



The Corporation of the City of Courtenay

Bylaw No. 1673

Unofficial Consolidated Version

This is a consolidated version of the “**City of Courtenay Fees and Charges Bylaw No. 1673, 1992**”. It brings together the original bylaw and all adopted amendments for convenience and reference.

Bylaw No.	Bylaw Name	Date Adopted
1785	City of Courtenay Fees and Charges Amendment Bylaw No. 1785, 1994 (misc.)	3-Oct-94
1802	City of Courtenay Fees and Charges Amendment Bylaw No. 1802, 1994 (misc.- Freedom of Information)	7-Nov-94
1815	City of Courtenay Fees and Charges Amendment Bylaw No. 1815, 1994 (False Alarm Fees)	9-Jan-95
1974	City of Courtenay Fees and Charges Amendment Bylaw No. 1974, 1997 (misc.)	5-May-97
2011	City of Courtenay Fees and Charges Amendment Bylaw No. 2011, 1997 (misc. fees)	1-Dec-97
2737	City of Courtenay Fees and Charges Amendment Bylaw No. 2737, 2012 (misc. fees)	17-Dec-12
3090	City of Courtenay Fees and Charges Amendment Bylaw No. 3090, 2023 (sewer)	8-Mar-23
3100	City of Courtenay Fees and Charges Amendment Bylaw No. 3100, 2023 (EV Charging Stations)	26-Apr-23
3107	Fees and Charges Amendment Bylaw No. 3107, 2023 (development fees)	6-Dec-23
2988	Corporation of the City of Courtenay Fees and Charges Amendment Bylaw No. 2988, 2024 (recreation & facility fees)	24-Apr-24
3138	Fees and Charges Amendment Bylaw No. 3138, 2024 – Development Application Fees	12-Jun-24
3167	Fees and Charges - Amendment Bylaw No. 3167, 2025 (water)	12-Feb-25
3169	Fees and Charges - Amendment Bylaw No. 3169, 2025 (sewer)	12-Feb-25
3171	Fees and Charges - Amendment Bylaw No. 3171, 2025 (solid waste)	26-Feb-25
3208	Fees and Charges - Amendment Bylaw No. 3208, 2026 (solid waste)	11-Feb-26

Note: This document is for reference only and may not reflect the most recent updates. It is not a legal version of the bylaw and should not be relied on for legal purposes.

For the official version, contact the City of Courtenay’s Corporate Legislative Officer

SCHEDULE OF FEES AND CHARGES	4
SECTION I – Miscellaneous Fees	4
SECTION I, APPENDIX I – Freedom of Information and Protection of Privacy	6
SECTION I, APPENDIX II – False Alarm Fees	8
SECTION II, APPENDIX I – Development Fees	9
SECTION III – Utility Services	14
SECTION III, APPENDIX I – Waterworks Distribution System	15
SECTION III, APPENDIX II – Sanitary Sewer System	19
SECTION III, APPENDIX III – Storm Sewer System	23
SECTION III, APPENDIX IV – Solid Waste Collection Fees	24
SECTION IV, APPENDIX 1 – RECREATION FACILITY RENTAL AND USER FEES	25

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. This bylaw may be cited as **“City of Courtenay Fees and Charges Bylaw No. 1673, 1992”**.
2. 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.
3. This bylaw shall come into effect upon final adoption hereof.

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.

SCHEDULE OF FEES AND CHARGES

SECTION I – Miscellaneous Fees

CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW - NO. 2737, 2012

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. EV Charging Stations	\$3.00 Per Hour

BL# 3100

12. RCMP Fees:

Police Information Record Check	\$50.00
Fingerprints (Municipal Administration Fee including Pardon Kit Fingerprints)	\$25.00
Photographs/CD Disk – reproduction of Photographs	\$25.00
MV6020-Collision Report	\$25.00
Police Investigation Report	\$40.00
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	\$30.00
Scale Diagram	\$30.00
Mechanical Investigation Report	\$400.00
Photocopy of files (\$.30 per page minimum)	\$40.00
Traffic Analyst Report	\$150.00

SECTION I, APPENDIX I – Freedom of Information and Protection of Privacy
 CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW NO. 1802, 1994

