



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

Whereas Section 194 of the Community Charter, Council may, by bylaw, 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 Local Government Act 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 is cited as "Fees and Charges Bylaw, 2015, No. 3892".

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, sub-section, clause, or sub-clause 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. That "Fees and Charges Bylaw, 2006, No. 3540" be repealed and replaced by this Bylaw.

Read a first time by the Municipal Council this 13th day of July, 2015.

Read a second time by the Municipal Council this 13th day of July, 2015.

Read a third time by the Municipal Council this 13th day of July, 2015.

Adopted by the Municipal Council of the Corporation of the City of Port Coquitlam this 27th day of July, 2015.

GREG MOORE
Mayor

BRADEN HUTCHINS
Corporate Officer

Record of Amendments:

Bylaw Amendment No.	Section	Date
3955	Outdoor Pools (Sch. C)	2016-06-27
3978	Cemetery Services (Sch. H)	2016-12-12
3973	Controlled Substances & Nuisance (Sch. L)	2017-03-14
4000	Schedule D	2017-04-11
4007	Schedule C (Summer Pool Pass)	2017 06 13
4021	Schedule M	2017-07 11
4050	Schedule J	2018 04 24
4063	Schedule C	2018 06 12
4101	Schedule D	2019 02 05
4111	Schedule B – Tree Cutting	2019 02 26
4121	Schedule C – City Hall Rental	2019 05 07

Schedule "A"
GENERAL AND ADMINISTRATION
FEES & CHARGES

Item	Fee	Comments
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%	
LAND TITLE COSTS:		
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 1 st copy	plus \$4 per additional sheet
Surveys or large drawings (>11 x 17")	\$35.00 for 1 st 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	Comments
Address Change for Existing Building	\$300	
Address Change for New Buildings	\$300	
Address Change for New Buildings (after 1 st 4)	\$50	
Arterial Road Service Connection	\$750	
Barge Ramp Use Permit	\$200	
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	\$50	
Highway Use Permit Inspection Fee	\$100	
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	
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

**Schedule "B" Cont'd
ENGINEERING AND PUBLIC WORKS
FEES & CHARGES**

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 curring 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

Activity Room Rentals

(Hyde Creek Recreation Centre – Youth Centre, Sports Hall, Aerobics Studio, Kitchen,
Weight and Personal Training Rooms)
(Port Coquitlam Recreation Complex – Lobby, Lobby Activity Room and Lounge)
(Gathering Place – Community Room)
(Leigh Square – Bandshell)

Effective Date: September 1, 2018

<i>Category (per hour of rental with minimum 2 hour charge)</i>	<i>Fees & Charges for 2014</i>	<i>Fees & Charges for 2015</i>	<i>Fees & Charges for 2018 (HC,GP, LS / PRC)</i>	<i>Comments</i>
NON-PROFIT COMMUNITY GROUPS				Adjusted to reflect operating, market and/or inflationary changes. Fees and Charges for Port Coquitlam Recreation Complex have not been adjusted due to construction.
Adult/Senior (includes local government, service agencies, clubs, religious groups and PCSA members)	\$15.40	\$16.20	\$16.70/ \$16.20	
Youth (includes PCSA members)	\$7.80	\$8.00	\$8.25/\$8.00	
Local Schools	\$7.80	\$8.00	\$8.25/\$8.00	
PRIVATE GROUPS				Adjusted to reflect operating, market and/or inflationary changes. Fees and Charges for Port Coquitlam Recreation Complex have not been adjusted due to construction.
All Ages	\$19.40	\$20.20	\$20.80/ \$20.20	
COMMERCIAL/ POLITICAL/ NON-RESIDENTS				Adjusted to reflect operating, market and/or inflationary changes. Fees and Charges for Port Coquitlam Recreation Complex have not been adjusted due to construction.
All Ages	\$23.20	\$24.20	\$24.90/ \$24.20	

Note:

- Non-profit community groups can book a small meeting room at “no charge” for a maximum of two hours, once a week, up to a year in advance. Available rooms include the Hyde Creek’s Youth Centre, Port Coquitlam Recreation Complex’s Lounge and Lobby Room and the Gathering Place’s Community Room.
- All proposed fees are exclusive of tax, which will be added, if applicable.
- Daily rate is equal to 12 hours of the applicable hourly rate.
- PCSA = Port Coquitlam Sports Alliance Society

