



FEES AND CHARGES

Bylaw No. 3784

CONSOLIDATION

This consolidation is a copy of a bylaw consolidated under the authority of section 139 of the *Community Charter* and in accordance with section 1 of Consolidation and Revision Authority Bylaw 3514, 2013.

Current to June 25, 2024

Last amended on June 19, 2024

This Bylaw has been consolidated and printed under and by authority of the Corporate Officer for the Corporation of the District of North Cowichan.

LIST OF AMENDMENTS

Bylaw Number	Description of Amendment	Effective Date (YYYY-MMM-DD)
3793	Schedule C, Section 3 add item 17.1 [Repealed: BL3818]	2020-Jun-17
3813	Adding Schedule G – Nuisance Abatement Fees	2021-Mar-03
3818	Repealed Bylaw 3793, Schedule A Section 2 delete item 3; Schedule C - Section 2 delete item 33; amend item 30; delete Section 4 and substitute; delete Section 7 and substitute; delete Section 8 and substitute; Schedule E Section 1 delete items 7 and 8.	2021-Mar-03
3829	Amend Schedule A, Section 2 by removing items 10 and 11; Amend Schedule C, Section 1 to add Item 13; replace Schedule H	2021-May-05
3839	Amend Schedule C, Section 3 by adding item 31	2021-Aug-18
3843	Striking out Schedules A to G and inserting Schedules A to H; add Schedule H; Add Section 4.1; amend Schedule A, Section 1 (General Administration Fees) Fireworks fees	2021-Oct-07
3849	Add new Section 4.2	2021-Oct-07
3856	Add item 43 to Schedule A, Section 1; edit description of Item 14	2022-Jan-19
3859	Delete Section 4 of Schedule C; delete Section 7 and replace with new fees; delete Section 8 and replace with new fees	2022-Mar-16
3838	Delete Section 1 of Schedule D replace with new fees; delete Section 9 of Schedule F replace with new fees; delete Section 10 of Schedule F replace with new fees	2022-Apr-20
3857	Amend Schedule C, Section 2, Item 30; amend Schedule A, Section 1 items 32, 34, 35 and 36	2022-Feb-16
3894	Amend Schedule C, Section 2, item 30; deleting and substituting Section 3, 7 and 8; Amend Schedule F, delete and substitute Section 7; Add Section 12 and 13	2023-Mar-01
3903	Delete Section 5(1) and substitute same; add section 7.1; amend items 38 and 30 in Schedule C; add Section 4 to Schedule C; delete Schedule F and substitute; amend subsection 11(f)	2023-Apr-19
3921	Amend Schedule A, Section 2, items 24 and 25	2023-Sep-06
3926	Amend User Fees and Parcel Taxes - Schedule C Section 7	2023-Sep-26
3935	Striking out Subsection 5(1)(a) and substituting; Inserting items 1 and	2023-Oct-04

	2 into Schedule C Section 2; Inserting items 2 – 5 into Schedule C Section 8	
3954	Increase administrative fees, excess metered water fees, cemetery fees and modify wording for development application fees	2024-Mar-06
3960	Add 'Refund Application Fees' to Schedule C Section 3 Development Application Fees	2024-Jun-19



The Corporation of the District of North Cowichan

Fees and Charges Bylaw

Bylaw 3784

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The Council of The Corporation of the District of North Cowichan enacts as follows:

Citation

- 1 This Bylaw may be cited as "*Fees and Charges Bylaw No. 3784, 2020*".
- 2 This Bylaw shall come into effect on January 1, 2020.

Establishment of fees and charges

- 3 To the extent that fees and charges in this Bylaw are not otherwise established and imposed, this Bylaw establishes and imposes the fees and charges as set out in Schedules A to H, inclusive. [BL3843]
- 4 Wherever this Bylaw sets out fees and charges with respect to other municipal bylaws and such other bylaws contain similar fees and charges, this Bylaw is deemed to prevail.
- 4.1 Any bylaw referred to herein is a reference to a bylaw of the District of North Cowichan, as amended, revised, consolidated, or replaced from time to time. [BL3843]
- 4.2 The service for reviewing name change applications for Indigenous peoples where they are reclaiming their Indigenous names as written on official identity documents, such birth certificates, driver's licenses, health cards, status cards, and social insurance numbers shall be provided free of charge, despite item 26 in Schedule G – Protective Services Fees (Section 2, Police Fees). [BL3849 -

To delete Section 4.2 on June 1, 2026]

Late penalties

- 5 (1) A late payment penalty of 10% shall be applied to all fees and charges that remain unpaid after their due dates. [BL3903]
- (a) 10% on unpaid garbage collection, water and sewer usage fees and charges. [BL3935]
- (2) No late payment penalty will be charged on fees and charges that are mailed and post-marked more than 6 days before such fees and charges are due and payable.

Taxes

- 6 All fees and charges in this Bylaw exclude provincial and federal taxes, except for Schedule F, which include taxes.

Refunds

- 7 No refund will be paid on fees and charges collected in error after two years.

Fee adjustments [BL3903]

- 7.1 If the Director of Engineering or the Collector authorizes a fee adjustment in accordance with section 44 of Waterworks Bylaw No. 3620, 2016, as revised or replaced from time to time, the consumer must pay the water leak administration fee established under section 2 of Schedule C of this Bylaw, plus the base water use fee for the billing period, plus 50% of the excess charges up to a maximum of:
- (a) \$2,000 for a commercial premises, or
- (b) \$1,000 for a residential premises. [BL3903; BL3954]

Annual Review

- 8 Council must annually review the fees and charges in this Bylaw to ensure they are sufficient to offset their associated service-delivery costs.

Severability

- 9 If any provision of this Bylaw is, for any reason, found invalid by a court of competent jurisdiction, the provision must be severed and the remainder of the Bylaw left valid and enforceable.

Repeal

- 10 "Fees Bylaw No. 3603", and all amendments thereto, is hereby repealed.

Schedules

- 11 The following schedules are attached to and form part of this Bylaw:
- (a) Schedule A – Administration Fees
- (b) Schedule B – Animal Control Fees
- (c) Schedule C – Development and Permitting Fees
- (d) Schedule D – Interment Fees
- (e) Schedule E – Licensing Fees
- (f) Schedule F – Wharf Fees [BL3903]
- (g) Schedule G – Protective Services Fees

(h) Schedule H – Nuisance Abatement Fees ^[BL3843]

12 The fees and charges imposed under Columns 2 through 6 in Section 7 [Sewer Use Fees] and Section 8 [Water Use Fees] of Schedule C – Development and Permitting Fees, and Section 1 [Chemainus Wharf Fees], Section 2 [Crofton Wharf Fees], and Section 3 [Maple Bay Wharf Fees] of Schedule F – Wharf Fees, shall come into force and effect on January 1 of each year. ^[BL3894; BL3954]

13 ^[BL3894, Deleted by BL3954]

Read a first, second and third time on April 15, 2020
Adopted on April 15, 2020

SCHEDULE A - ADMINISTRATION FEES

(Section 1, General Administration Fees) [BL3843, BL3856, BL3857]

