

TOWN OF GIBSONS



RATES, FEES AND CHARGES BYLAW No. 1196, 2014

Adopted: February 4th, 2014

Consolidated for convenience April, 2020
to include amendments up to Bylaw No. 1196-18

This version of this bylaw is a consolidation of amendments to the original bylaw as of the date specified. This consolidation is done for the convenience of users and accurately reflects the status of the bylaw as of the specified date but must not be construed as the original bylaw and is not admissible in Court unless specifically certified by the Director of Corporate Administration for the Town of Gibsons. Persons interested in the definitive wording of this bylaw and its amendments should view the original sealed bylaws at the Town of Gibsons.

AMENDMENTS IN THIS CONSOLIDATION

NO.	BYLAW NO.	DATE	AMENDMENT
1.	1196-01	April 1, 2014	<ul style="list-style-type: none"> • Revised Schedule A • Schedules B through G added
2.	1196-02	July 29, 2014	<ul style="list-style-type: none"> • Revised Schedule B under subheading “Fees and Charges” • Revised Schedule C, User Rates – Domestic
3.	1196-03	March 17, 2015	<ul style="list-style-type: none"> • Schedule H added • Alterations and annotations as required
4.	1196-04	March 24, 2015	<ul style="list-style-type: none"> • Revised Schedule B • Revised Schedule C
5.	1196-05	July 28, 2015	<ul style="list-style-type: none"> • Revised Section 2.5
6.	1196-06	December 1, 2015	<ul style="list-style-type: none"> • Revised Section 2.3 • Revised Schedules A, B, C, D and F
7.	1196-07	Abandoned	
8.	1196-08	March 15, 2016	<ul style="list-style-type: none"> • Revised Schedule B
9.	1196-09	December 6, 2016	<ul style="list-style-type: none"> • Revised Schedule H
10.	1196-10	March 29, 2016	<ul style="list-style-type: none"> • Revised Schedules A, B, C and G
11.	1196-11	March 21, 2017	<ul style="list-style-type: none"> • Revised Schedule B and C
12.	1196-12	October 17, 2017	<ul style="list-style-type: none"> • Revised Schedule C
13.	1196-13	March 20, 2018	<ul style="list-style-type: none"> • Revised Schedule D
14.	1196-14	March 20, 2018	<ul style="list-style-type: none"> • Revised Schedules B and C
15.	1196-15	October 2, 2018	<ul style="list-style-type: none"> • Revised Schedule H
16.	1196-16	November 20, 2018	<ul style="list-style-type: none"> • Revised Schedule B, C, D, F and H • Schedule I added
17.	1196-17	March 26, 2019	<ul style="list-style-type: none"> • Revised Schedule B, C, G, and H
18.	1196-18	March 17, 2020	<ul style="list-style-type: none"> • Revised Schedule B and C

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TOWN OF GIBSONS

BYLAW NO. 1196

A Bylaw to establish rates, fees and charges within the Town of Gibsons

WHEREAS pursuant to Section 194 of the *Community Charter* the Council may by Bylaw impose a fee against the owner or occupier of real property in respect of all or part of a municipal service and the use of municipal property.

NOW THEREFORE, the Council of the Town of Gibsons, in open meeting assembled, enacts as follows:

SECTION 1 GENERAL PROVISIONS

1.1 SHORT TITLE

This Bylaw may be cited as the "Town of Gibsons Rates, Fees and Charges Bylaw No. 1196, 2014".

1.2 PURPOSE

The purpose of this Bylaw is to establish the rates, fees and charges for municipal services.

1.3 BYLAW SCHEDULES

Attached as integral parts of the Bylaw are the following Schedules:

- Schedule A Documents Rates, Fees and Charges
- Schedule B Water Rates, Fees and Charges
- Schedule C Sanitary and Storm Sewer Rates, Fees and Charges
- Schedule D Garbage and Organics Rates, Fees and Charges
- Schedule E District Energy Rates, Fees and Charges
- Schedule F Highway and Traffic Rates, Fees and Charges
- Schedule G Building Permit Fees and Security Deposits
- Schedule H Development Application Fees and Charges
- Schedule I Sign Bylaw

1.4 SEVERABILITY

The provisions of this Bylaw are severable. If any provision is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Bylaw.

