

CONSOLIDATED VERSION

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 1673

A bylaw to establish and regulate statutory fees and
Charges for services carried out by the City of Courtenay

WHEREAS, it is deemed desirable by the Council of the Corporation of the City of Courtenay to establish a schedule of fees and charges as required under the provisions of the Municipal Act R.S.B.C., 1979;

NOW THEREFORE, the Municipal Council of the Corporation of the City of Courtenay in open meeting assembled enacts as follows:

1. That the fees and charges payable for services carried out in accordance with the provisions of the Municipal Act shall be as outlined in the "Schedule of Fees and Charges" attached hereto and forming part of this bylaw.
2. This bylaw shall come into effect upon final adoption hereof.
3. This bylaw may be cited as "City of Courtenay Fees and Charges Bylaw No. 1673, 1992".

Read a first time this 2nd day of November, 1992

Read a second time this 2nd day of November, 1992

Read a third time this 2nd day of November, 1992

Reconsidered, finally passed and adopted this 16th day of November 1992.

**CONSOLIDATED
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CITY OF COURTENAY FEES AND CHARGES BYLAW
NO. 1673, 1992**

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**SCHEDULE OF FEES AND CHARGES
CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW
NO. 2329, 2004**

**SECTION I
MISCELLANEOUS FEES**

Description	Fee or Charge
1. Print or reproduce copy of "List of Electors"	\$ 0.10 per page
2. Copy of minutes of the proceedings of Council	\$ 0.25 per page
3. Copies of bylaws and of Council minutes (excepting Special InCamera Meeting Minutes)	\$ 0.25 per page
4. Copy of tax notice – per parcel	\$ 2.00
5. Property Tax Prepayment Program-cancellation and refund of prepaid taxes	\$50.00
6. Statement of taxes levied or taxes outstanding – per parcel Certified Rate:	
- Current tax year	\$10.00
- One year prior to current tax year up to and including ten years prior to current tax year – per year	\$15.00
- Greater than ten years prior to current tax year-per year	\$50.00
- Mortgage companies-notice of current year levy	\$ 5.00
Estimate of taxes levied in prior years using property Assessment and tax rates bylaw – per parcel/per year	\$10.00
7. Returned Cheque Fee (NSF)	\$20.00
8. Freedom of Information and Protection of Privacy Act Fees and Charges	see attached Appendix I
9. False Alarm Fees – Fire Alarm and Security Alarm	see attached Appendix II
10. Waste Management Act-Review Schedule 1 Site Profile	\$50.00 plus GST

11. RCMP Fees:

Criminal Record Checks (includes Police Certificate/Visa)	\$40.00
Fingerprints (Municipal Administration Fee including Pardon Kit Fingerprints)	\$25.00
Photographs	\$ 1.00 plus GST
CD Disks	\$25.00 plus GST
MV6020	\$20.00 plus GST
Police Investigation Report	\$30.00 plus GST
WCB Report	\$30.00
ICBC Reports-CL 152 (Records will process CL-59 and all requests for copies of MV104 as there is no charge for these reports for ICBC)	\$20.00
Field Diagram	\$20.00 plus GST
Scale Diagram	\$25.00 plus GST
Mechanical Inspection –minimum charge	\$25.00 plus GST
Photocopy of files (\$.30 per page minimum)	\$30.00 plus GST
Traffic Analyst Report	\$75.00 plus GST
Pardoned Application	\$40.00

