



The Corporation of the City of Courtenay

Bylaw No. 3169

A bylaw to amend City of Courtenay Fees and Charges Bylaw No. 1673, 1992

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

Citation

1. This Bylaw shall be cited as “Fees and Charges Amendment Bylaw No. 3169, 2025 (sewer)”.

Amendment

2. “City of Courtenay Fees and Charges Bylaw No. 1673, 1992” be amended as follows:
 - (a) That Schedule of Fees and Charges, Section III, Appendix II “Sanitary Sewer System” be hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw:

Schedule of Fees and Charges Section III, Appendix II – Sanitary Sewer System

Read a first time this 5th day of February, 2025.

Read a second time this 5th day of February, 2025.

Read a third time this 5th day of February, 2025.

Adopted this 12th day of February, 2025.

Mayor Bob Wells

Corporate Officer, Kate O’Connell

**SCHEDULE OF FEES AND CHARGES
CITY OF COURTENAY FEES AND CHARGES AMENDMENT
BYLAW NO. 3169, 2025
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)

\$6,000.00

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
\$2,500.00

(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 | | |
|---|----------------------|---|---|
| | Capital Contribution | | Connection Fee |
| | Existing Building | New Development | |
| Single Residential Home OR Duplex | \$6,000.00 | \$6,000.00 | Either side of road from main - \$6,000.00 |
| Multi-residential, Strata OR Apartment OR Mobile Homes | \$6,000.00 | \$6,000.00 for first unit, \$3,000.00 per unit for the next five units, \$2,500.00 per unit for the next five units, \$2,000.00 per unit for the next five units and \$1,500.00 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 \$6,000.00 |

| | | | |
|---|-------------|---|--|
| Industrial OR Commercial OR Public Assembly | \$10,000.00 | \$10,000.00 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 \$10,000.00 |
|---|-------------|---|--|

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.

1. SANITARY SEWER USER RATES – APPLIED ON A PER-UNIT/SPACE BASIS

- The minimum user rate per year or portion thereof shall be as follows:

| | Bylaw Rates (per annum) 2025 | Bylaw Rates (per annum) 2026 | Bylaw Rates (per annum) 2027 | Bylaw Rates (per annum) 2028 | Bylaw Rates (per annum) 2029 |
|--|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| Part 1 - Residential Users | | | | | |
| 1 Single Residential Dwelling | \$ 478.00 | \$ 520.00 | \$ 566.00 | \$ 616.00 | \$ 670.00 |
| 2 Multiple Residential Dwelling - per unit | 478.00 | 520.00 | 566.00 | 616.00 | 670.00 |
| 3 Mobile Home Park -per space | 478.00 | 520.00 | 566.00 | 616.00 | 670.00 |
| 4 Kiwanis Village - per unit | 478.00 | 520.00 | 566.00 | 616.00 | 670.00 |