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 fiche |
| (vi) 35 mm microfilm duplication | \$40.00 per roll |
| (vii) microfilm to paper duplication | \$.50 per page |
| (viii) photographs (colour or black and white) | \$5.00 to produce a negative
\$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/inches	\$.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	\$0.95 each
(xv) plans	\$1.00 per square metre
(xvii) audio cassette duplication	\$10.00 plus \$7.00 per ¼ hour of recording \$11.00 per 60-minute cassette plus
(xvii) video cassette (¼" or 8 mm) duplication	\$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
For commercial applicants for each service listed in item 1	the actual cost of providing that service

SECTION I, APPENDIX II – False Alarm Fees

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

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

SECTION II, APPENDIX I – Development Fees
 CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW NO. 3107, 2023

SCHEDULE OF FEES AND CHARGES - DEVELOPMENT APPLICATIONS

APPLICATION	TOTAL
Official Community Plan (OCP) Amendment	
Application Fee (does not include Public Hearing fee)	\$3,000.00
Temporary Use Permit	
Application Fee.....	\$2,500.00
Extension or Amendment	\$2,500.00
Zoning Bylaw	
1. Application Fee	\$3,000.00
2. Large projects - if application is for a parcel with a site area:	
a. Site area over 2 ha or if floor area exceeds 4500 m ²	\$5,000.00
*Plus:	
i. \$100 per residential unit for multi-family developments (to a max of \$10,000)	
ii. \$1.00 per m ² for commercial developments (to a max of \$10,000)	
b. Site area over 8 ha or if floor area exceeds 9000 m ²	\$6,500.00
*Plus:	
i. \$100 per residential unit for multi-family developments (to a max of \$10,000)	
ii. \$1.00 per m ² for commercial developments (to a max of \$10,000)	
3. Comprehensive Development zone (other than 2b)	\$7,500.00
*Plus:	
i. \$100 per residential unit for multi-family developments (to a max of \$10,000)	
ii. \$1.00 per m ² for commercial developments (to a max of \$10,000)	
At the discretion of the Director of Development Services fees will be collected for third party professional reviews to assist City staff in the review of more complex proposals and to assist in the processing of applications during periods of higher development activity.	

Development Permit Applications (DPA)	
1. DPA – 1 Commercial; Industrial, Mixed Use Developments & Multi-Family Residences with Three (3) or more units.....	\$2,500.00
a. For residential projects, add \$75 per 100 m ² residential unit or parcel over 25 units or parcels	
b. For commercial/industrial projects, add \$125 per 100 m ² of gross floor area over 500 m ² or add \$50 per 0.1 ha of site area over 0.4 ha whichever results in the greater fee (round up to nearest \$100.00)	
c. Exterior Façade Improvement (Commercial; Industrial Multi-Family, Multi-Family; with three (3) or more units).....	\$1,000.00
d. Exterior Façade Improvement of existing commercial properties within the Downtown Courtenay Business Improvement Area.....	\$200.00
2. DPA – 2 Intensive Residential Form and Character.....	\$500.00
3. DPA – 3 Farm Protection.....	\$500.00
4. DPA – 4 Environmental Protection (EDP)	
a. EDP major*.....	\$2,500.00
b. EDP minor**.....	\$500.00
5. DPA – 5 Hazardous Conditions - Steep Slopes.....	\$500.00
6. Application to extend the period of validity for an existing Development Permit.....	\$750.00
7. Application to amend an existing Development Permit.....	\$750.00
*Major: construction value is over \$100,000.00	
**Minor: construction value is under \$100,000.00	
Development Variance Permit Applications	
1. Application fee if approved by Council	\$1,500.00
2. Minor Development Variance Permit (Delegated).....	\$500.00
Board of Variance Application	\$500.00
Liquor License and Cannabis Applications	
1. Application fee (does not include a Public Hearing fee – if required)	\$1,500.00 (+GST)
Sign Permits	\$100.00
Strata Conversion	
1. Application for a strata conversion of a previously occupied building	
a. Inspection fee	\$100.00
b. Application fee	\$500.00
c. For each additional unit/parcel	\$100.00