**SCHEDULE OF FEES AND CHARGES
CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW
NO. 1802, 1994**

**SECTION I
APPENDIX I**

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

SCHEDULE OF MAXIMUM FEES

1. For applicants other than commercial applicants:
 - (a) for locating and retrieving a record \$7.50 per ¼ hour after the first 3 hours
 - (b) for producing a record manually \$7.50 per ¼ hour
 - (c) for producing a record from a machine readable record \$16.50 per minute for cost of use of central mainframe processor and all locally attached devices plus 7.50 per ¼ hour for developing a computer program to produce the record
 - (d) for preparing a record for disclosure and handling a record \$7.50 per ¼ hour
 - (e) for shipping copies actual costs of shipping method chosen by applicant
 - (f) for copying records
 - (i) photocopies and computer printouts \$.25 per page (8.5" x 11", 8.5" x 14") \$.30 per page (11" x 17")
 - (ii) floppy disks \$10.00 per disk
 - (iii) computer tapes \$40.00 per tape, up to 2400 feet
 - (iv) microfiche \$10.00 per fiche
 - (v) 16 mm microfilm duplication \$25.00 per roll
 - (vi) 35 mm microfilm duplication \$40.00 per roll
 - (vii) microfilm to paper duplication \$.50 per page
 - (viii) photographs (colour or black \$5.00 to produce a negative

	and white)	\$12.00 each for 16" x 20" \$9.00 each for 11" x 14" \$4.00 each for 8" x 10" \$3.00 each for 5" x 7"
(ix)	photographic print of textual, graphic or cartographic record (8" x 10") black and white	\$12.50 each
(x)	hard copy laser print, B/W, 300 dots/inch	\$.25 each
(xi)	hard copy laser print, B/W, 1200 dots/inch	\$.40 each
(xii)	hard copy laser print, colour	\$1.65 each
(xiii)	photomechanical reproduction of 105 mm cartographic record/plan	\$3.00 each
(xiv)	slide duplication	\$.95 each
(xv)	plans	\$1.00 per square metre
(xvi)	audio cassette duplication	\$10.00 plus \$7.00 per ¼ hour of recording
(xvii)	video cassette (¼" or 8 mm) duplication	\$11.00 per 60 minute cassette plus \$7.00 per ¼ hour of recording; \$20.00 per 120 minute cassette plus \$7.00 per ¼ hour of recording
(xviii)	video cassette (½") duplication	\$15.00 per cassette plus \$11.00 per ¼ hour of recording
(xix)	video cassette (¾") duplication	\$40.00 per cassette plus \$11.00 per ¼ hour of recording
2.	For commercial applicants for each service listed in item 1	the actual cost of providing that service

**SCHEDULE OF FEES AND CHARGES
CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW
NO. 1815, 1994**

**SECTION I
APPENDIX II**

FALSE ALARM FEES

FIRE ALARM

Fourth alarm in any calendar year	\$ 100.00
Fifth alarm in any calendar year	\$ 200.00
Sixth and subsequent alarms in any calendar year	\$ 250.00

SECURITY ALARM

Fourth alarm in any calendar year	\$ 100.00
Fifth alarm in any calendar year	\$ 200.00
Sixth and subsequent alarm in any calendar year	\$ 250.00

**SCHEDULE OF FEES AND CHARGES
CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW
NO. 2598, 2009**

**SECTION II
APPENDIX I
DEVELOPMENT FEES**

SCHEDULE OF FEES AND CHARGES - DEVELOPMENT APPLICATIONS

OFFICIAL COMMUNITY PLAN (OCP) AMENDMENT

1. Application fee..... \$3,000 plus GST
2. Small Projects If the application is for less than 4 residential units or less than 465 m² of commercial floor area, the fee is: \$2,500 plus GST