Item	Column 1 Description	Column 2 Amount
1	Document – Routinely Available Records (Agenda, Minutes, Bylaws)	\$0.25 per black and white page, \$1.65 per colour page
2	Document – Engineering Standards (Schedule to Subdivision Bylaw)	\$25
3	Document – List of Electors (for candidates only)	\$0 for first copy \$20 for additional copies
4	Document – Map – 1:12500 Orthophoto (North half or South half)	\$15
5	Document – Map – 1:12500 Zoning (North half or South half)	\$12.50
6	Document – Map – 1:2500 Orthophoto	\$8
7	Document – Map – 1:20000 Forestry Areas	\$6
8	Document – Map – 1:5000 Forestry Map	\$6
9	Document – Map – Service Level Map	\$6
10	Document – Parks and Recreation Areas	\$20
11	Document – Shipping – Map Book or rolled paper maps in tube	\$18
12	Document – Subdivision Plan Loan	\$5
13	Document – Building Plans & Survey Plans	\$6 per page
14	Land Title registrations and releases of charges and legal notation other than a notice under s. 57 of the <i>Community Charter</i> <i>Note: No fee is charged to register a notice under s. 57 of the Community Charter.</i>	\$200
15	BC Online search fee	Actual costs plus 10%
16	Business Licence search fee	\$20
17	Research Fee (other than FOI searches)	\$50 per hour
18	Encroachment Agreement	\$200
19	File Research Letter – original	\$200
20	File Research Letter – subsequent	\$50
21	Licence of Occupation – Application	\$200
22	Licence of Occupation – Renewal Application	\$100
23	False Alarm Response – For 3rd or more in 12 month period	\$500
24	Firearms Discharge Permit	\$20
25	Liquor licence assessment – neighbourhood pubs, marine pubs, or beer and wine stores if referendum conducted	\$250
26	Liquor licence assessment – neighbourhood pubs, marine pubs, or beer and wine stores if referendum not conducted	\$100
27	Liquor licence assessment – other licence changes	\$100
28	Municipal lapel pins <i>Note: No charge for first 5 pins to residents of North Cowichan</i>	\$1 each
29	Municipal Property Use for Special Occasion Liquor Licence	\$100 per day plus \$300 refundable damage deposit
30	Revitalization Tax Exemption Application	\$200
31	Open Burning Permit	No charge

32	Fire Safety Plan Review <small>[BL3857]</small>	No Charge
33	Fire Services Special Request	Actual costs
34	Special Fire Inspection <small>[BL3857]</small>	No Charge
35	Fire Inspection Report (initial) <small>[BL3857]</small>	No Charge
36	Fire Inspection Report (re-inspection) <small>[BL3857]</small>	No Charge
37	Family Fireworks Permit Application	\$10
38	Display Fireworks Permit Application	\$100
39	Pyrotechnics Permits Application	\$200
40	Fire Safety Plan Review for Fireworks	\$200
41	Fire Protection Cost Recovery Fee for Fireworks	\$550/hr
42	Clean up litter and debris left on municipal property	Actual costs
43	Request for cancellation of a notice under s. 57 of the <i>Community Charter</i> from a land title	\$500

SCHEDULE A - ADMINISTRATION FEES

(Section 2, Miscellaneous Fees) [BL3818; BL3829; BL3921; BL3954]

Item	Column 1 Description	Column 2 Amount
1	Convenience Fees on Credit Card Payments (non-refundable) *	2.75% on credit card transactions
2	Crofton Boat Ramp Commercial Use	\$100
3	Firewood Permit	\$8.28 per m3 or \$30 per cord
4	Key Use for Municipal Property or Building	\$10 per use, plus refundable deposit
5	Key Deposit (Refundable) – Abus key	\$100
6	Key Deposit (Refundable) – Medico key	\$200
7	Lesser Vegetation Permit	\$60 per person per month
8	Mobile Home Tax Status Certificate	\$15
9	NSF Cheque	\$20
10	<small>[Deleted: BL3829]</small>	
11	<small>[Deleted: BL3829]</small>	
12	Attraction Directional Sign Permit	\$175
13	Sign Permit	\$175
14	Soil Deposit or Removal Permit	\$150
15	Soil Deposit or Removal Permit – Renewal or transfer	\$100
16	Property Tax Notice – for owner	\$1
17	Property Tax Notice – for non-owner	\$10 plus \$5 to fax
18	Tax Certificate – Owner – Current year	\$1
19	Tax Certificate – Owner – Previous year	\$20 per parcel per year
20	Tax Information – Non-owner	\$20 per parcel per year
21	Tax Information – Bulk Tax Payment Report (mortgages)	\$4 per parcel per year

22	Tender Documents	Actual costs
23	Untidy and unsightly property clean-up	Actual costs
24	Vehicle Removal	Actual costs <small>[BL:3921]</small>
25	Vehicle Impoundment	Actual costs <small>[BL:3921]</small>

*Strictly relates to fees and taxes collected at municipal hall.

SCHEDULE B - ANIMAL CONTROL FEES

(Section 1, Animal Control Fees)

Item	Column 1 Description	Column 2 Amount
Licence Fees		
1	Dog Licence Fee	\$35
2	Dog Licence Late Fee (after February 28)	\$10 additional
3	Aggressive Dog Licence Fee (minus any previous amount paid in the same licencing year towards the Dog)	\$100
4	Aggressive Dog Licence Late Fee (after February 28)	\$25 additional
5	Dog Licence Transfer Fee	\$5.00
6	Dog Tag Replacement Fee	\$5
7	Kennel Licence Fee	\$125
8	Kennel Late Fee (after February 28)	\$25 additional
Seizure and Impoundment Fees		
9	Seizure and Impoundment fee for a spayed or neutered Cat	\$25
10	Seizure and Impoundment fee for an unspayed or unneutered Cat (upon proof of sterilization within 30 days of the impoundment date, the Owner will be refunded \$75.00)	\$100
11	Seizure and Impoundment fee for any Animal other than a Cat or Dog	Actual Cost
12	Seizure & Impoundment fee for licensed Dog (Excludes Aggressive Dogs) – 1st impoundment	\$50
13	Seizure & Impoundment fee for an licensed Dog (Excludes Aggressive Dogs) – 2nd impoundment	\$100
14	Seizure & Impoundment fee for licensed Dog – 3rd and subsequent impoundment (Excludes Aggressive Dogs)	\$200
15	Seizure & Impoundment fee for an unlicensed Dog (Excludes Aggressive Dogs) –1st impoundment	\$150
16	Seizure & Impoundment fee for a unlicensed Dog (Excludes Aggressive Dogs) – 2nd impoundment	\$200
17	Seizure & Impoundment fee for an unlicensed Dog (Excludes Aggressive Dogs) – 3rd and subsequent impoundment	\$300
18	Seizure and Impoundment fee for an Aggressive Dog – 1st impoundment	\$200
19	Seizure and Impoundment fee for an Aggressive Dog – 2nd impoundment	\$300
20	Seizure and Impoundment fee for an Aggressive Dog – 3rd and subsequent impoundments	\$400
21	Charge for any third-party assistance required and employed to seize and impound any Dog	Actual Cost
Boarding & Maintenance Fees		

