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**A Bylaw to Establish Fees and Charges for City Services and Information**

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WHEREAS Section 194 of the *Community Charter* authorizes Council, by bylaw, to impose fees and charges payable in respect of any service it considers necessary or desirable;

AND WHEREAS Council deems it necessary and desirable to exercise the authority provided by the *Community Charter* to cover costs of providing various services and information;

NOW THEREFORE the Council of the Corporation of the City of Port Coquitlam enacts as follows:

CITATION:

1. This Bylaw shall be cited as “Fees and Charges Bylaw, 2022, No. 4263”.

ADMINISTRATION:

2. The City of Port Coquitlam hereby imposes fees for the provision of services and information as specified in the Schedules attached to this Bylaw.
3. This Bylaw shall come into effect on the date of its final adoption unless otherwise indicated.
4. Wherever this Bylaw sets out fees and charges with respect to other City of Port Coquitlam bylaws and other such bylaws contain similar fees and charges, this Bylaw is deemed to prevail.

SEVERABILITY:

5. If any part, section or Schedule of this Bylaw is, for any reason, held to be invalid by the decision of a Court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this Bylaw.

REPEAL:

6. "Fees and Charges Bylaw, 2015, No. 3892" including all amendments is hereby repealed.

READ A FIRST TIME this	22 <sup>nd</sup> day of	February, 2022
READ A SECOND TIME this	22 <sup>nd</sup> day of	February, 2022
READ A THIRD TIME this	22 <sup>nd</sup> day of	February, 2022
ADOPTED this	8 <sup>th</sup> day of	March, 2022

BRAD WEST

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Mayor

CAROLYN DEAKIN

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Acting Corporate Officer

**Schedules of Bylaw No. 4263  
2022 Fees and Charges**

- Schedule A – General and Administration
- Schedule B – Engineering and Public Works
- Schedule C – Parks and Recreation
- Schedule D – Development Applications
- Schedule E – Building Services
- Schedule F – Freedom of Information and Protection of Privacy
- Schedule G – Fire and Emergency Services
- Schedule H – Cemetery Services
- Schedule I – Soil Deposit
- Schedule J – Filming
- Schedule K – Subdivision and Engineering Development
- Schedule L – Controlled Substance Nuisance
- Schedule M – Animal Control
- Schedule N – Property Standards and Nuisance Abatement

**Schedule "A"**  
**GENERAL AND ADMINISTRATION**  
**FEES & CHARGES**

Item	Fee
Apportionment of Property per folio created	\$25.00
Business Licence Reports	\$25.00
Contract Documents (City Tender)	\$50.00
Fee to have non-certified cheque certified or prepare bank draft	\$25.00
Interest on Overdue Accounts Receivable	Bank of Canada Prime Rate + 4%
<b>LAND TITLE COSTS:</b>	
Title Search	\$15.00
Plan Copies	\$20.00
Imaged Records	\$20.00
Listing of all properties with tax levies by roll number	\$300.00
Microfilm Prints – Land Registry plans, as constructed drawings	\$20.00 per sheet (max \$160)
Overtime or fast-track requests for copying	\$50.00 per hour
Photocopies Letter Size (8 1/2" X 11")	\$0.35 per page
Photocopies Legal Size (8 1/2" X 14")	\$0.35 per page
Photocopies of Bound Reports	\$1.00 per page
Printed Material: A-3 (11" x 17") pre-made map or copies	\$10.00
Printed Material: A-1 (22" x 34") standard pre-made map	\$25.00
Printed Material: A-1 (22" x 34") custom map, \$25.00 + estimate staff time @ \$90/hr	Varies
Property listing of outstanding taxes for mortgage companies (charged to financial institutions)	\$12.00
Property roll refund fee for property tax/utility overpayment per folio (no charge for 1st refund)	\$25.00
Property tax notices – prior years	\$5.00
Returned cheques/N.S.F. payment	\$30.00
Statement of taxes outstanding for the current year per parcel issued over the counter, by fax or by mail	\$45.00
Statement of taxes outstanding for the current year per parcel by BC Online	\$40.00
Surveys or small drawings up to 11 x 17")	\$16.00 for 1st copy plus \$4 per additional sheet
Surveys or large drawings (>11 x 17")	\$35.00 for 1st copy plus \$4 per additional sheet
Tax and or utility information prior to current year	\$75.00 per hour

Notes:

1. All fees are exclusive of tax, which will be added, if applicable.
2. Additionally, a 15% administration fee may be added.

**Schedule "B"**  
**ENGINEERING AND PUBLIC WORKS**  
**FEES & CHARGES**

Item	Fee
Address Change for Existing Building	\$300
Address Change for New Buildings	\$300
Address Change for New Buildings (after 1 <sup>st</sup> 4)	\$50
Arterial Road Service Connection	\$750
Barge Ramp Use Permit	\$200
Bear lock – third arm for 240 L cart	\$12 replacement cost
Bear lock – third arm for 360 L cart	\$14 replacement cost
Bear lock for 240 L (includes hasp)	\$48 replacement cost
Bear lock for 360 L (includes hasp)	\$50 replacement cost
Blasting Permit	\$100
Communications Infrastructure Installation	\$150
Communications Infrastructure Rental	\$200/yr
Curb and Gutter Restoration	\$400 per cut
Curb Stencil Fee	\$50
Ditch Crossing Inspection	\$150
Ditch Crossing Permit	\$200
Fish Stencil Deposit	\$500
Highway Use (Monitoring Well) Permit Application or Renewal Fee	\$300 \$100 per addt'l lane closure
Highway Use Permit Application Fee	\$50
Highway Use Permit Inspection Fee	\$100
Highway Use – Construction Trailer/Bin, etc.	\$250 per month
Highway Encroachment Permit – Annual Fee	5% of land value multiplied the sq ft of the encroachment area (provided that the min. annual is \$100 annually)
Highway Use - Soil Anchor Deposit	\$1500 (per anchor)
Hydrant Use Permit	\$100
Hydrant Use Permit Overtime Rate (per hour)	\$175
Hydrant Use (daily)	\$100 flat rate/unit
Hydrant Use (weekly)	\$250 flat rate/unit
Hydrant Use OT (daily)	\$175 flat rate/unit
Hydrant Use OT (weekly)	\$400 flat rate/unit
Inspection Fee for Security Release	\$100
Lane Closure	\$100
Newspaper Box Deposit (per Box)	\$50

**Schedule “B” Cont’d  
ENGINEERING AND PUBLIC WORKS  
FEES & CHARGES**

Newspaper Box Fee (per Box)	\$40
Overload/Overweight Vehicle Permit	\$50/day
Road Closures	\$100
Sanitary Sewer Connection Permanent Cap-off	\$1180
Sanitary Sewer Connection Re-use	\$2000 Includes temp. plug and insp. chamber
Sanitary Sewer Connection (100mm)	\$3710 see notes 2&3
Sanitary Sewer Connection (100mm) – extra length	\$350 see note 6
Sidewalk Restoration	\$1000 per cut
Sign – Street Name - 1 sign	\$125
Sign – Street Name – 2 signs	\$165
Sign – Stop, Cul-de-sac, Speed, and School Crossing	\$175
Sprinkling Permit	\$30 (valid 21 days)
Sprinkling Permit Renewal	\$10
Storm Sewer Connection (150mm)	\$3000 See Notes 2&3
Storm Sewer Connection (150mm) – extra length	\$350 See Note 6
Storm Sewer Connection Permanent Cap-off	\$1180
Storm Sewer Connection Re-use	\$2000 Incl. insp. chamber
Traffic Data	\$50/hr (1 hr min)
Tree cutting permit	\$100 per cut tree
Tree cutting permit for a tree deemed hazardous	N/C - requires approval from the Parks Section Manager
Water Connection (38mm) including metre box & setter	\$4000 See Notes 2&3
Water Connection (38mm) – extra length	\$350 See Note 6
Water Connection Permanent Cap-off	\$2060
Water Flow Analysis	\$75
Water Metre Testing ½ - 1 inch	\$100
Water Metre Testing 2 inch	\$325
Water Shut Off or Opening (business hours)	\$100
Water Shut off or Opening (outside business hours)	\$175
Water Tie-in Straight or Tee (200 mm diameter and smaller)	\$3,495 See Note 4
Water Valve Shut off or opening (outside business hours)	\$175
Water-Special Metre Reading	\$100

Notes:

1. Fees and Charges do not include applicable taxes.
2. The standard fees are applicable for detached residential service connections that require an excavation depth of no greater than 2.1 metres and the utility main is located within 8 metres of the property being serviced. Standard fees exclude sidewalk, curb and gutter restoration. Service connections that do not meet the noted criteria will be quoted on a fixed cost basis.
3. Water, sanitary & storm sewer service connections located on an arterial road will be charged the Arterial Road Service Connection fee.
4. The depth of the excavation must be no greater than 2.1 metres and the main to be tied in must be closer than 6.0 metres to the City water main. The contractor is to supply all required materials for the tie-in.
5. All other engineering works and services not identified in the Schedule B – Fees and Charges will be carried out on a quoted fixed cost basis.
6. Installation of utility per metre length or portion thereof greater than 8 metres.

