	15
Taxes will be added to all fees as applicable. Fees in effect as of August 2017			

**TOWN OF LAKE COWICHAN
Bylaw No. 992-2017**

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. 992-2017".
2. Fees listed in Schedule "A" attached to and forming part of this bylaw shall apply for the use of the Lakeview Park Campground.

Notwithstanding the charges stipulated in the foregoing schedule, off-season rates and terms may be varied and approved by resolution of council.
3. Fees listed in Schedule "B" attached to and forming part of this bylaw shall apply for the use of the Cowichan Lake Outdoor Education Centre.

Notwithstanding the charges stipulated in the foregoing schedule, group rates may be varied through contract negotiations approved by Council.
4. Fees listed in Schedule "C" attached to and forming part of this bylaw shall apply to other goods and services provided by the municipality on a demand basis.
5. Fees listed in Schedule "D" attached to and forming part of this bylaw shall apply to miscellaneous development charges.
6. The fees and charges contained in this bylaw shall become effective on passage of this bylaw.
7. That the fees and charges contained in Bylaw 978-2016 being the "Town of Lake Cowichan Fees and Charges for Services Bylaw" and all amendments are hereby repealed.

READ A FIRST TIME on the ___th day of ___, 2017.

READ A SECOND TIME on the ___th day of ___, 2017.

READ A THIRD TIME on the ___th day of ___, 2017.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ___th day of ___, 2017.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer



TOWN OF LAKE COWICHAN**Schedule "A"**

(attached to and forming part of Bylaw No. 992-2017)

Lakeview Park Campground:

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

• In-season site fee per night *	\$ 33.00
• Off-season site fee per night **	\$ 23.00
• Tenting site fee per night	\$ 20.00
• Serviced site fee - water and electrical services	\$ 8.00
Call-in Reservations booking fee (non-refundable) — per camp site per night to a maximum of 3 nights.	\$ 11.00
***Cancellations made at least 10 days prior to reservation date shall receive a refund of the campsite fee, less \$22 per site per reservation.	\$ 22.00
Additional person(s) 19 years and over in camp site per night	\$ 11.00
Additional vehicle per night	\$ 16.00
Moorage per night	\$ 16.00
Fire wood sales	\$ 6.00
Ice for resale	Cost plus \$ 1.00
Campsite clean-up fee	\$ 100.00
Daily rental of propane powered campfire unit (deposit required)	\$ 12.00

* a Site will accommodate the following:

- One to four persons 19 years of age or older. Additional fees for adults apply as set above.
- A maximum of eight persons including children (18 years of age and younger).
- Vehicles per Camp Site:
One vehicle and trailer. Either one (but not both) may be an RV.
A second vehicle (non-RV) may be allowed for the additional nightly charge of \$16.00. Additional Vehicle(s) and/or person(s) will be charged according to fees set above.
There will be NO exceptions to Camp Site size and vehicle numbers.

** Off-Season is from the end of the Labour Day long weekend in September, to prior to the May long weekend.

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



TOWN OF LAKE COWICHAN**Schedule "B"**

(attached to and forming part of Bylaw No. 992-2017)

Cowichan Lake Outdoor Education Centre

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

		<u>Off-Season</u>	<u>In Season</u> July & August
Adult	per person, double occupancy, inclusive of 3 meals and overnight accommodation, minimum group size 20	\$ 111.00	\$ 118.00
School	per student, inclusive of 3 meals and shared dormitory-style accommodation, no bedding provided, two and one-half day package inclusive of all on-site programmes.	\$ 179.00	\$ 190.00
Youth / School	3 meals and shared overnight accommodation, no bedding provided	\$ 73.00	\$ 78.00
Exclusive Day Use	per day, meals not included	\$ 675.00	\$ 1,425.00
Other Uses	Small meeting room	\$ 87.00	\$ 100.00
	Programming charges will be levied on a cost recovery basis	\$ 132.00	\$ 150.00



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

(attached to and forming part of Bylaw No. 992-2017)

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

Photocopies	8 ½" X 11"	\$ 0.75/page
	8 ½" X 14"	1.50/page
	11" X 17"	2.00/page
	Town documents	.50/page
Faxes	Outgoing	1.50/page
Email	Locate and send digital copy	5.00/document
	Produce digital copy	2.00/page
Maps	Zoning Map – Large	28.00
	Official Community Plan Map	28.00
	Town Street Map	28.00
Tax Certificates	(Except for those making a request under Section 249(1) of the <i>Community Charter</i>)	25.00
Tax Certificates	Commissioned through BC Online	15.00
Building Permit Register	Per Monthly Report	15.00
Zoning Compliance	Confirmation	100.00
Non-Sufficient Funds	Per returned cheque	20.00
Mortgage Lenders bank fees	Recovery of bank charges (wire transfer fees) on property tax payments by mortgage companies	up to \$4.00/folio
Digital Property Tax Information	Per request made	100.00
Replicate Town Document	To recreate an original document	10.00
Garbage/organics totes:	80L	At cost – minimum \$70.00
	120L	At cost – minimum \$90.00



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

(attached to and forming part of Bylaw No. 992-2017)

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

Other Fees

Use of public facilities is as per Town Policies and Regulations, and fees are applicable for-profit entities.

Miscellaneous Development Fees

The following charges apply for all miscellaneous development applications:

Subdivision	Preliminary Subdivision – strata and fee simple lots (excludes parent lot if principal structure exists)	\$100.00 per lot
	Final Subdivision – strata and fee simple lots	250.00 per lot
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
Development Variance	Application	400.00



TOWN OF LAKE COWICHAN**A BYLAW TO ESTABLISH PROCEDURES TO AMEND THE OFFICIAL COMMUNITY PLAN
AND THE ZONING BYLAW OR ISSUANCE OF DEVELOPMENT PERMITS AND
DEVELOPMENT VARIANCE PERMITS; AND FOR NOTIFICATION OF PUBLIC
HEARINGS****BYLAW NO.993-2017**

WHEREAS the *Local Government Act* provides for procedures for amending the Official Community Plan, the Zoning Bylaw, and the issuance of Development Permits and Development Variance Permits;

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

1. TITLE

- 1.1. This bylaw may be cited for all purposes as the Town of Lake Cowichan "Development Approval Procedures and Notifications Bylaw No. 993-2017".

2. INTERPRETATION

- 2.1. In this Bylaw, unless the context requires otherwise:
- a) 'Act' means the Local Government Act, as may be amended from time to time;
 - b) Development Permit means a permit authorized by the Act;
 - c) Development Variance Permit means a permit authorized by the Act;
 - d) Official Community Plan means the Town of Lake Cowichan Official Community Plan, as may be amended from time to time; and
 - e) Zoning Bylaw means the Town of Lake Cowichan Zoning Bylaw, as may be amended from time to time.

**3. APPLICATION FOR AMENDMENT TO THE OFFICIAL COMMUNITY PLAN
AND ZONING BYLAW**

- 3.1. Application for amendment to either the Official Community Plan land use designation or to the Zoning Bylaw shall be made on a form as established by the Town.
- 3.2. The applicant shall provide the following information:
- a) The specific nature of the request for an amendment;
 - b) Identification of the text and/or schedule map requested for amendment; including a citation of any and all relevant sections of the bylaw;
 - c) The rationale for the proposed amendment;
 - d) In the case of an amendment to the Zoning Bylaw, identify supporting goals, objectives, or policies of the Official Community Plan;
 - e) A location sketch of the land subject to the application;
 - f) A description of surrounding land uses; and
 - g) Certificate of Title.