22	Boarding or maintenance charge for any Animal other than a Cat	\$15 per 24-hour period or portion thereof
23	Boarding or maintenance charge for a Cat	\$10 per 24-hour period or portion thereof

SCHEDULE C - DEVELOPMENT AND PERMITTING FEES

(Section 1, Building Fees) [BL3929]

Item	Column 1 Description	Column 2 Amount
1	Building Permit Fee – for construction value not exceeding \$5,000	\$100
2	Building Permit Fee – for construction value > \$5,000 but < \$100,000	\$100 for first \$5,000 plus \$10 for each additional \$1,000
3	Building Permit Fee – for construction value > \$100,000 <i>Note: Construction values must be based on the following:</i> <i>(a) Main floor with full basement, \$150 / sq. ft.</i> <i>(b) Main floor with crawlspace, \$130 / sq. ft.</i> <i>(c) Main floor on grade, \$125 / sq. ft.</i> <i>(d) Second floor, \$110 / sq. ft.</i> <i>(e) Finished basement, \$44.50 / sq. ft.</i> <i>(f) Finished attached or detached garage, \$52.50 / sq. ft.</i> <i>(g) Unfinished attached or detached garage, \$44.50 / sq. ft.</i> <i>(h) Carport, \$27.50 / sq. ft.</i> <i>(i) Open Deck, \$30 / sq. ft.</i> <i>(j) Manufactured / mobile home, or relocated building, \$75 / sq. ft.</i> <i>Despite the above, a Building Inspector may require an appraisal of the proposed construction value and base the permit fee on the appraised value.</i>	\$1,050 for first \$100,000 plus \$7 for each additional \$1,000
4	Building Permit to move building	Based on above fees
5	Building Permit for construction done without valid permit	Double the above fees
6	Demolition of building or structure	\$100
7	Re-inspection	\$50
8	Building Permit – Existing float home	\$100
9	Building Permit – New float home	\$0.26 / sq. ft. of gross area
10	Building File Review with staff	\$50
11	Refund for withdrawn application if no inspections done	70% refund
12	Reduction where letters of assurance relied on	10% reduction of above fees
13	Special safety inspection [Added: BL 3829]	\$500

SCHEDULE C - DEVELOPMENT AND PERMITTING FEES

(Section 2, Engineering Fees) [BL3818, BL3857, BL3894, BL3903, BL3935; BL3954]

1. Waste collection fees [Item 30] payable under this section, Schedule C [Development and Permitting Fees], Section 2 [Engineering Fees] are due within 3 months of invoice.
2. Waste collection fees [Item 30] payable under this section, Schedule C [Development and Permitting Fees], Section 2 [Engineering Fees] that remain unpaid on December 31 shall be deemed to be taxes in arrears, in accordance with the *Community Charter*. [BL3935]

Item	Column 1 Description	Column 2 Amount
1	Blasting Permit	\$50
2	Concrete box installation for driveway protection of a 19 mm water service	\$100

3	Concrete box installation for driveway protection of a water service larger than 19 mm	Actual cost
4	Culvert Extension	Actual cost
5	Culvert Installation – 300 mm	\$2,320
6	Culvert Installation – larger than 300 mm	Actual cost
7	Culvert Relocation – 300 mm	\$510
8	Repair or Replace Damaged Water Meter / Setter / Box / Curb Stop	Actual Cost
9	Garden Irrigation Permit	\$25
10	Highway Access Permit	\$25
11	Highway Chattels Removal	\$50
12	Highway Construction Permit	\$100
13	Highway Merchandise Annual Display Permit	\$100
14	Hydrant Use Permit – tank fill – up to 3,000 gallons from fire hydrant at Municipal Operations Yard	\$25
15	Hydrant Use Permit – weekly	\$75 + \$750 damage deposit
16	Hydrant Use Permit – monthly permit	\$150 + \$750 damage deposit
17	Hydrant Use Permit – annual permit (user-supplied double-check valve assembly)	\$250 + \$500 damage deposit
18	Hydrant Use Permit – annual permit	\$500 + \$750 damage deposit
19	Interest Rate – Excess or Extended Services	5% from completion date
20	Interest Rate – Borrowing from Local Area Service Reserve Fund	5% from commute date
21	Meter or curb stop relocation charge	\$450
22	Meter reading request	\$50
23	Meter testing fee	\$50
24	Move water meter box vertically or horizontally	\$250
25	Move water meter box more than 1.5 metre horizontally	\$450
26	Ornamental street light replacement	Actual cost
27	Return of unauthorized equipment or fittings	\$150
28	Secondary water meter box	\$750
29	Subdivision Works and Services Inspection	3% of cost of construction
30	Waste Collection – Tri-annual per dwelling unit <small>[BL3818, BL3857, BL3894, BL3903]</small>	\$51
31	Waste Collection – Extra residential garbage container tag	\$4
32	Waste Collection – Recycling bag	\$3
33	<small>[Deleted: BL3818]</small>	
34	Water disconnection (includes reconnection), temporary or permanent	\$50
35	Water disconnection due to bylaw infraction	\$50
36	Water turn on or turn off (non-emergency after normal business hours)	Actual cost
37	Water turn on or turn off (emergency, after normal business hours)	No charge
38	Water Leak Administration Fee <small>[BL3903]</small>	\$50
39	Waste Collection – Recycling sticker	\$1

SCHEDULE C – DEVELOPMENT AND PERMITTING FEES

(Section 3, Development Application Fees) [BL3793, B:3839, BL3894; BL3954; BL3960]

1. The District of North Cowichan will collect the Local Government portion of the Agricultural Land Reserve (ALR) application fee when the application is submitted. The Agricultural Land Commission (ALC) will notify the Applicant/Agents when the ALC portion of the fee is required, and this payment will be made directly to the ALC by the Applicant/Agents.
2. The OCP or Zoning Bylaw Amendment - Public Notification Surcharge [Item 3] applies to both the notification of a public hearing taking place, and to notification provided in lieu of a public hearing taking place. It is also payable for any subsequent additional Public Notifications resulting from an action or request by the applicant.
3. All advertising fees incurred by the District are included as part of the OCP or Zoning Bylaw Amendment - Public Notification Surcharge [Item 3].
4. The Public Hearing Surcharge [Item 4] is payable either when the Official Community Plan or Zoning Amendment Bylaw is submitted, or prior to public notification of a public hearing. It is also payable for any subsequent additional Public Hearings resulting from an action or request by the applicant.
5. Regardless of whether or not public notification has taken place, the Public Hearing Surcharge [Item 4] will be refunded if a public hearing does not take place and is not rescheduled.
6. The large project surcharge [Items 5, 6 and 7] excludes Zoning Bylaw text amendment applications for Agricultural and Institutional Zones (A1, A2, A3, A4, A5, PI, PU, and PC) and Zoning Bylaw amendment applications to increase residential density by 3 or fewer units.
7. The large project surcharge [Items 5, 6 and 7] for OCP or Zoning Bylaw amendments applies where an applicant has requested changes to land use designations.
8. Density surcharges [Items 9 and 10] exclude secondary suites and accessory dwelling units.
9. Where a zone specifies density using Floor Area Ratio, density surcharges for residential density [Items 10 and 16] will be calculated using an average unit size of 150 m².
10. Payment of any Development Approval Agreement [Items 28 to 30] associated with a Zoning Bylaw Amendment, Development Permit (DP), Development Variance Permit (DVP), Temporary Mobile Home Permit (TMHP), or Temporary Use Permit (TUP) must be paid in full prior to adoption of bylaw or issuance of permit.
11. The fees in relation to Section 10 (noted above) are applicable only to the preparation of custom covenants and do not apply to pre-drafted covenant templates.
12. If a property is in multiple Development Permit Areas (DPA) [Items 13, 14, 15, and 17 to 20], the applicant will be charged a single fee, being the highest development permit fee.
13. The surcharge [Item 23] will be applied per variance requested as part of a DP application [Items 13 to 15 and 18 to 25] or for each additional variance requested as part of a DVP application [Items 24 and 25].
14. The subdivision approval fee [Item 35] excludes the \$50 plan examination fee established by the *Local Government Act*.