SECTION 2 ESTABLISHMENT OF FEES AND CHARGES

2.1 FEES

This Bylaw establishes those rates, fees and charges listed in the schedules attached to and forming part of this bylaw.

2.2 LATE PAYMENT CHARGES

- 2.2.1 Late payment charges shall be added to all fees that remain unpaid after their due dates:
 - 2.2.1.1 A non-compounding 2% monthly interest charge, calculated daily, will be added to all amounts that remain unpaid after the due date as determined by the Director of Finance.
 - 2.2.1.2 Non-receipt of the utility bill will not be recognized as a valid excuse for failure to pay the fees when due.
 - 2.2.1.3 Postmarks will not be considered as date of payment.
- 2.2.2 Where the Town imposes a fee for work done or services provided to land or improvements, the Owner of the property or premises shall promptly pay the fee in respect of that service. If a fee is due and payable and unpaid on December 31st, it is deemed to be taxes in arrear, and may be collected in the same manner and with the same remedies as property taxes.

2.3 DISHONoured PAYMENT AND OVERPAYMENT REFUND CHARGES

- 2.3.1 Where a payment received by the Town in payment of a bill is not honoured by a Person's financial institution for any reason other than clerical error, the Town may charge the Person \$40. This charge represents a reasonable pre-estimate of the administrative costs incurred by the Town as a result of the dishonoured payment.
- 2.3.2 Where an overpayment refund has been requested for any reason, the Town may charge the Person \$40. This charge represents a reasonable pre-estimate of the administrative costs incurred by the Town as a result of the overpayment.

2.4 TAXES

All fees, charges and rates in this bylaw exclude provincial and federal taxes, which must be paid as applicable.

2.5 REFUNDS

No refund will be paid on any fees or charges collected in error after two years from the date of said payment unless the Collector is satisfied that the claim for the refund results from an error in the calculation of a utility account or an error in the operation of metering equipment with the proviso that any refund over \$5,000 cannot be made without an authorizing resolution of Council.

READ A FIRST TIME this the 7th day of January, 2014

READ A SECOND TIME this the 21st day of January, 2014

READ A THIRD TIME this the 21st day of January, 2014

ADOPTED THIS the 4th day of February, 2014

Wayne Rowe, Mayor

Selina Williams, Corporate Officer

**Schedule A
Documents Rates, Fees and Charges**

DOCUMENTS			
FEES AND CHARGES			
Bylaw No.	Description	Fee	Unit
No.1196, 2014	Compact Disc	\$10.00	each
No.1196, 2014	Facsimiles (Local)	\$5.00	Per request to a maximum of 10 pages
No.1196, 2014	Facsimiles (Local) - additional pages	\$1.50	per additional page
No.1196, 2014	Facsimiles (Long Distance)	\$7.00	per request to a maximum of 10 pages
No.1196, 2014	Facsimiles (Long Distance) - additional pages	\$2.00	per additional page
No.1196, 2014	Line drawing	\$0.85	per square foot of paper
No.1196, 2014	Full colour drawing	\$4.20	per square foot of paper
No.1196, 2014	Maps and Plans (Scanned to Digital)	\$1.00 (Min. \$10)	per page
No.1196, 2014	Mortgage Holder Listing	\$1.00 per Roll No. (Min. \$35)	per listing
No.1196, 2014	Official Community Plan (Black & White)	\$50.00	per copy
No.1196, 2014	Printed or Photocopied Document (8.5 x 11 Black & White)	\$0.50	per page
No.1196, 2014	Printed or Photocopied Document (8.5 x 14 Black & White)	\$0.75	per page
No.1196, 2014	Printed or Photocopied Document (11 x 17 Black & White)	\$1.00	per page
No.1196, 2014	Printed or Photocopied Document (8.5 x 11 Colour)	\$1.00	per page
No.1196, 2014	Printed or Photocopied Document (8.5 x 14 Colour)	\$1.50	per page
No.1196, 2014	Printed or Photocopied Document (11 x 17 Colour)	\$2.00	per page
No.1196, 2014	Property Tax Certificate	\$40.00	each
No.1196, 2014	Property Tax Certificate Online	\$20.00	each
No.1196, 2014	Subdivision / Development / Stormwater Bylaw (Black & White)	\$75.00	per copy
No.1196, 2014	Zoning Bylaw (Black & White)	\$50.00	per copy
No.1196, 2014	Zoning Bylaw Map (Colour)	\$10.00	per copy