**4. APPLICATION FOR ISSUANCE OF A DEVELOPEMTN PERMIT AND
DEVELOPMENT VARIANCE PERMIT**

- 4.1. Development Permit
- a) The applicant shall provide the following information:
 - (1) Identify all the Development Permit Areas applicable to the subject land;
 - (2) Four (4) paper sets of detailed plans, including a PDF file, drawn to scale showing the following:
 - i) Site plan, including sidewalks, paths, off street parking layout, access points, and amenities;

- ii) Rainwater management plan (for all new construction);
 - iii) Landscaping plan showing location, type and quantities of all plants and ground cover material;
 - iv) Detailed colour renderings from all sides, including manufacturer specifications for all external building materials and colours;
 - v) Exterior lighting plan, including locations and manufacturer specifications; and
 - vi) Signage plan, including locations and size specifications.
- (3) For lands within a Watercourse and Streamside Protection or Natural Hazard Development Permit Area, submit the appropriate environmental and/or geotechnical study to respond to the guidelines of the Development Permit Area;
- (4) A site grading plan;
- (5) A written explanation of how the proposal satisfies all relevant Development Permit Area guidelines;
- (6) Certificate of title; and
- (7) A fee, as identified in an applicable bylaw.
- 4.2. Development Variance Permit
- a) The applicant shall provide the following information:
- (1) Identification of all relevant land use bylaw regulations and the proposed variance request, including specific dimensions and number of parking spaces (if applicable);
 - (2) A written explanation of the purpose of the request, including the rationale and a description of the proposed development;
 - (3) Four (4) paper sets of a plan, including a PDF file, drawn to scale, illustrating the site, parking, access points, building footprints, building elevations (if relevant), sign dimensions, and proposed variance dimensions or reduction in off street parking requirements;
 - (4) Certificate of Title; and
 - (5) A fee, as identified in an applicable bylaw.

5. NOTIFICATION OF APPLICATION AND PUBLIC HEARING PROCESS

- 5.1. Public Hearing
- a) Where a public hearing is to be held for the purpose of allowing the public to make representation to the municipality with respect to amendments proposed to the Zoning Bylaw or the Official Community Plan, such hearing will be held before the third reading of the bylaw.
 - b) The newspaper notification process for a public hearing will be given as provided in Section 466 of the Act, as may be amended from time to time.
- 5.2. Notification to Owners and Tenants of Land Parcels in the Vicinity
- a) Owners and/or tenants of all land parcels within fifty (50) metres from that area, which is subject to the bylaw amendment, will receive notification by mail at least ten (10) days before the public hearing, as provided in Section 466 of the Act, as may be amended from time to time.
 - b) Notification by mail will not be provided if ten (10) or more parcels owned by ten (10) or more persons are affected by the bylaw alteration.
 - c) For the purposes of Development Permits (Sections 488 through 491 of the Act, as may be amended from time to time), and Development Variance Permits (Sections 498 and 499 of the Act, as may be amended from time to time), notices shall be mailed or otherwise delivered to the owners and to any tenants in occupation of all parcels within a distance of fifty (50) metres from that part of the land or the width of an abutting street plus fifty (50) metres, that is the subject of the Permit application.

6. FORCE AND EFFECT

That upon adoption of this bylaw "Development Approval Procedures and Notifications Bylaw No. 747-2002" shall hereby be repealed.

READ A FIRST TIME on the ____th day of ____, 2017.

READ A SECOND TIME on the ____th day of ____, 2017.

PUBLIC HEARING held on the ____th day of _____, 2017.

READ A THIRD TIME on the ____th day of _____, 2017.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ____th day of _____, 2017.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer

TOWN OF LAKE COWICHAN**BYLAW NO. 994-2017****A Bylaw to Amend Official Community Plan Bylaw No. 910-2011 in order to implement recommendations of the 2015 Age-friendly Action Plan**

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

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

AND WHEREAS the Council of the Town of Lake Cowichan deems it necessary to amend Bylaw 910-2011 in order to implement recommendations of the 2015 Age-friendly Action Plan;

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

1. TITLE

This bylaw may be cited for all purposes as the 'Town of Lake Cowichan Official Community Plan Amendment Bylaw No. xxx-2017'.

2. AMENDMENTS

- 2.1 The Official Community Plan Bylaw, cited as the 'Town of Lake Cowichan Community Plan Bylaw No. 910-2011' is hereby amended with the following:
- 2.1.1 the addition of a new Chapter 6, titled 'Community', which will follow the 'Climate Protection' chapter;
 - 2.1.2 text amendments to Chapter 6 'Housing' [to be renumbered as Chapter 7];
 - 2.1.3 a new Chapter 17, titled 'Accessibility', which will follow the 'Servicing' Chapter;
 - 2.1.4 text amendments to Chapter 10 'Recreation, Parks, and Institutions' [to be renumbered as Chapter 11];
 - 2.1.5 text amendments to Chapter 17 'Development Permit Areas' [to be renumbered as Chapter 19]; and
 - 2.1.6 text amendments to Chapter 19 'Definitions' [to be renumbered as Chapter 21].
- 2.2 A consolidated version of the Official Community Plan shall have renumbered Chapters and Subsections.
- 2.3 The amendments are as follows:

6. Community**6.1. Introduction**

A complete community is a community that meets people's needs for daily living throughout an entire lifetime by providing convenient access to an appropriate mix of jobs, local services, a full range of housing and community infrastructure including affordable housing, schools, services, public safety, recreation and open space for their residents.

An inclusive, diverse, and active community has housing, public services and amenities that are affordable, accessible and inclusive. Community activities and events generate intergenerational and intercultural interest, participation, and social integration.



6.2. Goal

Lake Cowichan is a complete community that is inclusive, diverse, and active.

6.3. Objective

- a) Town regulations, services, and infrastructure are aging supportive, child friendly, and support active and diverse lifestyles.
- b) Actively work towards creating a diverse economy and social environment that attracts young people, professionals, retirees and First Nations people in partnership with Cowichan Community Futures Cowichan and the BC Rural Dividend Fund.

6.4. Policies

- a) Seek 'Age-friendly Community' status through the Age-friendly B.C. (AFBC) Recognition Program.
- b) Host a workshop or child and youth engagement activity sponsored by the Society for Children and Youth of BC.

7. Housing

7.3.1. General Policies

- 12) All planning for new growth shall make provision for affordable housing, which may be achieved through any of the following:
 - v. Accessory dwellings
 - vi. Seniors housing
- 16) Aging in place, within existing housing, is supported and encouraged through home modifications (e.g. ramps).
- 17) New single and duplex unit home construction is encouraged to use adaptable design standards.
- 18) New multifamily residential construction approved through a rezoning process shall include adaptable design standards.

11. Recreation, Parks and Institutions

11.4.2. Park Policies

- 2) When considering parks development:
 - viii. include age-friendly design elements such as level and wide walkways, wheelchair accessible picnic tables, older adult playground with exercise equipment;
 - ix. all facilities and amenities provided by the Town must take into consideration the ability of all members of the community to access and enjoy them; and
 - x. the Town requires wherever feasible that public access be provided along key waterfront lands in order to achieve a linked multi-use trail system between major parks, greenbelts, and other recreational features throughout Lake Cowichan.
- 3) At existing parks, consider the following improvements and additions to facilities:
 - i. Centennial Park
 - o Install aging-supportive exercise and activity equipment.
 - ix. Saywell Park



- o Install wheelchair accessible picnic tables.