TEMPORARY COMMERCIAL OR INDUSTRIAL USE PERMIT

1. Application fee..... \$2,500 plus GST

ZONING BYLAW OR LAND USE CONTRACT (LUC) AMENDMENT

1. Application fee..... \$3,000 plus GST
2. Large Projects If an application is for a parcel with a site area:
 - (a) exceeding 2 ha. or a floor area exceeding 4500 m², the fee is: \$5,000 plus GST plus:
 - i) \$100 per residential unit for multi-family developments (to a max of \$10,000) and;
 - ii) \$1.00 per m² for commercial developments (to a max of \$10,000)
 - (b) exceeding 8 ha. or a floor area exceeding 9000 m², except for single family residential zones, the fee is: \$6,500 plus GST plus:
 - i) \$100 per residential unit for multi-family developments (to a max of \$10,000) and;
 - ii) \$1.00 per m² for commercial developments (to a max of \$10,000)
3. For a Comprehensive Development zone, other than for 2(b), the fee is: \$7,500 plus GST plus:
 - i) \$100 per residential unit for multi-family developments (to a max of \$10,000) and;
 - ii) \$1.00 per m² for commercial development (to a max of \$10,000)
4. If an additional public hearing or Public Information Meeting is required, the additional fee is: \$2,000 plus GST
5. If, at the discretion of the Director of Planning, a Peer Review is required for any technical documentation submitted in conjunction with an application, the applicant shall be required to cover the costs of such a review.

DEVELOPMENT PERMIT APPLICATIONS

1. Application fee..... \$2,500 plus (a) (no GST)
 - (a) Add \$50 per residential unit or parcel in excess of 25 residential units or parcels, or ..Add \$100 per 100 m² of gross floor area over 500 m² for industrial or commercial applications; or Add \$50 per 0.1 ha. of site area over 0.4 ha. for industrial or commercial applications, whichever results in the greater fee.
2. For the applications listed below the fees are as follows:
 - (a) Minor application to be issued by Director of Planning Services..... \$1,000 (no GST)

- (b) Extension of the period of validity for an existing permit..... \$750 (no GST)
- (c) Application to amend an existing permit\$750 (no GST)
- (d) Application for a residential unit in an intensive residential zone\$500 per unit (no GST)
- (e) Application for a development permit for signage only.....\$200 (no GST)

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

- 1. Application fee.....\$1,500 (no GST)
- 2. Application is for a single or two-family development.....\$1,000 (no GST)
- 3. Application for variance of the Sign Bylaw.....\$400 (no GST)
- 4. Application for an extension of the period of validity for an existing permit.....\$500 (no GST)
- 5. Application for a phased strata development.....\$1,500 (no GST)

SITE PROFILE ADMINISTRATION FEE \$150.00 plus GST

LIQUOR LICENSE APPLICATIONS

- 1. **Application fee**..... **\$500 plus GST**
- 2. **If a public hearing is to be held, the application fee is**..... **\$1,250 plus GST**

RENEWAL FEES FOR INACTIVE APPLICATIONS

If an application has not been considered by Council within a 6 month period, a renewal fee is required equal to 25% of original application fee

REFUNDS

If an application that anticipates a public hearing is withdrawn by the applicant or is rejected by Council prior to public notification, a partial refund will be issued \$1,000

SUBDIVISION APPLICATION FEES.....\$600 for first parcel and \$150 for each additional parcel plus GST

OTHER DEVELOPMENT FEES

- 1. Application for a strata conversion of a previously occupied building:
 Inspection fee: \$100 plus GST
 Application fee: \$500 for first parcel plus \$100 for each additional parcel (no GST)
- 2. Application for a tree cutting permit.....\$250+\$5 per tree removed plus GST
- 3. Application to the Board of Variance.....\$250 plus GST
- 4. After three landscaping inspections, fee for each additional inspection.....\$100 plus GST
- 5. "Comfort Letter" for compliance with bylaws or zoning confirmation.....\$150 plus GST

APPLICATIONS TO THE AGRICULTURAL LAND RESERVE (ALR)

- 1. Application to include land in the ALR\$1000 (no GST)
- 2. Application to exclude land from the ALR\$1000 (no GST)
- 3. Application to subdivide land within the ALR\$600 (no GST)
- 4. Application to use land in the ALR for non-farm purposes\$600 (no GST)
- 5. Application to place fill or remove soil for non-farm purposes.....\$600 (no GST)
- 6. If an additional public hearing or Public Information Meeting is required, the additional fee is.....\$1000 (no GST)

REFUNDS

1. If an application that anticipates a public hearing is withdrawn by the applicant or is rejected by Council prior to public notification, a partial refund will be issued\$600 (no GST)
2. If an application to the ALC is withdrawn by the applicant prior to Council's consideration, a partial refund will be issued\$300 (no GST)