**Schedule B
Water Rates, Fees and Charges**

WATER				
FEES AND CHARGES				
Bylaw No.	Description	Period	Fee	Unit
No.1192, 2014	3/4" Service Connection, c/w setter and Meter Box*		\$2,910	each
No.1192, 2014	3/4" Meter Setter and box*		\$1,430	each
No.1192, 2014	1" Service Connection, c/w setter and Meter Box*		\$3,010	each
No.1192, 2014	1" (25 mm) Meter Setter and box*		\$1,460	each
No.1192, 2014	5/8" x 3/4" Meter		\$640	each
No.1192, 2014	3/4" Meter		\$690	each
No.1192, 2014	1" Meter		\$780	each
No.1192, 2014	Meter Box (supply and installation)*		\$1,150	each
No.1192, 2014	Inspection Fee		\$50	each
No.1192, 2014	Disconnection Fee (up to 2")		\$410	each
No.1192, 2014	Disconnection Fee (over 2")		At Cost	each
No.1192, 2014	Water Shut Off		\$70	each
No.1192, 2014	Administration Fee		\$100	Lump Sum
No.1192, 2014	Basic Service Call*	Minimum	\$80	each
No.1192, 2014	Meter Testing*	Minimum	At Cost	each
No.1192, 2014	Leak Adjustment		\$50	each
No.1192, 2014	Hydrant Use Fee	per day	\$100	each
No.1192, 2014	Hydrant Use – Damage Deposit		\$500	each
No.1192, 2014	Temporary Lawn Sprinkling Permit		\$25	each
No.1192, 2014	Facilities charge – single family and duplex residential subdivision		\$966.33	per parcel
No.1192, 2014	Facilities charge - Garden Suites		\$637.78	per unit

Bylaw No.	Description	Period	Fee	Unit
No.1192, 2014	Facilities charge - Townhouse		\$7.43	per square meter of floor area
No.1192, 2014	Facilities charge - Apartment		\$12.23	per square meter of floor area
No.1192, 2014	Facilities charge - industrial, Commercial and Institutional		\$1.93	per square meter of floor area
*Fees marked with an asterisk are minimum costs. Cost will be charged at cost if greater.				

**Schedule B
Water Rates, Fees and Charges**

USER RATES – DOMESTIC				
Bylaw No.	Description	Period	Fee	Unit
No.1192, 2014	Single Family base rate	6 months or portion thereof	\$50.32	Utility Account
No.1192, 2014	Multi-Family base rate	6 months or portion thereof	\$14.97	Utility Account
No.1192, 2014	For each cubic meter of water consumed up to 138 cubic meters	6 months	\$1.46	Cubic metre
No.1192, 2014	For each cubic meter of water consumed in excess of 138 cubic meters and up to 275 cubic meters	6 months	\$1.96	Cubic metre
No.1192, 2014	For each cubic meter of water consumed in excess of 275 cubic meters	6 months	\$2.47	Cubic metre
No.1192, 2014	Unmetered Domestic User	Annual	\$400.00	each
USER RATES – COMMERCIAL (BASE RATES)				
Bylaw No.	Description	Period	Fee	Unit
No.1192, 2014	5/8 or 3/4 inch meter	6 months	\$157.36	each
No.1192, 2014	1 inch meter	6 months	\$212.50	each
No.1192, 2014	1.5 inch meter	6 months	\$519.19	each
No.1192, 2014	2 inch meter	6 months	\$698.95	each
No.1192, 2014	3 inch meter	6 months	\$1,143.47	each
No.1192, 2014	4 inch meter	6 months	\$2,326.86	each
USER RATES – COMMERCIAL				
Bylaw No.	Description	Period	Fee	Unit
No.1192, 2014	Commercial base rate	6 months or portion thereof	\$83.28	Utility Account
No.1192, 2014	For each cubic meter of water consumed up to 138 cubic meters	6 months	\$1.31	Cubic metre
No.1192, 2014	For each cubic meter of water consumed in excess of 138 cubic meters and up to 275 cubic meters	6 months	\$1.77	Cubic metre
No.1192, 2014	For each cubic meter of water consumed in excess of 275 cubic meters	6 months	\$2.23	Cubic metre
No.1192, 2014	Unmetered Commercial User	Annual	\$1,325.00	each
No.1192, 2014	Unmetered service surcharge	Annual	\$1,200.00	each
No.1192, 2014	Unprotected water service surcharge (no-backflow prevention device)	Annual	\$1,200.00	each
No.1192, 2014	Town of Gibsons Water Vending		\$0.25	Litre

