

## **AGENDA**

### **TOWN OF LAKE COWICHAN**

**Special meeting of Council to be held on  
Tuesday, May 10<sup>th</sup>, 2016 at 5:00 p.m.**



**Page #**

**1. CALL TO ORDER**

**INTRODUCTION OF LATE ITEMS (if applicable)**

**2. APPROVAL OF AGENDA**

**3. ADOPTION OF MINUTES**

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

**5. DELEGATIONS AND REPRESENTATIONS**

**6. CORRESPONDENCE**

**7. REPORTS**

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

**(b) Other Reports**

**(c) Staff Reports**

**8. BYLAWS**

- (a) "Town of Lake Cowichan Subdivision, Works and Services Bylaw No. 974-2016" may be read a third time.
- (b) "Town of Lake Cowichan Financial Plan Bylaw No. 975-2016" may be reconsidered and adopted.
- (c) "Town of Lake Cowichan Annual Rates Bylaw No. 976-2016" may be reconsidered and adopted.

**3**

**24**

**30**

**9. NEW BUSINESS**

**10. MAYOR'S REPORT**

**11. MEDIA / PUBLIC QUESTION PERIOD**

**12. IN CAMERA**

**13. ADJOURNMENT**

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## **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**

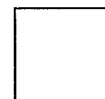
The provisions of this Bylaw apply to all lands within the area incorporated as the Town of Lake Cowichan. This Bylaw does not apply to any subdivision or building permit for which application was made prior to the date of coming into force of this Bylaw provided that such application is completed within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

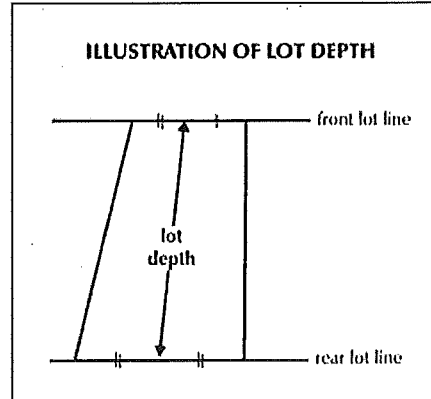
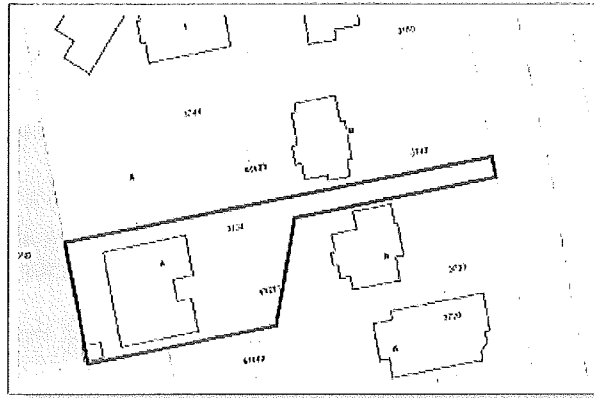


Figure 1 Illustration of Lot Depth

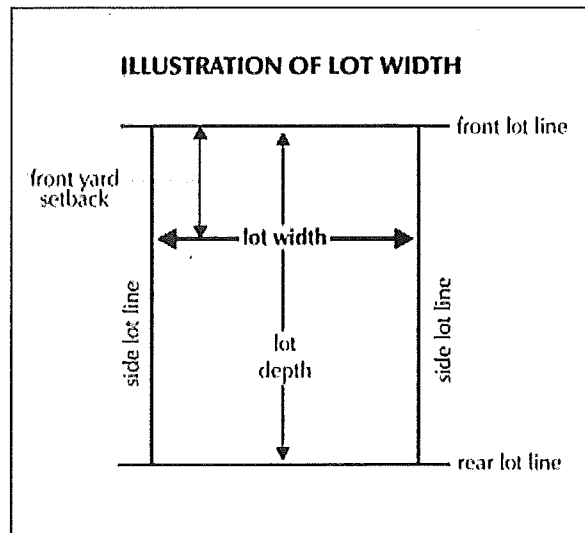
**LOT, PANHANDLE** means a lot which requires a relatively narrow strip of land, or panhandle, to provide principal vehicle access to a street and where the lot frontage on a highway is less than 10% of the lot perimeter;





