

# TOWN OF GIBSONS



## RATES, FEES AND CHARGES BYLAW No. 1196, 2014

**Adopted:** February 4<sup>th</sup>, 2014

Consolidated for convenience January 2019  
to include amendments up to Bylaw No. 1196-16

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**

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

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# TOWN OF GIBSONS

## BYLAW NO. 1196

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

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**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 31<sup>st</sup>, 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.

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

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

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

<b>WATER</b>				
<b>FEES AND CHARGES</b>				
<b>Bylaw No.</b>	<b>Description</b>	<b>Period</b>	<b>Fee</b>	<b>Unit</b>
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

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

<b>Bylaw No.</b>	<b>Description</b>	<b>Period</b>	<b>Fee</b>	<b>Unit</b>
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
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				
<b>USER RATES – DOMESTIC</b>				
<b>Bylaw No.</b>	<b>Description</b>	<b>Period</b>	<b>Fee</b>	<b>Unit</b>
No.1192, 2014	Single Family basic user rate	6 months	\$41.40	Base Rate
No.1192, 2014	Multi-Family basic user rate	6 months	\$16.77	Base Rate
No.1192, 2014	For each cubic meter of water consumed up to 138 cubic meters	6 months	\$1.20	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	\$1.61	Cubic metre
No.1192, 2014	For each cubic meter of water consumed in excess of 275 cubic meters	6 months	\$2.04	Cubic metre
No.1192, 2014	Unmetered Domestic User	Annual	\$360.00	each



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

<b>USER RATES – COMMERCIAL ( BASE RATES)</b>				
<b>Bylaw No.</b>	<b>Description</b>	<b>Period</b>	<b>Fee</b>	<b>Unit</b>
No.1192, 2014	5/8 or 3/4 inch meter	6 months	\$104.67	each
No.1192, 2014	1 inch meter	6 months	\$141.34	each
No.1192, 2014	1.5 inch meter	6 months	\$345.33	each
No.1192, 2014	2 inch meter	6 months	\$464.90	each
No.1192, 2014	3 inch meter	6 months	\$760.57	each
No.1192, 2014	4 inch meter	6 months	\$1,547.69	each
<b>USER RATES – COMMERCIAL</b>				
<b>Bylaw No.</b>	<b>Description</b>	<b>Period</b>	<b>Fee</b>	<b>Unit</b>
No.1192, 2014	Commercial basic user rate	6 months	\$55.39	Cubic metre
No.1192, 2014	For each cubic meter of water consumed up to 138 cubic meters	6 months	\$1.08	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	\$1.46	Cubic metre
No.1192, 2014	For each cubic meter of water consumed in excess of 275 cubic meters	6 months	\$1.84	Cubic metre
No.1192, 2014	Unmetered Commercial User	Annual	\$962.65	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**

<b>SANITARY AND STORM SEWER</b>				
<b>FEES AND CHARGES</b>				
<b>Bylaw No.</b>	<b>Description</b>	<b>Period</b>	<b>Fee</b>	<b>Unit</b>
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				

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

<b>SANITARY USER RATES – DOMESTIC</b>				
<b>Bylaw No.</b>	<b>Description</b>	<b>Period</b>	<b>Fee</b>	<b>Unit</b>
No.1194, 2014	Dwelling Unit	6 months	\$118.65	per unit
<b>SANITARY USER RATES – COMMERCIAL</b>				
<b>Bylaw No.</b>	<b>Description</b>	<b>Period</b>	<b>Fee</b>	<b>Unit</b>
No.1194, 2014	Apartments	6 months	\$89.00	1 bedroom unit
No.1194, 2014		6 months	\$118.65	2 bedroom units
No.1194, 2014	Barber	6 months	\$165.27	5 chairs
No.1194, 2014		6 months	\$15.56	each additional chair
No.1194, 2014	Cabaret	6 months	\$1,319.95	first 100 seats
No.1194, 2014		6 months	\$7.01	each additional seat
No.1194, 2014	Car Wash	6 months	\$915.50	first 2 bays
No.1194, 2014		6 months	\$168.81	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	\$165.27	five chairs
No.1194, 2014		6 months	\$15.56	each additional chair
No.1194, 2014	Hospital	6 months	\$68.81	per bed
No.1194, 2014	Laundromat	6 months	\$543.15	first 5 washing machines
No.1194, 2014		6 months	\$61.99	each additional machine
No.1194, 2014	Licensed Lounge	6 months	\$482.06	first 50 seats
No.1194, 2014		6 months	\$7.01	each additional seat