Item	Column 1 Description	Column 2 Amount
Board of Variance Application Fees:		
1	Board of Variance application	\$250

Item	Column 1 Description	Column 2 Amount
Official Community Plan (OCP) and Zoning Bylaw Amendment Fees:		
2	OCP Bylaw Amendment – Base Fee	\$2,500
3	OCP or Zoning Bylaw Amendment – Public Notification Surcharge ^{2, 3}	\$2,000
4	Public Hearing Surcharge ^{4, 5}	\$500
5	OCP or Zoning Bylaw Amendment – Large Project Surcharge ^{6, 7} Site Area >1.5 ha and <3.0 ha	\$5,000
6	OCP or Zoning Bylaw Amendment – Large Project Surcharge ^{6, 7} Site Area >3.0 ha and <6.0 ha	\$10,000
7	OCP or Zoning Bylaw Amendment – Large Project Surcharge ^{6, 7} Site Area > 6.0 ha	\$15,000
8	Zoning Bylaw Amendment – Base Fee	\$2,500
9	Zoning Bylaw Amendment – Density Surcharge ^{8, 9} Per additional potential residential unit/lot over 3 units/lots	\$50
10	Zoning Bylaw Amendment – Density Surcharge ^{8, 9} Per m ² for additional potential commercial or industrial gross floor area over 400 m ²	\$1 per m ²
11	Concurrent Official Community Plan Bylaw and Zoning Bylaw Amendment – Base Fee ²	\$4,000
Development Permit and Development Variance Permit Application Fees:		
12	Chemainus Cash-in-lieu of Parking	\$8,000 per parking space
13	DPA 1, 2 – Multi Unit & Intensive Residential / Commercial & Industrial Development – Major (larger than 200 m ²) ^{12, 13}	\$2,500
14	DPA 1, 2 – Multi Unit & Intensive Residential / Commercial & Industrial Development – Minor (less than 200 m ²) ^{12, 13}	\$1,200
15	DPA 1, 2 – Multi Unit & Intensive Residential / Commercial & Industrial Development – Sign ^{12, 13}	\$300
16	DPA 1 – Residential Density Surcharge ^{8, 9} Per additional potential residential unit/lot over 3 units/lots	\$50 per unit
17	DPA 2 – Commercial / Industrial Density Surcharge Per m ² additional commercial or industrial gross floor area over 400 m ²	\$1 per m ²
18	DPA 3 – Natural Environment ^{12, 13}	\$1,200
19	DPA 4 – Hazard Lands ^{12, 13}	\$1,200
20	DPA 5 – Farmland Protection ^{12, 13}	\$1,200
21	Development Permit – Amendment ¹³	\$1,000
22	Development Permit – Extension ¹³	\$600
23	Variance Request Surcharge ¹³	\$200 each
24	Development Variance Permit – Commercial, Industrial and Multi-Family ¹³	\$1,500
25	Development Variance Permit – Single Family, Duplex and Institutional ¹³	\$1,000
26	Development Approval Agreements – Restriction of Use Covenant ^{10, 11}	\$2,000
27	Development Approval Agreements – Development Agreement Covenant ^{10, 11}	\$4,000
28	Development Approval Agreements – Phased Development Agreement ^{10, 11}	\$6,000
29	Development Approval Agreements – Housing Agreement ^{10, 11}	\$2,000
30	Development Approval Agreements – Other Site-Specific Legal Documents ^{10, 11}	\$2,000 each
Subdivision Fees:		
31	Preliminary Layout Acceptance (PLA) – Fee Simple	\$750 + \$250 per lot
32	Preliminary Layout Acceptance (PLA) – Bare Land Strata	\$750 + \$250 per strata lot

Item	Column 1 Description	Column 2 Amount
33	Preliminary Layout Acceptance (PLA) – Phased Building Strata	\$750 + \$250 per phase
34	Preliminary Layout Acceptance (PLA) – Strata Conversion	\$750 + \$250 per strata unit
35	Subdivision – Final Approval (all types) ¹⁴	\$500
36	Subdivision – PLA Extension	\$500
37	Subdivision – PLA Amendment	\$500
Temporary Mobile Home Permit Application Fees:		
38	Temporary Mobile Home Permit – Base Fee	\$600
49	Temporary Mobile Home Permit – Per Mobile Home Space	\$25
40	Temporary Mobile Home Annual Renewal – Base Fee	\$150
41	Temporary Mobile Home Permit Renewal – Per Mobile Home Space	\$2
Temporary Use Permit (TUP) Application Fees:		
42	TUP – Application	\$2,500
43	TUP – Amendment or Application Renewal	\$1,500
44	TUP – Retaining an existing dwelling while new dwelling under construction	\$1,500
45	TUP Renewal – Retaining an existing dwelling while new dwelling under construction	\$1,000
Telecommunications Application Fees:		
46	Telecommunications – Application for a Statement of Concurrence	\$1,000
Refund Application Fees		
47	Refund for incomplete or inactive application*	30% refund
48	Refund for a withdrawn application* prior to referrals	70% refund
49	Refund for a withdrawn application* after referrals and prior to first consideration by a decision-maker	30% refund
50	Refund for an early consideration application that has been denied	75% refund of the Large Project Surcharge
51	Refund for an early consideration application that has been denied	100% of the Density Surcharge
52	Refund for an early consideration application that has been denied	100% of the Public Hearing Surcharge
*Refers to an Official Community Plan amendment, Zoning amendment, or a Permit.		