**Schedule C
Sanitary and Storm Sewer Rates, Fees and Charges**

SANITARY AND STORM SEWER				
FEES AND CHARGES				
Bylaw No.	Description	Period	Fee	Unit
No 1175, 2012 No.1194, 2014	Sanitary/Storm Service Connection installation: 100 mm*		\$2,520	each
No 1175, 2012 No.1194, 2014	Sanitary/Storm Service Connection installation: 150 mm*		\$2,610	each
No 1175, 2012 No.1194, 2014	Inspection Fee per Connection		\$50	each
No 1175, 2012 No.1194, 2014	Additional Inspections where required		\$50	each
No 1175, 2012 No.1194, 2014	Disconnection Fee per Connection		\$50	each
No 1175, 2012 No.1194, 2014	Basic Service Call*		\$80	each
No 1175, 2012 No.1194, 2014	Processing and Administration Fee		\$100	each
*Fees marked with an asterisk are minimum costs. Cost will be charged at cost if greater.				
SANITARY USER RATES – DOMESTIC				
Bylaw No.	Description	Period	Fee	Unit
No.1194, 2014	Dwelling Unit	6 months	\$130.81	per unit

Schedule C
Sanitary and Storm Sewer Rates, Fees and Charges

SANITARY USER RATES – COMMERCIAL				
Bylaw No.	Description	Period	Fee	Unit
No.1194, 2014	Apartments	6 months	\$98.13	1 bedroom unit
		6 months	\$130.81	2 bedroom units
No.1194, 2014	Barber	6 months	\$182.22	5 chairs
		6 months	\$17.16	each additional chair
No.1194, 2014	Cabaret	6 months	\$1,455.24	first 100 seats
		6 months	\$7.73	each additional seat
No.1194, 2014	Car Wash	6 months	\$1,009.34	first 2 bays
		6 months	\$186.11	each additional bay
No.1194, 2014	Fermentation Operation - Brewery	6 months	\$375.00	2000 hl/year or portion thereof
No.1194, 2014	Fermentation Operation - Distillery	6 months	\$187.50	each
No.1194, 2014	Hairdresser	6 months	\$182.22	five chairs
		6 months	\$17.16	each additional chair
No.1194, 2014	Hospital	6 months	\$75.86	per bed
No.1194, 2014	Laundromat	6 months	\$598.83	first 5 washing machines
		6 months	\$68.35	each additional machine
No.1194, 2014	Licensed Lounge	6 months	\$531.47	first 50 seats
		6 months	\$7.73	each additional seat
No.1194, 2014	Licensed Public House	6 months	\$1,063.02	first 100 seats
		6 months	\$7.73	each additional seat
No.1194, 2014	Motel/Hotel	6 months	\$130.81	first unit
		6 months	\$75.86	each additional Unit
No.1194, 2014	Restaurants/Cafe	6 months	\$379.60	first 30 seats
		6 months	\$6.03	each additional seat
No.1194, 2014	Rooming House	6 months	\$130.81	first unit
		6 months	\$50.06	each additional unit
No.1194, 2014	School	6 months	\$130.81	per classroom
No.1194, 2014	Service Station/Garage	6 months	\$144.28	each
No.1194, 2014	Store	6 months	\$130.81	retail/wholesale
No.1194, 2014	Suites	6 months	\$130.81	each unit
No.1194, 2014	Trailer Park	6 months	\$130.81	per rental space
No.1194, 2014	All other users	6 months	\$130.81	unit