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

<b>SANITARY USER RATES – COMMERCIAL</b>				
<b>Bylaw No.</b>	<b>Description</b>	<b>Period</b>	<b>Fee</b>	<b>Unit</b>
No.1194, 2014	Licensed Public House	6 months	\$964.19	first 100 seats
No.1194, 2014		6 months	\$7.01	each additional seat
No.1194, 2014	Motel/Hotel	6 months	\$118.65	first unit
No.1194, 2014		6 months	\$68.81	each additional Unit
No.1194, 2014	Restaurants/Cafe	6 months	\$344.31	first 30 seats
No.1194, 2014		6 months	\$5.47	each additional seat
No.1194, 2014	Rooming House	6 months	\$118.65	first unit
No.1194, 2014		6 months	\$45.40	each additional unit
No.1194, 2014	School	6 months	\$118.65	per classroom
No.1194, 2014	Service Station/Garage	6 months	\$130.87	each
No.1194, 2014	Store	6 months	\$118.65	retail/wholesale
No.1194, 2014	Suites	6 months	\$118.65	each unit
No.1194, 2014	Trailer Park	6 months	\$118.65	per rental space
No.1194, 2014	All other users	6 months	\$118.65	unit

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

<b>GARBAGE AND ORGANICS</b>				
<b>USER RATES</b>				
<b>Bylaw No.</b>	<b>Description</b>	<b>Period</b>	<b>Fee</b>	<b>Unit</b>
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**

<b>DISTRICT ENERGY</b>				
<b>FEES AND CHARGES</b>				
<b>Bylaw No.</b>	<b>Description</b>	<b>Period</b>	<b>Fee</b>	<b>Unit</b>
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
<b>USER RATES</b>				
<b>Bylaw No.</b>	<b>Description</b>	<b>Period</b>	<b>Fee</b>	<b>Unit</b>
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**

<b>BUILDING PERMIT FEES AND SECURITY DEPOSITS</b>				
<b>FEES AND CHARGES</b>				
<b>Bylaw No.</b>	<b>Description</b>		<b>Fee</b>	<b>Unit</b>
No. 822, 2014	Value of Works \$0-\$5,000			
	Building Permit Application Fee		\$150.00	Min. Per Permit
No. 822, 2014	Value of Works \$5,001 - \$50,000			
	Building Permit Application Fee		\$250.00	Per Permit
	Incremental Fee		\$5.00	for each \$1,000 or part thereof over \$5,000
No. 822, 2014	Value of Works \$50,001 - \$100,000			
	Building Permit Application Fee		\$750.00	Per Permit
	Incremental Fee		\$5.00	for each \$1,000 or part thereof over \$50,000
No. 822, 2014	Value of Works \$100,001 - \$250,000			
	Building Permit Application Fee		\$1,750	Per Permit
	Incremental Fee		\$3.00	for each \$1,000 or part thereof over \$100,000
No. 822, 2014	Value of Works \$250,001 - \$500,000			
	Building Permit Application Fee		\$3,000	Per Permit
	Incremental Fee		\$3.00	for each \$1,000 or part thereof over \$250,000
No. 822, 2014	Value of Works \$500,001 - \$1 M			
	Building Permit Application Fee		\$5,000	Per Permit
	Incremental Fee		\$4.00	for each \$1,000 or part thereof over \$500,000



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

<b>Bylaw No.</b>	<b>Description</b>	<b>Fee</b>	<b>Unit</b>
No. 822, 2014	Value of Works \$1 M - \$1.5 M		
	Building Permit Application Fee	\$7,750	Per Permit
	Incremental Fee	\$5.00	for each \$1,000 or part thereof over \$1 M
No. 822, 2014	Value of Works \$1,500,001 and Over		
	Building Permit Application Fee	\$11,000	Per Permit
	Incremental Fee	\$5.00	for each \$1,000 or part thereof over \$1.5 M
No. 822, 2014	Double Permit Fee	\$5,000.00 Max.	Per Permit
No. 822, 2014	Permit Extension/Renewal	20% of Original Fee (\$100 Min.)	Per Permit
No. 822, 2014	Permit Transfer (to new Owner/Agent)	\$100.00	Per Permit
No. 822, 2014	Occupancy Permit resulting from: -New active permit	No Charge	
No. 822, 2014	Occupancy Permit resulting from: -Re-activated permit	\$500.00	Per Permit
No. 822, 2014	Inspections: -Extra inspection or re-inspection of faulty work	\$100.00	Each
No. 822, 2014	Inspections: -Inspections not specifically described herein, or hourly	\$100.00	Per Hour
No. 822, 2014	Inspections: -Fire Damage (per suite or dwelling)	\$100.00	Per Hour
No. 822, 2014	Inspections: -Change of tenant or pre-Business Licence Inspection	\$100.00	Each
No. 822, 2014	Change of use/occupancy (basic minimum) or as per contract price, whichever greater	\$100.00	Per Suite
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	\$500.00	Each unit, tank, building or structure