**SCHEDULE OF FEES AND CHARGES
CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW
NO. 1785, 1994**

**SECTION III
UTILITY SERVICES**

Municipal Act Reference	Description	Fee or Charge
1. Sec. 640 Sec. 641	connection fees, user rates and rentals for use of waterworks distribution system	see attached Appendix I
2. Sec. 612	extension and connection fees and user rates for use of sanitary sewer	see attached Appendix II
3. Sec. 612	storm sewer use extension and connection fees	see attached Appendix III
4. Sec. 577	garbage collection fees	see attached Appendix IV

**SCHEDULE OF FEES AND CHARGES
CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW NO. 2564
SECTION III, APPENDIX I**

WATERWORKS DISTRIBUTION SYSTEM

1. CONNECTION FEES

- (a) Pursuant to Section 3.2 of Water Regulations and Rates Bylaw No. 1700, 1994, and amendments thereto, every applicant shall pay to the City before any work is done on the connection, a connection fee as follows:

Connection Size

Within the City

Connection from either side of road to property line

20 millimetres (3/4 inch) \$2,500.00

25 millimetres (1 inch) \$3,500.00

Outside the City

20 millimetres (3/4 inch) Actual City cost plus 25%
with a minimum charge of \$3,500.00

- (b) Where a larger connection than those listed above is required, the connection will be installed at City cost plus 25%.

(c) **Water Turn On and Turn Off**

If turn on or turn off is for a purpose other than maintenance or the commissioning of a new service the following fees will apply:

Inside the City \$35.00 for each water turn on or turn off

Outside the City \$55.00 for each water turn on or turn off

(d) **Abandonment Fee**

Fee for disconnecting an abandoned service connection at the water main irrespective of the size of the connection Actual City cost plus 25%, with a minimum charge of \$500.00

2. WATER UTILITY USER RATES

(a) **Unmetered Water**

The minimum user rate per year or portion thereof for unmetered accounts shall be as follows:

	Inside the City	Outside the City
For each unit	\$276.00	\$552.00

(b) **Metered Water**

All metered accounts are subject to a quarterly minimum charge per unit (not including meter rental) of Forty-Six Dollars & 50 Cents (\$46.50) inside City and One Hundred & Thirty-Eight (\$138.00) outside the City. The charge for the quantity of water used each quarter shall be calculated at the following rates:

INSIDE THE CITY	
For volumes of water consumed in cubic feet	Plus cost per 100 cubic feet for volumes used in excess of lower volume
0 – 1,500	minimum rate per unit \$46.50
1,500 – 21,500	\$3.83
greater than 21,500	\$3.06
REGIONAL DISTRICT STAND PIPE, REGIONAL PLAYFIELDS	
For volumes of water consumed in cubic feet	Per 100 cubic feet for all volumes
All volumes	\$2.07
OUTSIDE THE CITY	
For volumes of water consumed in cubic feet	Plus cost per 100 cubic feet for volumes used in excess of lower volume
0 – 1,500	minimum rate per unit \$138.00
1,500 – 21,500	\$4.60
greater than 21,500	\$3.83

(c) Where a meter is found not to register, the charge shall be computed on the basis of the amount of water used during the time the meter was working, or from any other information or source which can be obtained, and such amount so composed shall be paid by the consumer.

- (d) Where a commercial or industrial consumer has not been connected to a water meter through non-availability of the water meter or because of special exemption being granted by the City, water charges to the consumer will be computed on the basis of consumption recorded for other similar purposes in the City, or from any other information or source which can be obtained, and such amount so computed shall be paid by the consumer.
- (e) Where it has been determined that a water leak has occurred during the last billing period on the buried portion of the service between the water meter and the point where the service pipe enters the building, a maximum one time rebate of 40% of the metered water utility fee to compensate for the water leak will be made at the discretion of the Treasurer based on the following:
 - i. The leak occurred on the buried water service;
 - ii. That a leak of that nature would have caused the volume of excess water usage;
 - iii. The leak did not occur as a result of negligence of the owner;
 - iv. The owner has provided satisfactory evidence that the leak has been permanently repaired.