SCHEDULE C - DEVELOPMENT AND PERMITTING FEES

(Section 4, Mobile Home Park Permit Fees) [BL3903]

Item	Column 1 Description	Column 2 Amount
1	Mobile Home Park Permit – Base Fee	\$2,500
2	Mobile Home Park Permit – Per Mobile Home Space Fee	\$50

SCHEDULE C - DEVELOPMENT AND PERMITTING FEES

[BL3818, BL3859 deleted Section 4]

SCHEDULE C - DEVELOPMENT AND PERMITTING FEES

(Section 5, Plumbing Fees)

Item	Column 1 Description	Column 2 Amount
1	Plumbing fixtures – 1 or 2	\$25.20
2	Plumbing fixtures – 3 to 100	\$12.60 per fixture
3	More than 100 plumbing fixtures	\$1,050
4	Inspection of water or sewer lines on private property	\$10.50
5	Inspection of fire sprinkler system	\$2.10 per sprinkler head
6	Inspection of residential or commercial lawn sprinkler system	\$26.25 per zone
7	Inspection of commercial irrigation system	\$105 per diameter inch of supply
8	Inspection of fire protection system	\$26.50 per standpipe hydrant or hose connection
9	Inspection of connection to, or alteration of, sanitary or storm sewer	\$31.50
10	Inspection of septic tank after connection to sewer or demolition <i>Note: pump out receipt required</i>	\$21
11	Inspection of water service connection	\$31.50
12	Inspection of maintenance holes, interceptors and catch basins	\$31.50
13	Inspection of pump station	\$31.50
14	Construction without a valid plumbing permit	Double fee
15	Call back inspection	\$31.50

SCHEDULE C - DEVELOPMENT AND PERMITTING FEES

(Section 6, Sewer Connection Fees)

Item	Column 1 Description	Column 2 Amount
1	Capital Cost – for connection outside development cost charge or local service area and on connection to a water or sewer local area service when development cost charge does not apply. Not payable if the water or sewer parcel tax is currently being charged.	Equivalent to DCCs
2	Sewer – 4 inch diameter	\$3,400
3	Sewer – Larger than 4 inch diameter	Actual Cost
4	Storm Drain	Actual cost (\$50 minimum)
5	Water – Residential ¾ inch	\$3,195
6	Water – Commercial ¾ inch	\$3,290
7	Water – Commercial 1 inch	\$3,670
8	Water – Commercial 1.5 inch	\$5,120
9	Water – Commercial 2 inch	\$5,900
10	Water – Commercial larger than 2 inches	Actual Cost

SCHEDULE C – DEVELOPMENT AND PERMITTING FEES

(Section 7, Sewer Use Fees) [BL3818, BL3859, BL3894, BL3926; BL3954]

1. In addition to the user fees payable under this section, Schedule C [*Development and Permitting Fees*], Section 7 [*Sewer Use Fees*], if the volume of industrial wastewater discharged from any premises exceeds 300 m³ in any 30-day period, an additional user fee of \$0.18 per m³ in excess of 300 m³ shall be payable to the District.
2. User fees payable under this section, Schedule C [*Development and Permitting Fees*], Section 7 [*Sewer Use Fees*], are due within 3 months of invoice.
3. Any user fee which is payable under this section, Schedule C [*Development and Permitting Fees*], Section 7 [*Sewer Use Fees*], and is unpaid on December 31 shall be deemed to be taxes in arrears, in accordance with the *Community Charter*. [BL3926]

Item	Column 1 Description	Column 2 2024 Amount	Column 3 2025 Amount	Column 4 2026 Amount	Column 5 2027 Amount	Column 6 2028 Amount
Chemainus Sewer User Fees:						
1	Apartments, per dwelling unit - Tri-annual	\$37.00	\$38.00	\$39.00	\$40.00	\$41.00
2	Apartments, per dwelling unit - Quarterly	\$27.75	\$28.50	\$29.25	\$30.00	\$30.75
3	Hospital or Care Home, per bed - Quarterly	\$11.25	\$11.55	\$11.70	\$12.00	\$12.25
4	Hotel, per room - Quarterly	\$9.75	\$10.05	\$10.35	\$10.50	\$10.75
5	Industry – Base Rate - Quarterly	\$234.00	\$240.00	\$246.00	\$252.00	\$258.00
6	Industry – Per employee over 20 employees - Quarterly	\$3.30	\$3.45	\$3.60	\$3.75	\$3.90
7	Laundromat – Base Rate - Quarterly	\$51.75	\$53.25	\$54.75	\$56.25	\$58.00
8	Laundromat – Per Washing Machine - Quarterly	\$3.15	\$3.30	\$3.45	\$3.60	\$3.75
9	Motel, Campground, RV Park, per unit/site - Tri-annual	\$33.00	\$34.00	\$35.00	\$36.00	\$37.00
10	Motel, Campground, RV Park, per unit/site - Quarterly	\$24.75	\$25.50	\$26.25	\$27.00	\$27.75
11	Residential Detached Single Family, per dwelling unit - Tri-annual	\$52.00	\$53.00	\$54.00	\$55.00	\$56.00
12	Residential Detached Single Family, per dwelling unit - Quarterly	\$39.00	\$39.75	\$40.50	\$41.25	\$41.75
13	Residential Suite - Tri-annual	\$52.00	\$53.00	\$54.00	\$55.00	\$56.00
14	School, per classroom - Quarterly	\$39.00	\$39.75	\$40.50	\$41.25	\$42.00
15	Other commercial, professional or non-residential premises, per unit - Quarterly	\$39.00	\$39.75	\$40.50	\$41.25	\$42.00
Crofton Sewer User Fees:						
16	Apartments, per dwelling unit - Tri-annual	\$84.00	\$87.00	\$90.00	\$93.00	\$95.75

Item	Column 1 Description	Column 2 2024 Amount	Column 3 2025 Amount	Column 4 2026 Amount	Column 5 2027 Amount	Column 6 2028 Amount
17	Apartments, per dwelling unit - Quarterly	\$63.00	\$65.25	\$67.50	\$69.75	\$71.75
18	Hospital or Care Home, per bed - Quarterly	\$27.00	\$27.75	\$28.50	\$29.25	\$30.25
19	Hotel, per room - Quarterly	\$19.50	\$20.25	\$21.00	\$21.75	\$22.50
20	Laundromat - Base Rate - Quarterly	\$82.50	\$85.50	\$88.50	\$91.50	\$94.25
21	Laundromat - Per Washing Machine - Quarterly	\$5.10	\$5.20	\$5.40	\$5.55	\$5.75
22	Motel, Campground, RV Park, per unit/site - Tri-annual	\$36.00	\$37.00	\$38.00	\$39.00	\$40.35
23	Motel, Campground, RV Park, per unit/site - Quarterly	\$27.00	\$27.75	\$28.50	\$29.25	\$30.25
24	Residential Detached Single Family, per dwelling unit - Tri-annual	\$106.00	\$109.35	\$112.35	\$115.70	\$119.35
25	Residential Detached Single Family, per dwelling unit - Quarterly	\$79.50	\$82.00	\$84.25	\$86.75	\$89.50
26	Residential Suite - Tri-annual	\$106.00	\$109.35	\$112.35	\$115.70	\$119.35
27	School, per classroom - Quarterly	\$79.50	\$82.00	\$84.25	\$86.75	\$89.50
28	Other commercial, professional, or non-residential premises, per unit - Quarterly	\$87.75	\$90.75	\$93.75	\$96.75	\$101.50
Maple Bay User Fees:						
29	Sewer user fee, per equivalent residential unit - Tri-annual	\$398.00	\$410.00	\$422.00	\$435.00	\$448.00
South End Sewer User Fees:						
30	Apartments, per dwelling unit - Tri-annual	\$39.00	\$41.00	\$43.00	\$45.00	\$141.75
31	Apartments, per dwelling unit - Quarterly	\$29.25	\$30.75	\$32.25	\$33.75	\$35.75
32	Hospital or Care Home, per bed - Quarterly	\$15.75	\$16.50	\$17.25	\$18.00	\$19.00
33	Hotel, per room - Quarterly	\$10.80	\$11.25	\$12.00	\$12.75	\$13.50
34	Industry - Base Rate - Quarterly	\$311.25	\$327.00	\$343.50	\$360.75	\$378.75
35	Industry - Per employee over 20 employees - Quarterly	\$2.40	\$2.50	\$2.65	\$2.80	\$2.95
36	Laundromat - Base Rate - Quarterly	\$50.25	\$53.25	\$56.25	\$59.25	\$62.25
37	Laundromat - Per Washing Machine - Quarterly	\$3.15	\$3.30	\$3.45	\$3.65	\$3.80
38	Motel, Campground, RV Park, per unit/site - Tri-annual	\$37.00	\$39.00	\$41.00	\$43.00	\$45.00
39	Motel, Campground, RV Park, per unit/site - Quarterly	\$27.75	\$29.25	\$30.75	\$32.25	\$33.75
40	Residential Detached Single	\$64.00	\$67.00	\$70.00	\$74.00	\$77.70