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

<b>Bylaw No.</b>	<b>Description</b>	<b>Fee</b>	<b>Unit</b>
No. 822, 2014	Product storage tanks, installation (underground or above ground)	\$100.00	Each Tank
No. 822, 2014	Swimming Pools (based on value)	\$250.00 Min.	Per Permit
No. 822, 2014	Sprinklers System	\$250.00 Min. Plus \$100 per suite for multi-family	Per Installation
No. 822, 2014	Fireplaces - (all types) includes chimneys, vents, space heaters or appliances	\$50.00	Each
No. 822, 2014	Additional chimney or vents	\$30.00	Each
No. 822, 2014	Heating (all types of heating) -Single-family dwelling	\$100.00	Each
No. 822, 2014	Heating (all types of heating) -Multi-suite buildings	\$100.00	Each Suite
No. 822, 2014	Heating (all types of heating) -All other buildings	\$100.00	Each
No. 822, 2014	Moving buildings on Municipal roads	\$500.00	Each Move
No. 822, 2014	Portable classrooms (includes value)	\$300.00	Each
No. 822, 2014	Plumbing - basic minimum permit fee	\$50.00	Each
No. 822, 2014	Plumbing: -Alteration of existing system (plus any added fixtures)	\$50.00 Min.	Each
No. 822, 2014	Plumbing: -Single-family dwelling (basic 2 bath group, 12 fixtures max.)	\$240.00 Min.	Per Permit
No. 822, 2014	Plus additional plumbing fixtures including: -water storage tanks, sumps, internal R.W.L., catch basins, manholes, interceptors, water meter or reducing station, water distribution, backflow preventers, floor drains, urinals, bidets, water closets, bathtubs, showers, sinks/basins, laundry machines, dishwashers and any other	\$20.00	Each
No. 822, 2014	Subsoil drainage: -Single and two family dwelling	\$150.00	Each

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

<b>Bylaw No.</b>	<b>Description</b>	<b>Fee</b>	<b>Unit</b>
No. 822, 2014	Subsoil drainage: -Commercial, multi-family, institutional, industrial	\$500.00	Each
No. 822, 2014	For the removal, repair or replacement of a failed building envelope and the repair of damage to the structure caused by building envelope failure on residential buildings	\$500.00	Each
No. 822, 2014	Deposit for temporary building/shelter/use/structure	\$2,000.00	Each
No. 822, 2014	Deposit for swimming pools	As Determined	Each
No. 822, 2014	Deposit for a permit to erect, alter, repair, demolish or add to a building or structure, based on value and as follows: Basic: -Under \$25,000	As Determined	Each
No. 822, 2014	For a Permit to erect, alter, repair, demolish or add to a building or structure, based on value and as follows: Basic: -Over \$25,000 in value	\$500.00 Min.	Each
No. 822, 2014	Deposit for a permit to erect, alter, repair, demolish or add to a building or structure, based on value and as follows: Basic: -Single or two-family dwelling (new)	\$1,000.00	Each
No. 822, 2014	Deposit for a permit to erect, alter, repair, demolish or add to a building or structure, based on value and as follows: Basic: -Multi-family residential	As Determined \$5,000.00 Max	Each
No. 822, 2014	Deposit for a permit to erect, alter, repair, demolish or add to a building or structure, based on value and as follows: Basic: -Commercial, industrial, institutional	\$1,000.00 Min or 2% of permit value, whichever is greater. Max. \$5,000.00	Each
No. 822, 2014	Deposit for demolitions: In addition to above, to ensure the demolition of an existing building is carried out where required to comply with the Zoning Bylaw and as a condition of a Building Permit: -Dwelling unit	\$1,000.00 Max	Each

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

<b>Bylaw No.</b>	<b>Description</b>	<b>Fee</b>	<b>Unit</b>
No. 822, 2014	Deposit for demolitions: In addition to above, to ensure the demolition of an existing building is carried out where required to comply with the Zoning Bylaw and as a condition of a Building Permit: -Others (as determined by Inspector)	Prescribed Amount	Each
No. 822, 2014	Deposit for difficult or steep land	Prescribed Amount	Each
No. 822, 2014	Deposit to move buildings on Municipal roads	\$1,000.00 Max.	Each