Schedule "C"
PARKS & RECREATION

Community Room Rentals

(Hyde Creek Recreation Centre – Conference, Lecture and Community Rooms #2, #3)
(Port Coquitlam Recreation Complex – Green Room)
(Gates Park – Meeting Room)
(Gathering Place – Loft)
(The Outlet – Artist in Residence)

Effective Date: September 1, 2018

<i>Category (per hour of rental with minimum 2 hour charge)</i>	<i>Fees & Charges for 2014</i>	<i>Fees & Charges for 2015</i>	<i>Fees & Charges for 2018 (HC, Gates, GP, Outlet / PRC)</i>	<i>Comments</i>
NON-PROFIT COMMUNITY GROUPS				Adjusted to reflect operating, market and/or inflationary changes. Fees and Charges for Port Coquitlam Recreation Complex have not been adjusted due to construction.
Adult/Senior (includes local government, service agencies, clubs, religious groups and PCSA members)	\$15.40	\$16.40	\$16.90/ \$16.40	
Youth (includes PCSA members)	\$7.80	\$8.20	\$8.40/ \$8.20	
Local Schools	\$7.80	\$8.20	\$8.40/ \$8.20	
PRIVATE GROUPS				Adjusted to reflect operating, market and/or inflationary changes. Fees and Charges for Port Coquitlam Recreation Complex have not been adjusted due to construction.
All Ages	\$19.20	\$20.40	\$21.00/ \$20.40	
COMMERCIAL/ POLITICAL/ NON-RESIDENTS				Adjusted to reflect operating, market and/or inflationary changes. Fees and Charges for Port Coquitlam Recreation Complex have not been adjusted due to construction.
All Ages	\$23.00	\$24.60	\$25.30/ \$24.60	

Note:

- Non-profit community groups can book a small meeting room at “no charge” for a maximum of two hours, once a week, up to a year in advance. Available rooms include the Port Coquitlam Recreation Complex’s Green Room and the Gates Park and Hyde Creek meeting rooms.
- All proposed fees are exclusive of tax, which will be added, if applicable.
- Daily rate is equal to 12 hours of applicable hourly rate.
- PCSA = Port Coquitlam Sports Alliance Society

Schedule "C"
PARKS & RECREATION

Multi-Purpose Hall Rentals

(Wilson Centre – Main Lounge)
(Outlet – Work Room)
(Gathering Place – Michael Wright Art Gallery)
(City Hall – Council Chambers)
(Hyde Creek Recreation Centre – Gym)
(Port Coquitlam Recreation Complex – Mabbett Room)

Effective Date: September 1, 2018

<i>Category (per hour of rental)</i>	<i>Fees & Charges for 2014</i>	<i>Fees & Charges for 2015</i>	<i>Fees & Charges for 2018</i> <i>(WC, LS, GP / CH, HC / PRC)</i>	<i>Comments</i>
	<i>(WC, LS, GP / HC & PRC)</i>	<i>WC, LS, GP / HC & PRC)</i>		
NON-PROFIT COMMUNITY GROUPS				Adjusted to reflect operating, market and/or inflationary changes. Fees and Charges for Port Coquitlam Recreation Complex have not been adjusted due to construction.
Adult/Senior (includes local government, service agencies, clubs, religious groups and PCSA members)	\$43.80/\$51.40	\$44.00/\$54.00	\$45.30/\$55.60/ \$54.00	
Youth/Local Schools (includes PCSA members)	\$21.80/\$25.80	\$22.00/\$27.00	\$22.70/\$27.80/ \$27.00	
PRIVATE GROUPS				Adjusted to reflect operating, market and/or inflationary changes. Fees and Charges for Port Coquitlam Recreation Complex have not been adjusted due to construction.
All Ages	\$54.80/\$64.40	\$55.00/\$67.60	\$56.70/\$69.60/ \$67.60	
COMMERCIAL/ POLITICAL/ NON-RESIDENTS				Adjusted to reflect operating, market and/or inflationary changes. Fees and Charges for Port Coquitlam Recreation Complex have not been adjusted due to construction.
All Ages	\$65.80/\$77.20	\$66.00/\$81.00	\$68.00/\$83.40/ \$81.00	

Note:

- All proposed fees are exclusive of tax, which will be added, if applicable.
- Daily rate is equal to 12 hours of the applicable hourly rate.
- PCSA = Port Coquitlam Sports Alliance Society