17. ACCESSIBILITY

17.1. Introduction

Accessibility is the ability of people regardless of age, health, and activity limitations to get around their community and lead active, healthy, fulfilling and engaged lives. This requires that mobility options, homes, buildings, public spaces, technology, programs, access to information, and support services are free of barriers, enabling all people to use them independently.

17.2. Goal

The Town is accessible in all public and private areas.

17.3. Objectives

- a) Public places and buildings will be accessible to all regardless of age, ability, and gender.
- b) Housing will over time become increasingly adaptable, accessible for people with disabilities, and enjoy universal design features.

17.4. Policies

- 1) Develop and implement universal design guidelines for the public realm, and ensure these are consistent with our other urban design goals.
- 2) Encourage universal design measures for private development in the public and private realms. Require accessible design of all new multi-family residential housing units.
- 3) All Town owned public buildings shall be constructed or renovated to meet universal design standards.
- 4) The town shall work with other government agencies to achieve full accessibility to all public facilities.
- 5) All public buildings, including town owned facilities, should be retrofitted to universal accessibility design standards by the year 2022.
- 6) Ensure accessibility and safety is considered for planning and design of buildings, the public realm and public parks.

19. Development Permit Areas

19.7. Downtown Development Permit Area (DPA 4)

19.4.3. Guidelines

- r) Universal design principles to facilitate barrier free pedestrian access shall be used for site, buildings, and structure design.

19.8. Highway Commercial, Neighbourhood Centre and Tourism Areas Development Permit Area (DPA-5)

19.8.4. Guidelines

- r) Universal design principles to facilitate barrier free pedestrian access shall be used for site, buildings, and structure design.

19.9. Multi-family Development Permit Area (DPA 6)



19.9.4. Guidelines

- h) Universal design principles to facilitate barrier free pedestrian access shall be used for site and building design.

21. Definitions

'**accessible house**' means one that includes features that meet the needs of a person with a disability; most accessible houses feature open turning spaces within rooms, wheel-in shower stalls and kitchen work surfaces with knee space below;

'**adaptable house**' means one that is designed to be adapted economically at a later date to accommodate someone with a disability; features include removable cupboards in a kitchen or bathroom to create knee space for a wheelchair user, or a knock-out floor panel in a closet to allow installation of an elevator;

'**universal design**' means the design approach of environments, products and services that are usable by all people regardless of age, size or ability;

'**universal house design**' means a design that recognizes that everyone who uses a house is different and comes with different abilities that change over time; features include lever door handles that everyone can use, enhanced lighting levels to make it as easy as possible to see, stairways that feature handrails that are easy to grasp, and easy-to-use appliances; and

'**visitable house**' means one that includes basic accessibility features that allow most people to visit, even if they have limitations such as impaired mobility; basic features of a visitable house include a level entry, wider doors throughout the entrance level and a washroom on the main floor.

3. FORCE AND EFFECT

That upon adoption of this bylaw, Bylaw No. xxx-2017, being the 'Town of Lake Cowichan Official Community Plan Bylaw No. 910-2011', shall hereby be amended and take effect.

READ A FIRST TIME on the ____th day of _____, 2017.

READ A SECOND TIME on the ____th day of _____, 2017.

PUBLIC HEARING held on the ____th day of _____, 2017.

READ A THIRD TIME on the ____th day of _____, 2017.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ____th day of _____, 2017.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer



TOWN OF LAKE COWICHAN**BYLAW NO. xxx-2017****A Bylaw to Amend Zoning Bylaw No. 935-2013 for the purpose of implementing recommendations of the 2015 Age-friendly Action Plan, updating parking regulations and to rezone land in accordance with Official Community Plan policy.**

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 implement recommendations of the 2015 Age-friendly Action Plan;

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 parking regulations;

AND WHEREAS the Council of the Town of Lake Cowichan deems it expedient to rezone land comprising Block 200 from R-1 Urban Residential to CD-1 Comprehensive Development in accordance with Official Community Plan policy;

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

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

1. TITLE

This bylaw may be cited for all purposes as the "Town of Lake Cowichan Zoning Amendment Bylaw No. 995-2017".

2. AMENDMENTS

- 2.1. Section 4 'General Regulations, Requirements and Provisions' is amended with the addition of the following new Subsection 'Community Care Facility' as follows:

4.21 Community Care Facility

a) All single family residential buildings may be used as a community care facility, licensed under the *Community Care and Assisted Living Act*, as may be amended from time to time, for the purpose of providing:

- i) A day care for no more than eight (8) persons;
- ii) A residence for no more than 10 persons, not more than 6 of whom are persons in care.

- 2.2. Section 5.1 'R-1 Urban Residential Zone', Subsection 5.1.2 'Permitted Uses', Accessory Use Table, is amended with the addition of 'Accessory Dwelling' as an additional optional use and the updated Accessory Use Table shall read as follows:

Accessory Use	
(i)	Secondary suite accessory to the principal use in (a)
	OR
(ii)	Home-based business, accessory to principal use in (a)
	OR
(iii)	B&B, accessory to principal use in (a) for Lot 3, Block 4, Section 5, Plan 1750 only.
	OR
(iv)	Accessory dwelling—garden suite accessory to the principal use in (a), subject to the provisions in Subsection 5.3.4 Accessory Dwelling—Garden Suite Standards.
(v)	Ancillary use for the development and care of forests for use permitted in (c)

2.3. Section 5.1 'R-1 Urban Residential Zone', Subsection 5.3 'Conditions of Use', Subsection 3.1 'Dimensional And Coverage Standards' is amended by:

- 2.3.1. clarifying Article (a) by specifying the maximum height of the **principal building** as 10.5 metres;
- 2.3.2. increasing the maximum lot coverage in Article (b) to 40%;
- 2.3.3. the new Table shall read as follows:

Dimensions and Coverage	Single or two unit principal dwelling	Accessory buildings and structures
Maximum height (in metres)	10.5	7.5
Maximum lot coverage (as a %)	40	

2.4. Section 5.1 'R-1 Urban Residential Zone', Subsection 5.3 'Conditions of Use', is amended with the addition of a new Subsection 5.3.3 'Secondary Suite Standards which shall read as follows:

Secondary Suite Standards	
Maximum size	40% of gross floor area of principal dwelling, or 85 square metres, whichever is less
Minimum size	30 square metres
Maximum number of bedrooms	2 (two)
Entrance	Shall be a separate independent entrance form the principal dwelling entrance

2.5. Section 5.1 'R-1 Urban Residential Zone', Subsection 5.3 'Conditions of Use', is amended with the addition of a new Subsection 5.3.4 'Accessory Dwelling—Garden Suite Standards which shall read as follows:

Accessory Dwelling—Garden Suite Standards	
Maximum size	40% of gross floor area of principal dwelling, or 60 square metres, whichever is less
Minimum size	30 square metres
Maximum number of bedrooms	2 (two)
Location	Shall be located in the rear yard of the principal dwelling

- 2.6. Schedule B Required Parking Spaces is deleted and replaced in its entirety with a new Schedule B, below.
- 2.7. A new SCHEDULE C DOWNTOWN CORE DISTRICT is added and attached as Schedule A to this amending Bylaw.
- 2.8. Part III Land Use Definitions is amended with the addition of the following terms:

"ACCESSORY DWELLING—GARDEN SUITE" means a single unit, independent suite in a free standing, single story accessory building located in the rear yard of a principal single family dwelling.