**Schedule “C”  
PARKS & RECREATION FEES & CHARGES**

**FACILITY RENTAL PRICING**

**Customer Types**

**General Public - Residents:** Individuals residing in Port Coquitlam.

**General Public - Non-Residents:** Individuals residing outside of Port Coquitlam.

**Local Non-Profit Group - Youth/Schools:** Registered non-profit groups or charitable status organizations that are primarily youth and at least 75% Port Coquitlam residents. This customer type includes School District #43 schools or any school with a Port Coquitlam address. Sport groups must be a member of Port Coquitlam Sports Alliance Society (PCSA).

**Local Non-Profit Group - Adult:** Registered non-profit groups or charitable status organizations that are primarily adult and at least 75% Port Coquitlam residents. Sport groups must be a member of PCSA.

**Local Private Group:** Organizations that do not have non-profit or charitable status documentation but are at least 75% Port Coquitlam residents. Includes sport groups that are not members of PCSA.

**Commercial/Non-Resident/Political:** Organizations that do not have at least 75% Port Coquitlam residents. Includes sport groups that are not members of PCSA.

**Special Incentives**

**Community Serving:** Local non-profit or charitable status organizations can book a small meeting room at “no charge” for a maximum of two hours, once a week.

**Special Event Discount:** Facilities reserved tournaments, championships, or City supported events, are eligible to receive a 15% discount from the regular hourly rate for full day rentals (8+ hours). This discount will not be applicable to extra/miscellaneous fees.

**Fundraising Events:** An event benefiting a local non-profit community organization or charity that provides community benefit and contributes to a feeling of community identity and spirit, can request a rental fee reduction or fee waiver. The Recreation Director is authorized to waive or reduce fees for rentals identified in the Fees and Charges Schedule on a case by case basis. Any discount will not apply to extra/miscellaneous fees.

**General Notes**

**Damage Deposit:** Any rentals may be subject to a damage deposit up to \$500.

**Extra Charge:** Rentals requiring staffing (wages as specified in the Collective Agreement with CUPE Local 498) and/or waste or resource management are subject to additional charges.

**Taxes:** All listed prices exclude relevant taxes, which are calculated at the point of sale.

**Rental Duration:** All rentals are reserved for at least 1-hour.

**Schedule “C”  
PARKS & RECREATION FEES & CHARGES**

**Multi-Purpose Rooms - Small (1-50 Capacity)**

**Facilities:**

**Aggie Park: Meeting Room. Gates Park: Meeting Room. Gathering Place: Community Room. Hyde Creek Recreation Centre: Community Room 2, Community Room 3, Conference Room, Lecture Room, Lobby, Sports Hall, Youth Centre. Leigh Square: Bandshell. Outlet: Artist in Residence. Port Coquitlam Community Centre: Fitness Studio, Games Room, Small Multi-Purpose Room, Spin Studio, Main Lobby Arena Lobby, Concession Landing, Corridor West, Corridor Middle, Corridor East, Arena Meeting Room, Aquatic Activity Room.**

**Note:**

**Local non-profit or charitable status organizations can book a small meeting room at “no charge” for a maximum of two hours, once a week.**

<b>Individuals</b>	<b>2022 Rate</b>
<b>General Public – Residents</b>	\$21.30/hour
<b>General Public - Non-Residents</b>	\$25.60/hour

<b>Organizations</b>	<b>2022 Rate</b>
<b>Local Non-Profit - Youth/Schools</b>	\$8.55/hour
<b>Local Non-Profit - Adult</b>	\$17.05/hour
<b>Local Private</b>	\$21.30/hour
<b>Commercial/Non-Resident/Political</b>	\$25.60/hour



**Schedule "C"**  
**PARKS & RECREATION**  
**FEES & CHARGES**

**Multi-Purpose Rooms - Medium (51-100 Capacity)**

**Facilities:**

- *City Hall: Council Chambers. Gathering Place: Michael Wright Art Gallery. Hyde Creek Recreation Centre: Aerobics Studio. Outlet: Work Room. Port Coquitlam Community Centre: Laking Room, J.B. Young Room, Wilson Lounge.*

**Note:**

- *After hours rentals may be subject to additional charges for facility supervision.*

Individuals	2022 Rate
<b>General Public - Residents</b>	\$57.75/hour
<b>General Public - Non-Residents</b>	\$69.30/hour

Organizations	2022 Rate
<b>Local Non-Profit - Youth/Schools</b>	\$23.10/hour
<b>Local Non-Profit - Adult</b>	\$46.20/hour
<b>Local Private</b>	\$57.75/hour
<b>Commercial/Non-Resident/Political</b>	\$69.30/hour

**Schedule "C"**  
**PARKS & RECREATION**  
**FEES & CHARGES**

**Multi-Purpose Rooms - Large (101+ Capacity)**

**Facilities:**

- *Hyde Creek Recreation Centre: Gymnasium. Port Coquitlam Community Centre: Gymnasium, Mabbett Hall.*

**Note:**

- *Certain PCCC rooms may be divided into halves for approved rentals; each side is rented out at half the price of the entire room.*

Individuals	2022 Rate
<b>General Public - Residents</b>	\$70.90/hour
<b>General Public - Non-Residents</b>	\$85.05/hour

Organizations	2022 Rate
<b>Local Non-Profit - Youth/Schools</b>	\$28.35/hour
<b>Local Non-Profit - Adult</b>	\$56.70/hour
<b>Local Private</b>	\$70.90/hour
<b>Commercial/Non-Resident/Political</b>	\$85.05/hour

**Schedule "C"**  
**PARKS & RECREATION**  
**FEES & CHARGES**

**Park Shelters**

**Facilities:**

- *Castle Park: Park Shelter. Lions Park: Park Shelter. Peace Park: Gazebo. Settlers Park: Park Shelter.*

**Note:**

- *Park shelters are rented in 4-hour blocks per day. Exceptions may be made for department supported/approved special events.*

Individuals	2022 Rate
<b>General Public - Residents</b>	\$70/event
<b>General Public - Non-Residents</b>	\$84/event

Organizations	2022 Rate
<b>Local Non-Profit - Youth/Schools</b>	\$28/event
<b>Local Non-Profit - Adult</b>	\$56/event
<b>Local Private</b>	\$70/event
<b>Commercial/Non-Resident/Political</b>	\$84/event

**Schedule "C"**  
**PARKS & RECREATION**  
**FEES & CHARGES**

**Arenas - Ice**

**Facilities:**

- *Port Coquitlam Community Centre: Arena 1 (Blue/Spectator), Arena 2 (Green), Arena 3 (Purple)*

**Notes:**

- *In August, ice rentals are lowered to the Local Non-Profit - Youth/Schools rate for all user groups.*
- *In addition to the base rental rate, Arena Attendants and/or Skating Instructors are billable for required rentals.*

Individuals	2022 Rate
<b>General Public - Residents</b>	\$275.00/hour
<b>General Public - Non-Residents</b>	\$330.00/hour

Organizations	2022 Rate
<b>Local Non-Profit - Youth/Schools</b>	\$110.00/hour
<b>Local Non-Profit - Adult</b>	\$220.00/hour
<b>Local Private</b>	\$275.00/hour
<b>Commercial/Non-Resident/Political</b>	\$330.00/hour

**Schedule "C"**  
**PARKS & RECREATION**  
**FEES & CHARGES**

**Arenas - Dry Floor**

**Facilities:**

- **Port Coquitlam Community Centre: Arena 1 (Blue/Spectator), Arena 2 (Green), Arena 3 (Purple)**

<b>Individuals</b>	<b>2022 Rate</b>
<b>General Public - Residents</b>	\$104.55/hour
<b>General Public - Non-Residents</b>	\$125.50/hour

<b>Organizations</b>	<b>2022 Rate</b>
<b>Local Non-Profit - Youth/Schools</b>	\$41.85/hour
<b>Local Non-Profit - Adult</b>	\$83.65/hour
<b>Local Private</b>	\$104.55/hour
<b>Commercial/Non-Resident/Political</b>	\$125.50/hour

**Schedule "C"**  
**PARKS & RECREATION**  
**FEES & CHARGES**

**Fields - Artificial Turf**

**Facilities:**

- **Gates Park: Artificial Turf 1, Artificial Turf 2**

**Notes:**

- *In July/August, turf rentals are lowered to the Local Non-Profit - Youth/Schools rate for all user groups*
- *Turf fields may be divided into halves; each side is rented out at half the price of an entire turf field.*