| | Bylaw Rates (per annum) 2025 | Bylaw Rates (per annum) 2026 | Bylaw Rates (per annum) 2027 | Bylaw Rates (per annum) 2028 | Bylaw Rates (per annum) 2029 |
|--|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| Part 2 - Commercial Users | | | | | |
| 1 Hotels and Motels -per unit | \$ 216.00 | \$ 265.60 | \$ 326.40 | \$ 400.00 | \$ 492.00 |
| 2 Trailer Park and Campsite -per serviced site | 108.00 | 132.80 | 163.20 | 200.00 | 246.00 |
| 3 Wholesale and Retail Stores | 540.00 | 664.00 | 816.00 | 1,000.00 | 1,230.00 |
| 4 Car Wash | 2,160.00 | 2,656.00 | 3,264.00 | 4,000.00 | 4,920.00 |
| 5 Bus Depot | 540.00 | 664.00 | 816.00 | 1,000.00 | 1,230.00 |
| 6 Funeral Parlour | 540.00 | 664.00 | 816.00 | 1,000.00 | 1,230.00 |
| 7 Garage | 540.00 | 664.00 | 816.00 | 1,000.00 | 1,230.00 |
| 8 Machine Shop and Repair Shop | 540.00 | 664.00 | 816.00 | 1,000.00 | 1,230.00 |
| 9 Bakery | 540.00 | 664.00 | 816.00 | 1,000.00 | 1,230.00 |
| 10 Photographer | 540.00 | 664.00 | 816.00 | 1,000.00 | 1,230.00 |
| 11 Business Office - per office | 540.00 | 664.00 | 816.00 | 1,000.00 | 1,230.00 |
| 12 Professional Office -per office | 540.00 | 664.00 | 816.00 | 1,000.00 | 1,230.00 |
| 13 Barber and Hairdresser | 540.00 | 664.00 | 816.00 | 1,000.00 | 1,230.00 |
| 14 Pool Room and Recreation Facility | 540.00 | 664.00 | 816.00 | 1,000.00 | 1,230.00 |
| 15 Theatre | 1,080.00 | 1,328.00 | 1,632.00 | 2,000.00 | 2,460.00 |
| 16 Department Store | 1,080.00 | 1,328.00 | 1,632.00 | 2,000.00 | 2,460.00 |
| 17 Supermarket | 1,080.00 | 1,328.00 | 1,632.00 | 2,000.00 | 2,460.00 |
| 18 Bowling Alley | 1,080.00 | 1,328.00 | 1,632.00 | 2,000.00 | 2,460.00 |
| 19 Bank | 1,080.00 | 1,328.00 | 1,632.00 | 2,000.00 | 2,460.00 |
| 20 Nursing Home | 1,080.00 | 1,328.00 | 1,632.00 | 2,000.00 | 2,460.00 |
| 21 Cafe and Restaurant (including drive-in or take-out) | 1,080.00 | 1,328.00 | 1,632.00 | 2,000.00 | 2,460.00 |
| 22 Dry Cleaner | 1,080.00 | 1,328.00 | 1,632.00 | 2,000.00 | 2,460.00 |
| 23 Beverage Room | 1,080.00 | 1,328.00 | 1,632.00 | 2,000.00 | 2,460.00 |
| 24 Laundry and Coin Laundry | 4,320.00 | 5,312.00 | 6,528.00 | 8,000.00 | 9,840.00 |
| 25 Sawmill | 5,400.00 | 6,640.00 | 8,160.00 | 10,000.00 | 12,300.00 |
| 26 Dairy Product Processing Plant | 40,000.00 | 49,200.00 | 60,500.00 | 74,000.00 | 91,020.00 |
| 27 Other Commercial Users not enumerated in this schedule | 1,080.00 | 1,328.00 | 1,632.00 | 2,000.00 | 2,460.00 |
| 28 Cheese Processing Plant | 8,910.00 | 10,960.00 | 13,480.00 | 16,500.00 | 20,295.00 |

| | Bylaw Rates (per annum) 2025 | Bylaw Rates (per annum) 2026 | Bylaw Rates (per annum) 2027 | Bylaw Rates (per annum) 2028 | Bylaw Rates (per annum) 2029 |
|---|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| Part 3 - Institutional Users | | | | | |
| 1 Church | \$ 478.00 | \$ 520.00 | \$ 566.00 | \$ 616.00 | \$ 670.00 |
| 2 Public Hall | 478.00 | 520.00 | 566.00 | 616.00 | 670.00 |
| 3 Utility Office | 1,080.00 | 1,328.00 | 1,632.00 | 2,000.00 | 2,460.00 |
| 4 School -per classroom | 850.00 | 910.00 | 980.00 | 1,050.00 | 1,125.00 |
| 5 Regional Recreation Complex | 37,500.00 | 40,400.00 | 43,500.00 | 46,850.00 | 50,500.00 |
| 6 Regional District Administrative Office | 10,100.00 | 10,877.28 | 11,710.00 | 12,600.00 | 13,560.00 |
| 7 Hospital per patient room | 190.00 | 205.00 | 220.00 | 237.00 | 255.00 |
| 8 Hospital per staff room | 475.00 | 512.50 | 550.00 | 592.50 | 637.50 |

2. UTILITY BILLING ADJUSTMENTS AND COLLECTION

- a) Where a billing error is suspected by the consumer, notification in writing must be made to the City of Courtenay Finance Department within one year of the original billing date for review and consideration. Upon investigation, if it is determined by the City that an error occurred and the consumer has been overcharged, an adjustment will be made to the utility bill in question in an amount to be determined by the City. The City will not provide refunds or adjustments to billing errors made more than two years prior to the date of the notification being received by the City.
- b) The rates and charges, enumerated in this Bylaw, are hereby imposed and levied for sewer utility services supplied or ready to be supplied by the City. All such rates and charges which are imposed for work done or services provided to lands or improvements shall form a charge on those lands which may be recovered from the Owner of the lands in the same manner and by the same means as unpaid taxes.