"CHILD CARE FACILITY" has the same meaning as defined by the Child Care Act as may be amended from time to time;

"CLASS 1 BICYCLE PARKING" means a secure, weather protected bicycle parking facility used to accommodate long-term parking such as for residents or employees, usually within a room or covered fenced area;

"CLASS 2 BICYCLE PARKING" means a short-term visitor bicycle parking facility that may offer some security, and may be partially protected from the weather such as a bike rack at a building's entrance;

"COMMERCIAL LOW INTENSITY" means a category of land uses with a low ratio of users to land use area such as automobile sales, garden nursery, marina equipment sales, boat and marine storage, building supplies, lumber yard, art studio and gallery, kennel, and similar uses;

"GROSS FLOOR AREA" (GFA) means the total floor area, exclusive of any portion of the building or structure below finished grade measured between the exterior faces of the exterior walls which is used for heating, the storage of goods or personal effects, laundry facilities, recreational areas, the storage or parking of motor vehicles, exclusive of any private garage, carport, basement, walkout basement, cellar, porch, veranda or sunroom unless such sunroom is habitable during all seasons of the year;

"LIGHT MANUFACTURING" means a use which is wholly enclosed within the building except for parking and loading facilities, and outside storage accessory to the permitted uses and which in its operation does not ordinarily result in emission from the building of odours, fumes, noise, cinder, vibrations, heat, glare or electrical interference and includes such uses as cabinet and furniture manufacturing, door & window manufacturing, metal fabrication, boat building and repair and modular or prefabricated home manufacturing;

"MOBILITY SCOOTER" means an electrically powered scooter with three or four wheels designed for people with restricted mobility, typically those who are elderly or disabled;

"PERSONAL SERVICES ESTABLISHMENT" means a business where professional or personal services are provided for gain and where the sale at retail of goods, wares, merchandise, articles or things is only accessory to the provisions of such

services, including but without limiting the generality of the foregoing, the following: barber shops, beauty shops, tailor shops, laundry or dry-cleaning shops, shoe repair shops, hair, nails, tax, bank, Laundromat, dry cleaning, etc.;

"*PUBLIC ASSEMBLY*" use means a facility where people congregate in seats to attend events such as sporting events, meetings, theatre, and live performance venues, but excludes worship centres;

"*SECONDARY SUITE*" means a self-contained living quarters, including cooking equipment and a bathroom, located within the structure of a single-family dwelling, and with its own separate entrance;

"*SOCIAL ORGANIZATION*" means a fraternal lodge, social hall, or activity centre;

"*SHOPPING CENTRE*" means a commercial development, containing at least three individual business establishments conceived and designed as a single, comprehensively planned development project with appropriate relationships between the shopping centres buildings, activities, open spaces, parking areas, loading areas, driveways, other shared facilities, public areas and adjoining streets, and held in single ownership or by participants in a condominium corporation or commercial cooperative;

"*UNBUNDLED PARKING*" means separate housing and parking costs in a residential apartment building; and

"*WAREHOUSE*" means a building used primarily for the storage of goods and materials and includes feed, seed and fertilizer storage, cold storage, and a frozen food locker.

- 2.9. PART III 'Land Use Definitions' is amended by deleting the following:

~~"*CHURCH*" means any assembly building used for public worship;~~

and replacing with the following definition:

"*WORSHIP CENTRE*" means any assembly building used for public worship of any faith.

- 2.10. Replacing the term 'church' with the term 'worship centre' in all instances used within the Zoning Bylaw.

- 2.11. PART III 'Land Use Definitions' is amended by replacing Senior's Care Facility definition with the following:

"*COMMUNITY CARE FACILITY*" means the same as defined in the Community Care and Assisted Living Act and includes a facility serving any age group, including a senior's assisted living facility.

- 2.12. Schedule 'A' 'Map' is amended by changing the designation of land described as Block 200, and shown in Schedule B to this Bylaw, from R-1 Urban Residential to CD-1 Comprehensive Development Zone.

Schedule B Parking Spaces

1. GENERAL PROVISIONS

- 1.1. The purpose of the required parking spaces is to provide enough on-site parking to accommodate the majority of traffic generated by the range of uses which might locate at the site over time. Opportunities for reducing vehicular parking requirements are provided through selected 'no minimum' requirements, cash-in-lieu of parking, shared parking for mixed use developments, and unbundling of parking spaces from the sale or lease of apartment dwelling units.

2. INTERPRETATION

- 2.1. The number of parking spaces required is calculated according to uses specified in Table B1 'Required On-site Parking Spaces' of this schedule.
- 2.2. When a type of use is not specified in Table B-1 'Required On-site Vehicular Parking Spaces', the number of spaces will be calculated on the basis of the requirements for the most similar class of use listed in the Table.
- 2.3. When the calculation of the required on-site parking or loading space results in a fraction, one parking space shall be provided with respect to the fraction.
- 2.4. Where seating accommodation is the basis for a unit of measurement under this schedule and consists of benches, pews, booths or similar seating accommodation, each one-half metre of width of such seating shall be deemed to be one seat.
- 2.5. When calculating parking spaces for single and two family residential uses, a garage, carport and driveway may be used.

3. REUSE OF BUILDINGS

- 3.1. Notwithstanding the provisions in Section 4, a change in use of a building to a different category of use within Table B-1 Required Vehicular Parking Spaces may require additional on-site parking, a Development Variance Permit, or cash-in-lieu in accordance with Section 5.

4. DOWNTOWN CORE PROVISIONS

- 4.1. Parking requirements for buildings in the Downtown Core as defined in Schedule A to this Bylaw may be waived subject to Section 5 Cash-in-lieu, except where the following shall apply:
 - 4.1.1. One parking space shall be provided for each 100 m² of Office use where the Office use exceeds 3,000 m²;
 - 4.1.2. Premises used for hotel and motel shall be provided with on-site parking spaces for vehicles equal in number to not less than 50% of the number of hotel and motel units therein; and
 - 4.1.3. Premises for residential accommodation, which premises shall be provided with on-site parking spaces equal to the number required in Table B-1 'Required Vehicular On-site Parking spaces'.

5. CASH-IN-LIEU

- 5.1. Subject to Town approval, any owner or occupier of lands, buildings, or structures zoned commercial shall pay the Town a four thousand dollars (\$4,000) per on-site parking space to be waived.
- 5.2. Payment under Section 5. 1 shall be by cash or certified cheque and shall be made to the Town prior to issuance of a building permit, or issuance of a business licence for a new use of land, and prior to commencement of any new uses of land.
- 5.3. Payments collected under Section 5.1 shall be paid into a reserve fund established in accordance with the Local Government Act.

- 5.4. The allowed reduction of parking stalls without requiring a Development Variance Permit shall be to a maximum of 25% of the required on-site parking.
- 5.5. The Town Council may waive cash-in-lieu requirements for civic uses, affordable housing, senior citizens housing, supportive housing and community care facilities.

6. **PARKING SUPPLY RATES**

6.1. General by Use

- 6.1.1. Required vehicular On-site parking spaces are identified and organized by use categories in Table B-1 'Required On-site Parking Spaces'.