WATER METER RENTALS

- (a) Water meter fee shall be as follows:

Meter Size	Fee
up to 3/4"	\$1.25 per month
1"	\$2.50 per month
1 1/4"-1 1/2"	\$5.10 per month
2"	\$7.60 per month
3"	\$12.70 per month
4"	\$25.20 per month
6"	\$38.10 per month
8"	\$50.80 per month
10"	\$63.55 per month

The above meter fee shall be added to the monthly water rates and will apply both inside and outside the City.

METER READING CHARGE

Each call after the first one of each month if access has not been provided or if readings extra to the quarterly reading are requested \$35.00 per call

3. SUPPLY OF WATER FROM FIRE HYDRANTS OR OTHER SOURCE

- (a) Water may be supplied from a fire hydrant or other for the use of developers during the course of construction of multi-family, industrial, and commercial developments. The charge for such water usage shall be:

For buildings with a gross floor area up to and including 250 square meters	\$250.00
For buildings greater than a gross floor area of 250 square meters	Minimum charge of \$250.00, plus \$0.10 per square meter for floor area in excess of 250 square meters.

- (b) Where water is supplied from a fire hydrant or other non-metered source for other uses, the amount of water supplied will be invoiced in accordance with Section 2 – Water Utility Users Rates – Metered Water.

- (c) Charge to service fire hydrant after use:

\$95.00 and/or any service costs that may arise from servicing a hydrant.

**SCHEDULE OF FEES AND CHARGES
CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW NO. 2564
SECTION III, APPENDIX II
SANITARY SEWER SYSTEM**

1. CONNECTION FEES

(a) Connection Fees

Connection from either side of road to property line

10.16 centimetres (4" inch) \$3,000.00

Where a larger connection than the one listed above is required, the connection will be installed at City cost plus 25%.

(b) Abandonment Fee

Fee for disconnecting an abandoned service connection at the sanitary sewer main irrespective of the size of the connection

Actual City cost plus 25%, min charge \$500.00

(c) Connection Charges for Annexed Areas

For owners where commitment letters were issued between 1997 and 2006 quoting a sewer connection bylaw fee of \$1,500 (plus a capital contribution fee of \$5,000), this bylaw fee amount shall be in effect until October 31, 2007, after which the following schedule of connection fees will apply.

Property Use	Connection Charge		Connection Fee
	Capital Contribution		
	Existing Building	New Development	
Single Family Home OR Duplex	\$5,000.00	\$5,000.00	Either side of road from main - \$3,000.00
Multifamily, Strata OR Apartment OR Mobile Homes	\$5,000.00	\$5,000.00 for first unit, \$2,500.00 per unit for the next five units, \$2,000.00 per unit for the next five units, \$1,500.00 per unit for the next five units and \$1,000.00 per unit for all units thereafter	For a 100 mm diameter connection or the Bylaw rate for larger pipe sizes: Either side of road from main \$3,000.00

Industrial OR Commercial OR Public Assembly	\$5,000.00	\$5,000.00 minimum or the greater amount calculated based on the design sewage flows from the development.	For a 100 mm diameter connection or the Bylaw rate for larger pipe sizes: Either side of road from main \$3,000.00
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Note: Under the heading of 'Capital Contribution' an 'Existing Building' is defined as a building that existed or a property that had a building permit application in place on or before April 14, 2004. 'New Development' is defined as a property on which a building permit application was made on or after April 15, 2004.