**Schedule D
Garbage and Organics Rates, Fees and Charges**

GARBAGE AND ORGANICS				
USER RATES				
Bylaw No.	Description	Period	Fee	Unit
No. 1252, 2018	Dwelling Unit - Garbage and Organics	6 months	\$102.50	Per one garbage can and one organics garbage can
No. 1252, 2018	Dwelling Unit - Garbage only	6 months	\$67.50	Per garbage can
No. 1252, 2018	Extra Container Ticket		\$3.00	Each
No. 1252, 2018	Organics Bin - Kitchen		\$15.00	Each
No. 1252, 2018	Organics Bin - Curbside		\$25.00	Each

**Schedule E
District Energy Rates, Fees and Charges**

DISTRICT ENERGY				
FEES AND CHARGES				
Bylaw No.	Description	Period	Fee	Unit
No.1195, 2014	Connection Fee		\$55	each
No.1195, 2014	Inspection Fee		\$50	each
No.1195, 2014	Service Installation Fee		At Cost	each
No.1195, 2014	Disconnection Fee per Connection Minimum Charge (at cost if greater)		\$55	each
No.1195, 2014	Basic Service Call Minimum Charge (at cost if greater)		\$55	each
No.1195, 2014	Meter Testing Minimum Charge (at cost if greater)		\$250	each
USER RATES				
Bylaw No.	Description	Period	Fee	Unit
No.1195, 2014	Basic Charge	6 month	\$69.00	each
No.1195, 2014	Capacity Charge	6 month	\$44.64	per kW of peak heating capacity

**Schedule F
Highway and Traffic Rates, Fees and Charges**

HIGHWAY AND TRAFFIC				
PERMITS				
Bylaw No.	Description	Period	Fee	Unit
No.1193, 2014	Highway Occupancy Permit	per month or portion thereof	\$155	each
No.1193, 2014	Construct, alter or perform any work on a Highway		\$100	per occurrence
No.1193, 2014	Recreational Vehicle Parking Permit (Annual Fee)	Annual	\$750	each
No.1193, 2014	Inspection fee		\$60	each
No.1193, 2014	Permit to store a Container on Highway	per week or portion thereof	\$75	each
No.1193, 2014	Permit to operate oversized Vehicle		\$100	per occurrence
No.1193, 2014	Procession Permit		\$100	per occurrence
No.1193, 2014	Highway Vending Permit	per month or portion thereof	\$225	each
No.1193, 2014	Parking Stall Rental Fee	per week or portion thereof	\$75	per stall
No.1193, 2014	Temporary No Parking	per week or portion thereof	\$75	per stall
No.1193, 2014	Impoundment Fee		\$250 Plus Cost of Removal	per occurrence
No.1193, 2014	Access Permit		\$105	each

**Schedule G
Building Permit Fees and Security Deposits**

BUILDING PERMIT FEES AND SECURITY DEPOSITS			
FEES AND CHARGES			
Bylaw No.	Description	Fee	Unit
No. 822, 2014	Building Permit (Plan Processing) Application Fee		
	Value of Works:		
	\$0 - \$10,000	\$100	Per Permit
	\$10,001 - \$50,000	\$200	Per Permit
	\$50,001 - \$100,000	\$750	Per Permit
	\$100,001 - \$500,000	\$1,000	Per Permit
	\$500,001 - \$1,000,000	\$1,500	Per Permit
	>\$1,000,000	25% of Building Permit Fee	Per Permit
	The Building Permit (Plan-Processing) Application fee is non-refundable and shall be credited against the Building Permit Fee when the permit is issued		
No. 822, 2014	Building Permit Fee		
	Value of Works \$0 - \$10,000		
	Building Permit Base Fee	\$100	Per Permit
	Incremental Fee	\$12	for each \$1,000 or part thereof exceeding the first \$1,000
	Value of Works \$10,001 - \$50,000		
	Building Permit Base Fee	\$200	Per Permit
	Incremental Fee	\$8	for each \$1,000 or part thereof exceeding the first \$10,000

