

AGENDA

TOWN OF LAKE COWICHAN

**Regular meeting of Council to be held on
Tuesday, May 24th, 2016 at 6:00 p.m.**



Page #

1. CALL TO ORDER

INTRODUCTION OF LATE ITEMS (if applicable)

2. APPROVAL OF AGENDA

3. ADOPTION OF MINUTES

- (a) Minutes of the Regular Meeting of Council held on April 26th, 2016.
- (b) Minutes of the Special Council Meeting held on May 10th, 2016.

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4. BUSINESS ARISING AND UNFINISHED BUSINESS

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)
None.

7. REPORTS

(a) Council and Other Committee Reports

- 1. Finance & Administration Councillor McGonigle
 - May 10th, 2016.
- 2. Public Works & Environmental Services Councillor Austin
 - May 3rd, 2016.
- 3. Parks, Recreation & Culture Councillor Vomacka
 - May 3rd, 2016.
- 4. Economic & Sustainable Development Councillor Day
 - May 10th, 2016.
- 5. Cowichan Lake Recreation Commission Mayor Forrest
- 6. V.I.R.L. Councillor Vomacka
- 7. Ohtaki Twinning Committee Mayor Forrest
 - May 3rd, 2016.
- 8. Advisory Planning Commission Councillor McGonigle
- 9. Community Forest Co-op Councillor McGonigle

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(b) Other Reports

- 1. Cowichan Valley Regional District Board Meeting – Councillor Day.
- 2. Social Planning Cowichan – Councillor Austin.
- 3. Community Safety Advisory Committee - Councillor Austin.

4. Seniors' Care Facility Steering Committee – Councillor McGonigle.

Staff Reports

None.

8. BYLAWS

- (a) "Town of Lake Cowichan Subdivision, Works and Services Bylaw No. 974-2016" may be reconsidered and adopted.
- (b) "Town of Lake Cowichan Road Closure and Removal of Dedication Bylaw No. 977-2016" may be read a first, second and third time.
- (c) "Town of Lake Cowichan Fees and Charges for Services Bylaw No. 978-2016" may be read a first, second and third time.

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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:
- s.90 (1) (c) – labour relations or other employee relations;
- s.90 (1) (e) – acquisition, disposition or expropriation of land or improvements.

14. ADJOURNMENT

TOWN OF LAKE COWICHAN

Minutes of a Regular meeting of Council held on
Tuesday, April 26th, 2016



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: 16

1. **CALL TO ORDER**

Mayor Forrest called the meeting to order at 6:15 p.m.

2. **AGENDA**

No. R.0041/16

Moved: Councillor McGonigle
Seconded: Councillor Day
that the agenda be approved with the following additions
under:

Other Reports

- Youth Action Day;
- LCS Health Fair;
- Wilderness Watch- Clean-up

New Business

- Approval of the Audited Financial Statements

CARRIED.

3. **ADOPTION OF MINUTES**

No. R.0042/16

(a) Moved: Councillor Austin
Seconded: Councillor Vomacka
that the minutes of the Public Hearing held on March 22nd,
2016 be adopted.

CARRIED.

No. R.0043/16

(b) Moved: Councillor Day
Seconded: Councillor McGonigle
that the minutes of the Regular Meeting of Council held on
March 22nd, 2016 be adopted.

CARRIED.

4. **BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

5. **DELEGATIONS AND REPRESENTATIONS**

(a) The 2016 Lady of the Lake candidates introduced themselves to Mayor and Council. The Mayor then presented each of them with a town pin and a group photo was taken with Mayor and Council.

6. **CORRESPONDENCE**

(a) Action Items

(i) The correspondence item received from the Worksafe BC

regarding Day of Mourning British Columbia Facts was treated as information.

- (ii) The correspondence item received from Stephanie Smith, president B.C. Government and Service Employee' Union, regarding concerns of the sale of wine in grocery stores was treated as information.

No. R.0044/16

- (iii) Moved: Councillor McGonigle
Seconded: Councillor Day
that Council approve the use of Saywell Park on June 11th, 12th and set-up on June 10th, 2016 for Lake Days celebrations; the use of Central Park on the evenings of June 7th, June 9th, and all day on June 12th, 2016 for the RBC Cowichan Idol; the use of Saywell Park from 12:00 noon to 6:00 p.m. and the use of Central Park from 12:00 noon to 6:00 p.m. for a beer garden with the requirement of providing liability and fencing to the areas.

CARRIED.

- (b) (i) The correspondence item from Peter Fassbender, Province of British Columbia- Re: Provision of Transportation and Accommodation Services was referred to the Finance and Administration meeting for further discussion.

7. REPORTS

No. R.0045/16
Finance and Administration

Moved: Councillor McGonigle
Seconded: Councillor Day
that the minutes of the Finance and Administration Committee meeting held on April 12th, 2016 be approved with the following:

1-Fire Department Incident Report

that Council approve the acceptance of the Lake Cowichan Fire Department's incidents report for February, 2016 totalling \$12,686.73.

2-Grant-in-Aid

that Council approve the \$2,750.00 in Grants-in-Aid requests submitted.

3-The 5 Year Financial Plan

that Council approve the 5 year financial plan for the Town of Lake Cowichan.

4-Cowichan Lake Care Facility Steering Committee

that Council approve in principle the establishment of the Cowichan Lake Care Facility Steering Committee.

5-U-18 Hockey Program

that the Town of Lake Cowichan purchase a half page ad for the U-18 hockey program at a cost of \$235.00 through its Grant-in-Aid budget.

CARRIED.

No. R.0046/16
Public Works and
Environmental Services

Moved: Councillor Austin
Seconded: Councillor McGonigle
that the minutes of the Public Works and Environmental Services Committee meeting held on April 5th, 2016 be approved with the following:

1-"Redneck" Hoodie

that a "Redneck" hoodie be purchased as a gift for the "Still Standing" host, Jonny Harris.

CARRIED.

No. R.0047/16
Parks, Recreation and Culture

Moved: Councillor Vomacka
Seconded: Councillor Day
that the minutes of the Parks, Recreation and Culture Committee meeting held on April 5th, 2016 be approved as presented.

CARRIED.

No. R.0048/16
Economic and Sustainable Development

Moved: Councillor Day
Seconded: Councillor Austin
that the minutes of the Economic and Sustainable Development Committee meeting held on April 12th, 2016 be approved as presented.

CARRIED.

Cowichan Lake Recreation

The minutes of the Cowichan Lake Recreation Commission meeting held in March, 2016 were not available.

Vancouver Island Regional Library

Councillor Vomacka stated that there was no report at this time.

Ohtaki Twinning Committee

Mayor Forrest mentioned that the next meeting for Ohtaki will be held on Tuesday May 3rd, 2016 at 7:00 p.m.

Advisory Planning Commission

Councillor McGonigle reported that the Advisory Planning Commission meeting scheduled for Thursday, March 24th, 2016 was cancelled and the next meeting would be on May 26th, 2016.

Community Forest Co-operative

Councillor McGonigle updated Council on the plans for the Forest Co-op Annual General meeting. He will update the committee with final attendance numbers closer to the event.

Cowichan Valley Regional District Board

(b) Councillor Day gave a verbal report to Council on his attendance at the April 13th, 2016 Cowichan Valley Regional District's Board meeting.

Social Planning Cowichan

Councillor Austin informed Council that the Social Planning Cowichan Committee meeting had taken place on April 25th, 2016 but that she was unable to attend.

Community Safety Advisory

Councillor Austin advised that the Community Safety Advisory group is still looking for a chair for that group.

Seniors' Care Facility

Councillor McGonigle updated the committee on the Seniors' Care Group on the March 31st, 2016 Public Meeting.

Youth Action Day

Councillor Austin informed the committee that she was inspired by the youth that she met at the Youth Action Day in Duncan.

LCS Health Fair

Councillor Austin reported the Lake Cowichan School Health Fair on April 13th, 2016 was very successful.

Wilderness Watch Clean-up

Councillor Austin reported that the clean-up went well and that there was a lot of garbage collected. She also said that the lunch for the volunteers went very well.

8. BYLAWS

No. R.0049/16
Bylaw No. 973-2016
Water Parcel Tax

- (a) Moved: Councillor Day
Seconded: Councillor Vomacka
that the "Town of Lake Cowichan Water Parcel Tax Bylaw No. 973-2016" be reconsidered and adopted.

CARRIED.

No. R.0050/16
Bylaw No. 974-2016
Subdivision, Works and
Services.

- (b) Moved: Councillor McGonigle
Seconded: Councillor Day
that the "Town of Lake Cowichan Subdivision, Works and Services Bylaw No. 974-2016" be read a first and second time.

CARRIED.

No. R.0051/16
Bylaw No. 975-2016
Financial Plan

- (c) Moved: Councillor Day
Seconded: Councillor Austin
that the "Town of Lake Cowichan Financial Plan Bylaw No. 975-2016" be read a first, second and third time.

CARRIED.

No. R.0052/16
Bylaw No. 976-2016
Annual Rates

- (d) Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that the "Town of Lake Cowichan Annual Rates Bylaw No. 976-2016" be read a first, second and third time.

CARRIED.

9. NEW BUSINESS

- (a) The Day of Mourning will be on April 28th, 2016 at the Forest Workers Memorial Park.
- (b) The Terms of Reference for the Cowichan Lake Care Facility Steering Committee was reviewed.

No. R.0053/16

Moved: Councillor McGonigle
Seconded: Councillor Austin
that the Terms of Reference for the Cowichan Lake Care Facility Steering Committee that was established be approved in principle.

CARRIED.

No. R.0054/16

- (c) Moved: Councillor McGonigle
Seconded: Councillor Austin
that the appointments to the Cowichan Lake Care Facility Steering Committee be as follows:
- Ted Gamble;
 - Wayne Stinchcombe;
 - David Kidd;
 - Barry Waters;
 - Pastor Terry Hale;
 - Margaret McGillis;
 - Beth Kidd;
 - David Lowther;
 - Liaison- Council Member: Councillor McGonigle and Alternate: Councillor Austin (both non-voting members);
 - Laurie Johnson;
 - Sherry Livingstone; and
 - Liaison to EPIC- Sheila Service (non-voting)

member)

CARRIED.