Individuals	2022 Rate
<b>General Public - Residents</b>	\$58.75/hour
<b>General Public - Non-Residents</b>	\$70.50/hour

Organizations	2022 Rate
<b>Local Non-Profit - Youth/Schools</b>	\$23.50/hour
<b>Local Non-Profit - Adult</b>	\$47.00/hour
<b>Local Private</b>	\$58.75/hour
<b>Commercial/Non-Resident/Political</b>	\$70.50/hour

**Schedule "C"**  
**PARKS & RECREATION**  
**FEES & CHARGES**

**Fields - Artificial Turf Warm-up**

**Facility:**

- **Gates Park: Artificial Turf Warm-up.**

<b>Individuals</b>	<b>2022 Rate</b>
<b>General Public - Residents</b>	\$17.05/hour
<b>General Public - Non-Residents</b>	\$20.50/hour

<b>Organizations</b>	<b>2022 Rate</b>
<b>Local Non-Profit - Youth/Schools</b>	\$6.85/hour
<b>Local Non-Profit - Adult</b>	\$13.65/hour
<b>Local Private</b>	\$17.05/hour
<b>Commercial/Non-Resident/Political</b>	\$20.50/hour

**Schedule "C"**  
**PARKS & RECREATION**  
**FEES & CHARGES**

**Fields - A-Level Grass**

**Facilities:**

- **Aggie Park: 1 Softball Diamond, 1 Soccer Field. Cedar Park: 1 Softball Diamond, 1 Baseball Diamond, 1 Soccer Field. Citadel Middle School: 1 Baseball Diamond, 1 Softball Diamond, 1 Soccer Field. E'cole des Pionniers: 1 Soccer Field. Evergreen Park: 1 Softball Diamond, 1 Soccer Field. Gates Park: 1 Baseball Diamond, 3 Softball Diamonds, 3 Soccer Fields. McLean Park: 4 Softball Diamonds, 1 Soccer Field. Minnehada Middle School: 1 Soccer Field. Terry Fox Park: 1 Softball Diamond, 1 Soccer Field. Thompson Park: 3 Baseball Diamonds.**

<b>Individuals</b>	<b>2022 Rate</b>
<b>General Public - Residents</b>	\$21.45/hour
<b>General Public - Non-Residents</b>	\$25.70/hour

<b>Organizations</b>	<b>2022 Rate</b>
<b>Local Non-Profit - Youth/Schools</b>	\$8.55/hour
<b>Local Non-Profit - Adult</b>	\$17.15/hour
<b>Local Private</b>	\$21.45/hour
<b>Commercial/Non-Resident/Political</b>	\$25.70/hour



**Schedule "C"**  
**PARKS & RECREATION**  
**FEES & CHARGES**

**Fields - B-Level Grass**

**Facility:**

- *Pitt River Middle School: 1 Soccer Field.*

Individuals	2022 Rate
<b>General Public - Residents</b>	\$16.05/hour
<b>General Public - Non-Residents</b>	\$19.30/hour

Organizations	2022 Rate
<b>Local Non-Profit - Youth/Schools</b>	\$6.45/hour
<b>Local Non-Profit - Adult</b>	\$12.85/hour
<b>Local Private</b>	\$16.05/hour
<b>Commercial/Non-Resident/Political</b>	\$19.30/hour

**Schedule "C"**  
**PARKS & RECREATION**  
**FEES & CHARGES**

**Fields - C-Level Grass**

**Facilities:**

- **Central Elementary School: 2 Baseball Diamonds. Central Park: 1 Baseball Diamond. Sun Valley Park: 1 Baseball Diamond.**

<b>Individuals</b>	<b>2022 Rate</b>
<b>General Public - Residents</b>	\$9.20/hour
<b>General Public - Non-Residents</b>	\$11.05/hour

<b>Organizations</b>	<b>2022 Rate</b>
<b>Local Non-Profit - Youth/Schools</b>	\$3.70/hour
<b>Local Non-Profit - Adult</b>	\$7.35/hour
<b>Local Private</b>	\$9.20/hour
<b>Commercial/Non-Resident/Political</b>	\$11.05/hour

**Schedule "C"**  
**PARKS & RECREATION**  
**FEES & CHARGES**

**Indoor Pools – Lap (25m)**

**Facility:**

- *Hyde Creek Recreation Centre: Lap Pool.*

**Notes:**

- *In addition to the base rental rate:*
  - *two Aquatic Leaders are required for attendance levels of 1-40*
  - *three Aquatic Leaders are required for attendance levels of 41-80*
  - *four Aquatic Leaders are required for attendance levels of 81-120*
  - *five Aquatic Leaders are required for attendance levels of 121-300.*
- *Swim clubs that provide National Lifeguard certified supervision may not require Aquatic Leaders.*
- *The Lap Pool can be divided into six lanes during operating hours; each lane may be rented out at 1/6 the price of the entire six lane 25m pool.*

Individuals	2022 Rate
<b>General Public - Residents</b>	\$109.40/hour
<b>General Public - Non-Residents</b>	\$131.25/hour

Organizations	2022 Rate
<b>Local Non-Profit - Youth/Schools</b>	\$43.75/hour
<b>Local Non-Profit - Adult</b>	\$87.50/hour
<b>Local Private</b>	\$109.40/hour
<b>Commercial/Non-Resident/Political</b>	\$131.25/hour

**Schedule "C"**  
**PARKS & RECREATION**  
**FEES & CHARGES**

**Pools – Lap (20m)**

**Facility:**

- **Port Coquitlam Community Centre: Lap Pool (Lanes 1 and 2).**

**Notes:**

- **In addition to the base rental rate:**
  - **two Aquatic Leaders are required for attendance levels of 1-40**
  - **three Aquatic Leaders are required for attendance levels of 41-80**
  - **four Aquatic Leaders are required for attendance levels of 81-120**
  - **five Aquatic Leaders are required for attendance levels of 121-300.**
- **Swim clubs that provide National Lifeguard certified supervision may not require Aquatic Leaders.**
- **The PCCC Lap Pool can be divided into two lanes during operating hours; each lane may be rented out at 1/2 the price of the entire two lane 20m lap pool.**

Individuals	2022 Rate
<b>General Public - Residents</b>	\$29.20/hour
<b>General Public - Non-Residents</b>	\$35.00/hour

Organizations	2022 Rate
<b>Local Non-Profit - Youth/Schools</b>	\$ 11.70/hour
<b>Local Non-Profit - Adult</b>	\$23.35/hour
<b>Local Private</b>	\$29.20/hour
<b>Commercial/Non-Resident/Political</b>	\$35.00/hour

**Schedule "C"**  
**PARKS & RECREATION**  
**FEES & CHARGES**

**Indoor Pools - Leisure**

**Facilities:**

*Hyde Creek Recreation Centre: Leisure Pool. Port Coquitlam Community Centre: Leisure Pool.*

**Notes:**

- *In addition to the base rental rate:*
  - *two Aquatic Leaders are required for attendance levels of 1-40*
  - *three Aquatic Leaders are required for attendance levels of 41-80*
  - *four Aquatic Leaders are required for attendance levels of 81-120*
  - *five Aquatic Leaders are required for attendance levels of 121-300.*
  
- *Swim clubs that provide National Lifeguard certified supervision may not require Aquatic Leaders.*

Individuals	2022 Rate
<b>General Public - Residents</b>	\$94.90/hour
<b>General Public - Non-Residents</b>	\$113.85/hour

Organizations	2022 Rate
<b>Local Non-Profit - Youth/Schools</b>	\$37.95/hour
<b>Local Non-Profit - Adult</b>	\$75.90/hour
<b>Local Private</b>	\$94.90/hour
<b>Commercial/Non-Resident/Political</b>	\$113.85/hour

**Schedule "C"**  
**PARKS & RECREATION**  
**FEES & CHARGES**

**Outdoor Pools**

**Facilities:**

- *Aggie Park: Centennial Pool. Robert Hope Park: Outdoor Pool.*

**Notes:**

- *In addition to the base rental rate:*
  - *two Aquatic Leaders are required for attendance levels of 1-40*
  - *three Aquatic Leaders are required for attendance levels of 41-80*
  - *four Aquatic Leaders are required for attendance levels of 81-120*
  - *five Aquatic Leaders are required for attendance levels of 121-300.*
- *Swim clubs that provide National Lifeguard certified supervision may not require Aquatic Leaders.*
- *Rentals outside of regular hours may be subject to extra fees for opening/closing the outdoor pool.*
- *Centennial Pool can be divided into six lanes during operating hours; each lane may be rented out at 1/6 the price of the entire pool.*

Individuals	2022 Rate
<b>General Public - Residents</b>	\$45.50/hour
<b>General Public - Non-Residents</b>	\$54.60/hour