TABLE B-1 Required On-site Parking Spaces	
Use	Required Spaces
Residential	
Bed & breakfast accessory to single unit dwelling	1 per sleeping unit in addition to principal dwelling requirement
Dwelling units; apartment, townhouse, including units in buildings also used for commercial use	<ul style="list-style-type: none"> • 0.75 per bachelor unit • 1 per 1 bedroom unit • 1.5 per 2-bedroom unit • 1 guest parking space per 10 units
Single dwelling unit, including mobile & modular home	2 per unit
Dwelling unit, duplex	2 per unit
Dwelling unit, secondary suite	1 per unit
Lodging and boarding houses	1 per unit, including manager unit
Commercial	
Boat and marine storage	No minimum
Business and professional services, including call centres	2 per 100 m ² of GFA
Commercial, retail, including liquor sales and repair services, but excluding grocery store	2 per 100 m ² of GFA
Commercial, low intensity	1.4 per 100 m ² of GFA
Child care facility	2 per 100 m ² of GFA
Grocery store, including convenience store	5 per 100 m ² of GFA, or a minimum of 4 spaces
Hotel and tourist accommodation	1 per sleeping unit
Personal service establishment	Beauty salon/hair care: 1 space per service seat All other uses: 2.7 space per 100 square metres of GFA
Restaurant	2 per 10 seats
Service station	Greater of 1 per 100 m ² of GFA or 2 per service bay
Shopping centre, excluding grocery store	2 per 100 m ²
Institutional	
Civic use	No minimum
Columbarium	No minimum
Hospital	No minimum; based on site needs assessment
Institutional office space	2 per 100 m ² GFA
Medical and dental office or clinic	2.7 per 100 m ² GFA
Public assembly use or area, excluding worship centres	1 per 4 seats
School; kindergarten, elementary and junior secondary	No minimum requirements, based on School District need assessment
School; senior secondary	No minimum requirements, based on School District need assessment
Senior citizen housing	0.35 spaces per unit

TABLE B-1 Required On-site Parking Spaces	
Use	Required Spaces
Social organization	3 per 100m ² of GFA
Supportive housing and community care facility	1.25 spaces per 100 m ² GFA
Worship centre	1 per 10 seats
Recreation	
Campground, municipal	No minimum
Marina, exclusive of restaurant and retail space	1per boat slip;
Park and playground	No minimum
Recreation facility, private	No minimum
Recreational facility, public (ice rink, pool)	1.6 per 100 m ² of rink surface plus 20 spaces per 100 square metres of pool surface
Industrial	
Aggregate processing	No minimum
Automotive repair and service shops	Greater of 1 per 100 m ² of gross floor area or 2 per service bay
Computer technology related enterprises and electronics research and development	2 per 100 m ² of GFA
Forest product processing and manufacturing including saw mill and log sorting, excluding pulp and paper production	1 for every 100 m ² of GFA devoted to processing or manufacturing
Light manufacturing	1 for every 100 m ² of GFA devoted to light manufacturing
Recycling depot	1 per recycle container
Warehouse, mini storage with individual uses	1 per 100 storage cubicles plus 2 spaces for caretaker residence
Warehouse	0.5 per 100 m ² GFA

6.2. Specialty Parking

6.2.1. Barrier Free Parking

- (a) Barrier Free parking for cars, vans, and buses shall be provided in accordance with Table B-2 'Required On-site Designated Barrier Free Parking Spaces'.
- (b) The minimum numbers of required spaces are cumulative within their respective columns in Table B-2 'Required On-site Designated Barrier Free Parking Spaces'.
- (c) Barrier free parking design standards are set forth in Section 7 'Design'.

Car Spaces		Van Spaces and Bus Lay-bys	
All Uses Except Medical Office, Seniors' Housing, and Community Care Facilities	Medical Office, Seniors' Housing, Community Care Facilities	Seniors' Housing and Community Care Facilities	Medical Office
1 for 15-50 spaces	1 for 15-45 spaces	1 bus lay-by or parking space for 60 or more car spaces	1 van space for 30 or more car spaces
2 for 51 to 100 spaces	Above 45, 1 for every additional 30 spaces		1 bus lay-by for 45 or more car spaces
3 spaces plus 1 for every 50 required spaces in excess of 101			

6.2.2. Bicycle Parking

- (a) All Multi-family Residential, Office, Retail, Restaurant, Medical and Dental Office or Clinic, and Civic Facilities uses shall provide bicycle parking in accordance with Table B-3 'Required On-site Bicycle Parking'.

Use	Class 1 Bicycle Facility (Long Term)	Class 2 Bicycle Facility (Short Term)
Multi-family Residential	1 space per unit	One 6 space rack at entrance
Office	1 space per 400 m ² GFA	1 space per 400 m ² GFA
Retail and Restaurant		1 per 250 m ² GFA: Minimum 4 spaces
Medical and dental office or clinic	1 per 500 m ² GFA	1 per 500 m ² GFA
Civic facilities such as Town Hall, Library, Community Centre	One space per 400m ² GFA of office space	Minimum one 6-space rack at entrance

6.3. Visitor Parking

- 6.3.1. Visitor parking shall be provided for all multi-residential, townhouse, seniors' housing, and affordable housing buildings, at a rate of a minimum one (1) space per 10 dwelling units.
- 6.3.2. A minimum of one (1) space shall be provided for any building containing between 4 and 9 dwelling units.
- 6.3.3. Visitor parking shall be in addition to parking stalls required in accordance with Table B-1 'Required Parking Spaces' and any supply rate adjustments made in accordance with Section 6.6 'Supply Rate Adjustments'.
- 6.3.4. In a mixed residential and commercial development, required visitor parking spaces may be assigned to commercial use parking spaces, but shall not account for more than 15% of the space required for

the commercial use component.

6.4. Commercial Vehicle Loading

- 6.4.1. Commercial, institutional and industrial uses shall provide commercial vehicle loading spaces in accordance with Table B-4 'Required On-site Commercial Vehicle Loading'.

Table B-4 Required On-site Commercial Vehicle Loading	
Use of Building	Number of Loading Spaces
Less than 100 m ² floor space	0
100 m ² to 2000 m ² floor space	1
2000 to 4000 m ² in floor space	2
Greater than 4000m ² in floor space	3

6.5. Mobility Scooter Parking

- 6.5.1. Mobility scooter parking shall be provided in seniors' housing in accordance with the following:
- (a) A minimum of one (1) parking space per 5 units;
 - (b) Space may be provided using any one or a combination of the following options:
 - i. Within a dwelling unit;
 - ii. Within an enclosed storage unit with space for one or more scooters; or
 - iii. Within a sheltered parking area in which each space has the minimum dimensions of 1.2 metres width and 1.6 metres length.
 - (c) Any space not enclosed shall be level, protected from the elements by a roof, be in close proximity to a building entry, and have adequate charging facilities.

6.6. Supply Rate Adjustments

6.6.1. Mixed-use Development

- (a) Where there are two or more separate principal uses on a site, the required parking and loading for the site shall be the sum of the required parking and loading for each use, except as otherwise specified below:
 - i. The Chief Administrative Officer may approve a reduction of up to 20% of the total required parking and loading subject to a parking study undertaken by the development applicant that demonstrates the extent of overlap and lack of overlap for hours of operation between proposed uses in a mixed use development.