- (d) The Chief Administrative Officer informed the committee that BC Hydro will have a 12 hour power outage on June 26th, 2016 during daylight hours.

Councillor Day recommended that staff give a lot of notice to the public and businesses as this will have a large impact on local businesses.

No. R.0055/16

- (e) Moved: Councillor McGonigle
Seconded: Councillor Austin
that the Audited Financial Statements be approved as presented with noting council that the audit report was clean and unqualified.

CARRIED.

10. MAYOR'S REPORT

The Mayor presented his report for April, 2016 with the following highlights:

- National Volunteer Week is from April 10th-16th, 2016. Congratulations were offered to the many volunteers that have supported the Town;
- Saturday April 23rd, 2016 saw the presentation of live "Still Standing" comedy show. A big thank you went out to everyone in town that showed so much great hospitality to Jonny Harris and the entire CBC crew;
- BC Hydro is spending approximately \$6,000,000 to increase the power reliability for the Lake Cowichan area.
- That BC Hydro is also doing a refurbishment of transmission line 60L128(the only line that feeds Lake Cowichan) and will be spending \$4,000,000 on this project to increase its reliability and resiliency.
ICBC will be issuing a press release shortly regarding last years Road Improvement Program on projects that ICBC has cost-shared with include:
*\$5,000 - pedestrian-activated flashers at crosswalk at South Shore Rd and Darnell Rd
\$10,000 - pedestrian-activated flashers at crosswalk at South Shore Rd and Renfrew Ave
\$4,500 - speed reader board
* \$1,300 - Upgrades on street name signs to improve visibility;
- And finally, thanks to Katherine Worsley on her report at the Chamber of Commerce monthly dinner meeting that visits to the Visitors Information Centre have increased by 27% to the end of March, 2016.

11. NOTICES OF MOTION

None.

12. IN CAMERA

13. ADJOURNMENT

No. R.0056/16
Adjournment

Moved: Councillor Austin
Seconded: Councillor Vomacka
that we adjourn (7:20 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

Mayor



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 Gil, Director of Finance
Kari Lingren, Recording Secretary

1. CALL TO ORDER

The Chair called the meeting to order at 5:04 p.m.

2. APPROVAL OF AGENDA

No R.003/16

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

CARRIED.

3. ADOPTION OF MINUTES

None.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. DELEGATIONS

None.

6. CORRESPONDENCE

None.

7. REPORTS

None.

8. BYLAWS

No R.004/16
Bylaw No. 974-
2016
Subdivision, Works
and Services

(a) Moved: Councillor McGonigle
Seconded: Councillor Day
that the "Town of Lake Cowichan Town of Lake Cowichan
Subdivision, Works and Services Bylaw No. 974-2016" be ad a
third time.

CARRIED.

No R.005/16
Bylaw No. 975-
2016
Financial Plan

(b) Moved: Councillor Day
Seconded: Councillor Austin
that the "Town of Lake Cowichan Town of Lake Cowichan
Financial Plan Bylaw No. 975-2016" be reconsidered and adopted.

CARRIED.

No R.006/16
Bylaw No. 976-
2016
Annual Rates

(c) Moved: Councillor Austin
Seconded: Councillor Day
that the "Town of Lake Cowichan Town of Lake Cowichan Annual
Rates Bylaw No. 976-2016" be reconsidered and adopted.

CARRIED.

9. NEW BUSINESS

None.

10. MAYOR'S REPORT

None.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No R.007/16
Adjournment

Moved: Councillor Austin
Seconded: Councillor Vomacka
that this meeting adjourn. (5:10 p.m.)

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

Chair

TOWN OF LAKE COWICHAN

Minutes of Finance & Administration Committee held on
Tuesday, May 10th, 2016



PRESENT: Councillor Tim McGonigle, Chair
Mayor Ross Forrest
CouncillorCarolyn Austin
Councillor Bob K. Day
Councillor Lorna Vomacka

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Ronnie Gill, Director of Finance
Nagi Rizk, Superintendent, Public Works and Engineering Services
Kari Lingren, Recording Secretary

PUBLIC: 4

1. CALL TO ORDER

The Chair called the meeting to order at 5:11 p.m.

2. AGENDA

No. FA.0026/16

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

Correspondence

- Cowichan Valley Regional District re: Fire Protection Inclusion; and

New Business

- Update from LEAD and Welcoming Committee be approved.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) Ongoing Items Still Being Addressed:

None.

4. DELEGATIONS AND REPRESENTATIONS

None.

5. CORRESPONDENCE

- (a)** The correspondence from Lorraine Copas in regards to Access Awareness Day- Building Accessibility/ Creating Community was treated as information.

No. FA.0027/16

- (b)** Moved: Mayor Forrest
Seconded: Councillor Day
that the two properties described under PID 029-748-020 and PID 003-010-554 be included in the fire protection area of the Lake Cowichan Fire Department.

CARRIED.

6. REPORTS

- (a)** The financial report for the period ending April 30th, 2016 was treated as information.
- (b)** The Building Inspector's Service Report for April, 2016 was treated as information.

CARRIED.

CARRIED.

CARRIED.

TOWN OF LAKE COWICHAN

Minutes of Public Works and Environmental Services

Committee held on

Tuesday, May 3rd, 2016



PRESENT: CouncillorCarolyn Austin, Chair
Mayor Ross Forrest
Councillor Bob K. Day
Councillor Tim McGonigle
Councillor Lorna Vomacka

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Nagi Rizk, Superintendent, Public Works and Engineering Services
Ronnie Gill, Director of Finance
Kari Lingren, Recording Secretary

1. CALL TO ORDER

The Chair called the meeting to order at 5:07 p.m.

2. AGENDA

No. PW.0012/16 Moved: Councillor Vomacka
Seconded: Councillor Day
that the agenda be approved.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) The Superintendent, Public Works and Engineering Services gave an update to the request for changes to the conditions of the Water Operating Permit. He informed the committee that on April 22nd, 2016 an application was made for an extension of certain deadline dates. The Superintendent, Public Works and Engineering Services also said that the December 2017 date of completion for the water treatment upgrade project would remain the same.

(b) The Superintendent, Public Works and Engineering Services stated that no work has been started on the storage shed at the baseball field.

(c) Ongoing Items Still Being Addressed:

(i) Gateway Signage:

The Chief Administrative Officer stated that tenders would have to go out for the Town of Lake Cowichan's new signage at the wye entrance to town. He also said that the wording for the bottom of the sign could be decided on after construction begins.

Councillor McGonigle said that the Advisory Planning Committee has been trying to decide on appropriate wording for the sign.

(ii) Sidewalks and Walking Trail for North Shore Road:

The Chief Administrative Officer updated the committee that a meeting was held with Cathy Robertson, Nagi Rizk, James Van Hemert and Les Bowd to explore possible partnerships for the first phase of the project.

4. DELEGATIONS

None.

5. CORRESPONDENCE

- (a) The Chief Administrative Officer had responded to an e-mail from Lindsey Haist- Re: Recycling 2.0 Campaign- Regional Partnership updating that the Town would not be cost sharing unless a billboard is located our way.

6. REPORTS

None.

7. NEW BUSINESS

- (a) The Chief Administrative Officer informed Council that BC Hydro's 12 hour power outage on June 26th, 2016 must occur during daytime hours due to safety concerns.

- (b) The Superintendent, Public Works and Engineering Services stated that the low water pressure concerns on Geendale Road were due to old lines.

Mayor Forrest asked when upgrades were scheduled to take place and the Chief Administrative Officer informed him that 2021 would be the soonest time for the upgrades.

- (c) The Superintendent, Public Works and Engineering Services updated that the new Flow Meter and Recorder were installed in the main pump house and is running really great. They are now programmable giving the department much more access from off-site. He also updated that the flushing had been done at the reservoir without much sediment being found.

- (d) The committee discussed the list that was compiled by James Van Hemert and decided on the most suitable locations for parking in Lake Cowichan during the Sunfest weekend. The usage of Stanley Gordon field, Centennial field and Palsson School field were chosen as the most suitable areas but contact with the SD #79 has to be made.

The LEAD committee stated that local non-profit groups would be able to man these parking lots as a means to fundraise.

No. PW.0013/16

Moved: Councillor Day

Seconded: Mayor Forrest

that the Town offer up a few locations of property close to town to be used for parking during August long weekend to be managed by non-profit organizations through the Sunfest welcoming committee subject to final approval of Council.

CARRIED.

- (e) The Chief Administrative Officer informed the committee that the road closure adjacent to property by Irly Bird ran into a snag as a road dedicated was not registered in 1949. In April 2016, the issue has been resolved.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

None.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. PW.0014/16
Adjournment

Moved: Councillor Vomacka
Seconded: Councillor Day
that this meeting adjourn. (6:05 p.m.)

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

Chair

TOWN OF LAKE COWICHAN

Minutes of Parks, Recreation and Culture Committee held on
Tuesday, May 3rd, 2016



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

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Nagi Rizk, Superintendent, Public Works and Engineering Services
Ronnie Gill, Director of Finance
Kari Lingren, Recording Secretary

PUBLIC: 1

1. **CALL TO ORDER**

The Chair called the meeting to order at 6:11 p.m.

2. **AGENDA**

No. PR.0015/16

Moved: Councillor Austin
Seconded: Councillor Day
that the agenda with the addition of the following items:

Correspondence

- BC Hydro Community ReGreening Grant- Fiscal 2016-17

In Camera

- s.90 (1) (k) of the Community Charter
be approved.

CARRIED.

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

- (a) The Superintendent, Public Works and Engineering Services reported that he has met with the consultants for the Centennial Park project. He said he will be having an on-site meeting on Thursday. After site surveys are completed a tender proposal for the project will be issued. The project will be done over two years; the first year will involve the field upgrades and irrigation and the second year will involve the upgrade of the washrooms and ball stands.
- (b) The Chief Administrative Officer reported that the Information Centre Lease has been agreed upon with a few minor changes.
- (c) The Chief Administrative Officer would like council to direct where to proceed on the matter of a water park in Lake Cowichan from Tara Bushby's presentation at the last meeting.