Organizations	2022 Rate
<b>Local Non-Profit - Youth/Schools</b>	\$18.20/hour
<b>Local Non-Profit - Adult</b>	\$36.40/hour
<b>Local Private</b>	\$45.50/hour
<b>Commercial/Non-Resident/Political</b>	\$54.60/hour

**Schedule "C"**  
**PARKS & RECREATION**  
**FEES & CHARGES**

**Outdoor Pools - Wading**

**Facilities:**

- *Routley Pool: Wading Pool. Sun Valley Park: Wading Pool.*

**Note:**

- *In addition to the base rental rate below, one Aquatic Leader is required.*

<b>Individuals</b>	<b>2022 Rate</b>
<b>General Public - Residents</b>	\$44.25/hour
<b>General Public - Non-Residents</b>	\$53.10/hour

<b>Organizations</b>	<b>2022 Rate</b>
<b>Local Non-Profit - Youth/Schools</b>	\$17.70/hour
<b>Local Non-Profit - Adult</b>	\$35.40/hour
<b>Local Private</b>	\$44.25/hour
<b>Commercial/Non-Resident/Political</b>	\$53.10/hour

**Schedule "C"**  
**PARKS & RECREATION**  
**FEES & CHARGES**

**Outdoor Lacrosse Boxes**

**Facilities:**

- **Minnekhada School: Lacrosse Box. Rowland Park: Lacrosse Box. Terry Fox Park: Lacrosse Box.**

<b>Individuals</b>	<b>2022 Rate</b>
<b>General Public - Residents</b>	\$19.75/hour
<b>General Public - Non-Residents</b>	\$23.70/hour

<b>Organizations</b>	<b>2022 Rate</b>
<b>Local Non-Profit - Youth/Schools</b>	\$7.90/hour
<b>Local Non-Profit - Adult</b>	\$15.80/hour
<b>Local Private</b>	\$19.75/hour
<b>Commercial/Non-Resident/Political</b>	\$23.70/hour



**Schedule "C"**  
**PARKS & RECREATION**  
**FEES & CHARGES**

**Sport Courts**

**Facilities:**

- **Gates Park: Tennis Courts 1-6. Terry Fox Park: Tennis Courts 1-4. Port Coquitlam Community Centre: Basketball Court, Pickleball Courts 1-4.**

<b>Individuals</b>	<b>2022 Rate</b>
<b>General Public - Residents</b>	\$6.40/hour
<b>General Public - Non-Residents</b>	\$7.65/hour

<b>Organizations</b>	<b>2022 Rate</b>
<b>Local Non-Profit - Youth/Schools</b>	\$2.55/hour
<b>Local Non-Profit - Adult</b>	\$5.10/hour
<b>Local Private</b>	\$6.40/hour
<b>Commercial/Non-Resident/Political</b>	\$7.65/hour

**Schedule "C"**  
**PARKS & RECREATION**  
**FEES & CHARGES**

**Miscellaneous Items**

**Notes:**

- *The following fees may apply to rentals as needed.*

Extra Fees	2022 Rate
Outdoor Event with Alcohol	\$157.75/day
Banners on Underpass - Local Non-Profit Groups	\$57.85/week
Banners on Underpass - Other Customer Types	\$113.40/week
Kitchen Rental (Gathering Place)	\$34.70/event
Commercial Kitchen Rental (PCCC) <i>* Pre-Approval Required</i>	\$90.85/event
Clean-up Charge	\$37.90/hour
Damage Deposit	\$500.00/event
Set-Up Charge - Tables & Chairs for 1-100 people	\$68.15/event
Set-Up Charge - Tables & Chairs for 101-199 people	\$136.30/event
Set-Up Charge - Tables & Chairs for 200-300 people	\$181.70/event
Set-Up Charge - City Owned Stage <i>* Pre-Approval Required</i>	\$90.85/event

**Schedule “C”  
PARKS & RECREATION  
FEES & CHARGES**

**ADMISSIONS PRICING**

**ONE CITY:** includes access (excluding registered programs) to drop-in programs, indoor and outdoor swimming pools, fitness areas, and arenas.

**VISIT PASS:** 10 and 20 visit passes are redeemed as one admission per scan (e.g. if a customer scans a pass at Hyde Creek Recreation Centre to swim and then visits the Port Coquitlam Community Centre to skate, the member would redeem two visits).

- 10-visit pass is based on the cost of 9 single admissions (10% discount).
- 20-visit pass is based on the cost of 16 single admissions (20% discount).

**MONTHLY PASS:** monthly commitment, auto-renews until deactivation is requested.

- Based on the cost of 9 single admissions (10% discount).

**ANNUAL PASS:** commitment of one year.

- Price is calculated at 9x the monthly rate (25% discount).

**FAMILY:** Price is calculated at the rate of one adult and two children, with the exception of the Family Outdoor Summer Pool Pass, which is calculated as one adult and one child.

**PERSONAL ASSISTANT:** an individual who is attending an activity as a personal assistant to provide support for a recreation patron and does not pay a fee. This practice ensures equitable access for patrons of all abilities and it is not subject to financial need.

**Passes & Admissions**

<b>Preschool (0-4)</b>	<b>2022 Rate</b>
<b>Single Admission - HC, PCCC</b>	\$0.00
<b>Single Admission - Outdoor Pools (CE, RH)</b>	\$0.00
<b>One City Monthly Pass</b>	\$0.00

**Schedule "C"**  
**PARKS & RECREATION**  
**FEES & CHARGES**

<b>Child (5-12)</b>	<b>2022 Rate</b>
Single Admission - HC, PCCC	\$3.10
Single Admission - Outdoor Pools (CE, RH)	\$1.90
Outdoor Summer Pool Pass	\$19.05
10-Visit Pass	\$27.90
20-Visit Pass	\$49.60
One City Monthly Pass	\$27.90
One City Annual Pass	\$251.10

<b>Youth/Young Adult (13-24)</b>	<b>2022 Rate</b>
Single Admission - HC, PCCC	\$4.65
Single Admission - Outdoor Pools (CE, RH)	\$1.90
Outdoor Summer Pool Pass	\$19.05
Youth Access Annual Membership	\$15.30
10-Visit Pass	\$41.85
20-Visit Pass	\$74.40
One City Monthly Pass	\$41.85
One City Annual Pass	\$376.65

<b>Adult (25-59)</b>	<b>2022 Rate</b>
Single Admission - HC, PCCC	\$6.20
Single Admission - Outdoor Pools (CE, RH)	\$1.90
10-Visit Pass	\$55.80
20-Visit Pass	\$99.20
One City Monthly Pass	\$55.80
One City Annual Pass	\$502.20

**Schedule "C"**  
**PARKS & RECREATION**  
**FEES & CHARGES**

<b>Senior (60-79)</b>	<b>2022 Rate</b>
<b>Single Admission - HC, PCCC</b>	\$4.65
<b>Single Admission - Outdoor Pools (CE, RH)</b>	\$1.90
<b>10-Visit Pass</b>	\$41.85
<b>20-Visit Pass</b>	\$74.40
<b>One City Monthly Pass</b>	\$41.85
<b>One City Annual Pass</b>	\$376.65

<b>Super Senior (80+)</b>	<b>Port Coquitlam Residents 2022 Rate</b>	<b>Non-Residents 2022 Rate</b>
<b>Single Admission - HC, PCCC</b>	\$0	\$4.65
<b>Single Admission - Outdoor Pools (CE, RH)</b>	\$0	\$1.90
<b>One City Annual Pass</b>	\$0	\$376.65

<b>Family</b>	<b>2022 Rate</b>
<b>Single Admission - HC, PCCC</b>	\$12.40
<b>Single Admission - Outdoor Pools (CE, RH)</b>	\$5.70
<b>Outdoor Summer Pool Pass</b>	\$38.10
<b>10-Visit Pass</b>	\$111.60
<b>20-Visit Pass</b>	\$198.40
<b>One City Monthly Pass</b>	\$111.60
<b>One City Annual Pass</b>	\$1,004.40

**Schedule "C"**  
**PARKS & RECREATION**  
**FEES & CHARGES**

**Sports Equipment Rentals**

	<b>2022 Rate</b>
<b>Skate Rental</b>	\$3.10
<b>Helmet Rental</b>	\$2.10
<b>Skate Sharpening</b>	\$5.75
<b>Skate Sharpening – 10 Pass</b>	\$51.40

**Schedule "C"**  
**PARKS & RECREATION**  
**FEES & CHARGES**

**Parking Fees at Facilities and Parks**

	<b>2022 Rate</b>
<b>Electric Vehicle Charging Station – initial 2-hour period</b>	\$1.00/hr.
<b>Electric Vehicle Charging Station – after 2-hour period</b>	\$5.00/hr.