**Schedule G
Building Permit Fees and Security Deposits**

Bylaw No.	Description	Fee	Unit
No. 822, 2014	Value of Works \$50,001 - \$3,000,000		
	Building Permit Base Fee	\$500	Per Permit
	Incremental Fee	\$9	for each \$1,000 or part thereof exceeding the first \$50,000
	Value of Works \$3,000,001 - \$10,000,000		
	Building Permit Base Fee	\$28,000	Per Permit
	Incremental Fee	\$6	for each \$1,000 or part thereof exceeding the first \$3,000,000
	Value of Works \$10,000,001 and greater		
	Building Permit Base Fee	\$66,000	Per Permit
	Incremental Fee	\$6	for each \$1,000 or part thereof exceeding the first \$10,000,000
	For Multi-Family Residential, Industrial, Commercial, Office Buildings, Assembly, and Institutional Buildings	\$1.25	per \$1,000 or part thereof. Additional to Building Permit Fees and Incremental Fees above
No. 822, 2014	Building Design Modification Administration Fee - Plan Review	\$100.00	Per Hour

**Schedule G
Building Permit Fees and Security Deposits**

Bylaw No.	Description	Fee	Unit
No. 822, 2014	Extension/Renewal of a Building Permit		
	Original Building Permit Value of less than \$30,000	\$50	Each
	Original Building Permit Value of \$30,000 or more and less than \$200,000	\$150	Each
	Original Building Permit Value of \$200,000 or more	\$250	Each
No. 822, 2014	Plumbing		
	Minimum Fee	\$50	Each
	Alteration of existing system (plus any added fixtures)	\$50 Min.	Each
	Single-family dwelling (basic 2 bath group, 12 fixtures max.)	\$240 Min.	Per Permit
	Additional plumbing fixtures	\$10	Per Fixture
	Water storage tanks, sumps, internal R.W.L., catch basins, manholes, interceptors, water meter or reducing station, water distribution, backflow preventers.	\$50	Each
	Miscellaneous		
No. 822, 2014	Double Permit Fee	\$5,000 Max.	Per Permit
No. 822, 2014	Permit Transfer (to new Owner/Agent)	\$100	Per Permit
No. 822, 2014	Occupancy Permit resulting from: -Re-activated permit	\$500	Per Permit
No. 822, 2014	Special Inspections: -Inspections not specifically described herein	\$100	Each
No. 822, 2014	Demolitions: -Basic minimum or contract price, whichever greater -Product storage tanks, underground or above ground, basic minimum or as per contract price, whichever greater	\$500	Each building or structure
No. 822, 2014	Swimming Pools (based on value)	\$250 Min.	Per Permit

**Schedule G
Building Permit Fees and Security Deposits**

Bylaw No.	Description	Fee	Unit
No. 822, 2014	Sprinklers System	\$250 Min. Plus \$100 per suite for multi- family	Per Installation
No. 822, 2014	Fireplaces - (all types) includes chimneys, vents, space heaters or appliances	\$100	Each
No. 822, 2014	Additional chimney or vents	\$30	Each
No. 822, 2014	Heating (all types of heating)	\$100	Each
No. 822, 2014	Portable classrooms (includes value)	\$300	Each
No. 822, 2014	Subsoil Drainage		
	Single and two-family dwelling	\$150	Each
	Commercial, multi-family, institutional, industrial	\$500	Each
	Security Deposits		
No. 822, 2014	Temporary building/shelter/use/structure	\$2,000	Each
No. 822, 2014	Swimming pools	\$2,000	Each
No. 822, 2014	Erection, alteration, repair, demolish or addition to a building or structure, based on value	\$500	Min charge Each
No. 822, 2014	- Single or two-family dwelling (new)	\$1,000	Each
No. 822, 2014	- Multi-family residential	As Determined \$5,000.00 Max	Each
No. 822, 2014	- Commercial, industrial, institutional	\$1,000.00 Min or 2% of permit value, whichever is greater. Max. \$5,000	Each
No. 822, 2014	- Demolitions	\$1,000	Each