Schedule "C"
PARKS & RECREATION

Ice Rentals
Port Coquitlam Recreation Complex

Effective Date: September 1, 2018

<i>Category (per hour of rental)</i>	<i>Fees & Charges for 2014</i>	<i>Fees & Charges for 2015</i>	<i>Fees & Charges for 2018</i>	<i>Comments</i>
NON-PROFIT COMMUNITY GROUPS				Not adjusted due to Port Coquitlam Recreation Complex construction.
Adult/Senior (includes local government, service agencies, clubs, religious groups and PCSA members)	\$230.00	\$237.00	\$237.00	
Youth (includes PCSA members)	\$107.00	\$110.00	\$110.00	
Local Schools	\$107.00	\$110.00	\$110.00	
PRIVATE GROUPS				Not adjusted due to Port Coquitlam Recreation Complex construction.
All Ages	\$279.00	\$290.00	\$290.00	
COMMERCIAL/ POLITICAL/ NON-RESIDENTS				Not adjusted due to Port Coquitlam Recreation Complex construction.
All Ages	\$305.00	\$314.00	\$314.00	

Note:

- All proposed fees are exclusive of tax, which will be added, if applicable.
- Ice rentals from August to Labor Day are available for \$110.00 per hour plus applicable tax for all user group categories.
- Ice rentals that require an Arena Attendant will be charged \$27.05 per hour (2018 rate) and subject to change.
- PCSA = Port Coquitlam Sports Alliance Society

Schedule "C"
PARKS & RECREATION

Dry Floor Rentals
Port Coquitlam Recreation Complex

Effective Date: September 1, 2018

<i>Category (per hour of rental)</i>	<i>Fees & Charges for 2014</i>	<i>Fees & Charges for 2015</i>	<i>Fees & Charges for 2018</i>	<i>Comments</i>
NON-PROFIT COMMUNITY GROUPS				Not adjusted due to Port Coquitlam Recreation Complex construction.
Adult/Senior (includes local government, service agencies, clubs, religious groups, senior lacrosse and PCSA members)	\$78.60	\$82.00	\$82.00	
Youth (includes intermediate, junior lacrosse and PCSA members)	\$39.40	\$41.00	\$41.00	
Local Schools	\$39.40	\$41.00	\$41.00	
PRIVATE GROUPS				Not adjusted due to Port Coquitlam Recreation Complex construction.
All Ages	\$98.20	\$102.40	\$102.40	
COMMERCIAL/ POLITICAL/ NON-RESIDENTS				Not adjusted due to Port Coquitlam Recreation Complex construction.
All Ages	\$117.80	\$123.00	\$123.00	

Note:

- All proposed fees are exclusive of tax, which will be added, if applicable.
- PCSA = Port Coquitlam Sports Alliance Society

Schedule "C"
PARKS & RECREATION

Artificial Turf Field Rentals
Gates Park

Effective Date: July 1, 2018

<i>Category (per hour of rental)</i>	<i>Fees & Charges for 2014</i>	<i>Fees & Charges for 2015</i>	<i>Fees & Charges for 2018</i>	<i>Comments</i>
NON-PROFIT COMMUNITY GROUPS				Adjusted to reflect operating, market and/or inflationary changes.
Adult/Senior (includes service agencies, clubs, religious groups and PCSA members)	\$43.00	\$44.80	\$46.10	
Youth (includes PCSA members)	\$22.00	\$22.40	\$23.10	
Local Schools	\$22.00	\$22.40	\$23.10	
PRIVATE GROUPS				Adjusted to reflect operating, market and/or inflationary changes.
All Ages	\$53.80	\$56.00	\$57.70	
COMMERCIAL/ POLITICAL/ NON-RESIDENTS				Adjusted to reflect operating, market and/or inflationary changes.
All Ages	\$64.00	\$67.20	\$69.20	

Note:

- All proposed fees are exclusive of tax, which will be added, if applicable.
- From July 1 – August 31, turf rentals are \$23.10 per hour for all private and non-profit community groups.
- Daily Rate: Equal to 10 hours of the applicable hourly rate.
- PCSA = Port Coquitlam Sports Alliance Society