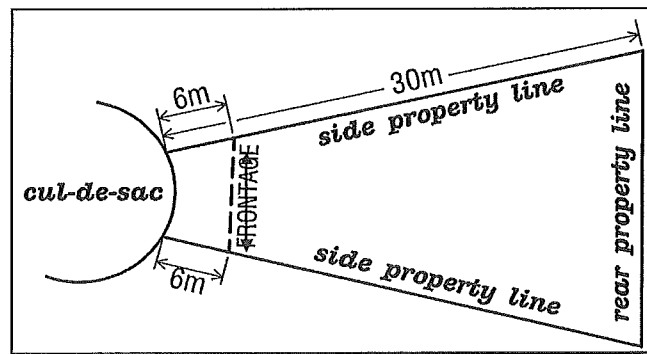
**Figure 2 Illustration of Panhandle Lot**

**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 <sup>1</sup> 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

<sup>1</sup> 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 30<sup>th</sup> day of June and the 31<sup>st</sup> 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 26<sup>th</sup> day of April, 2016.

READ A SECOND TIME on the 26<sup>th</sup> day of April, 2016.

READ A THIRD TIME on the \_\_\_\_ day of \_\_\_\_, 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:
- site grading shall be in accordance with the Town of Lake Cowichan Integrated Rainwater Management Plan (IRMP);
  - stormwater pipe inspection and testing shall be in accordance with the most current MMCD standards;
  - the Intensity-Duration-Frequency (IDF) curve specific to the Town is Figure 4.2. of the town of Lake Cowichan IRMP 2014;