**Schedule “D”  
DEVELOPMENT SERVICES  
FEES & CHARGES**

*This Schedule implements fees and charges pursuant to the requirements of the current Development Procedures Bylaw*

1. The fees and charges as set out in the tables of this Schedule shall apply.
2. Application fees are calculated at the time of application.
3. Additional fees incurred by the City will be charged to the applicant prior to a decision on an application where:
  - a. in the opinion of the Director of Development Services, a qualified professional must be retained for the purpose of assessing application information, and
  - b. legal fees are incurred by the City which, in the opinion of the Director, are necessary in order to obtain legal advice in the processing or implementation of an application approval including drafting or review of legal documents.
4. The required fee is the higher of the Calculated Fee or Minimum Fee.
5. The Refundable Fee of \$1200 is held for the purposes of municipal costs associated with holding a Public Hearing, Public Meeting or public consideration of a resolution and will be refunded if the application does not proceed to such consideration.
6. The Refundable Document Fee of \$100 or \$300 is held for the purposes of municipal costs associated with records management and will be refunded if the Permit is not approved or if the Permit application is withdrawn prior to registration.

7. The following acronyms apply:

<b>ALR</b>	Agricultural Land Reserve	<b>RRh</b>	Residential Rowhouse Zone
<b>CD</b>	Comprehensive Development Zone	<b>RS4</b>	Residential Single Dwelling Zone 4
<b>DP</b>	Development Permit	<b>RT</b>	Duplex Zone
<b>DVP</b>	Development Variance Permit	<b>RTh</b>	Residential Townhouse Zone
<b>OCP</b>	Official Community Plan	<b>Committee</b>	Committee of Council
<b>RCS</b>	Regional Context Statement in the OCP (pertains to Regional Growth Strategy)	<b>Unit</b>	Dwelling unit



**Schedule “D”  
DEVELOPMENT SERVICES  
FEES & CHARGES**

**Table 1 Application Fees: Single Residential, Duplex and Agricultural Zones**

	Zoning Amend	OCP Amendment		DP – RD Zone	DP - RS4 Zone		DP – Coach House	
		With rezoning	Without rezoning		Conform to Zone	Varies Zone	Conform to Zone	Varies Zone
Minimum Fee	\$2500	\$2000	\$2000	\$1500 per Unit	\$1000	\$1500	\$1000	\$1500
Calculated Fee:								
First 20 lots, per proposed lot	\$200		\$200					
Next 21-60 lots, per proposed lot	\$150		\$150					
Remaining lots, per proposed lot	\$75		\$75					
Refundable Fee	\$1200	\$1200	\$1200	\$300	\$100	\$100	\$100	\$100

Notes to Table 1:

1. Applications for OCP or DP amendments will be determined to have been made at the same time as (“with”) the rezoning application or to have been made at a different time (“without”) by the Director of Development Services.
2. The Calculated Fee applies to residential developments involving subdivision and is the total of the number of proposed lots multiplied by the applicable fee per lot.

**Schedule "D"**  
**DEVELOPMENT SERVICES**  
**FEES & CHARGES**

**Table 2 Application Fees: Multiple Dwelling Zones**

	Zoning Amendment	OCP Amendment		Development Permit	
		With rezoning	Without rezoning	With rezoning	Without rezoning
Minimum Fee	\$2500	\$2000	\$2000	\$2000	\$2000
Calculated Fee					
First 20 units, per proposed unit	\$200		\$200		\$200
Next 21-40 units, per proposed unit	\$150		\$150		\$150
Remaining units, per proposed unit	\$75	n/a	\$75		\$75
Refundable Fee	\$1200	\$1200	\$1200	\$300	\$300

Notes to Table 2:

1. The Calculated Fee is the total of the number of dwelling units proposed to be created multiplied by the applicable fee per unit.

**Table 3 Application Fees: Commercial Zones**

	Zoning Bylaw Amendment	OCP Amendment		Development Permit	
		With rezoning	Without rezoning	With rezoning	Without rezoning
Minimum Fee	\$2500	\$2000	\$2500	\$2000	\$2500
Calculated Fee:					
Per 100m <sup>2</sup> for site area up to 1000 m <sup>2</sup>	\$275		\$275		\$275
Per 100m <sup>2</sup> for next site area 1001m <sup>2</sup> to 20,000m <sup>2</sup>	\$100		\$100		\$100
Per 100m <sup>2</sup> remaining site area	\$ 50		\$ 50		\$ 50
First 20 units, per unit	\$200		\$200		\$200
Next 21-40 units, per unit	\$150		\$150		\$150
Remaining units, per unit	\$75		\$75		\$75
Refundable Fee	\$1200	\$1200	\$1200	\$300	\$300

Notes to Table 3:

1. The Calculated Fee is the combined total of the proposed commercial site area multiplied by the applicable fee per site area plus the number of proposed dwelling units times the applicable fee per unit.
2. For an addition or renovation to an existing building where no DP is registered for the site, the DP fee shall be calculated for the portion of the site subject to the addition or renovation including the parking required for the additional floor area.

**Schedule “D” Cont’d  
DEVELOPMENT SERVICES  
FEES & CHARGES**

**Table 4 Application Fees: Industrial, Institutional and Park Zones**

	Zoning Bylaw Amendment	OCP Amendment		Development Permit	
		With rezoning	Without rezoning	With rezoning	Without rezoning
Minimum Fee	\$2500	\$2000	\$1500	\$2000	\$2500
Calculated Fee:					
Per 100m <sup>2</sup> for site area of up to 1000 m <sup>2</sup>	\$150		\$150		\$150
Per 100m <sup>2</sup> for next site area 1001m <sup>2</sup> to 20,000m <sup>2</sup>	\$ 50		\$ 50		\$ 50
Per 100m <sup>2</sup> for remaining site area	\$ 30		\$ 30		\$ 30
Refundable Fee	\$1200	\$1200	\$1200	\$300	\$300

Notes to Table 4:

1. The Calculated Fee is the combined total of the proposed industrial or institutional site area multiplied by the applicable fee per site area.
2. For an addition or renovation to an existing building where no DP is registered for the site, the DP fee shall be calculated for the portion of the site subject to the addition or renovations including the parking required for the additional floor area.

**Table 5 Application Fees: Comprehensive Development Zones**

	Zoning Amendment	Development Permit
Minimum Fee	\$20,000	\$2000
Calculated Fee:		
Residential Use:		
First 20 units, per proposed unit		\$200
Next 21-40 units, per proposed unit		\$150
Remaining units, per proposed unit		\$75
Commercial Use:		
Per 100m <sup>2</sup> for site area up to 1000 m <sup>2</sup>		\$200
Per 100m <sup>2</sup> for site area 1001m <sup>2</sup> to 20,000m <sup>2</sup>		\$150
Per 100m <sup>2</sup> or portion for remaining site area		\$75
Industrial or Institutional Use:		
Per 100m <sup>2</sup> for site area of up to 1000 m <sup>2</sup>		\$150
Per 100m <sup>2</sup> for site area 1001m <sup>2</sup> to 20,000m <sup>2</sup>		\$ 50
Per 100m <sup>2</sup> or portion for remaining site area		\$ 30
Refundable Fee	\$1200	\$300

Notes to Table 5:

1. For an addition or renovation to an existing building where no DP is registered for the site, the DP fee shall be calculated for the portion of the site subject to the addition or renovations including the parking required for the additional floor area.

**Schedule "D" Cont'd  
DEVELOPMENT APPLICATIONS  
FEES & CHARGES**

**Table 6 Fees and Charges for Other Development Applications**

APPLICATION TYPE	Non-refundable Fee	Refundable Fee
Development Variance Permit:		
Single Residential and Institutional Zones	\$1000	\$100
Multiple Dwelling, Commercial, Industrial and CD Zones	\$2000	\$100
Heritage Alteration Permit	\$500	\$300
Heritage Revitalization Agreement	\$1500	\$1200
Temporary Use Permit	\$1000	\$1200
Watercourse Development Permit		
Agricultural, Single Residential and Duplex Zones	\$500	\$100
Commercial, Industrial, Multiple Dwelling, Institutional and CD Zones	\$2500	\$300
Environmental Conservation Permit in Institutional Zones	\$1000	\$100