Schedule "C"
PARKS & RECREATION

Artificial Turf Warm-up Field Rentals
Gates Park

Effective Date: July 1, 2018

<i>Category (per hour of rental)</i>	<i>Fees & Charges for 2014</i>	<i>Fees & Charges for 2015</i>	<i>Fees & Charges for 2018</i>	<i>Comments</i>
NON-PROFIT COMMUNITY GROUPS				Adjusted to reflect operating, market and/or inflationary changes.
Adult/Senior (includes service agencies, clubs, religious groups and PCSA members)	\$12.40	\$13.00	\$13.40	
Youth (includes PCSA members)	\$6.20	\$6.40	\$6.60	
Local Schools	\$6.20	\$6.40	\$6.60	
PRIVATE GROUPS				Adjusted to reflect operating, market and/or inflationary changes.
All Ages	\$15.60	\$16.20	\$16.70	
COMMERCIAL/ POLITICAL/ NON-RESIDENTS				Adjusted to reflect operating, market and/or inflationary changes.
All Ages	\$18.60	\$19.60	\$20.20	

Note:

- All proposed fees are exclusive of tax, which will be added, if applicable.
- Daily Rate: Equal to 10 hours of the applicable hourly rate.
- ½ hour “no charge” use available on the warm-up turf field, just prior to a group’s booked time on a turf field.
- PCSA = Port Coquitlam Sports Alliance Society

Schedule "C"
PARKS & RECREATION

"A" Level Field Rentals

Effective Date: September 1, 2018

<i>Category (per hour of rental)</i>	<i>Fees & Charges for 2014</i>	<i>Fees & Charges for 2015</i>	<i>Fees & Charges for 2018</i>	<i>Comments</i>
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NON-PROFIT COMMUNITY GROUPS				Adjusted to reflect operating, market and/or inflationary changes.
Adult/Senior (includes service agencies, clubs, religious groups and PCSA members)	\$15.60	\$16.40	\$16.90	
Adult Tournament	\$13.60	\$14.20	\$14.60	
Youth (includes PCSA members)	\$8.00	\$8.20	\$8.40	
Youth Tournament	\$6.90	\$7.20	\$7.40	
Local Schools	\$8.00	\$8.20	\$8.40	

PRIVATE GROUPS				Adjusted to reflect operating, market and/or inflationary changes.
All Ages	\$19.60	\$20.60	\$21.20	
Tournament	\$17.10	\$17.80	\$18.30	

COMMERCIAL/ POLITICAL/ NON-RESIDENTS				Adjusted to reflect operating, market and/or inflationary changes.
All Ages	\$23.40	\$24.60	\$25.30	
Tournament	\$20.40	\$21.40	\$22.00	

Note:

- The following are categorized as "A" level fields: Aggie, Cedar, Thompson, Evergreen, Gates, Terry Fox and McLean Parks, Ecole des Pionniers, Terry Fox Secondary, Citadel and Minnekhada Middle Schools (oval field).
- All proposed fees are exclusive of tax, which will be added, if applicable.
- Daily Rate: Equal to 10 hours of the applicable hourly rate.
- Tournament Rate: Average of rates for Fields A and B.
- PCSA = Port Coquitlam Sports Alliance Society

Schedule "C"
PARKS & RECREATION

"B" Level Field Rentals

Effective Date: September 1, 2018

<i>Category (per hour of rental)</i>	<i>Fees & Charges for 2014</i>	<i>Fees & Charges for 2015</i>	<i>Fees & Charges for 2018</i>	<i>Comments</i>
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NON-PROFIT COMMUNITY GROUPS				Adjusted to reflect operating, market and/or inflationary changes.
Adult/Senior (includes service agencies, clubs, religious groups and PCSA members)	\$11.60	\$12.20	\$12.60	
Adult Tournament	\$13.60	\$14.20	\$14.60	
Youth (includes PCSA members)	\$5.80	\$6.20	\$6.40	
Youth Tournament	\$6.90	\$7.20	\$7.40	
Local Schools	\$5.80	\$6.20	\$6.40	

PRIVATE GROUPS				Adjusted to reflect operating, market and/or inflationary changes.
All Ages	\$14.60	\$15.20	\$15.70	
Tournament	\$17.10	\$17.80	\$18.30	

COMMERCIAL/ POLITICAL/ NON-RESIDENTS				Adjusted to reflect operating, market and/or inflationary changes.
All Ages	\$17.40	\$18.20	\$18.70	
Tournament	\$20.40	\$21.40	\$22.00	

Note:

- The following are categorized as "B" level fields: Pitt River Middle School (oval field) and Minnehada Middle School (junior field).
- All fees are exclusive of tax, which will be added, if applicable.
- Daily Rate: Equal to 10 hours of the applicable hourly rate.
- Tournament Rate: Average of rates for Fields A and B.
- PCSA = Port Coquitlam Sports Alliance Society