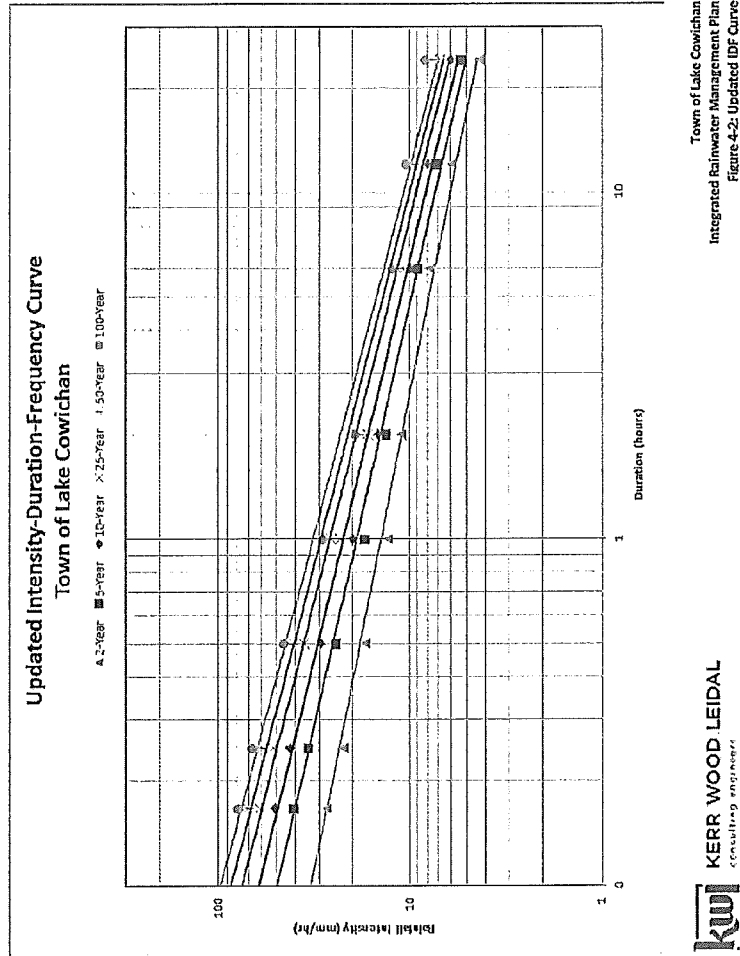


Table 2 Intensity Duration Frequency Curve



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

Table 3 Recommended Tree Species for Boulevard Planting



## **TOWN OF LAKE COWICHAN**

### **Financial Plan Bylaw No. 975-2016**

A Bylaw respecting the Financial Plan for the Town of Lake Cowichan

**WHEREAS** Section 165 of the *Community Charter* requires a Municipality to prepare and adopt, a Financial Plan for a period of five years commencing in 2016;

**AND WHEREAS** the plan must by bylaw be adopted before the annual property tax bylaw is adopted;

**NOW THEREFORE**, the Municipal Council of the Town of Lake Cowichan desires to adopt the Financial Plan, in open meeting assembled, enacts as follows:

1. Schedule "A" attached hereto and made part of this bylaw sets out the objectives and policies of the municipality.
2. Schedules "B" and Schedule "C" attached hereto and made part of this bylaw shall be the Financial Plan for the Town of Lake Cowichan for the years 2016 to 2020.
3. This bylaw may be cited for all purposes as the "Town of Lake Cowichan Financial Plan Bylaw. No. 975-2016".

READ A FIRST TIME on the 26<sup>th</sup> day of April, 2016.

READ A SECOND TIME on the 26<sup>th</sup> day of April, 2016.

READ A THIRD TIME on the 26<sup>th</sup> day of April, 2016.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the \_\_<sup>th</sup> day of \_\_, 2016.

\_\_\_\_\_  
Ross Forrest  
Mayor

\_\_\_\_\_  
Joseph A. Fernandez  
Corporate Officer

I hereby certify the foregoing to be a true and correct copy of "Town of Lake Cowichan Financial Plan Bylaw No. 975-2016" as adopted on the \_\_<sup>th</sup> day of \_\_, 2016.

\_\_\_\_\_  
Corporate Officer





2016-2020 Financial Plan  
Statement of Objectives and Policies  
Schedule "A"

Section 165(3.1) of the Community Charter requires that the Financial Plan include the objectives and policies of the Town of Lake Cowichan in respect of funding sources, distribution of property tax rates and permissive tax exemptions.

**Funding Sources:**

Property taxation revenue is determined according to the operating and capital needs of the general fund and is the major revenue source for that fund. User fees and charges for water, sewer and garbage services are used to finance those areas of expenditures. The campsite and education centre contribute 11% of the total revenue source requirements. A breakdown of the revenue sources are summarized as follows:

Revenue Source	% of Total Revenue	Dollar Value
Property taxes	39.42%	\$1,985,631
User fees and charges	9.22%	464,600
Recreational facilities	11.02%	555,200
Other sources	1.8%	90,850
Government grants	15.71%	791,155
Transfer from reserves	22.83%	1,150,000
<b>Total</b>	<b>100%</b>	<b>\$5,037,436</b>

Collections for other governments, fire service to CVRD, police levy, library levy and transfers from surplus and debt have not been included in the revenue sources in the above table.

**Strategic Community Investment Funds:**

Government grants include the Strategic Community Investment Funds which are provided by the Province of British Columbia. These funds reduce the level of municipal taxation and they may be used to fund infrastructure capital works. For a smaller municipality these funds are instrumental to maintaining existing municipal service levels. In 2016, funds in the amount of \$442,000 have been allocated to the Town.

**Objective:**

- The Town will attempt to increase the sources of government grants to complete much needed infrastructure capital projects in the municipality.
- Where feasible user fees will be levied where measurable level of services are rendered or provided.

**Policies:**

- The Town has implemented water metering and has setup metered user fees that include fixed fees and consumption charges based on usage.