**SCHEDULE “D”  
DEVELOPMENT APPLICATIONS  
FEES & CHARGES**

**Table 7 Additional Charges and Fees**

APPLICATION TYPE	Non-refundable Fee	Refundable Fee
<b>Zoning Bylaw Text Amendment</b>		
Applicable to a Residential or Agricultural Zone	\$ 2000	\$1200
Applicable to an Industrial, Commercial, Institutional, or Comprehensive Development Zone	\$ 2500	\$1200
To the Supplementary Regulations of the Zoning Bylaw	\$ 2500	\$1200
OCP Text Amendment	\$ 2500	\$1200
OCP Amendment that includes an RCS Amendment	additional fee of \$5,000	
DP Amendment: minor change to a commercial, multiple residential or industrial building or DP design drawings that does not require Committee consideration	\$ 200	
DP Amendment: minor change to a commercial, multiple residential or industrial building or DP design drawings that requires Committee consideration	\$1000	
DP for a Façade Improvement: to a commercial, multiple residential or industrial building where there is no DP issued for the site	\$1000	\$300
<b>Liquor Licence</b>		
New licence or increase in person capacity	\$1000	\$1200
Amendment to licence	\$300	\$1200
Public Meeting fee if Committee or Council calls a Public Meeting for consideration of an application	\$1200	
Release or amendment of a DVP or legal agreement that does not require Committee or Council consideration	\$250	
Release or amendment of a DVP or legal agreement that requires Committee or Council consideration	\$1000	
<b>Renewal Fees:</b>		
Renewal of a Zoning or OCP Amendment Bylaw that is not adopted within one year from date of 3 <sup>rd</sup> Reading	50% application fee to maximum of \$5000	
Renewal of a DP that was not registered in the Land Title Office within one year from date of issuance	50% application fee to maximum of \$5000	
Temporary Use Permit renewal	\$250	\$1200
<b>Cannabis Retail Licence</b>		
New licence	\$1000	\$1200
Amendment to licence	\$300	\$1200

**SCHEDULE “E”  
BUILDING SERVICES  
FEES AND CHARGES**

*This Schedule to the Fees and Charges Bylaw implements fees and charges pursuant to the requirements of the current Building and Plumbing Bylaw*

1. The building permit application and issuance fee is required as set out in Table 1.
- 2.

**Table 1: Building Permit Fees**

	<b>Fee required at time of building permit application</b>	<b>Fee required prior to building permit issuance</b>
<b>Construction Value</b>		
Up to \$5,000	\$90	0
\$5,000.01 - \$50,000	0.7% of construction value plus \$10	0.7% of construction value plus \$10
\$50,000.01 - \$500,000	0.5% of construction value plus \$110	0.5% of construction value plus \$110
Over \$500,000	0.4% of construction value plus \$610	0.4% of construction value plus \$610
<b>Foundation Permit</b>		
Standard building	Not applicable	\$200
Complex building	Not applicable	\$300
<b>Demolition Permit</b>		
Standard building	\$200	\$0
Complex building	\$400	\$0
<b>Chimney</b> - liquid or solid fuel burning	\$120	0
<b>Building Move</b>		
Outside of the City	\$90	0
Within the City	\$200	1.25% of construction value
Into the City	\$500 plus building official charges	1.25% of construction value See note 4

**Notes to Table 1:**

1. If a Building Permit application is determined to not fit a permitted use, the application fee will be refunded.
2. Construction value may be adjusted based on standard industry estimating values. The does not include the cost of design.
3. Where professional design and field reviews are provided by an architect or professional engineer, the building permit fee shall be reduced by 2.5%, multiplied by that proportion of the value of the work which is subject to professional design and field reviews.
4. Construction value includes building materials but not processing equipment which is not regulated by the City or the BC Building Code. Construction value for a moved building includes building upgrades, foundation, services and other construction works.
5. Building official charges for a moved building are \$100 per hour plus travel costs to and from a site @ \$1 per km.

**SCHEDULE “E”  
BUILDING SERVICES  
FEES AND CHARGES**

Fees required at the time of building permit application will not be refunded. If a refund is requested after the building permit is issued, 45% of the fees paid at application and at permit issuance will be refunded provided that:

- construction has not started;
  - inspections have not been completed for any construction;
  - the building permit is surrendered;
  - the applicant provides written notice to the Building Official to cancel the building permit; and,
  - the amount exceeds \$75.
3. The plumbing and service permit fee is required at the time of permit issuance. The fee is the greater of the minimum permit fee of \$90 or the combined amount calculated per fixture fee as set out in Table 2.

**Table 2: Plumbing and Service Permit Fixture Fee**

Plumbing fixtures including water closet, washbasin, bathtub, shower, sink, water tank, floor drain, automatic washer, laundry, tub, dish washer, roof drain, bidet, or hose bib	\$ 24 each
For the alteration of plumbing where no fixtures are involved	\$ 24
Septic tank installation, repair or renewal	\$ 75 each
Sanitary sewer installation, repair or renewal	\$ 75 each
Sewer storm installation, repair or renewal	\$ 75 each
Water line installation, repair or renewal	\$ 75 each
Sanitary, storm or water piping within a building where no fixtures are involved	\$ 2.30 per metre

**Notes to Table 2:** Fees are required for the fixtures in the BC Building Code plus vacuum breaker, hydraulic equipment, sewage sump, oil interceptor, grease interceptor, gasoline interceptor, neutralizer and double check valve assembly.

4. The fire sprinkler permit fee is required at the time of permit issuance. The fee is the greater of the minimum permit fee of \$90 or the combined amount calculated as set out in Table 3.

**Table 3: Fire Sprinkler Permit Fees**

Fire sprinkler	\$ 75
First sprinkler head	\$ 75
Additional sprinkler head	\$ 2.50 each
Fireline	\$ 2.30 per metre
Hydrant, sprinkler alarm valve, DP valve, Fire Department connection, hose cabinet, hose outlet, standpipe, fire pump	\$ 24 each

5. The on-site service permit fee is required at the time of permit issuance. The fee is the greater of the minimum permit fee of \$90 or the combined amount calculated as set out in Table 4.

**Table 4: On Site Service Permit Fees**

On site service	\$ 75
Water main, sanitary or storm sewer installations for other than single residential or duplex residential;	\$ 2.30 per metre
Manhole, interceptor, catch basin or lawn drain	\$ 24 each
Fire hydrant	\$ 24 each
Water metre or chamber	\$ 75 each

**SCHEDULE “E”  
BUILDING SERVICES  
FEES AND CHARGES**

6. The energy permit fee is required for radiant and hydronic heating at the time of permit issuance. The fee is the greater of the minimum permit fee of \$90 or \$2.70 per 1000 BTU / hour of appliance input.
7. The charges set out in Table 6 shall be payable where service is provided due to non-compliance with the Bylaw.

**Table 6: Enforcement Fees**

A notification charge where correspondence is sent to the owner or tenant.	\$25
An inspection charge where an inspection notice is issued to the tenant and owner.	\$60
Stop Work Order charge to notify the contractor and owner where a stop work order is issued by a Building Official.	\$60
Do Not Occupy Notice charge where a notice is posted and the owner is notified by a Building Official.	\$60
Legal notification charge or correspondence sent from a solicitor retained by the City to start legal action.	\$150
File review and building code analysis charge where a Building Official reviews a file and completes a complex building code analysis to determine whether a building is safe.	\$200
Charge when work for which a permit is required is started before the permit has been issued.	Double the application and issuance fee.
Section 57 Notice filing fee for registration at the Land Title Office payable when the City sends the notice to the Land Title Office.	\$500

8. The fees and charges set out in Table 7 are applicable.

**Table 7: Other Fees and Charges**

<b>Request</b>	<b>Fee/Charge Payment</b>	<b>Charges</b>
<b>Backflow preventers</b> annual test form fee	When form is purchased	\$20 each
<b>Occupant Load Confirmation</b>	At time of request	\$100 minimum plus \$100 per hour, > one hour
<b>After Hours Permit Processing or Inspections</b>	Prior to permit issuance	\$120 per hour.
<b>Voluntary Inspection</b> of existing buildings or plumbing	At time of request	\$100 per hour
<b>Re-inspection Fees</b>	Prior to next inspection	
Third inspection		\$100
Fourth inspection		\$200
Fifth and subsequent inspections		\$400 each
<b>Re-plan Check Fee</b> where more than two plan check letters are sent or revisions are proposed	Prior to permit issuance	\$100 per hour
<b>Permit Transfer Fee</b>	Upon application	\$90
<b>Permit Extension Fee</b>	When requested	\$90



**SCHEDULE “E”  
BUILDING SERVICES  
FEES AND CHARGES**

**Table 7: Other Fees and Charges Cont’d**

<b>Request</b>	<b>Fee/Charge Payment</b>	<b>Charges</b>
<b>File search/comfort letter</b>		
For single, single and suite or duplex residential building	When requested	\$110 per unit
Per parcel, unit or strata lot for buildings other than single residential	When requested	\$220 each for the first 5, \$100 each remaining
<b>Alternate Solution fee</b> per item	At time of application	\$400
<b>Alternate Solution fee</b> where the time required for review exceeds 4 hours	Prior to building permit issuance	\$100 per hour

**Notes to Table 7 :**

1. The minimum charge for after-hours permit processing is between one and four hours depending on when the work is scheduled.
2. Any applicable taxes will be required as additional charges.
3. A permit transfer fee applies when a building permit has been issued and is active with respect to a parcel of land and the registered ownership of the land is transferred. The new owner may obtain a revised building permit issued in the name of the owner upon payment of the transfer fee. The transferred building permit shall be deemed to have been issued on the date of the original issuance of the permit and to take effect from that date.
4. A land title search fee is applicable when required by the Building Official to confirm land ownership, legal descriptions, charges or encumbrances

**SCHEDULE "F"**  
**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**  
**FEES & CHARGES**

Item	Fee	Comments
Freedom of Information and Protection of Privacy – Requests for Information:	Fees payable for requests made under the Freedom of Information and Protection of Privacy Act shall be made in accordance with Regulation 323/93 of the FOIPP Act, Schedule of Maximum Fees.	These fees are not subject to taxes.