No. PR.0016/16

Moved: Councillor McGonigle
Seconded: Councillor Day
that Council support a water park in principle but a location to be determined.

CARRIED.

Council recommended staff to correspond with Tara Bushby to work closely with her on the idea of a water park in Lake Cowichan.

(d) **Ongoing Items:**

(i) **Riverfront Parkway and Trail Connections:**

The Chief Administrative Officer advised that there is no update on the trail connection plans and the matter is ongoing.

4. **DELEGATIONS**

None.

5. **CORRESPONDENCE**

(a) Bob Crandell's correspondence re: Beaver Creek bridge Park was discussed. Mayor Forrest said that many volunteers are interested in helping with this project but need approval from the Town first. Councillor Day directed staff to find the exact location of the bridge in question.

(b) The Chief Administrative Officer informed the Committee that correspondence had been received from Tree Canada to BC Hydro's Community ReGreening Program regarding a grant of \$5,855.00 that the Town will receive. He suggested that the grant be used for landscaping around the new Town Hall upgrades.

6. **REPORTS**

None.

7. **NEW BUSINESS**

None.

8. **NOTICES OF MOTION**

None.

9. **PUBLIC RELATIONS ITEMS**

Councillor McGonigle informed the committee that the Forest Worker's Memorial Park was used for the Day of Mourning service on April 28th, 2016. The event was well attended.

Councillor Austin congratulated Mayor Forrest and Councillor Day on each of their daughter's weddings, both to be held on the upcoming weekend.

10. **MEDIA/PUBLIC QUESTION PERIOD**

11. **IN CAMERA**

No. PR.0017/16
In-Camera

Moved: Councillor Day
Seconded: Councillor McGonigle
that the Committee close the meeting after the next committee meeting to the public to deal with issues relating to land matters under Section 90(1) (e) of the Community Charter; and to deal with issues relating to labour relations or other employee relations under Section 90(1) (k) of the Community Charter
(6:45 p.m.)

CARRIED.

12. ADJOURNMENT

No. PR.0018/16
Adjournment

Moved: Councillor Day
Seconded: Councillor Austin
that we arise without report and adjourn. (8:25 p.m.)

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

Chair

TOWN OF LAKE COWICHAN

Minutes of Economic and Sustainable Development Committee held on
Tuesday, April 12th, 2016



PRESENT: Councillor Bob K. Day, Chair
Mayor Ross Forrest
Councillor Carolyn Austin
Councillor Lorna Vomacka
Councillor McGonigle

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Nagi Rizk, Superintendent, Public Works and Engineering Services
Ronnie Gill, Director of Finance
Kari Lingren, Recording Secretary

OTHER: 2

1. **CALL TO ORDER**

The Chair called the meeting to order at 6:17 p.m.

2. **AGENDA**

No. SPD.0012/16 Moved: Councillor Vomacka
Seconded: Councillor Austin
that the agenda be approved.

CARRIED.

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

(a) The Committee reviewed the "13 Ways to Kill Your Community" article and specifically with section 13 that dealt with "Don't Take Responsibility".

(b) **Ongoing Items Still Being Addressed:**
None.

4. **DELEGATIONS**

None.

5. **CORRESPONDENCE**

None.

6. **REPORTS**

(a) The LEAD group updated that it is now a sub-committee of the Chamber of Commerce and which now replaces the committee that once dealt with economic development for the area. The Chamber of Commerce has funds available for its use. The committee was informed that about half of the committee are chamber members.

7. **NEW BUSINESS**

(a) The Wood Industry Meeting: Councillor Day recommended that the committee to still be included in the updates via the Wood Industry emails and newsletters.

(b) Community Economic Development- First Nations-Municipal Community Economic Development Initiative correspondence was used as information.

(c) The excerpt on Tourism Infrastructure Development from the Hansen Report was deemed as still being relevant and useful for

information purposes.

- (d) The article on the Debate over Airbnb and Uber was treated as information.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

None.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. SPD.0013/16
Adjournment

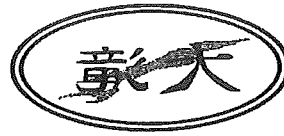
Moved: Councillor Austin
Seconded: Councillor Vomacka
that the meeting adjourn (7:16 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

Chair



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The Ohtaki delegation banquet is to be held on Saturday, October 8th, 2016.

Mayor Forrest suggested the Multi-purpose room at the arena. He thought it would be a nice venue for the delegates from Ohtaki. Councillor McGonigle suggested using CLEC for the banquet depending on how many people would be attending. The committee thought there would be approximately 100 people. The committee also thought that since the banquet was held on a Thanksgiving weekend it might be nice to have a turkey dinner.

The Director of Finance said that she would get quotes for catering the October 8th, 2016 banquet.

- (b) The International Exchange Teacher (IET) information and application has been reposted on the Town's website and at Lake Cowichan School. To date, no applications have been submitted.
- (c) No student applications for the Ohtaki Exchange have been received yet. Councillor McGonigle said he will contact the local school for a date in which to make a visit. He also suggested advertising on Social media, the Town website and at Lake Cowichan School for the trip in July, 2017.

8. NEXT MEETING

The next meeting is to be held on June 7th, 2016 at 7:00 p.m.

9. ADJOURNMENT

No. OC.3/16

Moved: Councillor Day
Seconded: Councillor Vomaka
that the meeting be adjourned (7:11 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2015.

Chair

THE CORPORATION OF THE TOWN OF LAKE COWICHAN

Subdivision, Works and Services Bylaw No. 974-2016

A Bylaw to regulate the subdivision, development and servicing of land.

WHEREAS it is Council's vision to create a vibrant, healthy, sustainable community that exists in harmony with the natural environment, enjoys a balanced economy, supports all generations and provides opportunities to satisfy diverse social needs;

AND WHEREAS it is deemed desirable to guide municipal growth for the ultimate benefit of the community as a whole by ensuring that land is subdivided in an orderly and economical way to produce a safe, sufficient, convenient, and healthful environment and to preserve and enhance its natural amenities;

AND WHEREAS Council deems it expedient to ensure that the subdivision and development of land does not create a capital cost to the Town of providing public utilities or other works and services that would be a burden on the existing taxpayers;

AND WHEREAS the passage of this bylaw has met all of the requirements pursuant to the Land Title Act, Strata Property Act, and 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 Subdivision, Works and Services Bylaw No. 974 -2016*".

2. **APPLICATION**

The provisions of this Bylaw apply to all lands within the area incorporated as the Town of Lake Cowichan. This Bylaw does not apply to any subdivision or building permit for which application was made prior to the date of coming into force of this Bylaw provided that such application is completed within 12 months of adoption of Bylaw 974-2016.

2.1. The purpose of this Bylaw is to regulate:

1) subdivision and development of land including the lot arrangement, overall layout design and the construction of highways;

2) ensure adequate works and services in order to promote orderly and efficient developments in harmony with the environment and that are suited to the uses for which they are intended; and

3) for building construction not requiring the subdivision of land, ensure the construction of highways and works and services that may be required to address any deficiencies.

2.2. This Bylaw should be used in conjunction with the Schedules to this bylaw, Town of Lake Cowichan Zoning Bylaw, 935-2013 and the Town of Lake Cowichan Official Community Plan Bylaw 910-2011. Users of this Bylaw are advised that they should also be knowledgeable of the requirements of other applicable enactments including, without limitation, the:

- a) Land Title Act;
- b) Local Government Act;
- c) Community Charter;
- d) Strata Property Act and Bare Land Strata Regulations;



- e) Agricultural Land Commission Act;
- f) Real Estate Act;
- g) Land Survey Act;
- h) Forest Land Reserve Act;
- i) Waste Management Act;
- j) Highway Act;
- k) Builders Lien Act; and
- l) Water Act.

- 2.3 As a condition of the approval of a subdivision or the issuance of a building permit the owner of the land is required to provide works and services in accordance with the standards established in this bylaw, on that portion of a highway immediately adjacent to the site being subdivided or developed, up to the center line of the highway.

3. INTERPRETATION

- 3.1 In this Bylaw, unless the context otherwise requires:

APPLICANT means a person applying for the approval of a subdivision, whether as the owner of the property proposed to be subdivided or as the agent for the owner;

APPROVING OFFICER means the person appointed by council to act in accordance with the Land Title Act as may be amended from time to time;

BOUNDARY ADJUSTMENT means an adjustment in existing boundaries between legally defined parcels of land that does not create additional parcels;

BUILDING CODE means the British Columbia Building Code, latest edition;

ROAD means the portion of a highway constructed for vehicular traffic;

ROAD, ARTERIAL means the road which is designated on any current plan of roads or of proposed roads which is intended to carry a substantial volume of inter-community traffic as well as traffic other than having its origin or destination in parcels abutting thereon; the Town currently has no roads designated as an arterial road;

ROAD, COLLECTOR means a road which is so designated on any current municipal plan of roads or of proposed roads; or a road which is designated to form part of the road system of the Town and carries a substantial volume of traffic other than traffic having its origin or destination in parcels abutting on the street, and located to provide efficient inter-connection of major destinations and local roads; cross section elements are defined in Schedule "A" to this bylaw;

ROAD, LOCAL means a road that serves low traffic volumes and which is so designated on any current plan of streets or of proposed streets, or a street which is used or intended to be used primarily provide access to parcels abutting thereon and serves low traffic volumes; cross section elements are defined in Schedule "A" to this bylaw;

CUL-DE-SAC means a local road which terminates in an area for the turning of motor vehicles;

COMPLETION for the purpose of assessing applications, means a Servicing Agreement has been executed or a pre-construction meeting has been held with Town representatives;

CONSTRUCTION ACCEPTANCE means the Town's acceptance of the construction of Works and Services provided by a Developer pursuant to this Bylaw, subject to the obligation of the Developer to remedy defects and deficiencies becoming apparent during the Warranty Period;