Schedule "C"
PARKS & RECREATION

"C" Level Field Rentals

Effective Date: September 1, 2018

<i>Category (per hour of rental)</i>	<i>Fees & Charges for 2014</i>	<i>Fees & Charges for 2015</i>	<i>Fees & Charges for 2018</i>	<i>Comments</i>
NON-PROFIT COMMUNITY GROUPS				Adjusted to reflect operating, market and/or inflationary changes.
Adult/Senior (includes service agencies, clubs, religious groups and PCSA members)	\$6.60	\$7.00	\$7.20	
Adult Tournament	\$13.60	\$14.20	\$14.60	
Youth (includes PCSA members)	\$3.40	\$3.60	\$3.70	
Youth Tournament	\$6.90	\$7.20	\$7.40	
Local Schools	\$3.40	\$3.60	\$3.70	
PRIVATE GROUPS				Adjusted to reflect operating, market and/or inflationary changes.
All Ages	\$8.40	\$8.80	\$9.10	
Tournament	\$17.10	\$17.80	\$18.30	
COMMERCIAL/ POLITICAL/ NON-RESIDENTS				Adjusted to reflect operating, market and/or inflationary changes.
All Ages	\$10.00	\$10.40	\$10.70	
Tournament	\$20.40	\$21.40	\$22.00	

Note:

- The following are categorized as "C" level fields: Sun Valley and Central Parks, Minnehada Middle School (mini field) and Pitt River Middle School (junior field).
- All proposed fees are exclusive of tax, which will be added, if applicable.
- Daily Rate: Equal to 10 hours of the applicable hourly rate.
- Tournament Rate: Average of rates for Fields A and B.
- PCSA = Port Coquitlam Sports Alliance Society

Schedule "C"
PARKS & RECREATION

Outdoor Pool Admission/Passes

Effective Date: June 1, 2018

<i>Category</i>	<i>Fees & Charges for 2014</i>	<i>Fees & Charges for 2015</i>	<i>Fees & Charges for 2018</i>	<i>Comments</i>
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SINGLE ADMISSION				Adjusted to reflect market changes.
Tots	Free	Free	Free	
Children	\$1.70	\$1.80	\$2.00	
Youth	\$2.60	\$2.80	\$2.00	
Adult	\$3.40	\$3.60	\$2.00	
Senior	\$2.60	\$2.80	\$2.00	
Super Senior (85 yrs+)	N/A	N/A	\$2.00	
Family	\$6.80	\$7.20	\$6.00	

ANNUAL MEMBERSHIP				Adjusted to reflect operating, market and/or inflationary changes.
Adult	\$76.50	\$81.00	\$45.00	
Senior	\$58.50	\$63.00	\$45.00	
Summer Pass for Children & Youth	\$20.00	\$20.00	\$20.00	

Note:

- All proposed fees include 5% GST.
- Family admission and membership fees are based on the cost of 2 children and one adult.
- Annual memberships are based on the cost of 22.5 single admissions
- Effective July 1-August 31, free admission to the outdoor pools for children up to 18 years old.

Schedule "C"
PARKS & RECREATION

Single Admissions
Hyde Creek Recreation Centre

Effective Date: September 1, 2018

<i>Category</i>	<i>Fees & Charges for 2014</i>	<i>Fees & Charges for 2015</i>	<i>Fees & Charges for 2018</i>	<i>Comments</i>
ALL INCLUSIVE				This admission includes access to the following drop-in services: swimming, water aerobics, sauna room, steam room, swirl pool, aerobics, weight room, gym sports, spinning and racquet courts. Adjusted to reflect operating, market and/or inflationary changes.
Tots	Free	Free	Free	
Children	\$3.00	\$3.10	\$3.20	
Youth	\$4.50	\$4.60	\$4.70	
Adult	\$6.00	\$6.20	\$6.40	
Senior	\$4.50	\$4.60	\$4.70	
Super Senior (85 yrs+)	N/A	N/A	\$3.20	New category for 2018.
Family	\$12.00	\$12.40	\$12.80	
POOL GROUP RATE				
More than 21 people	\$3.00 each	\$3.10 each	\$3.30 each	

Note:

- All proposed fees include 5% GST.
- Family admission and membership fees are based on the cost of two children and one adult.