6.6.2. Transportation Demand Management

- (a) Unbundling of Parking Space from Dwelling Unit
 - i. Residential apartment buildings, with either rental or condominium ownership tenure, may offer for sale or rent separate parking spaces from the rental or ownership of a dwelling unit.

- ii. New residential apartment buildings that offer separate sale or lease of parking spaces may receive a 20% reduction in the minimum number of required On-site parking, subject to the provision of evidence satisfactory to the Town that all renters and buyers have the option to separately purchase or rent a parking space.

7. DESIGN

7.1. Access to Parking Facility

- 7.1.1. The point of access to a parking facility shall be at a location approved by the Town in accordance with traffic safety standards.

7.2. Location of Automobile Parking

- 7.2.1. Parking lots shall be located at the rear or side of buildings relative to the street.
- 7.2.2. If located to the side, in no case shall the linear width of the parking lot adjacent to the street exceed 50 percent of the lot frontage.

7.3. Location and design of Bicycle Parking

7.3.1. Class I Bicycle Parking (Long-Term)

- (a) Long-term bicycle parking shall be provided in a secure bicycle storage area that is accessible only to residents or employees of the building.
- (b) A minimum of 50 percent of the long-term bicycle parking spaces in a bicycle storage facility shall allow for a bicycle to be parked horizontally on the floor.
- (c) Long-term bicycle parking shall be located at building grade or within one storey of building grade in an area that provides convenient access to main entrances or well-used areas.

7.3.2. Class II Bicycle Parking (Short-Term)

- (a) Class II bicycle parking (Short-Term) shall be located in a well-lit, and convenient location no further than 15 metres distant of the main building entrance that is clearly visible and accessible by visitors.
- (b) Each Class II bicycle parking (Short Term) parking space shall be provided in the form of racks that are permanently anchored to the ground or a permanent structure.

7.4. Access to Parking Stalls and Pedestrian Circulation

- 7.4.1. Any area of a lot used for on-site parking shall be constructed to permit unobstructed access to and egress from each space at all times, clear of any access driveways, aisles, ramps, columns, signs or other similar obstructions.

7.5. Size of Parking Stalls and Aisle Widths

- 7.5.1. Parking stalls shall conform to the requirements as shown in Table B-5 and Table B-6 and Figure 1 'Parking Lot Stall, Aisle and Parking Bay Dimensions'.
- 7.5.2. Notwithstanding the dimensions in Table B-5, small car stalls and access aisles shall have the same dimensions as those of Table B-5 Parking Lot Stall, Aisle, and Parking Bay Dimensions, except the stall length may be 4.6 metres.
- 7.5.3. A maximum of 30% of parking stalls may be small car stalls.

Table B-5 Parking Lot Stall, Aisle, and Parking Bay Dimensions				
Dimensions (in metres)	Parking Angle			
	0° (Parallel)	90°	60°	45°
Stall width (C-1)	2.8	2.6	2.6	2.6
Stall length (C-2)	6.0	5.5	5.5	5.5
Parking bay depth	n/a	5.5 (D-3)	6.3 (D2)	5.9 (D-1)
Aisle width—one way	4.0	6.7 (A-1)	5.2 (A-2)	4.0 (A-1)
Aisle width—two way	6.1	7.6 (B-3)	6.1 (B-2)	6.1 (B-1)

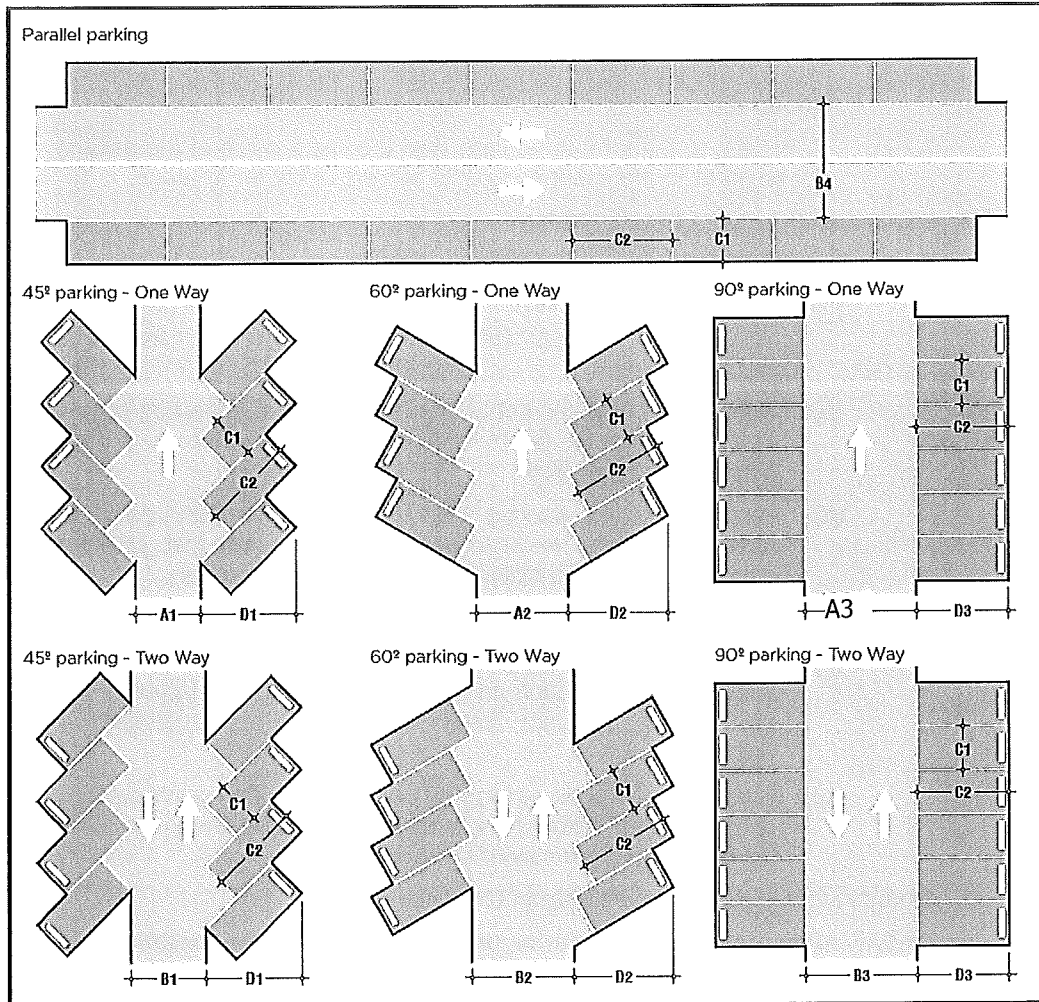


Figure 1 Parking Lot Stall, Aisle and Parking Bay Dimensions

7.6. Barrier Free Parking

7.6.1. The design and location of barrier free parking stalls shall be in accordance with the following standards:

- (a) Stall dimensions for cars, vans and lay-bys shall be in accordance with Table B-6 Barrier Free Stall Dimensional Standards;
- (b) Where two barrier free car stalls are provided side-by-side, the additional width (1.1 metre) may be shared between the two spaces (refer to Figure 2);
- (c) Stalls and lay-bys for custom transit vehicles such as HandyDART shall be located as close as possible to a building entrance that accommodates wheelchair access; and
- (d) All other design standards are subject to the BC Building Code.