Note:

1. The above fees do not apply to records routinely available for release. In the case of routinely released records, the applicable administrative fees apply (as outlined in Schedule A of this Bylaw.)

**SCHEDULE “G”  
FIRE AND EMERGENCY SERVICES  
FEES & CHARGES**

*This Schedule to the Fees and Charges Bylaw implements fees and charges pursuant to the requirements of the current Fire and Emergency Services Bylaw*

<b>PERMITS:</b>	Section of Fire Bylaw:	Fee/Charge:
Burning Permit	5.3(b)	\$50.00 non-refundable (per civic address)
Fireworks Permit	6.2	\$30.00
Pyrotechnics Permit	6.5	\$250.00 plus applicable taxes
Fuel Dispensing / Underground Tank Installation or Removal Permit	15.1(b)	\$200.00 plus applicable taxes

**FEES AND CHARGES:**

Fire & Emergency Services Bylaw, No. 3880	Section:	Fee/Charge:
Contamination and Replacement of Equipment	3.9	Actual cost of replacement plus applicable taxes (Pricing sheet available from the Fire and Emergency Services Department). An administration fee of 15% will be added to the rates above.
Fire Investigation Fee Cost Recovery (where damage exceeds \$5000)	3.10	\$500.00 per fire investigation invoiced to the owner/insurance company.
Fire Incident Investigation Report (and photos if applicable)	n/a	\$180.00 per incident report
Motor Vehicle Accident/Incident Report	n/a	\$150.00 per incident report
Open Air Burning Prohibition	5.1	Fee for response due to non-compliance with respect to Section 5.1. a) Engine(s) - \$600.00 per hour/unit/Incident b) Quint(s) - \$1315.00 per hour/unit/Incident c) Rescue(s) - \$600.00 per hour/unit/Incident d) Special operation & trailer(s) - \$360.00 per hour/unit/incident e) Duty Chief(s) - \$180.00 per hour/unit/Incident. Fee based on time spent for response/investigation by Fire Protective Services Personnel due to non-compliance with respect to Section 5.1. Fire Protective Services Captain(s) \$150.00 per hour/unit/incident.

		An administration fee of 15% will be added to the rates above.
Fire & Emergency Services Bylaw, No. 3880	Section:	Fee/Charge:
Pyrotechnics - Fire Protection	6.8	Current fire equipment and staffing cost recovery as approved by the Fire Chief. An administration fee of 15% will be added to the rates above.
Premise – Board Up Fee	7.5	Actual cost of service for Bylaw Enforcement, Fire and RCMP members. City will invoice costs for recovery. (Pricing sheet available from the Fire and Emergency Services Department) An administration fee of 15% will be added to the rates above.
Attendance at Vacant or Un-occupied Premise	7.6	Each time the City by its officers, employees, contracted RCMP, contractors, or agents enters on a parcel to inspect, in the exercise of the City’s authority to regulate, prohibit or impose requirements under this Bylaw or another enactment or to attend at the parcel under Section 7, the owner must pay the City a fee of:  a) \$250.00 per initial inspection (if premise is vacant); b) \$500.00 per initial inspection (if premise is occupied); c) an additional \$500.00 if the owner or occupier has failed to undertake action ordered by the Fire Chief, Council, or a person authorized under the bylaw to order the action; and d) \$500.00 for a special safety inspection.
Failure to Provide Access for Fire Inspection	8.1	\$150.00 for first occurrence; \$300.00 for second occurrence; and \$400.00 for third occurrence.
Inspection / Re-inspection Fees	9.2	\$150.00 for first occurrence; \$300.00 for second occurrence; and \$400.00 for third occurrence.

**SCHEDULE "G"**  
**FIRE AND EMERGENCY SERVICES**  
**FEES & CHARGES**

Fire & Emergency Services Bylaw, No. 3880	Section:	Fee/Charge:
Failure to Provide Current Contact Information	10.2	Fee for emergency response due to contact person not in compliance with respect to Section 10.3:  a) Engine(s) - \$600.00 per hour/unit/incident; b) Quint(s) - \$1315.00 per hour/unit/incident; c) Rescue(s) - \$600.00 per hour/unit/incident; and d) Duty Chief(s) - \$180.00 per hour/unit/incident.
Review of Fire Safety Plan	11.1	\$200.00 plus applicable taxes.
Failure to Notify of Testing, Repair, Maintenance, Adjustment, or Alteration of Alarm System	12.4	\$500.00 per incident.
Failure to Obtain Permit for Underground Storage Tank Installation or Removal	15.1	\$500.00 plus applicable taxes, per day for each occurrence.

Note:

1. Any fees remaining unpaid at December 31<sup>st</sup> will be added to and form part of the taxes payable on the real property as tax in arrears.

**SCHEDULE "H"**  
**CEMETERY SERVICES**  
**FEES & CHARGES**

**A. PLOT FEES**

		<b>Resident</b>	<b>Non-Resident</b>
1 a)	Single adult plot in Sections STA, STB, STE, STF, STG, STK, STL, STM, STN, STP or STQ	\$ 1,764.00	\$4,231.00
	Care Fund Contribution	\$973.00	\$2,160.00
	Expansion Fund Contribution	\$782.00	\$1,875.00
	License Fee	\$374.00	\$374.00
	Total	\$3893.00	\$8640.00
b)	Single child plot in Section D	\$1058.00	\$2,541.00
	Care Fund Contribution	\$635.00	\$1,347.00
	Expansion Fund Contribution	\$469.00	\$1,124.00
	License Fee	\$374.00	\$374.00
	Total	\$2536.00	\$5,386.00
c)	Single infant plot in Sections C or CA	\$883.00	\$2,117.00
	Care Fund Contribution	\$550.00	\$1,143.00
	Expansion Fund Contribution	\$392.00	\$937.00
	License Fee	\$374.00	\$374.00
	Total	\$2,199.00	\$4571.00
d)	Single cremation plot in Sections CR1, CR2, CR3, CR4, or CR5	\$826.00	\$826.00
	Care Fund Contribution	\$439.00	\$439.00
	Expansion Fund Contribution	\$115.00	\$115.00
	License Fee	\$374.00	\$374.00
	Total	\$1,754.00	\$1,754.00
e)	Single niche in the columbarium niche section	\$2,277.00	\$2,277.00
	Care Fund Contribution	\$330.00	\$330.00
	Expansion Fund Contribution	\$311.00	\$311.00
	License Fee	\$374.00	\$374.00
	Total	\$3,292.00	\$3,292.00
f)	Care Fund Contribution for cremation ashes placed in a full burial plot	\$151.00	\$151.00
g)	Pedestal niche in the columbarium niche section	\$4,926.00	\$4,926.00
	Care Fund Contribution	\$643.00	\$643.00
	Expansion Fund Contribution	\$487.00	\$487.00
	License Fee	\$374.00	\$374.00
	Total	\$6430.00	\$6430.00

**SCHEDULE "H"**  
**CEMETERY SERVICES**  
**FEES & CHARGES**

**A. PLOT FEES CONT'D**

		<b>Resident</b>	<b>Non-Resident</b>
h)	Boulder Memorial and Granite Memorials	\$1,388.00	\$1,388.00
	Care Fund Contribution	\$209.00	\$209.00
	Expansion Fund Contribution	\$121.00	\$121.00
	License Fee	\$374.00	\$374.00
	Total	\$2,092.00	\$2,092.00

**B. SERVICE CHARGES**

1.	Opening and Closing for Burial	
a)	Adult Plot	\$1,452.00
b)	Adult Plot with extra depth of grave to 2.4 m (8')	\$2,904.00
c)	Child Plot (6 to 12 years old, inclusive)	\$1,089.00
d)	Infant Plot (5 years old and younger)	\$725.00
e)	Cremation Plot	\$567.00
f)	Cremation Plot with extra depth of grave	\$1,134.00
g)	Scatterings	\$260.00
h)	Mandatory Care Fund Contribution	\$104.00
i)	Opening and closing for Columbarium between 2:00 pm and 4:00 pm on regular work days	\$285.00
j)	Opening and closing for Columbarium on Saturdays, Sundays and Statutory holidays and after 4:00 pm on regular work days	\$567.00
2.	Opening and Closing for Exhumation	Extra 100% of rate under B.1
3.	Opening and Closing for Burial between 2:00 pm and 4:00 pm on regular work days	Extra 50% of rate under B.1
4.	Opening and Closing for Burial on Saturdays, Sundays and statutory holidays and after 4 pm on regular work days	Extra 100% of rate under B.1
5.	Opening and Closing for Exhumation on Saturdays, Sundays and statutory holidays and after 4:00 pm on regular work days	Extra 200% of rate under B.1