Subdivision Application Fees	
1. First parcel	\$600.00
2. Each additional parcel	\$150.00
3. Application for a Phased Strata Development.....	\$1,500.00
Restrictive Covenant or Statutory Right of Way Amendment to or Discharge	\$1,000.00
Property Information Request or File Review	\$150.00 (+GST)
Land Title Document Search, per title	BC Land Title and Survey Rates
Printing, per page	0.25
Photocopying, per page	0.35 (+GST)
Postage	Canada Post Rates (+GST)
Administrative Fee (e.g. preparing mail-out notifications, preparing property information request or file review)	\$35.00 per hour
Tree Cutting & Removal Permit	
1. Single family lots equal to or under 4000m2 in size, or when only two trees are removed on any sized lot.....	\$100.00
2. Lots larger than 4000m2 and multi-lot subdivisions.....	\$500
3. Hazardous tree removal.....	No fee

Public Hearing	
Each Statutory Public Hearing organized and conducted by City Staff (this fee includes the publication of notice (e.g. newspaper). A corresponding mail-out notification of the meeting is additionally charged at postage and staff admin rates..... This fee will be refunded in full if an application does not proceed to Public Hearing.	\$1,500.00 (+GST)

Community Information Meeting	
Each Community Information Meeting held in person and attended by City Staff. A corresponding mail-out of the materials and notification of the meeting is additionally charged at postage and staff admin rates. Cost of Venue and Advertising (Community Information Meeting)	\$500.00 Applicant's Cost
Letter of Concurrence from City Council for the siting of Telecommunication Towers	\$1,500.00
Encroachment Agreements	
General	\$1,500.00
a) Plus, annual fee of \$200.00 plus \$5.00 for every square foot exceeding 150 square feet	
Residential Non-Invasive Encroachment.....	\$75.00 application fee
a) Plus (assessed value per sq. ft x sq. ft of encroachment) x 2.5%	\$75.00 application fee
Residential Invasive Encroachment.....	\$75.00 application fee
a) Plus (assessed value per sq. ft x sq. ft of encroachment) x 5%	\$75.00 application fee
Commercial & Multi-Family Sidewalk Hoarding Only.....	\$75.00 application fee
Commercial & Multi-Family Non-Invasive Sidewalk Hoarding and Site Trailers.....	
a) Plus (assessed value per sq. ft x sq. ft of encroachment) x 5%	
Commercial & Multi-Family Invasive Construction Staging, Cut Excavated Slope and/or Temporary Land Use.....	
a) Plus (assessed value per sq. ft x sq. ft of encroachment) x 7.5%	
Housing Agreement	\$2,000.00
Phased Development Agreement	\$3,500.00

License of Occupation	
All fees are in addition to required Business License Fees per current associated bylaw.	BL# 3138
Sidewalk Cafés.....	
a) For occupation of an on-street parking stall, annual fee is \$100 per stall	
b) For occupation of sidewalk or statutory right of way, annual fee of \$5.00 per m ²	
Merchant Encroachment (Sidewalk).....	Annual fee of \$25.00 for all sidewalk area
a) \$15.00 fee per day per parking space	
For-Profit Events.....	Min. \$100.00 fee
a) Plus \$50.00 per hour (or portion thereof) after the first 2 hours until fully vacated	
24 Hour Mobile Street Vendor.....	\$25.00
Seasonal Application Fee.....	\$25.00 per month or \$125.00 for April 1 to October 31
BL# 3138	
Community Events and Non-Profit Vendors.....	No fee

Development Application Refund

Refunds as a % of Total Application Fee	
After referral of an application, prior to preparation of a staff report	50%
After completion of a staff report	0%

SECTION III – Utility Services

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	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

SECTION III, APPENDIX I – Waterworks Distribution System
FEES AND CHARGES AMENDMENT BYLAW NO.3167, 2025 (WATER)

WATER 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)	\$5,500.00
25 millimetres (1 inch)	\$6,500.00

Outside the City

20 millimetres (3/4 inch)	Actual City cost plus 25% with a minimum charge of \$5,500.00
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- (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	\$70.00 for each water turn on or turn off
Outside the City	\$100.00 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 \$2,500.00
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2. WATER UTILITY USER RATES

(a) Unmetered Water

The minimum user rate per year or portion thereof for unmetered accounts 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
Single Residential Dwelling	\$ 624.00	\$ 682.00	\$ 746.00	\$ 797.00	\$ 851.00
Multiple Residential Dwelling-per unit	550.00	625.00	711.00	791.00	880.00
Commercial	575.00	606.00	638.00	655.00	673.00
Outside Commercial User	793.69	863.42	940.87	912.42	1,029.55
Outside Residential User	842.69	939.42	1,048.87	1,054.42	1,207.55

