



TOWN OF LAKE COWICHAN
BYLAW NO. 1127 - 2025
FEES AND CHARGES FOR SERVICES



Table of Contents

Schedules of Fees:

Schedule A – Lakeview Park Campground

Schedule B – Cowichan Lake Education Centre

Schedule C – Administrative Fees

Schedule D – Public Spaces and Permits and Development Fees

Schedule E – Other Fees

- Fire Department
- Private Use of Parks and Public Spaces
- Sani-Disposal Fees
- Sign Fees
- Tree Cutting Permit Fee
- Waste Rates
- Water Charges

**TOWN OF LAKE COWICHAN
BYLAW NO. 1127-2025**

**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. 1127-2025”.
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 CAO, their designate, or Council as appropriate.

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 permits and development fees.
6. Fees listed in Schedule “E” attached to and forming part of this bylaw shall apply to the Fire Department, Private Use of Parks and Public Spaces, Sani Disposal fees, Sign Fees, Tree Cutting Permit fee, Waste Rates and Water Charges.
7. The fees and charges contained in this bylaw shall become effective on February 1st of the following year, being 2026.

8. That the fees and charges contained in Bylaw 1111-2024 being the “Town of Lake Cowichan Fees and Charges for Services Bylaw” and all amendments are hereby repealed effective January 31, 2026.

READ A FIRST TIME on the 16th day of December, 2025.

READ A SECOND TIME on the 16th day of December, 2025.

READ A THIRD TIME on the 23rd day of December, 2025.

FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the _th day of January, 2026.

Tim McGonigle
Mayor

John Thomas
Corporate Officer

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

(attached to and forming part of Bylaw No. 1127-2025)

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) *	\$ 44.00
● Tenting site fee per night	33.00
● Serviced site fee - water and electrical services	14.00
● Call-in Reservations booking fee (non-refundable) per site	20.00
● Reservation change fee	22.00
**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	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. 1127-2025)

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)	\$ 183.00
Youth / School	3 meals and shared overnight accommodation, no bedding provided	136.00
	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. 1127-2025)

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 -at cost, minimum	34.00
	Official Community Plan Map -at cost, minimum	34.00
	Town Street Map -at cost, minimum	34.00
Tax Certificates	(Except for those making a request under Section 249(1) of the <i>Community Charter</i>)	95.00
Tax Certificates	Commissioned through online services	70.00 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. 1127-2025)

Permits and Development Fees

The following charges apply for all miscellaneous development applications:

Damage deposit	For works and services relating to subdivision	5% of estimated construction costs or \$15,000, whichever is greater
Subdivision	Preliminary Subdivision – strata and fee simple lots (excludes parent lot if principal structure exists)	\$500.00 per lot
	Final Subdivision – strata and fee simple lots	550.00 per lot
	Preliminary Subdivision review extension or amendment	500.00
Phased strata development	Form P	600 per phase
Strata Conversion	Per unit	550.00
OCP Amendment	Application	2,500.00
Rezoning amendment	Application	2,500.00
Combined OCP and zoning amendment	Application	3,500.00
Development Permit (DP)	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
Development Variance (DVP)	Application	850.00
Combined DP and DVP (Development Permit & Development Variance Permit)	Less than \$50,000 commercial value or up to 4 residential units	900.00
	More than \$50,000 commercial value or 5 or more residential units	1,600.00
Development Permit Amendment		150.00
Temporary Use Permit		2,500.00

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

(attached to and forming part of Bylaw No. 1127-2025)

Permits and Development Fees continued

The following charges apply for all miscellaneous development applications:

License Referral Processing Fee	Liquor or Cannabis	1,000.00
Restrictive Covenant or SRW	Amendment to charge or discharge	1,000.00
Plan Examination Fees	For subdivisions:	
	• up to 4 lots or units	500.00
	• 5 to 10 lots or units	800.00
	• Over 10 lots or units	1,500.00
Soil/Fill Permit	Application	100.00

Additional Costs to All Applicants

All External Review Costs, as part of any peer review of a development application will be invoiced to the applicant. The peer review may include, but is not limited to, external engineering reviews, independent environmental review, and site visits.

All Legal Costs, including the preparation and registration of restrictive covenants, statutory right of way, and similar as well as costs associated with retrieving any documents from LTO shall be the responsibility of the applicant.

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

(attached to and forming part of Bylaw No. 1127-2025)

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

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

Sani-Disposal Fees

Sani-disposal fee per use	\$ 12.00
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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 Fee

Development Permit Area Tree cutting permit	\$ 100.00
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TOWN OF LAKE COWICHAN**Schedule "E" Continued**

(attached to and forming part of Bylaw No. 1127-2025)

Waste Rates

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

Refuse, Organics or Recycling Totes:		
80L	At cost – minimum	\$ 175.00
120L	At cost – minimum	210.00
240L	At cost – minimum	250.00
Bear proof totes – 120L	At cost - minimum	320.00
Extra Garbage Container Tag		12.00
Recycling service – additional fee per pickup		11.00
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	\$ 75.00
12" Concrete Meter Box Riser	At cost – minimum	95.00
Meter box lid	At cost – minimum	110.00
Water main tapping fee		500.00 per lot
Garden Irrigation Permit		25.00