Item	Column 1 Description	Column 2 2024 Amount	Column 3 2025 Amount	Column 4 2026 Amount	Column 5 2027 Amount	Column 6 2028 Amount
	Family, per dwelling unit - Tri-annual					
41	Residential Detached Single Family, per dwelling unit - Quarterly	\$48.00	\$50.25	\$52.50	\$55.50	\$58.25
42	Residential Suite - Tri-annual	\$64.00	\$67.00	\$70.00	\$74.00	\$77.70
43	School, per classroom - Quarterly	\$47.25	\$49.50	\$51.75	\$54.00	\$56.75
44	Other commercial, professional, or non-residential premises, per unit - Quarterly	\$51.00	\$54.00	\$57.00	\$60.00	\$63.00

SCHEDULE C – DEVELOPMENT AND PERMITTING FEES

(Section 8, Water Use Fees) [BL3818, BL3859, BL3894, BL3935; BL3954]

1. The excess consumption rates [Items 16 and 17] apply to Chemainus, Crofton and South End water users.
2. Every consumer having a metered service must pay for the full amount of water as registered by the meter, according to the rate applicable to the service.
3. Where more than one commercial or residential premise exists on one parcel served by a single water connection, each is considered to be a separate unit and must be billed accordingly.
4. Any user fee which is payable under this section, Schedule C [Development and Permitting Fees], Section 8 [Water Use Fees], and is unpaid on December 31 shall be deemed to be taxes in arrears, in accordance with the *Community Charter*.
5. Water use fees payable under this section, Schedule C [Development and Permitting Fees], Section 8 [Water Use Fees], are due within 3 months of invoice. [BL3935]

Item	Column 1 Description	Column 2 2024 Amount	Column 3 2025 Amount	Column 4 2026 Amount	Column 5 2027 Amount	Column 6 2028 Amount
Chemainus Water User Fees:						
1	Apartment – Tri-annual	\$82.00	\$86.00	\$91.00	\$96.00	\$101.00
2	Apartment – Quarterly metered (first 95.47 m ³ or 21,000 gallons)	\$61.50	\$64.50	\$68.25	\$72.00	\$75.75
3	Commercial – Quarterly metered (first 95.47 m ³ or 21,000 gallons)	\$123.00	\$129.00	\$136.00	\$144.00	\$151.00
4	Residential – Tri-annual	\$100.00	\$105.00	\$110.00	\$116.00	\$122.00
5	Residential – Quarterly metered (first 95.47 m ³ or 21,000 gallons) per dwelling unit	\$75.00	\$78.75	\$82.50	\$87.00	\$91.50
Crofton Water User Fees:						
6	Apartment – Tri-annual	\$77.00	\$81.00	\$85.00	\$89.00	\$93.50
7	Apartment – Quarterly metered (first 95.47 m ³ or 21,000 gallons)	\$57.75	\$60.75	\$63.75	\$66.75	\$70.00
8	Commercial – Quarterly metered (first 95.47 m ³ or 21,000 gallons)	\$159.00	\$167.00	\$175.00	\$183.00	\$192.00
9	Residential – Tri-annual	\$173.00	\$182.00	\$191.00	\$201.00	\$219.00
10	Residential – Quarterly metered (first 95.47 m ³ or 21,000 gallons) per dwelling unit	\$129.75	\$136.50	\$143.25	\$150.75	\$158.25

Item	Column 1 Description	Column 2 2024 Amount	Column 3 2025 Amount	Column 4 2026 Amount	Column 5 2027 Amount	Column 6 2028 Amount
South End Water User Fees:						
11	Apartment – Tri-annual	\$42.00	\$43.00	\$45.00	\$46.00	\$47.50
12	Apartment – Quarterly metered (first 95.47 m ³ or 21,000 gallons)	\$34.00	\$34.00	\$34.00	\$34.50	\$35.50
13	Commercial – Quarterly metered (first 95.47 m ³ or 21,000 gallons)	\$64.20	\$66.00	\$69.00	\$72.00	\$74.25
14	Residential – Tri-annual	\$65.00	\$67.00	\$69.00	\$71.00	\$73.25
15	Residential – Quarterly metered (first 95.47 m ³ or 21,000 gallons) per dwelling unit	\$48.75	\$50.25	\$51.75	\$53.25	\$55.00
Excess Consumption Rates:						
16	Monthly residential & commercial excess consumption 31.83 m ³ to 145.47 m ³ (each 4.55 m ³) or 7,001 to 32,000 gallons (each 1,000 gallons) ¹	\$2.54	\$2.71	\$2.90	\$3.12	\$3.37
17	Monthly residential & commercial excess consumption over 145.47 m ³ (each 4.55 m ³) or 32,000 gallons (each 1,000 gallons) ¹	\$3.71	\$3.95	\$4.23	\$4.55	\$4.91

SCHEDULE D - INTERMENT FEES*(Section 1, Cemetery Fees)* [BL:3838; BL3954]