DEVELOPMENT means construction of works and services and also includes any construction for which a building permit is required;

ENGINEER means an individual holding a valid membership in the Association of Professional Engineers and Geoscientists of British Columbia or such person or persons authorized by the Town of Lake Cowichan;



FINAL ACCEPTANCE means the Town's acceptance of Works and Services provided pursuant to this Bylaw at the end of the warranty period with all defects and deficiencies remedied to the satisfaction of the Superintendent of Public Works;

FINAL APPROVAL means that approval granted by the Approving Officer when all relevant requirements of this bylaw, the Land Title Act and any other relevant bylaws and legislation have been fulfilled;

FRONTAGE means the width of the lot measured at the Front Lot Line;

FRONT LOT LINE means the lot line common to the lot and an abutting street, or where there is more than one lot line common to abutting streets, the shortest of these lines shall be considered as the front lot line;

HIGHWAY means all public streets, roads, trails, lanes, thoroughfares, bridges, and other public ways;

INTENDED USE means the use of land proposed for a parcel of land which is planned to be created by subdivision;

INTERIOR SIDE LOT LINE means a lot line not being a rear lot line common to more than one lot or to the lot and a lane;

LANE means a highway more than ten feet but less than thirty feet in width which provides secondary means of access to a site;

LOT means an area or land the boundaries of which are shown on a plan registered in a Land Title Office, or with a Crown Land Registry, or are described in the certificate of title of the land, and that has not been divided into smaller areas by a plan or instrument registered in the Land Title Office, or with a Crown Land Registry;

LOT DEPTH means the distance between the midpoints of straight lines connecting the foremost points of the site lot lines in front and the rearmost points of the side lot lines in the rear;

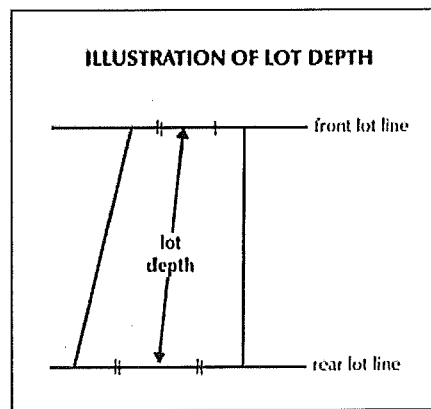


Figure 1 Illustration of Lot Depth

LOT, PANHANDLE means a lot which requires a relatively narrow strip of land, or panhandle, to provide principal vehicle access to a street and where the lot frontage on a highway is less than 10% of the lot perimeter;



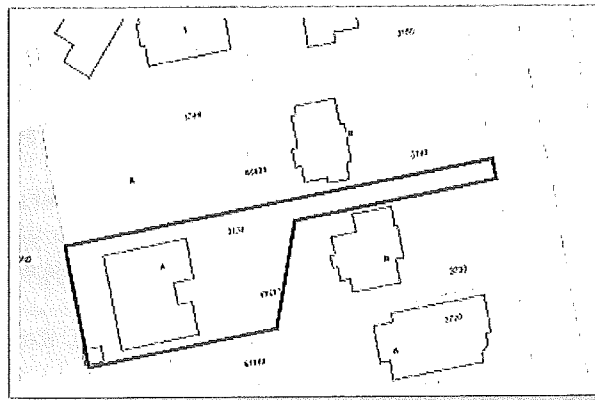


Figure 2 Illustration of Panhandle Lot

LOT WIDTH means the distance between straight lines connecting front and rear lot lines at each side of the lot, measured across the rear of the required front yard; in the case of lots on the turning circle of a cul-de-sac, the lot width shall be length of a straight line parallel to the tangent of the arc of the cul-de-sac between the two side property lines, measured from a point 6 metres toward the rear of the lot;

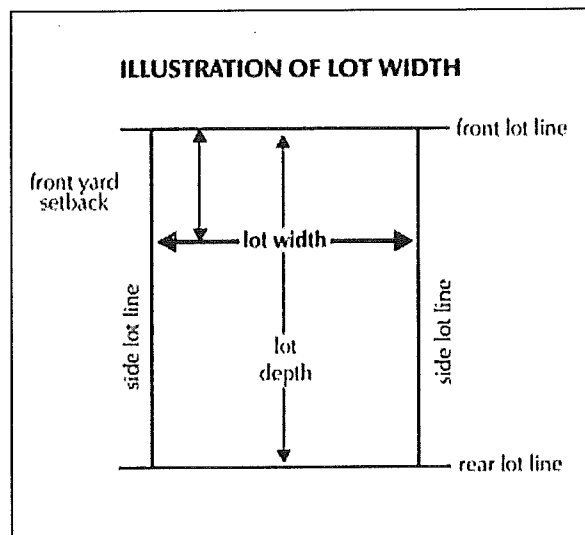


Figure 3 Illustration of Lot Width



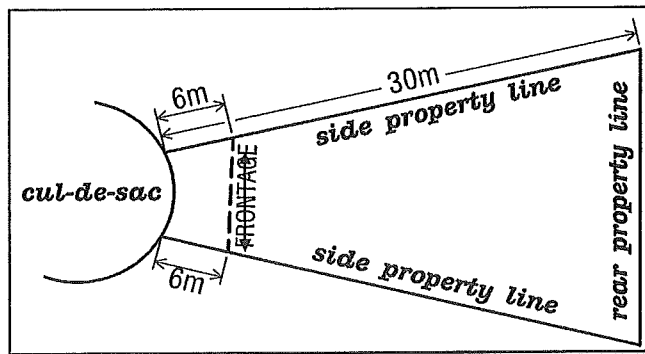


Figure 4 Illustration of Lot Width for Lots on a Cul-de-sac Turning Circle

OFFICIAL COMMUNITY PLAN shall mean the plan adopted by council that provides direction for growth and change in the Town;

OWNER AND REGISTERED OWNER shall mean any person registered in the books of the Land Title Office or Crown Land Registry Office as owner of the land or of any charge on the land being subdivided, whether entitled thereto in his, her, its, or their own right or in a representative capacity or otherwise;

PARCEL means any lot, block or other area in which land is held or into which land is subdivided;

PRELIMINARY LAYOUT APPROVAL (PLA) means the approval of a preliminary plan of subdivision submitted in the first application step in the process of review;

RIGHT OF WAY means land or any interest in land acquired for the purpose of:

- (a) public rights of passage with or without vehicles; or
- (b) erecting and maintaining any pole-line; or
- (c) laying, placing and maintaining drains, ditches, pipes, transmission lines or wires for the conveyance, transmission or transportation of water, telecommunication, electric power, forest products, oil or gas or both oil and gas or solids as defined in the Pipeline Act; or
- (d) the transmission or disposal of sanitary sewage, storm water or drainage;
- (e) the operation and maintenance of any other undertaking of the Town; and shall include a statutory right-of-way as defined in the Land Title Act.;

STREET includes all highways, roads, squares, thoroughfares and any other public way, but not lanes, walkways, trails and bridges;

SUBDIVISION means a change in the existing size, shape, number or arrangement of registered parcels, whether or not involving the creation of a greater number of parcels than existing and whether carried out by plan, by metes and bounds, strata plan, bare land strata plan, or otherwise;

TOWN means the Town of Lake Cowichan;

WALKWAY means a public way for pedestrian traffic and to accommodate necessary utility and drainage services which is not less than three (3) metres nor more than ten (10) metres wide;

WORKS AND SERVICES means construction such as roadways, lanes, drainage, water and sewer systems, earthworks and slope stabilization, sidewalks, walkways, boulevards, landscaping, street lighting and underground wiring, and includes works and services whether on highways, rights of way or common property, to be provided for in a subdivision or development of land under this bylaw;

WORKS AND SERVICES AGREEMENT means an agreement prescribed by the Town between the Town and the owner in accordance with the Local Government Act, as may be amended from time to time, that works and services will be completed to service a



subdivision or development by a date specified in the agreement and that sufficient security has been provided to the Town to secure the construction of those works; and

ZONING BYLAW means the zoning bylaw currently regulating land use in the Town.

- 3.2 Unless otherwise defined herein, any work or expression in this bylaw shall have the same meaning as any similar word or expression contained in the "Land Title Act" or "Local Government Act" as may be amended from time to time, or as the same may be re-enacted from time to time.

4. **ADMINISTRATION**

- 4.1 The provisions of this bylaw shall be administered by the Chief Administrative Officer (CAO) or such other Officer as may from time to time be appointed by resolution of the Council.
- 4.2 The Approving Officer shall be the Chief Administrative Officer (CAO) or such other Officer as may from time to time be appointed by resolution of the Council.
- 4.3 No land within the Town shall be subdivided unless approval by the Approving Officer has been obtained.
- 4.4 The determination of any excess or extended services, as defined by the Local Government Act, as may be amended from time to time, to be provided by the applicant is delegated to the Superintendent, Public Works and engineering Services.
- 4.5 The prescription and execution of any Works and Services agreement is delegated to the Superintendent, Public Works and Engineering Services.

5. **GENERAL PROVISIONS**

- 5.1 The Approving Officer shall approve or reject every application for the subdivision of land.
- 5.2 The Approving Officer may:
- (a) bring the proposed subdivision to the attention of the owners of neighbouring property, or of other municipal officials, or of other public bodies or officials or of utility companies, for comment and recommendation;
 - (b) serve notice or require that the applicant serve notice of the proposed subdivision on the owner or other person whose land or interest therein, in his opinion, might be detrimentally affected by it; and
 - (c) require the submission of profiles of every new street and land shown on the plan, and such topographical details as may indicate the engineering problems involved in developing such streets and lanes.
- 5.3 The Approving Officer shall not grant approval of any subdivision of land:
- (a) unless all the requirements of this Bylaw and all other Bylaws have been met;
 - (b) where the proposed subdivision fails to regard any official community plan provisions applicable to the area being proposed for subdivision;
 - (c) if there is any cost to the Town of providing public utilities and other works and services to the anticipated subdivision;
 - (d) if, in his or her opinion, the anticipated development of the subdivision would injuriously affect the established amenities of adjoining or adjacent properties, or would be against the public interest;
 - (e) unless all regulations controlling access to the land to be subdivided are complied with; and
 - (f) that is otherwise contrary to law.
- 5.4 The Approving Officer shall not approve any scheme or plan of subdivision which;



- (a) is not suited to the configuration of the land being subdivided; or
- (b) is not suited to the use to which it is intended; or
- (c) will make impracticable the future subdivision of the land within the proposed subdivision or any adjacent land; or
- (d) leaves any portion of a parcel being subdivided described as a remainder of such parcel unless, in the opinion of the Approving Officer, such remainder may be further subdivided and the Approving Officer has reason to believe that such subdivision will occur.