2. SANITARY SEWER USER RATES

Part 1 - Residential Users

Cost Per Annum

1.	Single Family Dwelling	\$154.00
2.	Multiple Family Dwelling -per unit	\$154.00
3.	Mobile Home Park -per space	\$154.00
4.	Kiwanis Village -per unit	\$154.00

Part 2 - Commercial Users

1.	Hotels and Motels -per unit	\$ 62.00
2.	Trailer Park and Campsite -per serviced site	\$ 32.00
3.	Wholesale and Retail Stores	\$154.00
4.	Car Wash	\$154.00
5.	Bus Depot	\$154.00
6.	Funeral Parlour	\$154.00
7.	Garage	\$154.00
8.	Machine Shop and Repair Shop	\$154.00
9.	Bakery	\$154.00
10.	Photographer	\$154.00
11.	Business Office - per office	\$154.00
12.	Professional Office -per office	\$154.00
13.	Barber and Hairdresser	\$154.00
14.	Pool Room and Recreation Facility	\$154.00
15.	Theatre	\$308.00
16.	Department Store	\$308.00
17.	Supermarket	\$308.00
18.	Bowling Alley	\$308.00
19.	Bank	\$308.00
20.	Nursing Home	\$308.00
21.	Cafe and Restaurant (including drive-in or take-out)	\$308.00
22.	Dry Cleaner	\$308.00
23.	Beverage Room	\$308.00
24.	Laundry and Coin Laundry	\$1,234.00

25.	Sawmill	\$1,537.00
26.	Dairy Product Processing Plant	\$11,495.00
27.	Other Commercial Users not enumerated in this schedule	\$308.00
28.	Cheese Processing Plant	\$2,561.00

Part 3 - Institutional Users

1.	Church	\$154.00
2.	Public Hall	\$154.00
3.	Utility Office	\$308.00
4.	School -per classroom	\$277.00
5.	Regional Recreation Complex	\$12,287.00
6.	Regional District Administrative Office	\$3,300.00

**SANITARY SEWER USER RATES
SCHEDULE OF FEES AND CHARGES
CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW NO. 2564
SECTION III, APPENDIX III**

STORM SEWER SYSTEM

(a) Connection Fees

Connection from main on either side of road to property line

15.24 centimetres (6")	\$3,000.00
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Where a larger connection than the one listed above is required, the connection will be installed at City cost plus 25%.

(b) Abandonment Fee

Fee for disconnecting an abandoned service connection at the storm sewer main irrespective of the size of the connection	Actual City cost plus 25%, minimum charge of \$500.00
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SCHEDULE OF FEES AND CHARGES
CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW NO. 2564
SECTION III, APPENDIX IV

GARBAGE COLLECTION FEES

- A. Dwelling Basis Fee - includes recyclables & yard waste pickup \$138.75
 Extra Bag Ticket (50 litre) \$1.75 each
- B Multifamily, Apartment, Strata per unit (no blue bag, yard waste) \$109.00
 Additional fees for (a) Recyclables pickup, per unit 14.80
 (b) Yard waste pickup, per unit 14.80

C. Trade Premises	Per Pickup	
Cans	Contains no Recyclable Material	Contains Recyclable Material
1 can or equivalent	\$2.10	\$4.20
Every additional 2 cans or equivalent shall be charged at the rate of	\$2.10	\$4.20
Containers - Mixed, Non-compacted	Per Pickup	
2 cubic yard	\$13.00	\$26.00
3 cubic yard	\$19.65	\$39.30
6 cubic yard	\$39.25	\$78.50
12 cubic yard	\$78.00	\$156.00
20 cubic yard	\$130.00	\$260.00
Compactors - Mixed	Per Pickup	
27 cubic yard	\$307.00	\$614.00
28 cubic yard	\$312.00	\$624.00
30 cubic yard	\$343.35	\$686.70
35 cubic yard	\$395.25	\$790.50
40 cubic yard	\$416.15	\$832.30

Refuse to Recycling Centre (no tipping fees)	Per Pickup
Containers	
2 cubic yard	\$7.25
3 cubic yard	\$11.00
6 cubic yard	\$22.00
Compactors	Per Pickup
27 cubic yard	\$132.60
30 cubic yard	\$146.90
35 cubic yard	\$163.20
40 cubic yard	\$178.50