**Schedule H
Development Application Fees and Charges**

DEVELOPMENT APPLICATIONS				
Bylaw No.	Description	Fee	Unit	
Amendments				
No. 1166, 2012	Official Community Plan Amendment			
	Base Fee		\$2,500	Per Application
	Incremental Additional Fee	Residential	\$100	Per dwelling unit
		Non-Residential	\$100	Per 300m ² of land
	Base and additional fee combined shall not exceed \$15,000			
No. 1166, 2012	Zoning Amendment (current Bylaw zones)			
	Base Fee		\$1,500	Per Application
	Incremental Additional Fee	Residential	\$100	Per dwelling unit
		Non-Residential	\$100	Per 300m ² of land
	Base and additional fee combined shall not exceed \$15,000			
No. 1166, 2012	Zoning Amendment (new zoning designation)			
	Base Fee		\$2,500	Per Application
	Incremental Additional Fee	Residential	\$100	Per dwelling unit
		Non-Residential	\$100	Per 300m ² of land
	Base and additional fee combined shall not exceed \$15,000			
No. 1166, 2012	Combined OCP and Zoning Bylaw Amendment			
	Base Fee		\$3,000	Per Application
	Incremental Additional Fee (Max. \$10,000)	Residential	\$100	Per dwelling unit
		Non-Residential	\$100	Per 300m ² of land
	Base and additional fee combined shall not exceed \$15,000			
No. 1166, 2012	Additional Public Hearing	\$1,000	Per Hearing	

**Schedule H
Development Application Fees and Charges**

Bylaw No.	Description	Fee	Unit	
Development Permits				
No. 1166, 2012	Form and Character Development Permit			
	Base Fee (incl first dwelling unit)	\$500	Per Permit	
	Incremental Additional Fee	Residential	\$100	Per dwelling unit
		Non-Residential	\$500	Per Permit
	Base and additional fee combined shall not exceed \$10,000			
No. 1166, 2012	Other Development Permits			
	Geotechnical Hazards DP	\$300	Per permit	
	Environmentally Sensitive Area DP	\$300	Per permit	
	Gibsons Aquifer DP	\$300	Per permit	
	Gibsons Aquifer DP - Additional Fee if drilling program is required	At Cost	Per review	
	Combined Geotechnical and Environmental DP	\$500	Per permit	
	If work has commenced with no permit issued	\$1,000	Per permit	
	Changes to Permit (Within 2 years of Permit approval)	50%	Per request	
No. 1166, 2012	Development Variance Permit			
	In Single-Family and Two-Family zones	\$1,000	Per permit	
	In Multi-Family, Cluster, other Residential zones	\$1,500	Per permit	
	In Non-Residential Zoned Properties	\$1,500	Per permit	
	Sign Bylaw	\$500	Per permit	
No. 1166, 2012	Flood Plain Exemption	\$1,500	Per request	
No. 1166, 2012	Board of Variance	\$1,000	Per Application	
Miscellaneous				
No. 1166, 2012	Temporary Use Permit			
	Base Fee	\$1,500	Per Application	
	TUP extension (if not lapsed and if no changes to terms)	\$1,000	Per Application	
No. 1166, 2012	Heritage Alteration Permit	\$100	Per Permit	