(b) Metered Water

All metered accounts for the quantity of water used each quarter shall be calculated at the following rates:

	Bylaw Rates (per annum) Effective Date January 1, 2025
Multi-Residential Metered	
0-48.0 cubic meters	\$ 92.64
Greater than 48.1 cubic meters	1.93
Commercial Metered	
0-48.0 cubic meters	\$ 92.64
Greater than 48.1 cubic meters	1.93
Regional Standpipe	\$ 2.52
Outside City - Multi-Residential Metered	
0-48.0 cubic meters	\$ 120.96
Greater than 48.1 cubic meters	2.52
Outside City - Commercial Metered	
0-48.0 cubic meters	\$ 120.96
Greater than 48.1 cubic meters	2.52
Regional District Bulk, Regional Playing fields	\$ 1.93
Sandwich - Summer Only	\$ 560.98

(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 Finance Officer 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:

	Bylaw Rates 2025	Bylaw Rates 2026	Bylaw Rates 2027	Bylaw Rates 2028	Bylaw Rates 2029
	Monthly Rates				
Up to 3/4"	\$ 1.83	\$ 1.87	\$ 1.91	\$ 1.95	\$ 1.99
1"	\$ 5.07	\$ 5.17	\$ 5.27	\$ 5.38	\$ 5.49
1 1/4" - 1 1/2"	\$ 10.13	\$ 10.33	\$ 10.54	\$ 10.75	\$ 10.97
2"	\$ 15.17	\$ 15.47	\$ 15.78	\$ 16.10	\$ 16.42
3"	\$ 25.26	\$ 25.77	\$ 26.29	\$ 26.82	\$ 27.36
4"	\$ 49.97	\$ 50.97	\$ 51.99	\$ 53.03	\$ 54.09
6"	\$ 75.58	\$ 77.09	\$ 78.63	\$ 80.20	\$ 81.80
8"	\$ 100.85	\$ 102.87	\$ 104.93	\$ 107.03	\$ 109.17
10"	\$ 126.08	\$ 128.60	\$ 131.17	\$ 133.79	\$ 136.47

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 in respect of its use.

4. 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 water supplied or ready to be supplied by the City and for the provision of the service and other water related services. 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.

SECTION III, APPENDIX II – Sanitary Sewer System

CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW NO. 3169, 2025 (sewer)

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
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(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
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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 – 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

3. 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.

SECTION III, APPENDIX III – Storm Sewer System

CITY OF COURTENAY FEES AND CHARGES - AMENDMENT BYLAW NO. 3090, 2023

(a) Connection Fees

Connection from main on either side of road to property line

15.24 centimetres (6" 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%, minimum charge of \$500.00**

SECTION III, APPENDIX IV – Solid Waste Collection Fees
FEES AND CHARGES - AMENDMENT BYLAW 3208, 2026 (Solid Waste)

SOLID WASTE COLLECTION FEES

Fees associated with Collection of Garbage, Organic Waste, and Recyclables

The annual rates in this schedule apply to the jurisdictions as outlined in the body of this bylaw.

A. Single Residential Dwelling (SRD) Unit / Duplex Basic Annual Fee:

Garbage	Organic Waste	Recyclables	Fee
120 L	360 L	360 L	\$359.50

B. Multi-residential detached, Manufactured Homes in a Mobile Home Park, Fourplex, and Secondary Suites inside SRDs Basic Annual Fee:

Garbage	Organic Waste	Recyclables	Fee
120 L	120 L	240 L	\$326.00

C. Cart Exchange Fee (limited to one set of cart exchanges per year): \$65.00 per exchange

Fee Description	Annual Fee
D. Additional Home Health Care Waste Garbage Cart (120 L):	\$56.00
E. Additional Home Health Care Waste Garbage Cart (240 L):	\$112.00
F. Garbage Cart (120 L):	\$140.20
G. Garbage Cart (240 L):	\$280.40
H. Recycling Cart (120 L, 240 L or 360 L):	\$32.65
I. Organic Waste Cart (120 L):	\$153.15
J. Organic Waste Cart (240 L):	\$169.90
K. Organic Waste Cart (360 L):	\$186.65
L. Assisted Set-out Service:	\$100.00
<hr/>	
Description of cart replacement charges	Charge
M. Replacement cart fee – 120 L	\$81.60
N. Replacement cart fee – 240 L	\$102.00
O. Replacement cart fee – 360 L	\$117.60
P. Replacement wildlife resistant cart fee - any size	\$217.60