6. **SUBDIVISION DESIGN AND ARRANGEMENT**

6.1 Except as otherwise provided, the minimum frontage and depth of lots shall be as follows:

(a)

Zone District	Minimum Lot Frontage (in metres)	Minimum Lot Depth (in metres)
Residential		
R-1	An average ¹ of 18 in any created subdivision	27
R-1A		27
R-2		27
R-3		27
R-4		27
R-4A	An average of 12 in any created subdivision	20
Commercial		
C-1	Minimum 10% of lot perimeter	20
C-1-A		
C-1-B		
C-2	18	27
C-3	Minimum 10% of lot perimeter	20
C-4		20
Industrial		
M-1	Minimum 10% of lot perimeter	27
M-2		
Institutional		
P-1	Minimum 10% of lot perimeter	27

- (b) where the lot side lines are radial or nearly radial to a curved street alignment, where the lot side lines are not at right angles to the abutting street line, the "Minimum Lot Frontage" set forth in clause (a) of this Section

¹ The total length of lot frontages (l) divided by the total number of lots (n); $l/n = \text{average lot frontage}$.



- i. may be reduced to not less than 12 metres where the lot is on the outside of the curve or where the lot side lines diverge from the front to the rear, provided the minimum width at the required front building line is not less than 18 metres; or
 - ii. shall be increased where the lot is on the inside of the curve or where the lot side lines converge from the front to the rear, to ensure that the minimum width at the required rear building line is not less than 18 metres in width.
 - (c) The "Minimum Lot Frontage" set forth in clause (a) of this section shall be increased by 1.5 metres for lots intended for residential use that have streets along the front lot line of the parcel and along one side lot line.
 - (d) The Approving Officer may vary the minimum lot depth and minimum lot width by up to 10% except for the "minimum 10% of perimeter standard," and provided the dimensions of the lots do not conflict with minimum lot areas prescribed by the Zoning Bylaw.
 - (e) Notwithstanding the provisions set forth in clause (a) of this section, in cases where environmental, topographical or exceptional parcel configurations exist, the Approving Officer may approve a subdivision with a "panhandle" lot in accordance with the following standards and restrictions:
 - i. the subdivision has a maximum of 3 lots;
 - ii. the minimum road frontage is 6 metres;
 - iii. the lot area excludes the panhandle access; and
 - iv. any panhandle lot that does not provide a minimum frontage on a highway of 10% of the perimeter of the lot shall be referred to Council for consideration of an exemption from the statutory requirement under the Local Government Act, as may be amended from time to time.
- 6.2 Every lot to be created shall abut on a street.
- 6.3 Pedestrian walkways shall be dedicated and constructed where they are deemed by the Approving Officer to be essential to provide safe circulation or access to schools, playgrounds, shopping centres, transportation, beaches, and other community facilities or for proper circulation of pedestrian traffic. Such walkways shall have a minimum 4.5 metre right of way, a minimum width of 2.5 metres and be constructed in accordance with standards of the current version of the Master Municipal Construction Documents (MMCD).
- 6.4 Notwithstanding Section 6.1 of this Bylaw, no parcel shall be created which has an area less than that required by the standards for the relevant land use designation of the by the Zoning Bylaw.
- 6.5 Notwithstanding Section 6.1 of this Bylaw, the Approving Officer may refuse to authorize the creation of parcels meeting minimum size requirements where in his opinion, by reason of topography, soil or drainage conditions, such minimum standards would injuriously affect the established amenities of adjoining or adjacent properties or would be against the public interest.
- 6.6 Parcels that abut a street at both front and rear shall not be permitted unless, in the opinion of the Approving Officer such an arrangement is essential:
- (a) to provide access to other parcels; or
 - (b) to provide a coherent arrangement of streets; or
 - (c) to complement a future pattern of subdivision.
- 6.7 The Approving Officer shall ensure that:
- (a) no junctions or intersections of roads is designed so as to create an undue hazard to traffic;
 - (b) termination of streets shall be by a cul-de-sac in accordance with the current MMCD standards. Alternative design standards for termination shall only be considered when warranted by extenuating conditions such as topography and environmental constraints;



- (c) the maximum length of a terminating street shall not exceed 150 metres; and
 - (d) walkways are provided as and where required.
- 6.8 The Approving Officer shall ensure that lanes:
- (a) be provided in every case where, in his opinion they are necessary;
 - (b) where provided, are arranged with due consideration to their continuity, from block to block, in order to facilitate utility construction; and
 - (c) have triangle corner cut-offs, measuring not less than three (3) metres each way from the corner.
- 6.9 Any non-navigable watercourse in lands to be subdivided may be made part of the municipal drainage system by dedication to the municipality at the time of subdivision where a right-of-way is not considered sufficient by the Approving Officer.

7. WORKS & SERVICES REQUIREMENTS

- 7.1 Prior to the issuance of a building permit, The Town may require a Developer to provide Works directly attributable to a Development on a Development site for which no subdivision application is required.
- 7.2 -The Town may require a Developer to provide Works directly attributable to the Subdivision or a Development, including, but not limited to that portion of a Highway immediately adjacent to a site being subdivided or developed up to the centre line of the Highway. Such Works may include the upgrading or replacing of existing Works that are of lower standard than required by this Bylaw and may include off-site improvements such as water, sanitary and storm sewer services necessary to serve the development.
- 7.3 Road improvements shall be made in accordance to the road classification in Map 2 Mobility & Transportation of the Official Community Plan for Main Street (collector road status) and Collector Roads (existing and future) and the road cross section design criteria specified in Part 2 of Schedule A to this Bylaw. Improvements to any local roads shall be in accordance to Part 2 of Schedule "A" to this Bylaw.
- 7.4 As directed by the Approving Officer the applicant for a subdivision, or building permit subject to Sections 7.1 and 7.2 shall provide without compensation;
- (a) highways up to a width of 20 metres;
 - (b) land of a width not exceeding 10 metres for the purpose of widening a road to 20 metres;
 - (c) planting of boulevard trees in accordance to the criteria in Schedule "A" to this Bylaw; and
 - (d) additional boulevard landscaping as may be required by the Approving Officer.
- 7.5 The following shall be completed at the sole expense of the applicant:
- (a) the removal of all structures encroaching upon and of obstructions of any kind to, the free and uninterrupted use by the public of the full width and extent of all new roads;
 - (b) the clearing of all new roads to at least the minimum standard set forth in the Master Municipal Construction Documents, as amended from time to time, and Schedule "A" of this Bylaw;
 - (c) the grading , draining, and surfacing of all new roads to at least the minimum standard set forth in the Master Municipal Construction Documents, as amended from time to time, and Schedule "A" of this Bylaw;
 - (d) the connecting to the public waterworks system of the Town of a complete and fully operative system of water mains, valves, valve chambers and hydrants to at least the minimum standard set forth in the Master Municipal Construction Documents, as amended from time to time, and Schedule "A" of this Bylaw;



- (e) the connecting to the public sanitary sewer system of the Town of a complete and fully operative system of lateral sewers, manholes, necessary pumping stations and connections extending to and connected with the appropriate public sewage pumping stations, or other appropriate points of connection to the public sewer system and all of the said works shall be constructed to at least the minimum standard set forth in the Master Municipal Construction Documents, as amended from time to time, and Schedule "A" of this Bylaw;
 - (f) the connecting to the public storm sewer system of the Town of a complete and fully operative system of lateral sewers, manholes, necessary pumping stations and connections extending to and connected with the appropriate public sewage pumping stations or other appropriate points of connection to the public sewer system and all of the said works shall be constructed to at least the minimum standard set forth in Master Municipal Construction Documents, as amended from time to time, and Schedule "A" of this Bylaw;
 - (g) the construction of curb and gutter on all new highways to at least the minimum standard set forth in the Master Municipal Construction Documents, as amended from time to time, and Schedule "A" of this Bylaw;
 - (h) the construction of sidewalks, where required, to at least the minimum standard set forth in the Master Municipal Construction Documents, as amended from time to time, and Schedule "A" of this Bylaw; and
 - (i) the construction of underground telecommunication, electrical service and street-lighting connections, where required, to at least the minimum standards set forth in the Master Municipal Construction Documents, as amended from time to time, and Schedule "A" of this Bylaw.
- 7.6 The Approving officer shall determine whether park land is to be provided or a payment is to be made in accordance with the Local Government Act, as may be amended from time to time, taking into account whether there is sufficient land in the vicinity of the proposed subdivision for public park and open space, and shall determine the location and configuration of any park land to be provided in accordance with the following considerations:
- (a) suitability for active and passive recreation;
 - (b) suitable access;
 - (c) safety for users; and
 - (d) community needs.
- 7.7 All works required to be done herein in connection with the subdivision and/or development of any lands shall be completed in accordance with the Master Municipal Construction Documents, as amended from time to time, and Schedule "A" of this Bylaw.
- 7.8 A plan of subdivision may be approved prior to the completion of the required works, if the owner of such lands:
- (a) deposits in cash with the Town or an irrevocable letter of credit from a bank or other financial institution in a form approved by the Town Administrator with the Town in the amount of 120% of the estimate by an Engineer of the cost of installing and paying for all work and services required by this subdivision bylaw before the subdivision plan is approved by the Approving Officer, and shall enter into a form of agreement prescribed by the Town to do the work.
 - (b) Release of cash deposits or other financial guarantees shall be made in according to the following:
 - i. if the total estimated value of construction is less than \$10,000.00, no releases will be permitted;
 - ii. if the total estimated value of construction is \$10,000.00 or greater, but less than \$100,000.00, up to 75% of the deposit may be released. when the constructed works have been completed in compliance with