**Schedule H
Development Application Fees and Charges**

Bylaw No.	Description	Fee	Unit
No. 1065-46, 2018	Liquor and Cannabis Regulation Branch		
	Liquor/Food Primary	\$2,000	Per Request
	Liquor/Food Primary - Amendment	\$1,000	Per Request
	Manufacturer (winery, brewery, distillery)	\$1,000	Per Request
	Special Event	\$500	Per Request
	Cannabis/Retail License	\$2,000	Per Request
No. 1166, 2012	Phased Development Agreement		
	Basic	\$2,500	Per Agreement
	Legal Review	At Cost	As Required
No. 1166, 2012	Comfort Letter		
	Basic	\$150	Per Lot
	Research beyond OCP and Zoning	\$350	Per Lot
No. 1166, 2012	Any Permit Extension (unless stated elsewhere) With no change, just term	\$300	Per Permit
No. 1166, 2014	Refunds		
	For OCP or Zoning Bylaw Amendment: If withdrawn prior to the application being considered at a Public Hearing; and if the Town does not incur any notification or facility costs	50%	Per Application
	For Development Permit, Development Variance Permit, Board of Variance application, Temporary Use Permit: If withdrawn prior to the application being considered at a Public Hearing; and if the Town does not incur any notification or facility costs	50%	Per Application
	For Development Permits: If withdrawn prior to referral of the application to internal or external parties	50%	Per Application

**Schedule H
Development Application Fees and Charges**

Bylaw No.	Description	Fee	Unit
Subdivision, including Bare Land Strata			
No. 1166, 2012	Base Fee	\$1,000	Includes first new parcel created
	Incremental Additional Fee	\$500	Each additional parcel
		\$500	For PLA
		\$500	Subdivision approval fee
No. 1166, 2012	Alter Lot lines	\$500	Per application
No. 1166, 2012	Phased Strata Plan Declaration		
	Base Fee	\$2,500	2 phase plan
	Incremental Additional Fee	\$200	Each additional phase
	Legal Review	At Cost	As required
No. 1166, 2012	Strata Title Conversion		
	Base Fee	\$500	2 units or less
	Incremental Additional Fee	\$1,000	3 units or more
No. 1166, 2012	Air Space Parcel		
	Base Fee	\$3,000	
	Incremental Additional Fees	\$500	2nd and each additional lot
		\$500	Subdivision approval fee
		\$500	for PLA
Legal Review	At Cost	As required	
No. 1166, 2012	PLA Extension		
	Base Fee	\$250	Each
	Legal Review	At Cost	As required
No. 1166, 2012	Refunds (if prior to final strata/plan submission)	\$500	Per Application
No. 1166, 2012	Closure of Highway (in addition to expenses for transfer of land)	\$500	Per Application

**Schedule H
Development Application Fees and Charges**

Bylaw No.	Description	Fee	Unit
Other Administration Fees			
No. 1166, 2013	Land Titles		
	Title Search	\$20	Per Title
	Restrictive Covenant	\$50	Per Covenant
	Amendment/discharge legal agreement or Notice on Title (No Council approval required)	\$250	Per Application
	Amendment/discharge legal agreement or Notice on Title (Council approval)	\$1,000	Per Application
No. 1166, 2012	Application Amendment		
	Base	\$250	Per Application
	In addition: any additional fees beyond the original application fee as a result of recalculation	Based on recalculation	Per Application
Service Agreement Works			
No. 1166, 2015	Base fee	\$1,000	Per request
	Incremental Additional Fees	4%	of that part of the cost estimate between 0-\$100,000
		Additional 2%	of that part of the cost estimate above \$100,000

**Schedule I
Sign Bylaw Fees and Charges**

SIGN BYLAW			
FEES AND CHARGES			
Bylaw No.	Description	Fee	Unit
No. 1215, 2016	Permit for a single sign	\$50	Per application
No. 1215, 2016	Permit for two or more signs	\$75	Per application
No. 1215, 2016	Permit for a Sandwich Board	\$50	Per application
No. 1215, 2016	Permit to change the face of each existing conforming sign	\$25	Per sign
No. 1215, 2016	Retroactively Permit a sign that has been installed without a Sign Permit in good standing	\$150	Per sign
	Recovery Costs		
No. 1215, 2016	Sign Removal requiring equipment	\$200	Per sign
No. 1215, 2016	Sign removal not requiring equipment	\$50	Per sign