Table B-6 Barrier Free Stall Dimensional Standards			
All Dimensions Expressed In Metres and for 90° Parking, Except for Lay-by	Stall Width Parallel to Aisle (SW) (in meters)	Stall Depth Perpendicular to Aisle (PD) (in meters)	Height Clearance (in meters)
Car stall	3.7	5.5	n/a
Car—adjacent stalls	2.6 m each plus shared 1.1 m walkway	5.5	n/a
Van stall	4.8	7.6	2.3
Bus lay-by	3	8	2.5

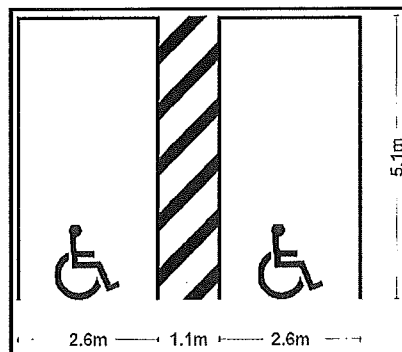


Figure 2 Barrier Free Parking with Shared Access Space

7.7. Landscaping and Screening

7.7.1. For all uses other than industrial uses, no less than 15% of a surface parking area shall be provided as perimeter and/ or interior landscaped areas comprising a landscape buffer, landscape median, or landscaped islands.

7.7.2. Parking lots adjacent to a highway shall be screened with either:

- (a) A landscaping buffer (see Figure 3) and landscaping screen (see Figure 4) comprising evergreen plantings of a minimum 1 (one) meter in width, a minimum height of 0.75 metres, and a maximum height of 1.5 metres; or

- (b) A decorative screen (see Figure 4) comprising stone, brick, metal and/or wood of a minimum height of 0.75 metres.

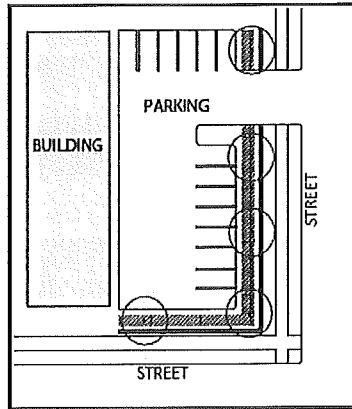


Figure 3 Landscaping Buffer with Evergreen Plantings—Plan View

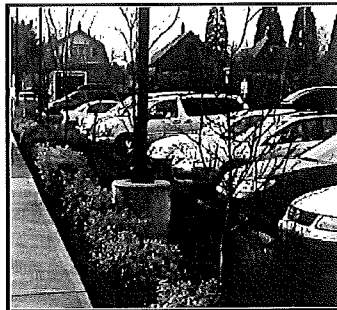


Figure 4 Landscaping Screen with Evergreen Plantings -Perspective View

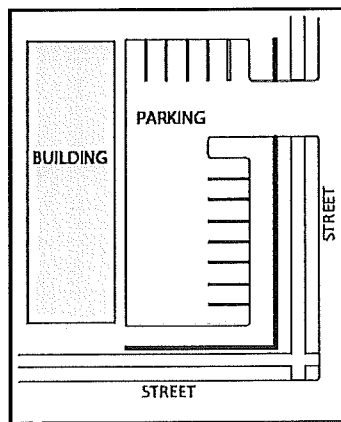


Figure 5 Decorative Screen Plan View



Figure 6 Decorative Screen Perspective View

- 7.7.3. Parking lots adjacent to a residential land use shall be screened with:
- (a) A landscaping buffer of a minimum 2 (two) metres in width;
 - (b) Tree plantings at the rate of one per 6 lineal metres; and
 - (c) A wood privacy fence of a minimum height of 1.5 metres and a maximum height of 2 (two) metres.
- 7.7.4. A parking lot shall have planting islands (see Figure 7) in accordance with the following:
- (a) a minimum width of 3 (three) metres between every 10 stalls to avoid long rows of parked cars; and
 - (b) a minimum of one shade tree accompanied with low shrubs and/or ground cover.

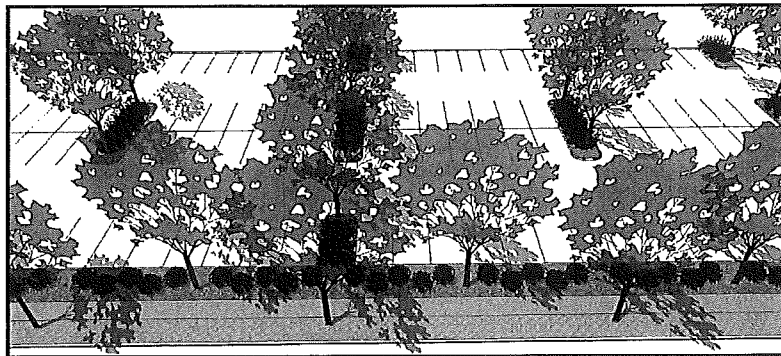


Figure 7 Planting Islands Illustration

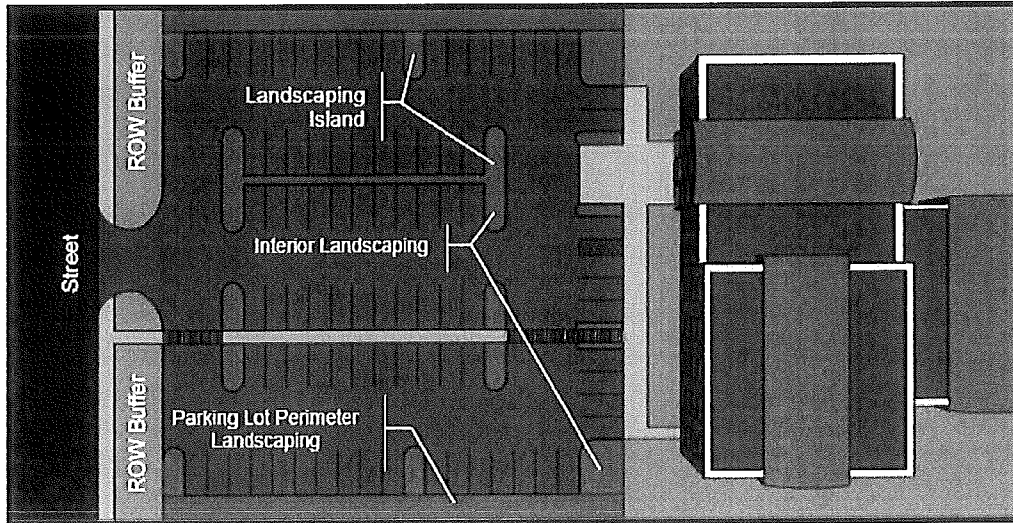


Figure 8 Island, Interior, and Perimeter Landscaping Plan View Illustration

- 7.7.5. Within the interior of the parking lot, circulation and signage design shall:
- (a) delineate vehicular and pedestrian circulation patterns using different colour and texture paving materials;
 - (b) provide clear and legible signs;
 - (c) provide raised areas, and other appropriate techniques to direct the flow of both vehicular and pedestrian traffic within the lot.
 - (d) Non-residential or mixed-use sites with fifty (50) or more parking spaces shall provide separated pedestrian walkways to enable pedestrian access between the parking area and building entrances.