- Where possible the Town will substitute revenues from user fees and charges and government grants rather than taxation.
- The Town will review municipal service and user fees to ensure that the operating and capital budgets are adequate while providing the residents with the service levels

### Distribution of Property Tax Rates

The table below outlines the distribution of property taxes among the property classes. Residential property taxes account for more than three quarters of the taxes collected.

Property Class	% of Total Property Taxation	Dollar Value
Residential	83.07%	\$1,609,005
Utility	0.35%	6,802
Industrial	2.37%	45,973
Managed Forest	0.27%	5,264
Commercial	13.85%	268,219
Recreational	0.09%	1,768
<b>Total</b>	<b>100%</b>	<b>1,937,031</b>

### Objective:

- The Town will strive to reduce the industrial and business tax rates to encourage investment and employment in the area. Currently there is a limited industrial taxation base within the municipality.

### Policies:

- Encourage and promote economic development to increase commercial and retail businesses in the Town of Lake Cowichan;
- Supplement, where possible, revenues from user fees and government grants to keep the residential property tax increases to a manageable amount.

### Parcel taxes:

The sewer parcel tax was implemented in 2010 and increased in 2013 to \$100 per parcel. This source of revenue is based on a set fee per parcel of land and offsets, in part, the costs of upgrading sewer infrastructure.

The water parcel tax has been increased to \$140 per parcel starting in 2016. A \$100 water parcel tax was implemented in 2013. This source of revenue is based on a set fee per parcel of land and offsets, in part, the costs of upgrading water infrastructure.



**Permissive Tax Exemptions:**

The Town's Permissive Tax Exemption policy provides property tax exemptions for properties meeting the requirements of Sections 224 and 226 of the *Community Charter*. Tax exemptions are provided for land and improvements owned or held by a charitable or other not-for-profit entity and for those land and buildings used for public worship or that meet the requirements of the Revitalization Tax Exemption Programme Bylaw. The annual municipal report contains a list permissive tax exemptions granted each taxation year and the amount of tax revenue foregone.

**Objective:**

- The Town will continue to strive to provide tax exemptions to charitable non-profit organizations and places of public worship as council recognizes the efforts and activities of volunteer and community groups but at the same time ensuring that these exemptions are periodically reviewed;

**Policy:**

- Continue to support the non-profit and charitable groups that operate for the benefit of all residents of the Town of Lake Cowichan;
- Provide support for the growth of sustainable development and investment in the Town.