SCHEDULE OF FEES AND CHARGES SECTION IV, APPENDIX 1 – RECREATION FACILITY RENTAL AND USER FEES

CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW 2988

SCHEDULE A-1 | INDOOR RECREATION FACILITY RENTAL AND USER FEES - SMALL ROOMS

Fee Category	Rate Type	September 1, 2024	September 1, 2025	September 1, 2026	September 1, 2027	September 1, 2028
Minor or Senior NPO Indigenous NPO	Hourly	\$8.50	\$8.75	\$9.00	\$9.25	\$9.50
	Daily	\$42.50	\$43.75	\$45.00	\$46.25	\$47.50
Adult Not-For-Profit, Government, School Districts	Hourly	\$17.00	\$17.25	\$17.50	\$17.75	\$18.00
	Daily	\$85.00	\$86.25	\$87.50	\$88.75	\$90.00
Community Use (Excludes NPO)	Hourly	\$25.50	\$26.00	\$26.50	\$27.00	\$27.50
	Daily	\$127.50	\$130.00	\$132.50	\$135.00	\$137.50
Private Event, Fundraising, or NPO Commercial use	Hourly	\$34.00	\$34.75	\$35.50	\$36.25	\$37.00
	Daily	\$140.00	\$155.00	\$165.00	\$175.00	\$185.00
Commercial Use	Hourly	\$42.50	\$43.25	\$44.00	\$45.00	\$46.00
	Daily	\$212.50	\$216.25	\$220.00	\$225.00	\$230.00

Room Name	Facility
Soroptomist Lounge	Florence Filberg Centre
Craft Room	Florence Filberg Centre
Upstairs Gallery	Lewis Centre
Multipurpose Room	LINC Youth Centre
Parlour Room	Native Sons Hall

SCHEDULE A-2 | INDOOR RECREATION FACILITY RENTAL AND USER FEES - MEDIUM ROOMS

Fee Category	Rate Type	September 1,2024	September 1,2025	September 1,2026	September 1,2027	September 1,2028
Minor or Senior NPO Indigenous NPO	Hourly	\$12.75	\$13.00	\$13.25	\$13.50	\$13.75
	Daily	\$63.75	\$65.00	\$66.25	\$67.50	\$68.75
Adult Not-For-Profit, Government, School Districts	Hourly	\$25.50	\$26.00	\$26.50	\$27.00	\$27.50
	Daily	\$127.50	\$130.00	\$132.50	\$135.00	\$137.50
Community Use (Excludes NPO)	Hourly	\$38.25	\$39.00	\$39.75	\$40.50	\$41.25
	Daily	\$191.25	\$195.00	\$198.75	\$202.50	\$206.25
Private Event, Fundraising, or NPO Commercial use	Hourly	\$38.25	\$40.00	\$45.00	\$50.00	\$55.00
	Daily	\$191.25	\$200.00	\$225.00	\$250.00	\$275.00
Commercial Use	Hourly	\$63.75	\$65.00	\$66.25	\$67.50	\$68.75
	Daily	\$318.75	\$325.00	\$331.25	\$337.50	\$343.75

Room Name	Facility	Room Name	Facility
1/2 Activity Room	Lewis Centre	Games Room	LINC Youth Centre
Meeting Room	Lewis Centre	Evergreen Lounge	Florence Filberg Centre
1/2 Multi-purpose Hall	Lewis Centre	1/2 Rotary Hall	Florence Filberg Centre
Craft Room A	Lewis Centre	Lower Lodge Room	Native Sons Hall
Craft Room B	Lewis Centre	Lower Dining Room	Native Sons Hall
Pre-school Room	Lewis Centre	Meeting Room	Valley View Clubhouse
Tsolum Building	Park Outbuilding	Meeting Room	Bill Moore Fieldhouse
Salish Building	Park Outbuilding	Meeting Room	Lawn Bowling

