

**TOWN OF LAKE COWICHAN
BYLAW NO. 1111-2024**

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

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 the 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. 1111-2024”.

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 the resolution of the 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 the 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 January 1st of the following year, being 2025.

8. That the fees and charges contained in Bylaw 1096-2023 being the “Town of Lake Cowichan Fees and Charges for Services Bylaw” and all amendments are hereby repealed effective December 31, 2024.

READ A FIRST TIME on the 22nd day of October, 2024.

READ A SECOND TIME on the 22nd day of October, 2024.

READ A THIRD TIME on the 22nd day of October, 2024.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ___th day of November, 2024.

Tim McGonigle
Mayor

Joseph A. Fernandez
Corporate Officer



TOWN OF LAKE COWICHAN

Schedule “A”

(attached to and forming part of Bylaw No. 1111-2024)

Lakeview Park Campground:

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

<ul style="list-style-type: none"> ● Site fee per night (In-season and off-season) * ● Tenting site fee per night ● Serviced site fee - water and electrical services ● Call-in Reservations booking fee (non-refundable) per site ● Reservation change fee 	<p>\$ 40.00</p> <p>31.00</p> <p>14.00</p> <p>20.00</p> <p>22.00</p>
**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	21.00
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. 1111-2024)

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:

Adult	per person, double occupancy, inclusive of 3 meals and overnight accommodation, minimum group size 20 – (standard meal plan)	\$ 168.00
Youth / School	3 meals and shared overnight accommodation, no bedding provided Other programming charges will be levied on a cost recovery basis plus administration costs	125.00



TOWN OF LAKE COWICHAN

Schedule "C"

(attached to and forming part of Bylaw No. 1111-2024)

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	31.50
	Official Community Plan Map	31.50
	Town Street Map	31.50
Tax Certificates	(Except for those making a request under Section 249(1) of the <i>Community Charter</i>)	50.00
Tax Certificates	Commissioned through BC Online	30.00 plus fees
Building Permit Register	Per Monthly Report	15.00
Zoning Compliance	Letter of comfort	250.00
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 (minimum fee \$20.00)
Digital Property Tax Information	Per request made	100.00
Replicate Town Document	To recreate an original document	10.00



TOWN OF LAKE COWICHAN

Schedule "D"

(attached to and forming part of Bylaw No. 1111-2024)

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

Permits and Development Fees

The following charges apply for all miscellaneous development applications:

Subdivision	Preliminary Subdivision – strata and fee simple lots (excludes parent lot if principal structure exists)	\$350.00 per lot
	Final Subdivision – strata and fee simple lots	550.00 per lot
Damage deposit	For works and services relating to subdivision	5% of estimated construction costs or \$15,000, whichever is greater
Form P	Phased strata development	500.00
Strata Conversion	Per unit	350.00
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	850.00
	More than \$50,000 commercial value or 5 or more residential units	1,550.00
Variance Permit	Board of Variance Application	500.00
Temporary Use Permit	Application	850.00
Development Variance	Application	850.00
Plan Examination Fees	For subdivisions:	
	• up to 4 lots or units	350.00
	• 5 to 10 lots or units	500.00
Landfill Permit	Application	50.00
Reservoir water main supply line upgrade fee	Per lot	1,200.00
Reservoir fire flow fee	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
Fire Protection Service - Per dwelling outside of Town boundaries	250.00

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

Refuse, Organics or Recycling Totes:		
80L	At cost – minimum	\$ 120.00
120L	At cost – minimum	150.00
240L	At cost – minimum	200.00
Bear proof totes – 120L	At cost	At cost
Extra Garbage Container Tag		8.00
Garbage lock		32.00
Replacement keys		8.00

Water Charges

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

6" Concrete Meter Box Riser	At cost – minimum	\$ 60.00
12" Concrete Meter Box Riser	At cost – minimum	75.00
Meter box and lid	At cost – minimum	180.00
Water main tapping fee		500.00 per lot