- the specifications contained herein, and inspected and approved by an Engineer; and
- iii. If the total estimated value of construction is \$100,000.00 or greater, up to 85% of the deposit may be released when the constructed works have been completed in compliance with the specifications contained herein, and inspected and approved by an Engineer.
- (c) Upon satisfaction of the relevant provisions in article b) above, any remaining cash or letter of credit deposited with the Town will be returned to the owner:
- i. one year after the date of approval of the works by the Town and the Town shall deduct from this remainder the cost of repairing any damage to the said works during the one year period except such damage as is the result of the negligence of the Town, its servants or agents; or
- ii. upon the deposit of a bond of maintenance in a form acceptable to the Town guaranteeing payment of all costs of maintenance to the works for a period of one year from the date of approval thereof by the Town except such maintenance as is required from damage to the works caused by the negligence of the Town, its servants or agents.
- 7.9 Every applicant for approval of a subdivision shall pay all school taxes and all municipal taxes, rates and charges, assessed and levied against the lands to be subdivided, and where such taxes, rates and charges for the then current year have not been assessed, levied and imposed on the said lands at the date on which the subdivision is submitted for tentative plan approval, pay the amount estimated by the Collector to be the total of the school taxes, municipal taxes, rates and charges to be assessed, levied and imposed on the said lands for the then current year.
- 7.10 Where application for Tentative Approval of a subdivision is made at any time between the 30th day of June and the 31st day of December in any year, the applicant therefore shall pay all school taxes and all municipal taxes, rates and charges assessed and levied against the lands to be subdivided and which are outstanding and owing at the date of such application, together with a deposit in the amount estimated by the Collector to be the total of the school taxes, municipal taxes, rates and charges to be assessed, levied and imposed on the said lands for the next succeeding year; which deposit shall be held by the Town and applied towards payment of the taxes, rates and charges to be assessed, imposed and levied on the said lands in the next succeeding year, in the event that the subdivision approval is not registered prior to the preparation, completion and authentication of the assessment roll for that year.
- 7.11 Where any deposit made pursuant to Section 7.7 hereof is held by the Town and the subdivision is registered and the new parcels created thereby are placed or are to be placed on the assessment roll for the next succeeding year, the said deposit shall be refunded to the applicant by the Collector forthwith upon receipt of notification by the Assessor that the subdivision is registered and the new parcels created thereby have been placed or will be placed on the assessment roll for the next succeeding year.
- 7.12 Every payment made pursuant to the provisions of Section 7.6 hereof and every deposit made pursuant to the provisions of Section 7.7 hereof shall be deemed to be monies to be applied at a future date in payment of taxes pursuant to the Community Charter, as may be amended from time to time, and every such payment and deposit shall be accepted by the Collector subject to the provisions of the Community Charter, as may be amended from time to time.

8. PROCEDURE

8.1 Preliminary Layout Approval (PLA)

- (a) The applicant is encouraged to request a pre submittal design meeting with the Approving Officer,, the Superintendent of Public Works, and the Town Planner to discuss the design concept, planning context, and submittal requirements.



- (b) The applicant may submit in writing to the Approving Officer, an application for preliminary acceptance which shall state the name and postal address of the applicant and the legal description and approximate location of the parcel to be subdivided.
- (c) The applicant shall submit to the Approving Officer a Preliminary Plan drawn to a scale of not less than 1:500 clearly indicating:
 - i. letter of authorization by the owner (s) of the land;
 - ii. registered covenants;
 - iii. the location and extent of protected and natural areas;
 - iv. watercourses and water frontages;
 - v. existing road frontages and road names;
 - vi. topographic information at 0.5 meter intervals;
 - vii. three (3) paper copies and one digital copy on a flash drive in PDF and DWG formats;
 - viii. a design professional stamp or signature;
 - ix. the dimensions and full legal description of the parcel or parcels to be subdivided;
 - x. the arrangement of the parcels and streets which would be created by the subdivision including the widths of the proposed streets and the dimensions of the proposed parcels and any proposed alterations of lot lines or subdivision of any existing parcels;
 - xi. existing property lines and streets to be eliminated by the proposed subdivision;
 - xii. the relationship of the proposed subdivision to adjacent streets, and the connections of proposed new streets hereto;
 - xiii. existing buildings accurately located and identified;
 - xiv. utility and other easements located and identified;
 - xv. the intended use of each parcel to be created by the subdivision; and
 - xvi. the name and postal address of the applicant.;
- (d) The Approving Officer may require the applicant to furnish:
 - i. such additional information as may be required to determine the suitability of the area for subdivision or the suitability of the size, shape, and orientation of the parcels required;
 - ii. data on the measures necessary to address soil conditions, drainage, and risk of flooding; and
 - iii. report and map of natural hazards on and off site, including geotechnical conditions, avalanche, debris flows, steep slopes, wildfire, and any other relevant natural hazards; and
 - iv. a comprehensive Erosion and Sediment Control Plan.
- (e) Where a physical examination of land is required the Approving Officer may, at the cost of the owner of the land proposed to be subdivided, personally examine or have an examination or report made on the proposed subdivision.
- (f) No application shall be accepted unless deemed complete by the Approving Officer.
- (g) Within sixty (60) days of the receipt by the Approving Officer of the application, or any additional information required under this Bylaw or the Land Title Act, as may be amended from time to time, the Approving Officer shall, in writing, either refuse or grant preliminary acceptance.
- (h) In the case of refusal of preliminary layout approval the notice of refusal shall explicitly state the reason for refusal.



- (i) The Approving Officer may grant conditional preliminary layout approval, which shall authorize the applicant to apply for Tentative Plan Approval subject to compliance with conditions he may specify in the notice of preliminary acceptance.
- (j) Preliminary Layout Approval, whether conditional or unconditional, shall:
 - i. be considered only as acceptance in principle;
 - ii. not exempt the applicant from securing both tentative plans approval and Final Approval prior to the deposit of the subdivision plan in the Land Title Office; and
 - iii. not bind the Approving Officer to grant either tentative plan approval or Final Approval.
- (k) Preliminary Layout Approval shall:
 - i. be effective only for a period of 90 days provided that it may be renewed by the Approving Officer for one further period of 90 days , thereafter a new application for approval of the subdivision shall be required and shall be dealt with as an original application;
 - ii. become void upon the coming into effect of any bylaw which would have caused the proposed plan of subdivision to be refused had such bylaw been in effect at the time of initial application; and
 - iii. be subject to all Town bylaws and plans governing the proposed subdivision and the applicant shall be informed of their requirements.

8.2 Tentative Plan Approval

- (a) The applicant may submit in writing to the Approving Officer an application for Tentative Plan approval after compliance with the requirements and conditions set out in the Preliminary Layout Approval and after receiving preliminary acceptance in writing from the Approving Officer. He shall state the name and postal address of the applicant and the legal description and approximate location of the parcel to be subdivided.
- (b) The applicant shall submit:
 - i. a subdivision plan prepared in conformity with the Land Title Act, as may be amended from time to time, together with three blue or white print paper copies thereof to be retained by the Town.
 - ii. where permissible under the Land Title Act, a written description by metes and bounds of the proposed subdivision together with three copies of a preliminary plan similar to that required under Section 8.1 (c) of this Bylaw may be submitted.
 - iii. a certificate from the Collector stating that all taxes which have been assessed or estimated on the land proposed for subdivision have been paid and that the provisions of Section 7.6 or Section 7.7 of this Bylaw, whichever is applicable, have been fulfilled.
- (c) The applicant shall submit two additional paper copies of the subdivision plan or an explanatory plan as required under Section 8.2 (b) of this Bylaw showing the following:
 - i. the dimensions and full legal description of the parcel or parcels to be subdivided;
 - ii. the arrangement of the parcels and streets which would be created by the subdivision including the widths of the proposed streets and the approximate dimensions of the proposed parcels and any proposed alteration of lot lines or subdivision of any existing parcels;
 - iii. existing property lines and streets to be eliminated by the proposed subdivision;
 - iv. the relationship of the proposed subdivision to adjacent streets and the connections of proposed new streets thereto;
 - v. existing buildings accurately located and identified;
 - vi. utility and other easements located and identified;



- vii. existing sewers and water mains;
 - viii. plan, profiles, and location of proposed utilities;
 - ix. watercourses and water frontages;
 - x. the intended use of each parcel to be created by the subdivision;
 - xi. the relationship of lands proposed for subdivision to the remainder of the parcel or area where the application relates only to a part of a registered parcel or area; and
 - xii. in the case of a parcel of land having a watercourse or water frontage which is not included in the Designated Flood Plain Area or Riparian Area, as determined by the Ministry of Environment, then a Restrictive Covenant, in a manner acceptable to the Approving Officer, shall be filed on title, under the Land Title Act, as may be amended from time to time, during subdivision registration. The Restrictive Covenant prohibits the cutting, damage or removal of any trees or vegetation, and no building, structure, addition or pool shall be constructed, reconstructed, moved, extended or located in the setback area as follows:
 - a. within a minimum of 30 metres of the natural boundary of a watercourse or lake; and
 - b. within a minimum of 15 metres of a wetland.
- (d) Compliance with Sections 8.2 (a), 8.2 (b) and 8.2 (c) of the Bylaw constitutes the tendering of the subdivision plan for examination and approval for the purposes of the Land Title Act.
- (e) No application shall be accepted unless deemed complete by the Town.
- (f) Within 60 days of the receipt by the Approving Officer of an application for tentative plan approval or the receipt of any additional information which may be required under the bylaw, the Approving Officer shall in writing:
- i. grant conditional or unconditional tentative plan approval, or
 - ii. refuse tentative plan approval stating explicitly the reason or reasons for refusal, or
 - iii. notify the applicant that Tentative Plan approval is being withheld pending modification of the plan as he may require.
- (g) Where Tentative Plan approval is withheld:
- i. the Approval Officer shall notify the applicant in writing of the requirements which must be met to obtain Tentative Approval; and
 - ii. the applicant may, within 90 days, re-submit to the Approving Officer for Tentative Approval a revised plan of subdivision in the full number of copies and same detail required under Sections 8.2 (b) and 8.2 (c) of this Bylaw.
- (h) The Approving Officer shall, if satisfied that plans submitted under the Subsection 8.2 (g) of this Bylaw meet all the requirements of this Bylaw, grant Tentative Approval within fifteen (15) business days of the receipt of the revised plans.
- (i) In all cases of Tentative Approval, the Approving Officer shall explicitly state in writing all the requirements of Part 8 of this Bylaw to be met before submitting the application for Final Approval.
- (j) Tentative Approval shall:
- i. be considered as certification by the Approving Officer that the proposed plan of subdivision is in accordance with this Bylaw and the Land Title Act, and that all requirements for Final Approval have been met other than the satisfactory completion of required works;
 - ii. not exempt the applicant from securing Final Approval prior to the deposit of the subdivision plan in the Land Title Office;
 - iii. be effective only for a period of 90 days; and



- iv. be re-sought in accordance with Sections 8.2 (a), 8.2 (b), and 8.2 (c) of this Bylaw if an application for Final Approval is not submitted prior to the expiry of the above-mentioned 90 days.