7.8. Surfacing, Painting, Curbs, , Lighting

- 7.8.1. All on-site parking areas shall be surfaced in with asphalt, concrete pavers, or permeable material that provides a surface that is durable and dust-free and shall be designed to properly drain all surface water.
- 7.8.2. Notwithstanding provision 7.8.1, a parking lot may be surfaced with gravel, grasscrete, or similar permeable surface as part of a rainwater management plan prepared in accordance with standards set forth in the Subdivision, Works & Services Bylaw.
- 7.8.3. All parking spaces, manoeuvring aisles, entrances and exits shall be clearly marked by painted lines or other appropriate means and such markings shall be maintained to ensure legibility.
- 7.8.4. The gradient of an on-site parking area shall not exceed 8% grade in parking space areas and shall not exceed 15% grade on any internal ramp area.
- 7.8.5. A surface parking space that abuts a pedestrian walkway or landscaped area without barrier curb shall have a wheel stop not less than 0.9 metres from the end of the parking space, except when the parking space is configured parallel to the curb, shares a common front boundary with another parking space, or is associated with a single dwelling unit or duplex.
- 7.8.6. On-site parking areas consisting of four or more spaces shall include lighting that is arranged and shielded so that no direct light is oriented upward or shines beyond the boundaries of the site.

7.9. Drive-Through Facilities

- 7.9.1. The number of inbound queuing spaces required for vehicles

approaching a drive up service area is 11.

- 7.9.2. The number of outbound queuing spaces on the exit side of each service position is 2 (two).

8. FORCE AND EFFECT

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

READ A FIRST TIME on the nd day of ____, 2017.

READ A SECOND TIME on the nd day of ____, 2017.

PUBLIC HEARING held on the th day of ____, 2017.

READ A THIRD TIME on the ____ day of ____, 2017.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ____ day of ____, 2017.

Ross Forrest, Mayor

Joseph A. Fernandez, Corporate Officer

Schedule A to this amending Bylaw

Schedule C to Zoning Bylaw xxxx-2017

Downtown Core District

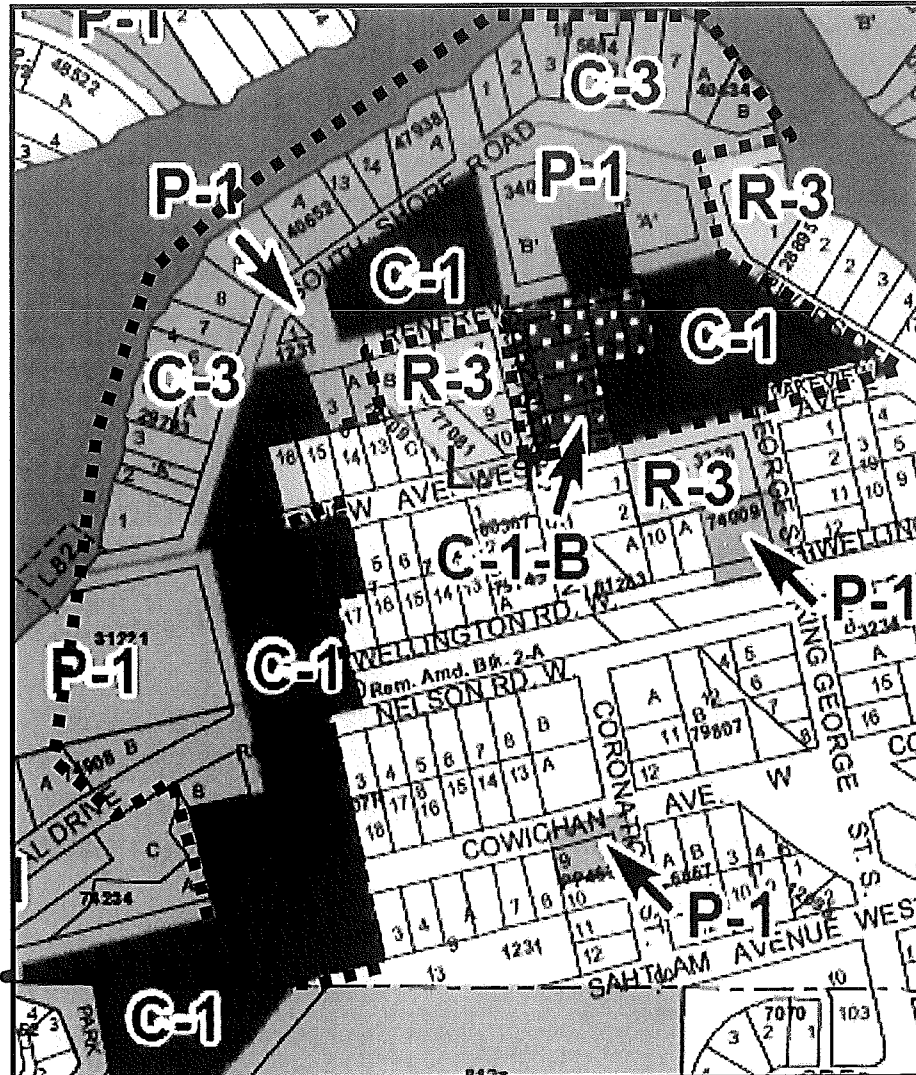
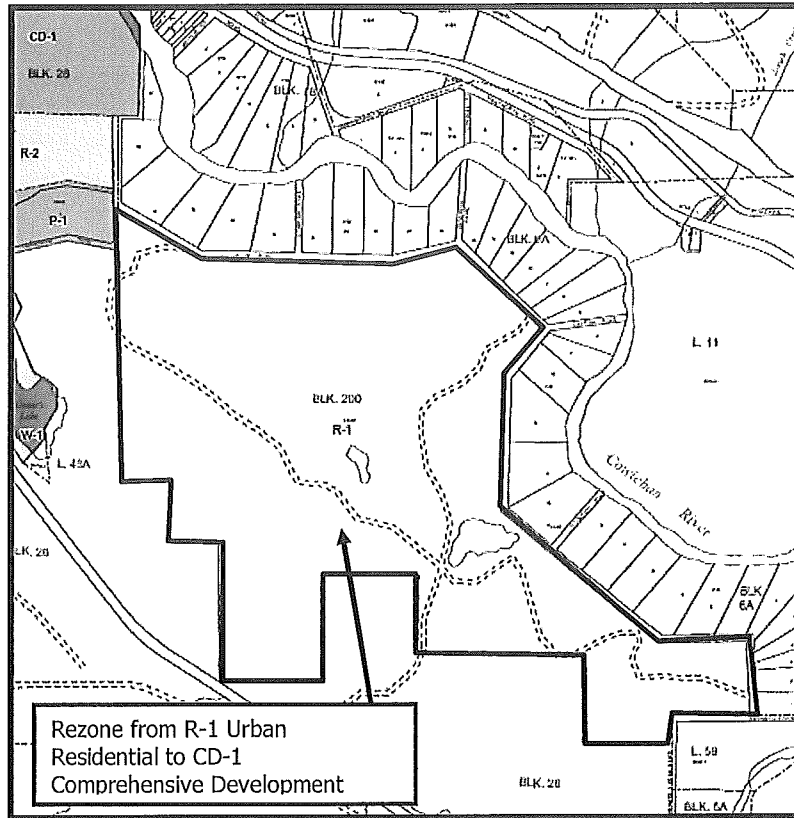


Figure 9 Downtown Core District

Legend for Downtown Core District

District boundary ■ ■ ■ ■

Schedule B to this Amending Bylaw



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