**SCHEDULE H  
Development Application Fees and Charges**

<b>DEVELOPMENT APPLICATION PROCEDURES</b>				
<b>FEES AND CHARGES</b>				
<b>Bylaw No.</b>	<b>Description</b>	<b>Fee</b>	<b>Unit</b>	
	<b>Amendments</b>			
No. 1166, 2012	<b>Official Community Plan Amendment</b>			
	Base Fee	\$1,000	Per Application	
	Incremental Additional Fee	Residential	\$100	Per dwelling unit
		Non-Residential	\$100	Per 300m <sup>2</sup> of land
	Base and additional fee combined shall not exceed \$10,000			
No. 1166, 2012	<b>Zoning Bylaw Amendment (current Bylaw zones)</b>			
	Base Fee	\$1,000	Per Application	
	Incremental Additional Fee	Residential	\$100	Per dwelling unit
		Non-Residential	\$100	Per 300m <sup>2</sup> of land
	Base and additional fee combined shall not exceed \$10,000			
No. 1166, 2012	<b>Zoning Bylaw Amendment (new zoning designation)</b>			
	Base Fee	\$2,500	Per Application	
	Incremental Additional Fee	Residential	\$100	Per dwelling unit
		Non-Residential	\$100	Per 300m <sup>2</sup> of land
	Base and additional fee combined shall not exceed \$10,000			
No. 1166, 2012	<b>Combined OCP and Zoning Bylaw Amendment</b>			
	Base Fee	\$1,200	Per Application	
	Incremental Additional Fee (Max. \$10,000)	Residential	\$100	Per dwelling unit
		Non-Residential	\$100	Per 300m <sup>2</sup> of land
	Base and additional fee combined shall not exceed \$10,000			

**SCHEDULE H  
Development Application Fees and Charges**

<b>Bylaw No.</b>	<b>Description</b>	<b>Fee</b>	<b>Unit</b>	
	<b>Development Permits</b>			
No. 1166, 2012	<b>Form and Character Development Permit</b>			
	Base Fee	\$500	Per Permit	
	Incremental Additional Fee	Residential	\$100	Per dwelling unit
		Non-Residential	\$1	Per m <sup>2</sup> of land
	Base and additional fee combined shall not exceed \$5,000			
No. 1166, 2012	<b>Other Development Permits</b>			
	Geotechnical Hazards DP	\$300	Per permit	
	Environmentally Sensitive Area DP	\$300	Per permit	
	Gibsons Aquifer DP	\$600	Per permit	
	Additional fee Gibsons Aquifer DP	\$300	If a drilling program is required	
	If work has commenced with no permit issued	\$1,000	Per permit	
	Changes to Permit (Within 2 years of Permit approval)	50%	Per request	
	Base and additional fee combined shall not exceed \$10,000			
No. 1166, 2012	<b>Development Variance Permit</b>			
	In Single-Family and Two-Family zones	\$550	Per permit	
	In Multi-Family, Cluster, other Residential zones	\$1,000	Per permit	
	In Non-Residential Zoned Properties	\$1,000	Per permit	
	Sign Bylaw	\$500	Per permit	
No. 1166, 2012	<b>Board of Variance</b>	\$300	Per Application	

**SCHEDULE H  
Development Application Fees and Charges**

<b>Bylaw No.</b>	<b>Description</b>	<b>Fee</b>	<b>Unit</b>
	<b>Miscellaneous</b>		
No. 1166, 2012	<b>Temporary Use Permit</b>		
	Base Fee	\$1,000	Per Application
	TUP extension (if not lapsed and if no changes to terms)	\$750	Per Application
No. 1166, 2012	<b>Heritage Alteration Permit</b>	\$100	Per Permit
No. 1065-46, 2018	<b>Liquor and Cannabis Regulation Branch Referrals</b>	\$1,000	Per Request
No. 1166, 2012	<b>Comfort Letter</b>	\$100	Per Request
No. 1166, 2012	<b>Any Permit Extension</b> (unless stated elsewhere) With no change, just term	\$300	Per Permit
No. 1166, 2014	<b>Refunds</b>		
	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	80%	Per Application

**SCHEDULE H  
Development Application Fees and Charges**

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



**SCHEDULE H  
Development Application Fees and Charges**

<b>Bylaw No.</b>	<b>Description</b>	<b>Fee</b>	<b>Unit</b>
<b>Other Administration Fees</b>			
	Title Search	\$20	Per Request
No. 1166, 2012	Application Amendment	\$250	Per Application
No. 1166, 2012	In addition: any additional fees beyond the original application fee as a result of recalculation	Based on recalculation	Per Application
No. 1166, 2013	Amendment/discharge legal agreement (No Council approval required)	\$250	Per Application
No. 1166, 2014	Amendment/discharge legal agreement (Council approval)	\$1,000	Per Application
<b>Service Agreement Works</b>			
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**

<b>SIGN BYLAW</b>			
<b>FEES AND CHARGES</b>			
<b>Bylaw No.</b>	<b>Description</b>	<b>Fee</b>	<b>Unit</b>
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
	<b>Recovery Costs</b>		
No. 1215, 2016	Sign Removal requiring equipment	\$200	Per sign
No. 1215, 2016	Sign removal not requiring equipment	\$50	Per sign