8.3 Final Approval

- (a) The applicant may submit an application for Final Approval only on completion of all works and services required under Part 7 of this Bylaw or following the execution of an agreement in accordance with Section 7.5 of this Bylaw.
- (b) The application for Final Approval shall take the form of the submission by the applicant of all material required by the Land Title Act together with written notification to the Approving Officer from the applicant of completion of all required works in accordance with Section 7.4 of this Bylaw.
- (c) Following notification from the Approving Officer and payment of Engineering Inspection Fees, the Town Engineer shall inspect the completed works and conduct any necessary examination to ensure that these works comply with the Town standards and as specified in the Master Municipal Construction Documents (MMCD), as amended from time to time, and in the Schedule of this Bylaw.
- (d) Latecomer fees shall include interest rates in accordance with the Local Government Act, as may be amended from time to time.
- (e) Within 60 days of the receipt of an application for Final Approval, the Approving Officer shall in writing:
 - i. grant Final Approval, or
 - ii. notify the applicant that Final Approval is being withheld, stating explicitly the reason or reasons therefore.
- (f) Final Approval shall be withheld only where:
 - i. the complete works are not in accordance with the plans for which plan acceptance was granted.
 - ii. the required works have not been carried out according to the requirements of this Bylaw.
- (g) Final Approval shall be certified by:
 - i. the return to the applicant of the subdivision plan required under Section 8.2 (b) of this Bylaw, signed and dated by the Approving Officer in accordance with the provisions of the Land Title Act, as may be amended from time to time, or
 - ii. where no subdivision plan was required under Section 8.2 (b) by a certificate of Final Approval, signed and dated by the Approving Officer.
- (h) Final Approval either in the form of a plan or a certificate of Final Approval signed by the Approving Officer shall be used for registration purposes within 60 days from the date of approval after which time approval is revoked unless the Registrar grants an extension of time under the provisions of the Land Title Act, as may be amended from time to time.

9. PENALTIES AND PROCEDURAL PROVISIONS

- 9.1 The rejection of a plan by the Approving Officer, or the failure of the Approving Officer to act within the specified time limit, may be appealed in accordance with the provisions of the Land Title Act, as may be amended from time to time.
- 9.2 Every person who violates or who causes or allows to be violated any of the provisions of this Bylaw shall be guilty of an offence against this Bylaw; and each day on which such violation occurs or is caused or allowed to continue shall constitute a separate offence.
- 9.3 Every person guilty of an offence against this Bylaw including the Appendices thereto shall be liable on summary conviction to a fine not exceeding Ten Thousand



(\$10,000) or imprisonment for a period of up to six months, or both, for each offence.

- 9.4 The Engineer and any employee of the Town acting under his direction may enter at all reasonable times upon the lands for which application to subdivide has been made in order to ascertain whether the provisions of this Bylaw are being obeyed.
- 9.5 No person shall obstruct or seek to obstruct the entrance into any place of any person acting pursuant to Section 9.4 of this Bylaw .

10. FORCE AND EFFECT

- 10.1 The "Corporation of the Village of Lake Cowichan Subdivision Control Bylaw No. 276-1976", together with any and all amendments thereto, is hereby repealed and declared to be of no effect.
- 10.2 That upon adoption of this bylaw, Bylaw No. 974-2016 being the "Town of Lake Cowichan Subdivision Bylaw No.974-2016" shall take effect.

READ A FIRST TIME on the 26th day of April, 2016.

READ A SECOND TIME on the 26th day of April, 2016.

READ A THIRD TIME on the 10th day of May, 2016.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ____ day of _____, 2016.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Office



Schedule "A"

1 INCORPORATION OF MASTER MUNICIPAL CONSTRUCTION DOCUMENTS (MMCD)

- 1.1 The most current editions of the Master Municipal Construction Documents (MMCD), Platinum Edition, and the Design Guidelines Manual, as may be amended from time to time, are hereby incorporated by reference into this bylaw, with exceptions as noted within this schedule.

2. ROAD DESIGN

- 2.1 The road cross section elements contained hereto are preferred cross sections and should be used in lieu of those contained in Table 5.1 of the MMCD 2005 Design Guideline Manual, as may be amended from time to time.

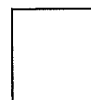
Road Classification	Right-of-Way Width (m)	Pavement Width Curb-to-Curb	Curb Type	No. of sidewalks	No. of Bike Lanes	Parking
Collector	20	13.2	Barrier	2	2	Both sides
Local Single Family	20	8.5	Rollover	2	NA	Both sides
Local Multi-Family / Commercial	20	12	Barrier	2	2	Both sides

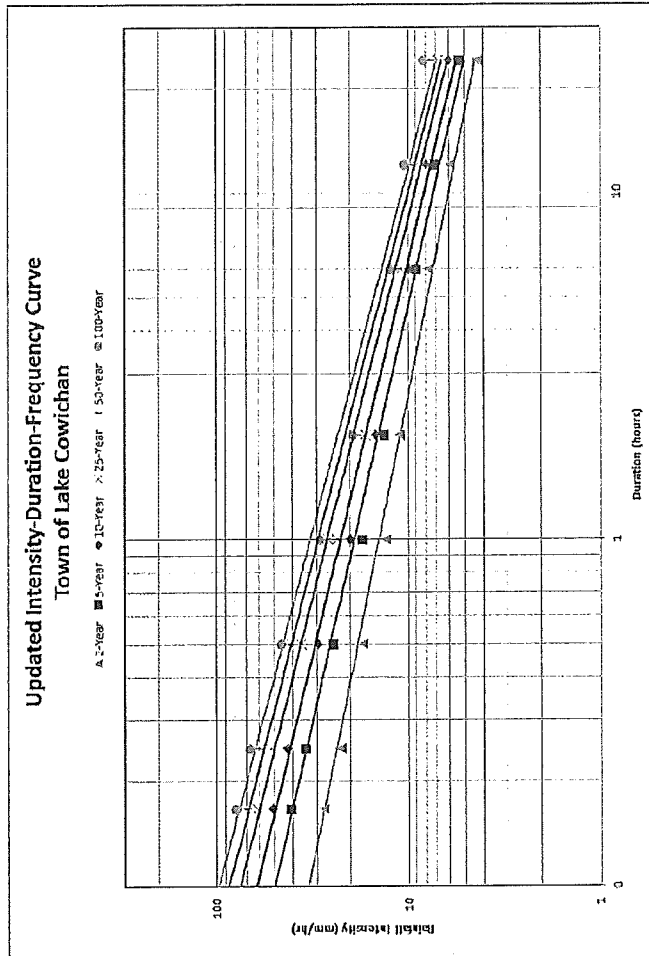
Table 1 Road Cross-Section Elements

- 2.2 With the exception of a maximum grade of 15% for single family driveways and multifamily driveways, referencing cold climate conditions, all the provisions of the most current MMCD Design Guideline Manual, as may be amended from time to time, are applicable to the Town.
- 2.3 The Approving Officer may approve alternative road cross section standards in exchange for amenities.

3. INTEGRATED RAINWATER MANAGEMENT

- 3.1 Notwithstanding the provisions of the most current MMCD Platinum Edition, Environmental Protection section, the following rainwater management standards shall apply:
- (a) site grading shall be in accordance with the Town of Lake Cowichan Integrated Rainwater Management Plan (IRMP);
 - (b) stormwater pipe inspection and testing shall be in accordance with the most current MMCD standards;
 - (c) the Intensity-Duration-Frequency (IDF) curve specific to the Town is Figure 4.2. of the town of Lake Cowichan IRMP 2014;





Town of Lake Cowichan
Integrated Rainwater Management Plan
Figure 4-2: Updated IDF Curve