**SCHEDULE "H"**  
**CEMETERY SERVICES**  
**FEES & CHARGES**

6.	Installation of memorial (incl. care fund contribution of \$24.00 except for columbarium, pedestal niche and scattering garden.	\$233.00
7.	Max 3-line inscription (\$287.00) and installation (\$287.00) of memorials for columbarium or pedestal niche (includes care fund contribution of \$64.00)	\$638.00
8.	Max 3-line inscription (\$146.00) and installation (\$146.00) of memorials for scattering garden (includes care fund contribution of \$34.00)	\$326.00
9.	Removal and reinstallation of memorials	\$233.00

**C. GOODS**

1.	Concrete Grave Liner	\$728.00
2.	Cremated Remains Liner	\$100.00
3.	Transfer of License Fee	\$121.00
4.	Niche Vase	\$187.00
5.	Columbarium or Pedestal for Niche Marker	\$637.00
6.	Engraving of second name on columbarium or pedestal niche (maximum 2 lines)	\$322.00
7.	License Fee	\$374.00
8.	Engraving of extra line on columbarium, pedestal niche or memorial book	\$81.00
9.	Marker Base	\$144.00
10.	Photo Plaque Charge	\$347.00



**SCHEDULE "I"**  
**SOIL DEPOSIT**  
**FEES & CHARGES**

<b>Item</b>	<b>Fee</b>
Application Fee	\$150.00
Renewal Fee	\$100.00
Transfer Fee	\$100.00

Note:

1. All fees are exclusive of tax, which will be added, if applicable.

**SCHEDULE "J"**  
**FILMING**  
**FEES & CHARGES**

<b>Item</b>	<b>Fee</b>
Film permit fee	\$750
Film permit fee (student)	\$10
Use of City Hall	\$1200/day Based on 12 hour day
Use of Cemetery	\$1500/day Regular weekday rate
	\$3000/day Weekend/statutory holiday rate
Use of City park	\$500/day
Use of City parking lot	\$500 /day
Use of City street	\$150/block/day
Use of City staff services	Billed for actual cost of service
Road/Lane Closures	Billed for actual cost of service
Use of Fire & Emergency Services Dept. services	Current charge rate billed at cost
Use of RCMP	Regular – \$77.20 per hour 1.5 Overtime – \$115.80 per hour 2.0 Overtime - \$154.40 per hour
Refundable damage deposit	\$5,000 per facility permitted to be used

Notes:

1. All fees are exclusive of tax, which will be added, if applicable.
2. An administration fee of 15% will be added to the above rates.

**SCHEDULE "K"**  
**Subdivision and Engineering Development**  
**Fees & Charges**

Item	Fee
Site Profile Application	\$100.00
Strata Title Conversion per strata lot to be created	\$1000.00 plus \$200.00 per lot to maximum \$5000.00
Strata Title Conversion application renewal	50% of conversion fee to a maximum of \$2500
Subdivision Application – Phased Strata	\$1000.00
Subdivision Application – first four lots	\$1000.00
Subdivision Application – each additional lot	\$250.00

Note:

1. All fees are exclusive of tax, which will be added, if applicable.

**SCHEDULE “L”  
CONTROLLED SUBSTANCE NUISANCE  
FEES & CHARGES**

*This Schedule to the Fees and Charges Bylaw implements fees and charges pursuant to the requirements of the current Controlled Substance Nuisance Bylaw*

<b>INSPECTION SERVICES</b>	
Safety Inspection	\$6,500.00
Repost Do Not Occupy notice	\$250.00
Disconnect water distribution system	\$500.00
Reconnect water distribution system	\$100.00
Re-inspect and reseal water distribution system after alteration or tampering	\$500.00
Restoration Inspection	\$2,000.00
Each additional Restoration Inspection before removal of Do Not Occupy notice	\$250.00
Extension of time period to complete work	\$100.00
Register section 57 notice against land title	\$300.00

<b>FIRE SERVICES</b>	
Engine	\$600.00 per hour
Quint Device	\$1,315.00 per hour
Rescue vehicle	\$600.00 per hour
Special operations trailer	\$360.00 per hour
Fire Inspection vehicle	\$150.00 per hour
Duty Chief – per member	\$180.00 per hour

<b>POLICE SERVICES</b>	
<b>Dismantling – per member</b>	
• Regular Time	\$77.20 per hour
• 1.5 Overtime	\$115.80 per hour
• 2.0 Overtime	\$154.40 per hour
<b>Drug Disposal – per member</b>	
• Regular Time	\$77.20 per hour
• 1.5 Overtime	\$115.80 per hour
• 2.0 Overtime	\$154.40 per hour
<b>Exhibit Custodian Services</b>	
Drug Disposal	
• Regular Time	\$41.40 per hour
• 2.0 Overtime	\$82.80 per hour
<b>Equipment Disposal</b>	
• Regular Time	\$41.40 per hour
• 2.0 Overtime	\$82.80 per hour

**SCHEDULE “L”  
CONTROLLED SUBSTANCE NUISANCE  
FEES & CHARGES**

<b>Member cancellation procedures</b>
If a member is cancelled when at the office/or work site, a minimum 3 hours call-out plus private vehicle mileage/meal;
If a member is called at home within 24 hours of the scheduled overtime and cancelled, a 3-hour overtime charge will be applied;
3-hour overtime charge will be applied for the Traffic NCO’s time to arrange/cancel scheduled members.

<b>OTHER INSPECTION SERVICES</b>	
<b>Building Inspector</b>	
• Regular Time	\$60.00 per hour
• 1.5 Overtime	\$90.00 per hour
• 2.0 Overtime	\$120.00 per hour
• Call Out	\$500.00 per call out
<b>Bylaw Enforcement Officer</b>	
• Regular Time	\$60.00 per hour
• 1.5 Overtime	\$90.00 per hour
• 2.0 Overtime	\$120.00 per hour
• Call Out	\$400.00 per call out

<b>OTHER SERVICE FEES</b>	
Supplementary services provided under the current Controlled Substance Nuisance Bylaw	Actual costs
Administrative surcharge	15% of total fees

**SCHEDULE "M"**  
**ANIMAL CONTROL SERVICES**  
**FEES & CHARGES**

<b>Dog Licence Fees</b>		
	<b>Paid by February 1</b>	<b>Paid after February 1</b>
Dog less than six months of age at application	No charge	No charge
Spayed or neutered Dog	\$32.00	\$47.00
Intact Dog	\$80.00	\$95.00
Certified Guide/Assistance Dog	No charge	No charge
Aggressive Dog	\$115.00	\$115.00
Dangerous Dog	\$500.00	\$500.00
Kennel Licence	\$100.00	\$100.00
Lost tag replacement	No charge	No charge
Transfer of valid dog licence	No charge	No charge

Note: Early discount rates apply to: a) newly-acquired Dogs if licensed within one month of acquisition; b) newly-arrived Dogs if licensed within one month of arrival; c) Dogs that have attained the age of six months within one month of application.

<b>Impoundment Fees</b>		
	<b>First</b>	<b>Subsequent</b>
Licensed Dog	\$75.00	\$100.00
Unlicensed Dog	\$150.00	\$200.00
Aggressive Dog	\$250.00	\$500.00
Dangerous Dog	\$500.00	\$1000.00
Cat	\$50.00	\$100.00
Other Animal	\$50.00	\$100.00

<b>Daily Board Fees</b>	
Licensed Dog	\$20.00
Unlicensed Dog	\$25.00
Aggressive Dog	\$30.00
Dangerous Dog	\$30.00
Cat	\$10.00
Other Animal	\$25.00

Note: Impoundment, and Daily Board, are subject to G.S.T.

**SCHEDULE "N"**  
**PROPERTY STANDARDS AND NUISANCE ABATEMENT**  
**FEES & CHARGES**

*This Schedule to the Fees and Charges Bylaw implements costs referred to in Section 7 and 10 of the Property Standards and Nuisance Abatement Bylaw No. 4190 and are determined in part by a flat fee for each separate attendance, time spent and equipment used by individuals involved in the abatement of a nuisance. They are calculated in part by multiplying average hourly rates and vehicle costs.*

	<b>INSPECTION FEES</b>
Bylaw Enforcement Officer	\$300.00
RCMP	\$300.00
Fire Inspector	\$300.00
Building Inspector	\$300.00

Note: An administrative fee of 15% will be added to the rates above.