TOWN OF LAKE COWICHAN  
Schedule "B"  
General Fund - Financial Plan 2016-2020

	2016	2017	2018	2019	2020
	Budget	Budget	Budget	Budget	Budget
<b>REVENUES</b>					
Residential	1,609,005	1,644,628	1,685,754	1,727,909	1,771,116
Utility	6,802	7,127	7,305	7,488	7,675
Industrial	45,973	50,099	51,351	52,635	53,951
Commercial	268,219	291,456	298,742	306,211	313,866
Managed Forest	5,264	4,425	4,536	4,649	4,765
Recreational	1,768	1,800	1,835	1,870	1,907
Taxes	1,937,031	1,999,535	2,049,523	2,100,762	2,153,280
Grants-In-Lieu	48,600	48,100	48,200	48,300	48,400
	1,985,631	2,047,635	2,097,723	2,149,062	2,201,680
Penalties and Interest on Taxes	62,000	63,240	64,500	65,800	67,100
Licenses and Permits	35,100	35,800	36,517	37,250	38,000
Solid Waste Revenues	367,500	374,900	382,550	390,200	397,800
Lakeview Campsite Revenues	159,000	162,180	165,410	169,000	172,020
CLEC Revenues	396,200	407,000	419,000	430,000	438,000
Lease Revenues	61,100	62,305	63,550	64,818	66,100
Interest on Investments	20,000	20,400	20,800	21,620	21,700
Other Revenue	9,750	9,950	10,150	10,350	10,500
Unconditional Transfers	443,800	452,700	461,800	471,000	480,500
Conditional Transfers	347,355	520,000	20,000	20,000	10,000
Fire Service to CVRD	216,658	210,000	212,000	214,000	216,000
Police Tax	133,407	136,000	138,700	141,400	144,200
Library Levy	123,852	126,300	128,800	131,300	133,900
Transfers from Reserve Funds	1,150,000	50,000	320,000	350,000	230,000
Collections for Other Governments	2,125,350	2,167,800	2,211,000	2,255,000	2,300,100
Debt	-	-	300,000	-	-
Transfer from Surplus	425,381	187,790	-	-	-
	8,062,084	7,034,000	7,052,520	6,920,800	6,927,600
<b>EXPENDITURES</b>					
General Government Services	538,550	549,750	561,700	571,400	582,800
Fire Department	321,800	328,000	334,500	341,200	348,000
Police Force	133,407	136,000	138,700	141,400	144,200
Building Inspection and Other	67,000	68,000	69,300	70,600	72,000
Public Works	555,200	566,000	577,000	588,500	600,300
Solid Waste Disposal	383,000	390,600	398,400	406,300	414,400
Planning, Health & Other	77,100	78,000	78,500	79,000	79,500
Lakeview Campsite Expenses	159,000	162,000	165,000	168,000	171,000
Parks	240,400	248,200	253,100	258,100	263,200
CLEC Expense	441,700	450,500	459,500	469,000	477,700
Transfer to Library	123,852	126,300	128,800	131,300	133,900
Transfers to Other Governments	2,125,350	2,167,800	2,211,000	2,255,000	2,300,100
Capital Expenditures	2,569,725	1,436,850	1,310,000	1,035,000	905,000
Lease Payments	39,000	39,000	32,000	-	-
Debt Repayment	161,000	161,000	168,000	270,000	270,000
Transfers to Fire Dept. Reserves	75,000	75,000	75,000	75,000	75,000
Transfer to Parks Capital Fund	1,000	1,000	1,000	1,000	1,000
Transfer to Building Reserve Fund	50,000	50,000	50,000	50,000	50,000
Transfer to Surplus	-	-	41,000	10,000	39,500
	8,062,084	7,034,000	7,052,500	6,920,800	6,927,600

TOWN OF LAKE COWICHAN  
Schedule "C"  
Sewer Utility Fund - Financial Plan 2016 - 2020

	<b>2016</b> Budget	<b>2017</b> Budget	<b>2018</b> Budget	<b>2019</b> Budget	<b>2020</b> Budget
<b>REVENUES</b>					
User Rates	434,000	442,000	451,000	460,000	469,000
Connection Fees	700	800	1,000	1,200	1,400
Penalties and Other Interest	4,600	4,700	4,800	4,900	5,000
Grants	-	-	1,860,400	1,800,000	-
Parcel Tax	163,600	164,000	164,200	164,300	164,600
Recovery from users	-	-	-	-	100,000
Transfer from Surplus	90,100	48,700	-	50,600	-
	<b>693,000</b>	<b>660,200</b>	<b>2,481,400</b>	<b>2,481,000</b>	<b>740,000</b>
<b>EXPENDITURES</b>					
Administration	123,700	128,000	132,000	136,000	140,000
Treatment and Collection	264,300	250,000	258,000	265,000	273,000
Capital	305,000	282,200	2,070,400	2,080,000	100,000
Transfer to Surplus	-	-	21,000	-	227,000
	<b>693,000</b>	<b>660,200</b>	<b>2,481,400</b>	<b>2,481,000</b>	<b>740,000</b>