SCHEDULE A-3 | INDOOR RECREATION FACILITY RENTAL AND USER FEES - LARGE ROOMS

Fee Category	Rate Type	September 1, 2024	September 1, 2025	September 1, 2026	September 1, 2027	September 1, 2028
Minor or Senior NPO Indigenous NPO	Hourly	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
	Daily	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00
Adult Not-For-Profit, Government, School Districts	Hourly	\$40.00	\$45.00	\$50.00	\$55.00	\$60.00
	Daily	\$280.00	\$315.00	\$350.00	\$385.00	\$420.00
Community Use (Excludes NPO)	Hourly	\$50.00	\$65.00	\$75.00	\$85.00	\$89.00
	Daily	\$350.00	\$455.00	\$525.00	\$595.00	\$623.00
Private Event, Fundraising, or NPO Commercial use	Hourly	\$75.00	\$85.00	\$95.00	\$105.00	\$118.25
	Daily	\$525.00	\$595.00	\$665.00	\$735.00	\$827.75
Commercial Use	Hourly	\$136.50	\$139.25	\$142.00	\$144.75	\$147.75
	Daily	\$955.50	\$974.75	\$994.00	\$1,013.25	\$1,034.25

Room Name	Facility
Vern Nichol's Gym	Lewis Centre
Multipurpose Hall	Lewis Centre
Activity Room	Lewis Centre
Skatepark	LINC Youth Centre
1/2 Conference Centre (A or B)	Florence Filberg Centre
Rotary Hall	Florence Filberg Centre
Lower Lodge and Dining Room	Native Sons Hall

SCHEDULE A-4 | INDOOR RECREATION FACILITY RENTAL AND USER FEES - NATIVE SONS HALL - GRAND HALL

Fee Category	Rate Type	September 1, 2024	September 1, 2025	September 1, 2026	September 1, 2027	September 1, 2028
Minor or Senior NPO Indigenous NPO	Hourly	\$29.50	\$30.00	\$30.50	\$31.00	\$31.50
	Daily	\$265.50	\$270.00	\$274.50	\$279.00	\$283.50
Adult Not-For-Profit, Government, School Districts	Hourly	\$59.00	\$60.25	\$61.50	\$62.75	\$64.00
	Daily	\$531.00	\$542.25	\$553.50	\$564.75	\$576.00
Community Use (Excludes NPO)	Hourly	\$60.00	\$70.00	\$80.00	\$90.00	\$95.25
	Daily	\$540.00	\$630.00	\$720.00	\$810.00	\$860.00
Private Event, Fundraising, or NPO Commercial use	Hourly	\$80.00	\$90.00	\$100.00	\$110.00	\$127.25
	Daily	\$720.00	\$810.00	\$900.00	\$990.00	\$1,145.25
Commercial Use	Hourly	\$147.00	\$150.00	\$153.00	\$156.00	\$159.00
	Daily	\$1,323.00	\$1,350.00	\$1,377.00	\$1,404.00	\$1,431.00

SCHEDULE A-5 | INDOOR RECREATION FACILITY RENTAL AND USER FEES - FLORENCE FILBERG CENTRE CONFERENCE CENTRE

Fee Category	Rate Type	September 1, 2024	September 1, 2025	September 1, 2026	September 1, 2027	September 1, 2028
Minor or Senior NPO Indigenous NPO	Hourly	\$34.50	\$35.25	\$36.00	\$36.75	\$37.50
	Daily	\$310.50	\$317.25	\$324.00	\$330.75	\$337.50
Adult Not-For- Profit, Government, School Districts	Hourly	\$68.75	\$70.25	\$71.75	\$73.25	\$74.75
	Daily	\$618.75	\$632.25	\$645.75	\$659.25	\$672.75
Community Use (Excludes NPO)	Hourly	\$80.00	\$90.00	\$95.00	\$105.00	\$111.75
	Daily	\$720.00	\$810.00	\$855.00	\$945.00	\$1,005.75
Private Event, Fundraising, or NPO Commercial use	Hourly	\$85.00	\$105.00	\$120.00	\$135.00	\$148.75
	Daily	\$765.00	\$945.00	\$1,080.00	\$1,215.00	\$1,338.75
Commercial Use	Hourly	\$172.00	\$175.50	\$179.00	\$182.50	\$186.25
	Daily	\$1,548.00	\$1,579.50	\$1,611.00	\$1,642.50	\$1,676.25