Item	Column 1 Description	Column 2 Amount
1	Grave Space for Adult (13 years and older) – Resident	\$1,429
2	Grave Space for Adult (13 years and older) – Non-resident	\$3,157
3	Grave Space for Child – Resident	\$507
4	Grave Space for Child – Non-resident	\$1,002
5	Grave Space for Cremated Remains – Resident	\$456
6	Grave Space for Cremated Remains – Non-resident	\$1,036
7	Columbarium Niche – Resident	\$1,474
8	Columbarium Niche – Non-resident	\$2,943
9	Columbarium Bottom Row Niche – Resident	\$1,295
10	Columbarium Bottom Row Niche – Non-resident	\$2,572
11	Columbarium Inurnment	\$456
12	Columbarium Inurnment – after hours, weekends or holidays	\$911
13	Columbarium Niche Plate Engraving and Handling	\$456
14	Burial for Adult	\$2,021 [BL:3954]
15	Burial for Adult – after hours, weekends or holidays	\$3,236
16	Burial for Child	\$1,193 [BL:3954]
17	Burial for Child – after hours, weekends or holidays	\$1,587
18	Burial for Cremated Remains	\$765
19	Burial for Cremated Remains – after hours, weekends or holidays	\$1,587
20	Exhumation of Adult	\$3,230
21	Exhumation of Adult – after hours, weekends or holidays	\$6,455
22	Exhumation of Child	\$1,587
23	Exhumation of Child – after hours, weekends or holidays	\$3,168
24	Exhumation of Cremated Remains	\$1,188
25	Exhumation of Cremated Remains –after hours, weekends or holidays	\$2,380
26	Memorial Installation	\$411
27	Remove curbs or capping and re-seed	\$529
28	Transfer grave space or columbarium niche	\$48
29	Concrete base for single marker	\$327
30	Concrete base for double marker	\$388
31	Base for fibreglass liner	\$327
32	Supply and install fibreglass liner without base	\$765
33	Fibreglass cremated remains container	\$259
34	Tribute Tree without bronze plaque	\$550
35	Tribute Tree with bronze plaque on granite base	\$1,470
36	Tribute Bench – smooth, grey, concrete legs, base and back	\$1,590
37	Tribute Bench – smooth, coloured, concrete legs, base and back	\$1,665

38	Tribute Bench – concrete legs and base, cedar back and seat	\$1,680
39	Tribute Picnic Table – concrete	\$1,955
40	Vault handling	\$259

SCHEDULE E - LICENCING FEES
(Section 1, Business Licence Fees) [BL3818]

Item	Column 1 Description	Column 2 Amount
1	Business Licence Application	\$100
2	Business Licence Application – not for profit organization	\$0
3	Business Licence Renewal – before February 28	\$100
4	Business Licence Late Renewal – after February 28	\$125
5	Business Licence Application – for business started after July 1	\$50
6	Business Licence Transfer	\$10
7	[Deleted: BL3818]	
8	[Deleted: BL3818]	
9	Inter-Community Business Licence <i>Note: for business started after July 1, the fee is \$85</i>	\$170
10	Mobile Food Service Licence Application – Annual Food cart, food truck, food trailer - private property only	\$200
11	Mobile Food Service Licence Application – Sept. 1 – Dec. 31 Food cart, food truck, food trailer - private property only	\$50
12	Mobile Food Service Licence Application – Annual Food cart - private and public property	\$300
13	Mobile Food Service Licence Application – Sept. 1 – Dec. 31 Food cart - private and public property	\$75
14	Mobile Food Service Licence Application – Annual Food truck, food trailer - private and public property	\$500
15	Mobile Food Service Licence Application – Sept. 1 – Dec. 31 Food truck, food trailer - private and public property	\$125

SCHEDULE F – WHARF FEES

(Section 1, Chemainus Wharf Fees) [BL3894] [BL3903]

1. Short-term moorage at Chemainus Wharf [Section 1, Item 3] is subject to availability as determined by the Harbour Manager. Limit of 2 hours moorage between the hours of 9:00 am and 4:00 pm.

Item	Column 1 Description	Column 2 2023 Amount	Column 3 2024 Amount	Column 4 2025 Amount	Column 5 2026 Amount	Column 6 2027 Amount
1	Daily Berthage, per foot per day (October through April)	\$0.90	\$0.95	\$0.95	\$1.00	\$1.05
2	Daily Berthage, per foot per day (May through September)	\$1.45	\$1.50	\$1.55	\$1.60	\$1.65
3	Short Term Moorage ¹ (2 hr max, from 9 am to 4 pm)	\$6.10	\$6.20	\$6.30	\$6.45	\$6.60
4	Monthly Berthage (Per foot per month)	\$7.00	\$7.50	\$8.00	\$9.00	\$10.00
5	Quarterly Berthage (Per foot per month)	\$6.50	\$7.00	\$7.50	\$8.50	\$9.50
6	Electrical, per day – 30 amperes	\$5.45	\$5.55	\$5.65	\$5.75	\$5.85
7	Electrical, per day – 50 amperes	\$8.65	\$8.80	\$9.00	\$9.20	\$9.40
8	Electrical, Monthly meter rental plus actual consumption	\$10.20	\$10.40	\$10.60	\$10.80	\$11.00

SCHEDULE F - WHARF FEES

(Section 2, Crofton Wharf Fees) [BL3903]

Item	Column 1 Description	Column 2 2023 Amount	Column 3 2024 Amount	Column 4 2025 Amount	Column 5 2026 Amount	Column 6 2027 Amount
1	Daily Berthage, per foot per day <i>Commercial Fishing Vessel</i>	\$0.22	\$0.22	\$0.25	\$0.30	\$0.35
2	Monthly Berthage, per foot per month <i>Commercial Fishing Vessel</i>	\$1.85	\$1.90	\$1.95	\$2.00	\$2.05
3	Quarterly Berthage, per foot per month <i>Commercial Fishing Vessel</i>	\$1.62	\$1.65	\$1.70	\$1.75	\$1.80
4	Daily Berthage, per metre per day <i>Commercial Fishing Vessel</i>	\$0.70	\$0.75	\$0.75	\$0.80	\$0.85
5	Monthly Berthage, per metre per month <i>Commercial Fishing Vessel</i>	\$5.65	\$5.75	\$5.85	\$5.95	\$6.05
6	Quarterly Berthage, per metre per month <i>Commercial Fishing Vessel</i>	\$5.10	\$5.20	\$5.30	\$5.40	\$5.50
7	Daily Berthage, per foot per day <i>Pleasure Craft</i>	\$0.90	\$0.95	\$0.95	\$1.00	\$1.05
8	Monthly Berthage, per foot per month <i>Pleasure Craft</i>	\$4.70	\$4.80	\$4.90	\$5.00	\$5.10
9	Quarterly Berthage, per foot per month <i>Pleasure Craft</i>	\$4.25	\$4.35	\$4.45	\$4.55	\$4.65
10	Electrical, per day – 30 amperes	\$5.60	\$5.70	\$5.80	\$5.90	\$6.00

Item	Column 1 Description	Column 2 2023 Amount	Column 3 2024 Amount	Column 4 2025 Amount	Column 5 2026 Amount	Column 6 2027 Amount
11	Electrical, Monthly meter rental plus actual consumption	\$10.20	\$10.40	\$10.60	\$10.80	\$11.00

SCHEDULE F - WHARF FEES

(Section 3, Maple Bay Wharf Fees) [BL3903]

Item	Column 1 Description	Column 2 2023 Amount	Column 3 2024 Amount	Column 4 2025 Amount	Column 5 2026 Amount	Column 6 2027 Amount
1	Daily Berthage, per foot per day	\$0.75	\$0.90	\$0.90	\$1.00	\$1.10
2	Monthly Berthage, per foot per month	\$4.70	\$4.80	\$4.90	\$5.00	\$5.10
3	Quarterly Berthage, per foot per month	\$4.25	\$4.35	\$4.45	\$4.55	\$4.65