Water Utility Fund - Financial Plan 2016 – 2020

	<b>2016</b> Budget	<b>2017</b> Budget	<b>2018</b> Budget	<b>2019</b> Budget	<b>2020</b> Budget
<b>REVENUES</b>					
User Rates	520,000	546,000	560,000	580,000	596,000
Connection Fees and Other	2,100	800	800	900	1,000
Penalties and Other Interest	6,500	6,500	6,500	7,000	7,200
Grant	1,200,000	3,800,000	-	-	-
Debt	-	500,000	-	-	-
Parcel Tax	233,660	300,600	300,960	301,140	301,680
Transfer from Surplus	153,000	145,100	48,740	159,960	5,120
	<b>2,115,260</b>	<b>5,299,000</b>	<b>917,000</b>	<b>1,049,000</b>	<b>911,000</b>
<b>EXPENDITURES</b>					
Administration	151,000	155,000	159,000	163,000	166,000
Treatment and Collection	324,260	334,000	503,000	518,000	533,000
Debt repayment	-	-	120,000	118,000	112,000
Capital	1,640,000	4,810,000	135,000	250,000	100,000
	<b>2,115,260</b>	<b>5,299,000</b>	<b>917,000</b>	<b>1,049,000</b>	<b>911,000</b>



## **TOWN OF LAKE COWICHAN**

### **2016 Annual Rates Bylaw No. 976-2016**

A bylaw for the levying of rates for Municipal, Debt, Regional Hospital, Regional District and Vancouver Island Regional Library purposes for the year 2016.

**WHEREAS** Section 197 of the *Community Charter* requires a council to impose property taxes for the year by establishing tax rates to meet its revenue requirements from taxation and the amounts to meet the taxing obligations of other local governments;

**AND WHEREAS** the Council is required to adopt the tax rates before May 15<sup>th</sup> in each year;

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

1. The following rates are hereby imposed and levied for the year 2016:
  - a) For all lawful general purposes of the Municipality on the value of land and improvements taxable for General Municipal Purposes, rates appearing in Column 1 of Schedule "A" attached hereto and forming a part hereof.
  - b) For debt purposes on the value of land and improvements taxable for General Municipal Purposes, rates appearing in Column 2 of Schedule "A" attached hereto and forming a part hereof.
  - c) For purposes of the Vancouver Island Regional Library on the value of land and improvements taxable for General Purposes, rates appearing in Column 3 of Schedule "A" attached hereto and forming a part hereof.
  - d) For purposes of the Cowichan Valley Regional District on the value of land and improvements taxable for Regional Hospital District purposes, rates appearing in Column 4 of Schedule "A" attached hereto and forming a part hereof.
  - e) For Hospital purposes on the value of land and improvements taxable for Regional Hospital District purposes, rates appearing in Column 5 of Schedule "A" attached hereto and forming a part hereon.
2. The minimum taxation upon a parcel of real property shall be One (1) dollar.
3. This Bylaw may be cited as "Town of Lake Cowichan 2016 Annual Rates Bylaw No. 976-2016".

READ A FIRST TIME on the 26<sup>th</sup> day of April, 2016.

READ A SECOND TIME on the 26<sup>th</sup> day of April, 2016.

READ A THIRD TIME on the 26<sup>th</sup> day of April, 2016.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the \_\_\_<sup>th</sup> day of May, 2016.

\_\_\_\_\_  
Ross Forrest  
Mayor

\_\_\_\_\_  
Joseph A. Fernandez  
Corporate Officer

I hereby certify the foregoing to be a true and correct copy of  
"Town of Lake Cowichan 2016 Annual Rates Bylaw No. 976-  
2016" as adopted on the \_\_\_<sup>th</sup> day of May, 2016.

\_\_\_\_\_  
Corporate Officer



## Town of Lake Cowichan

## Schedule "A"

Attached to and forming part of Bylaw No. 976-2016

CLASS		General Municipal	General Debt	Vancouver Island Library	Regional District	Regional Hospital
Residential	1	4.35645	0.26094	0.29442	2.23840	0.57854
Utility	2	24.34384	1.62827	1.83718	7.83440	2.02489
Heavy Industrial	4	77.78441	5.08050	5.73236	7.61056	1.96704
Light Industrial	5	14.81193	0.88720	1.00103	7.61056	1.96704
Business	6	11.32677	0.67844	0.76549	5.48408	1.41742
Managed Forest	7	16.33669	0.97853	1.10408	6.71520	1.73562
Recreational	8	4.35645	0.26094	0.29442	2.23840	0.57854