SCHEDULE A-7 | INDOOR RECREATION FACILITY ADDITIONAL CHARGES - KITCHEN ADD ON AND ADDITIONAL SERVICES

Fee Category:	Rate Type	September 1, 2024	September 1, 2025	September 1, 2026	September 1, 2027	September 1, 2028
VIHA	Per Use	\$55.50	\$56.50	\$57.75	\$59.00	\$60.25
Certified Kitchen	Daily	\$154.00	\$160.00	\$170.00	\$181.50	\$185.25
Non-VIHA	Per Use	\$39.25	\$40.00	\$40.75	\$41.50	\$42.25
Certified Kitchen	Daily	\$86.25	\$88.00	\$89.75	\$91.50	\$93.25

Additional Service Fees:

(A) The City of Courtenay will recover the cost of additional services and staff labour costs for set-up and tear-down of rented space based on a cost recovery basis.

(B) Third party costs incurred by the City on behalf of facility rental users will be charged back to the facility rental user on a cost recovery basis.

SCHEDULE B - PARKS AND PLAYING FIELDS RENTAL AND USER FEES

Facility	Hourly	Daily	Per Use	Minor	Minor Day	Adult Game	Adult Practice
Playing Fields							
Lewis Park							
<i>Field, soccer/football/rugby</i>				N/C		\$33.75	\$16.75
<i>½ Field, soccer/football/rugby</i>				N/C		N/A	\$8.50
<i>Horseshoe Pits</i>				N/C		N/C	N/C
<i>Tennis Courts</i>				N/C		N/C	N/C
<i>Ball Diamonds</i>				N/C		\$23.50	\$9.50
<i>Tournaments/Special Events</i>		\$42.50			\$16.00		
<i>Lights - Minor ½ Field</i>	\$2.75						
<i>Lights - Minor Full Field</i>	\$5.50						
<i>Lights - Adult ½ Field</i>	\$5.50						
<i>Lights - Adult Full Field</i>	\$10.75						
<i>Showers</i>			\$35.75				
Bill Moore Park							
<i>Field, soccer/football/rugby</i>				N/C		\$33.75	\$16.75
<i>½ Field, soccer/football/rugby</i>				N/C			\$8.50
<i>Ball Diamonds</i>				N/C		\$23.50	\$8.50
<i>Tournaments/Special Events</i>		\$42.50			\$16.00		
<i>Lights - Minor ½ Field</i>	\$2.75						
<i>Lights - Minor Full Field</i>	\$5.50						
<i>Lights - Adult ½ Field</i>	\$5.50						
<i>Lights - Adult Full Field</i>	\$10.75						
<i>Showers</i>			\$35.75				
Martin Park							
<i>Field 1</i>				N/C			\$8.50
<i>Hockey Box</i>				N/C	N/C	\$29.75	
<i>Ball Diamonds</i>				N/C	N/C		Prohibited
<i>Tournaments/Special Events</i>					\$16.00		Prohibited
Puntledge Park							
<i>Field, soccer/football/rugby</i>				N/C	N/C		\$8.50
<i>½ Field, soccer/football/rugby</i>				N/C	N/C		
<i>Ball Diamonds</i>				N/C	N/C	\$12.75	\$7.50

Facility	Hourly	Daily	Per Use	Minor	Minor Day	Adult Game	Adult Practice
Playing Fields							
Valley View							
<i>Field, soccer/football/rugby</i>				N/C	N/C	\$33.75	\$16.50
<i>½ Field, soccer/football/rugby</i>				N/C	N/C		\$8.50
<i>Ball Diamonds</i>				N/C	N/C	\$21.50	\$8.50
<i>Tournaments/Special Events</i>		\$42.50			\$16.00		
<i>Showers</i>			\$35.75				
Woodcote							
<i>Field, soccer/football/rugby</i>				N/C	N/C	\$33.75	\$16.75
<i>½ Field, soccer/football/rugby</i>				N/C	N/C		\$8.50
<i>Tournaments/Special Events</i>		\$42.50			\$16.00		
Arden							
<i>Fields 1 & 2</i>				N/C	N/C	\$12.75	\$7.50
<i>½ Field</i>							\$8.50
<i>Tournaments/Special Events</i>		N/C			N/C		
Courtenay Elementary							
<i>Fields 1 & 2</i>				N/C			Prohibited
<i>½ Field</i>							
Queneesh							
<i>Fields 1 & 2</i>		\$31.75		N/C	\$16.00	\$33.75	\$16.75
<i>½ Field</i>				N/C			\$8.50
Glacier View							
<i>Fields 1 & 2</i>				N/C	N/C	\$12.75	\$8.50
<i>½ Field</i>				N/C	N/C		\$7.50
G.P. Vanier							
<i>Fields 1, 2 & 3</i>		\$38.00		N/C	\$16.00		\$16.75
<i>½ Field</i>				N/C			\$8.50
<i>Lights - Minor Full Field</i>	\$5.50						
<i>Lights - Adult Full Field</i>	\$10.50						
<i>Field, soccer/football/rugby</i>						\$33.75	
<i>Ball Diamonds</i>							\$12.75
<i>Ball Diamonds - ½ practice</i>							\$7.50
Huband Park							
<i>Field 1</i>				N/C	N/C		Prohibited
<i>½ Field</i>				N/C	N/C		
Facility	Hourly	Daily	Per Use	Minor	Minor Day	Adult Game	Adult Practice