KW KERR WOOD LEIDAL
consulting engineers

Table 2 Intensity Duration Frequency Curve



- (d) a minimum 63 mm rainwater capture (72% of 2-year, 24 hr. event Lake Cowichan Climate Station), is required, including requirements for on-lot Best Management Practices and minimum of 30 cm topsoil depths; and
 - (e) rainwater detention is required for a two-year storm event to pre-development levels, except in those areas draining directly to Cowichan lake or the Cowichan River; and
 - (f) Green Roads source controls are required for road rainwater runoff that meet the same requirements as those for development as prescribed in subsections 3.1 (a), 3.1 (b), 3.1 (e) and 3.1 (f).
- 3.2 To mitigate the hydrologic impacts of development the following rainwater management measures may be implemented to achieve the standards outlined in Subsection 3.1:
- (a) Low Impact Development (LID) techniques such as reduced road widths, reduced building footprints, reduced parking standards, limiting surface parking, pervious parking surfaces, and preserving naturally significant features;
 - (b) Source Controls such as absorbent landscaping, surface infiltration facilities, bio-retention facilities, sub-surface infiltration facilities, green roofs, rainwater harvesting, and re-use;
 - (c) rainwater management for streets may include vegetative surface facilities such as grassy swales, rain gardens, and vegetated infiltration basins,
 - (d) Water Quality Treatment Best Management Practices (BMPs) such as biofilters, urban forests and leave strips, infiltration systems, constructed wetlands, and wet settling ponds. Oil and grit separators are suitable for spill control and removal of floatable petroleum-based contaminants as well as coarse grit and sediment from small areas, such as gas stations, automotive service areas and parking lots;
 - (e) Construction Best Practices for any site or subdivision work must include measures to prevent the release of silt, sediment, sediment-laden water, raw concrete, concrete leachate, or any other deleterious substance into any ditch, watercourse, stream, or storm sewer system. The work area should be isolated from flowing water as much as possible and diversions around the site should be provided for overland flow paths. Ensuring that all equipment used on-site is in good working order, and having a ready spill containment kit and staff trained in its use, are also critical measures; and
 - (f) Rainwater Detention Systems to limit the post-development runoff to the pre-development rate, volume, and approximate shape for the hydrograph for the 6-month/24 hour and 2-year/24-hour storm events and to maintain, closely as possible, the natural pre-development flow pattern in the receiving watercourse.
- 3.3 Rainwater Management Criteria (performance standards) shall apply as follows (from Table 7-1 of the Lake Cowichan IRMP 2014):
- (a) Flood Protection
 - i. Minor Drainage System shall provide for the safe conveyance of the 10-year return period (for < 900 mm diameter pipes) and 25-year return period (for > 900 mm diameter pipes) storm flows.
 - ii. Major Drainage System shall provide for the safe conveyance of the 100-year return period storm flows.
 - (b) Environmental Protection of Watercourses
 - i. Volume Reduction
 - a. The 90% average annual runoff volume shall be captured and infiltrated to ground. Runoff volume may be estimated by the 6 month 24-hour return period event) 72% of the 2-year, 24-hour return period



total rainfall depth (63 mm based on lake Cowichan Climate Station Data).

- ii. Water Quality
 - a. Source Controls or approved alternatives shall be sized to treat the 90% average annual runoff volume. (80% Total Suspended Solids removal based on 50 µm/L particulate size.)
 - b. Limit construction discharge water quality to the lesser of turbidity of 25 NTU or total suspended solids of 25 mg/L at all times expected in the 24 hour period following significant rainfall events (≥25 mm/day) at which time the turbidity can be up to 100 NTU.
- iii. Rate Control
 - a. Detain 6-month and 2-year, 24-hour post-development flows to pre-development levels (natural forested conditions) for all new or redevelopment.
- iv. Riparian
 - a. Establish riparian setbacks to comply with Riparian Area Regulation (RAR) requirements.

4. Boulevard Tree Standards

- 4.1 Trees shall be a minimum 7 cm caliper, measured 15 cm from ground level or as approved by the Superintendent of Public Works.
- 4.2 Trees shall be inspected by the Superintendent of Public Works prior to planting for health, size, and species appropriateness for the site, preferably at the nursery.
- 4.3 Trees must be provided in the road allowance at a minimum density of one per 15 metres of frontage.



Botanical Name	Common Name	Mature Height (ft.)	Flower	Fall Colour	Comments
Acer ginnala	Amur Maple	35		Yellow	
Carpinus betulus "Fastigiata"	European Hornbeam	35		Yellow	
Cercis Canadensis	Eastern Redbud	35		Yellow	Spring blossom
Cornus nutallii "E.W.W."	Dogwood "E.W. Wonder"	25	White	Multi-colour	Showy flowers
Cornus kousa	Japanese Dogwood	25	White	Multi-colour	Showy flowers
Prunuspissardii "Nigra"	Flowering Plum	25	Pink	Purple	Deep burgundy leaves
Prunus yedoensis "Akebona"	Flowering Cherry	20	Pink	Yellow	Spreading branch habit
Prunus serrulata "Kwanzan"	Flowering Cherry	25	Pink	Red	Spring blossom
Prunus serrulata "Shirofugen"	Flowering Cherry	25	Pink	Red	Spring blossom
Prunus subhirtella "Amanogawa"	Flowering Cherry	25	Pink	Yellow	Fall blossom
Pyrus calleryana "Chanticleer"	Ornamental Pear	25	White	Red	Profuse blossoms

Table 3 Recommended Tree Species for Boulevard Planting



TOWN OF LAKE COWICHAN

**A Bylaw to authorize the Road Closure and Removal of the Highway Dedication of a
Part of a Road**

Bylaw No. 977-2016

WHEREAS pursuant to Section 40 of the Community Charter, SBC, 2003, c. 26, as amended, the Council of the Town of Lake Cowichan may by bylaw close to traffic a portion of all or part of a portion of a highway that is vested in a municipality and to remove its dedication as a highway;

AND WHEREAS the Council deems it expedient to provide for the closure to traffic and removal of the dedication of that portion of highway referred to in this bylaw and which is adjacent to the property located at Lot A, Plan VIP55855;

AND WHEREAS Council considers it desirable to close up a portion of a highway to enable its disposition and consolidation with the adjacent property for the purpose of creating a new parcel;

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

1. TITLE

This bylaw may be cited as the "Town of Lake Cowichan Road Closure and Removal of Dedication Bylaw No. 977-2016".

2. GENERAL PROVISIONS

The Council hereby authorizes the closure of part of Kenvir Road dedicated by Plan EPP59899, Section 6, Renfrew District (situate in Cowichan Lake District) and shown on reference plan EPP60519, prepared by Island Surveying Ltd., BCLS, on the 10th day of May, 2016 and described as follows:

Part Section 6, Renfrew District, (Situate in Cowichan Lake District), Plan EPP60519, Closed Road, containing 389.6 square metres and outlined in heavy black line in a reference plan, a copy which is attached hereto as Schedule "A".

3. The dedication as highway of the Closed Road is hereby removed.

4. The Mayor and Chief Administrative Officer are hereby authorized to execute all deeds of land, plans and other documentation necessary to effect this road closure and to transfer title to the Closed Road to the owner of the adjacent parcel for the purpose of consolidation of the closed road with the said parcel.

READ A FIRST TIME on the 24th day of May, 2016.

READ A SECOND TIME on the 24th day of May, 2016.

READ A THIRD TIME on the 24th day of May, 2016.

NOTICE OF INTENTION ADVERTISED in the Lake Cowichan Gazette on the ____th day of _____, 2016 and ____th day of _____, 2016.



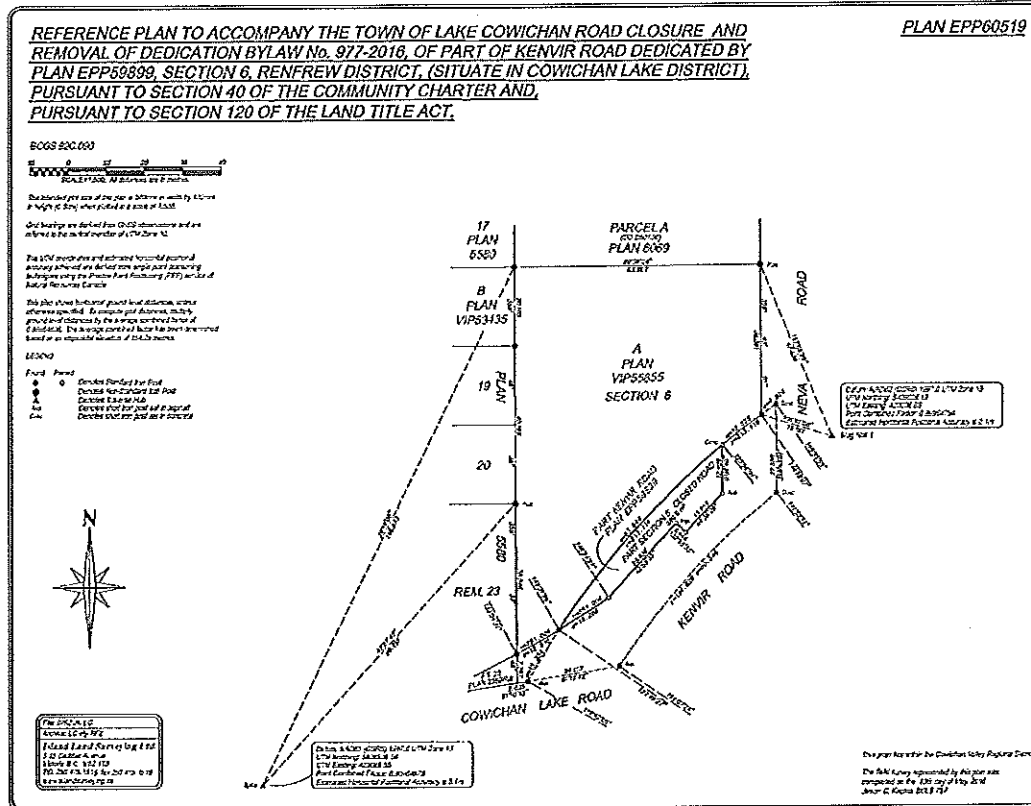
RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ____th day of _____, 2016.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer



Schedule "A"



TOWN OF LAKE COWICHAN
Bylaw No. 978-2016

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. 978-2016".

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 960-2015 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 May, 2016.

READ A SECOND TIME on the ___th day of May, 2016.

READ A THIRD TIME on the ___th day of May, 2016.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ___nd day of ___, 2016.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer



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

(attached to and forming part of Bylaw No. 978-2016)

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. 978-2016)

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. 978-2016)

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 120L	Replacement costs	At cost – minimum \$70.00
		At cost – minimum \$90.00

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

(attached to and forming part of Bylaw No. 978-2016)

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 structures exist)	\$100.00 per lot
	Final Subdivision – strata and fee simple lots	250.00 per lot
Strata Conversion	Per unit	300.00