SCHEDULE G - PROTECTIVE SERVICES FEES

(Section 1, Fire Equipment Fees)

Item	Column 1 Description	Column 2 Amount
1	Aerial Truck – Active Service	\$1,100
2	Aerial Truck – Standby	\$550
3	Command Vehicle – Active Service	\$450
4	Command Vehicle – Standby	\$225
5	Jaws of Life – Active Service	\$500
6	Jaws of Life – Standby	\$500
7	Pumper Truck – Active Service	\$500
8	Pumper Truck – Standby	\$250
9	Rescue Vehicle – Active Service	\$450
10	Rescue Vehicle – Standby	\$225
11	Tanker Truck – Active Service	\$450
12	Tanker Truck – Standby	\$225

SCHEDULE G - PROTECTIVE SERVICES FEES

(Section 2, Police Fees)

Item	Column 1 Description	Column 2 Amount
1	Criminal Records Check – General Public	\$50
2	Criminal Records Check – Volunteers	\$0
3	Criminal Records Check – Youth Employment Programs	\$0
4	Document – Collision Analyst Report	\$150
5	Document – Court-ordered File Disclosure (up to 100 pages)	\$75
6	Document – Court-ordered File Disclosure (each additional page)	\$0.50
7	Document – Crash Data Retrieval	\$200 plus \$30 per hour
8	Document – Field Drawing Reproduction	\$35
	Document – Fingerprints (2 sets)	
9	Note: No charge for fingerprinting triggered by federal policy when a criminal records check is requested.	\$50
10	Document – Fingerprints (each additional set)	\$10
11	Document – General Crime Report	\$50
12	Document – Insurance Claim Letter	\$50
13	Document – Mechanical Inspection Report	\$175
14	Document – Vehicle Accident (MV6020) Report	\$50
15	Document – Police Certificate (including Criminal Record)	\$50
16	Document – Police Inspection Report	\$50
17	Document – Passport Report	\$50
18	Document – Preliminary Collision of Traffic Analyst Report	\$75

19	Document – Property Information Request	Actual Cost
20	Document – Scale Drawing	\$129
21	Document – Statement – (copies up to 10 pages)	\$20
22	Document – Statement – (each additional page)	\$0.50
23	Document – Traffic Analyst Report	\$100
24	File Research	\$40 per hour
25	Measurements	\$35
26	Name Change Application Review	\$50
27	Pardon Application or Records Clearance Review	\$50
28	Photographs – 10.16 cm x 15.24 cm	\$1.50
29	Photographs – CD Rom	\$50
30	Policing at approved private events	Actual Cost + 10%
31	Reproduce Audio or Video Tape – first hour	\$50
32	Reproduce Audio or Video Tape – each additional hour	\$30
33	Taxi Permit	\$50
34	Taxi Permit – Replacement of lost or stolen	\$25

SCHEDULE H – NUISANCE ABATEMENT FEES [BL3813, BL 3829, 3843]

1. The costs referred to in:
 - (a) Section 5.11 of Nuisance Abatement and Cost Recovery Bylaw No. 3804, 2020; or
 - (b) Section 12.1 of Controlled Substances Bylaw No. 3803, 2020; or
 - (c) Sections 64 or 75 of Fire Protection Bylaw No. 3841, 2021; or
 - (d) Sections 23 or 24 of Fireworks Regulation Bylaw No. 3810, 2021
 are to be determined in part by multiplying hourly rates for the following individuals, vehicles or equipment involved in the abatement of a nuisance by the time spent by those individuals, and the time those vehicles and equipment are used in the abatement of the nuisance. These costs apply when the District, by its employees, contractors and agents, enters onto the property to complete the work to abate the nuisance.

2. Costs do not apply when entering the property in accordance with:
 - (a) Section 5.14 of Nuisance Abatement and Cost Recovery Bylaw No. 3804, 2020 or when determining to issue a Clean Up Order; or
 - (b) Sections 5.1(a) or (c) of Controlled Substances Bylaw No. 3803, 2020 when conducting inspections related to compliance with bylaw or water service inspection or discontinuance; or
 - (c) Section 22 of Fire Protection Bylaw No. 3841, 2021 when providing fire suppression, prevention, inspection services, evacuations, or when assisting other emergency response providers; or
 - (d) Section 15 of Fireworks Regulation Bylaw No. 3810, 2021 when inspecting the site as part of the permit approval process.

Staff and Personnel Cost Recovery

3. The following hourly rates, which include the cost of overhead and benefits, apply for every hour or part thereof which any of the following District employees use to carry out the abatement of a nuisance where authorized under Section 1 of this Schedule. Depending upon the day of the week, the time of day, or the holiday status of when such services are required, the hourly rate may be increased by one and a half or two times.

Section 1 – District Employees

Item	Column 1 Description	Column 2 Hourly Rate
1	Manager of Fire and Bylaw Services	\$ 90.00
2	Senior Bylaw Compliance Officer	\$ 65.00
3	Bylaw Compliance Officer	\$ 55.00
4	Animal Control Officer	\$ 55.00
5	Chief Building Inspector	\$ 75.00
6	Building Inspector	\$ 60.00
7	Operations or Parks and Recreation Manager	\$ 70.00

Item	Column 1 Description	Column 2 Hourly Rate
8	Operations or Parks and Recreation Foreman	\$ 60.00
9	Operations or Parks and Recreation Employee	\$ 45.00
10	Student	\$ 30.00

Section 2 – Fire Department Employees

Item	Column 1 Description	Column 2 Hourly Rate
1	Station Chief, or their delegate	\$ 35.00
2	Captain	\$ 35.00
3	Firefighter	\$ 30.00

RCMP Personnel and Equipment Cost Recovery

4. The costs referred to in Section 1 of this Schedule for RCMP members are determined in part by a flat fee for each separate attendance and time spent by RCMP members involved in the abatement of a nuisance and the amounts per attendance shall be as follows:

Item	Column 1 Description	Column 2 Flat Rate
1	RCMP Member	\$250.00

Vehicle and Equipment Cost Recovery

5. The following hourly rates apply for every hour or portion thereof where any of the following equipment and vehicles are used by District employees or Fire Department personnel to carry out the abatement of a nuisance where authorized under Section 1 of this Schedule. Depending upon the day of the week, the time of day or the holiday status of when such services are required, the hourly rate may be increased by one and a half or two times. Costs imposed to carry out the required work will be subject to a 15% administrative cost recovery fee.

Item	Column 1 Description	Column 2 Hourly Rate
1	District Truck	\$ 60.65
2	Fire Support Vehicles	\$ 99.25
3	Single Axle Dump Truck	\$ 91.25
4	Backhoe	\$ 69.85
5	Loader	\$ 86.15

Item	Column 1 Description	Column 2 Hourly Rate
6	Sweeper	\$142.60

Contractor Cost Recovery

6. For any work carried out by a contractor of the District to carry out the work authorized under Section 1 of this Schedule, on behalf of the District, the costs imposed will be the actual cost of the work plus 15% of the contract value.