

**TOWN OF LAKE COWICHAN  
BYLAW NO. 1096-2023**

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**A BYLAW TO ESTABLISH FEES AND CHARGES FOR SERVICES  
FOR THE TOWN OF LAKE COWICHAN**

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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. 1096-2023".
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, 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 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 Fire Department, Sign Fees, Tree Cutting Permit fees and Waste Rates.
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in Bylaw 1083-2022 being the "Town of Lake Cowichan Fees and Charges for Services Bylaw" and all amendments are hereby repealed.

READ A FIRST TIME on \_<sup>th</sup> day of November, 2023.

READ A SECOND TIME on \_<sup>th</sup> day of November, 2023.

READ A THIRD TIME \_<sup>th</sup> day of November, 2023.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the \_<sup>th</sup> day of \_\_\_\_\_, 2023.

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Tim McGonigle  
Mayor

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Joseph A. Fernandez  
Corporate Officer



**TOWN OF LAKE COWICHAN**

**Schedule “A”**

(attached to and forming part of Bylaw No. 1096-2023)

**Lakeview Park Campground:**

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

● Site fee per night (In-season and off-season) *	\$ 38.00
● Tenting site fee per night	30.00
● Serviced site fee - water and electrical services	14.00
● Reservation software fee	3.00
● Call-in Reservations booking fee (non-refundable) per campsite	20.00
**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	15.00
Additional vehicle per night	16.00
Moorage per night	20.00
Firewood sales	10.00
Ice for resale	Min charge 5.00
Campsite clean-up fee	100.00

\* 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.**

\*\* 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. 1096-2023)

**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:

<b>Adult</b>	per person, double occupancy, inclusive of 3 meals and overnight accommodation, minimum group size 20 – (standard meal plan)	\$ 160.00
<b>Youth / School</b>	3 meals and shared overnight accommodation, no bedding provided	120.00
	Other programming charges will be levied on a cost recovery basis plus administration costs	



## TOWN OF LAKE COWICHAN

## Schedule "C"

(attached to and forming part of Bylaw No. 1096-2023)

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	31.50
	Official Community Plan Map	31.50
	Town Street Map	31.50
<b>Tax Certificates</b>	(Except for those making a request under Section 249(1) of the <i>Community Charter</i> )	40.00
<b>Tax Certificates</b>	Commissioned through BC Online	30.00 plus fees
<b>Building Permit Register</b>	Per Monthly Report	15.00
<b>Zoning Compliance</b>	Letter of comfort	250.00
<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. 1096-2023)

## 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	\$100.00 for each event
Community Events (series of) with commercial activity in a calendar year	150.00
Security deposits, if applicable, a minimum of	300.00

## Permits and Development Fees

The following charges apply for all miscellaneous development applications:

<b>Subdivision</b>	Preliminary Subdivision – strata and fee simple lots (excludes parent lot if principal structure exists)	\$350.00 per lot
	Final Subdivision – strata and fee simple lots	550.00 per lot
<b>Damage deposit</b>	For works and services relating to subdivision	5% of estimated construction costs or \$15,000, whichever is greater
<b>Form P</b>	Phased strata development	500.00
<b>Strata Conversion</b>	Per unit	350.00
<b>Rezoning amendment</b>	Bed and breakfast	750.00
	All other rezoning amendments	2,500.00
<b>OCP Amendment</b>	Application	1,000.00
<b>Development Permit</b>	Less than \$50,000 commercial value or up to 4 residential units	850.00
	More than \$50,000 commercial value or 5 or more residential units	1,550.00
<b>Variance Permit</b>	Board of Variance Application	500.00
<b>Temporary Use Permit</b>	Application	850.00
<b>Development Variance</b>	Application	850.00
<b>Plan Examination Fees</b>	For subdivisions:	
	• up to 4 lots or units	350.00
	• 5 to 10 lots or units	500.00
	• Over 10 lots or units	1,000.00
<b>Landfill Permit</b>	Application	50.00
<b>Fire Protection Service</b>	Per dwelling outside of Town boundaries	250.00
<b>Water main tapping fee</b>	Per lot	500.00
<b>Reservoir water main supply line upgrade fee</b>	Per lot	1,200.00
<b>Reservoir fire flow fee</b>	Per lot in Elk Road / River Road area	12,000.00



**TOWN OF LAKE COWICHAN****Schedule "E"**

(attached to and forming part of Bylaw No. 1096-2023)

**Fire Department**

Volunteer Fire Department Stipend; where work is missed and unpaid	\$ 130.00 per day
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**Sign Fees**

Sign fee	As per the sign bylaw	\$ 75.00
Portable sign fee	Sign placed in front of premises	50.00
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

**Tree Cutting Permit**

Development Permit Area Tree cutting permit	\$ 50.00
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**Waste Rates**

<b>Replacement totes:</b>		
80L	At cost – minimum	\$ 100.00
120L	At cost – minimum	130.00
240L	At cost – minimum	180.00
Tote changeout/delivery fee		30.00
Extra Garbage Container Tag		7.50
Recycling bags		2.00
Garbage lock		25.00
Replacement keys		6.00

**Water Rates**

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

6" Concrete Meter Box Riser	At cost – minimum	\$ 50.00
12" Concrete Meter Box Riser	At cost – minimum	60.00
Meter box and lid	At cost – minimum	100.00