Playing Fields						
Isfeld Senior						
<i>Field 1</i>	\$38.00	N/C	\$16.00	\$33.75	\$16.75	
<i>½ Field</i>		N/C			\$8.50	
Lake Trail - Upper						
<i>Field 1</i>		N/C				
<i>½ Field</i>		N/C			\$8.50	
<i>Field, soccer/football/rugby</i>				\$33.75	\$16.75	
<i>Ball Diamonds</i>	\$31.75		\$16.00	\$12.75		
<i>Ball Diamonds - ½ practice</i>					\$7.50	
Lake Trail - Lower						
<i>Field 1</i>		N/C				
<i>½ Field</i>		N/C			\$8.50	
<i>Field, soccer/football/rugby</i>				\$33.75	\$16.75	
<i>Ball Diamonds</i>	\$31.75		\$16.00	\$12.75		
<i>Ball Diamonds - ½ practice</i>					\$7.50	
Facility	Hourly	Daily	Per Use			
Simms Millenium Park						
Rotary Centennial Pavilion						
<i>Sponsored</i>	No Chg	No Chg				
<i>Sponsored w/Vending</i>	To be negotiated					
<i>Sponsored w/PA</i>					\$30.50	
<i>Community</i>	\$21.50	\$106.00				
<i>Community w/Vending</i>	\$26.50	\$132.50				
<i>Community w/PA</i>					\$31.00	
<i>Private</i>	\$26.50	\$132.50				
<i>Private w/Vending</i>	\$31.50	\$159.00				
<i>Private w/PA</i>					\$36.50	
<i>Commercial</i>	\$79.50	\$398.00				
<i>Commercial w/Vending</i>	\$90.00	\$447.25				
<i>Commercial w/ PA</i>					\$104.00	
Knights of Columbus BBQ						
<i>Community</i>					\$21.50	
<i>Private</i>					\$31.50	
<i>Commercial</i>					\$53.00	
Park Booking (non-playing field)						
<i>Charity Events</i>	No Chg	No Chg				
<i>Community</i>	\$10.75	\$53.00				
<i>Private</i>	\$15.75	\$79.00				
<i>Major Events</i>	To be negotiated					

Courtenay Parks	Excluding: Puntledge, Harmston, Courtenay Riverway AND Marina Park	
Park Booking (non-playing field)		
<i>Charity Events</i>	No Chg	No Chg
<i>Community</i>	\$10.75	\$53.00
<i>Private</i>	\$15.75	\$79.00
<i>Major Events</i>	To be negotiated	

SCHEDULE C -MEMORIAL POOL FACILITY - RENTAL FEES

Facility	Hourly	Daily	Per Use
Memorial Pool			
<i>Community 100 - 150 people</i>	\$140.25		
<i>Community 50 - 99 people</i>	\$119.75		
<i>Community 49 people & under</i>	\$89.25		
<i>Commercial 50 - 100 people</i>	\$234.50		
<i>Private 100 - 150 people</i>	\$176.00		
<i>Private 50 - 99 people</i>	\$145.25		
<i>Private 49 people & under</i>	\$125.00		
<i>Schools 100 - 150 people</i>	\$119.75		
<i>Schools 50 - 99 people</i>	\$94.25		
<i>Schools 49 people & under</i>	\$68.75		
<i>Bday Party ½ pool under 30 ppl</i>	\$68.75		
<i>Bday Party pool under 60 ppl</i>	\$125.00		