Schedule "C"
PARKS & RECREATION

10 or 20 Visit Passes
Hyde Creek Recreation Centre

Effective Date: September 1, 2018

<i>Category</i>	<i>Fees & Charges for 2014</i>	<i>Fees & Charges for 2015</i>	<i>Proposed Fees & Charges for 2018</i>	<i>Comments & Proposed Future Fees & Charges</i>
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ALL INCLUSIVE (10 visit pass)				Same services as single admission. Adjusted to reflect operating, market and/or inflationary changes.
Tots	Free	Free	Free	
Children	\$27.00	\$27.90	\$28.80	
Youth	\$40.50	\$41.40	\$42.30	
Adult	\$54.00	\$55.80	\$57.60	
Senior	\$40.50	\$41.40	\$42.30	
Super Senior (85 yrs+)	N/A	N/A	\$28.80	New for 2018.
Family	\$108.00	\$111.60	\$115.20	

ALL INCLUSIVE (20 visit pass)				Same services as single admission. Adjusted to reflect operating, market and/or inflationary changes.
Tots	Free	Free	Free	
Children	\$48.00	\$49.60	\$51.20	
Youth	\$72.00	\$73.60	\$75.20	
Adult	\$96.00	\$99.20	\$102.40	
Senior	\$72.00	\$73.60	\$75.20	
Super Senior (85 yrs+)	N/A	N/A	\$51.20	New for 2018.
Family	\$192.00	\$198.40	\$204.80	

Note:

- All proposed fees include 5% GST.
- All Inclusive 10 visit pass is based on the cost of 9 single admissions (10% discount)
- All Inclusive 20 visit pass is based on the cost of 16 single admissions (20% discount)

Schedule "C"
PARKS & RECREATION

1 Month Pass
Hyde Creek Recreation Centre

Effective Date: September 1, 2018

<i>Category</i>	<i>Fees & Charges for 2014</i>	<i>Fees & Charges for 2015</i>	<i>Proposed Fees & Charges for 2018</i>	<i>Comments & Proposed Future Fees & Charges</i>
ALL INCLUSIVE				Same services as single admission. Adjusted to reflect operating, market and/or inflationary changes.
Tots	n/a	n/a	Free	
Children	\$27.00	\$27.90	\$28.80	
Youth	\$40.50	\$41.40	\$42.30	
Adult	\$54.00	\$55.80	\$57.60	
Senior	\$40.50	\$41.40	\$42.30	
Super Senior (85 yrs+)	N/A	N/A	\$28.80	New for 2018.
Family	\$108.00	\$111.60	\$115.20	

Note:

- One month memberships are based on 9 single admissions.
- Passes are inclusive of any required facility/amenity closures (eg. Shut down for annual maintenance).
- All proposed fees include 5% GST.

Schedule "C"
PARKS & RECREATION

3 Month Passes
Hyde Creek Recreation Centre

Effective Date: September 1, 2018

<i>Category</i>	<i>Fees & Charges for 2014</i>	<i>Fees & Charges for 2015</i>	<i>Proposed Fees & Charges for 2018</i>	<i>Comments & Proposed Future Fees & Charges</i>
ALL INCLUSIVE				Same services as single admission. Adjusted to reflect operating, market and/or inflationary changes.
Tots	Free	Free	Free	
Children	\$78.00	\$80.60	\$83.20	
Youth	\$117.00	\$119.60	\$122.20	
Adult	\$156.00	\$161.20	\$166.40	
Senior	\$117.00	\$119.60	\$122.20	
Super Senior (85 yrs+)			\$83.20	New for 2018.
Family	\$312.00	\$322.40	\$332.80	

Note:

- 3 month memberships are based on 26 single admissions.
- 5% and 20% discount on 6 and annual memberships, respectively.
- Passes are inclusive of any required facility/amenity closures.
- All proposed fees include 5% GST.

Schedule "C"
PARKS & RECREATION

Port Coquitlam Recreation Complex Admission/Passes

Effective Date: September 1, 2018

<i>Category</i>	<i>Fees & Charges for 2014</i>	<i>Fees & Charges for 2015</i>	<i>Proposed Fees & Charges for 2018</i>	<i>Comments & Proposed Future Fees & Charges</i>
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SINGLE ADMISSION				Fees and Charges for Port Coquitlam Recreation Complex have not been adjusted due to construction.
Tots	Free	Free	Free	
Children	\$2.45	\$2.60	\$2.60	
Youth	\$3.65	\$3.80	\$3.80	
Adult	\$4.90	\$5.20	\$5.20	
Senior	\$3.65	\$3.80	\$3.80	
Family	\$9.80	\$10.40	\$10.40	

10 VISIT PASS				Fees and Charges for Port Coquitlam Recreation Complex have not been adjusted due to construction.
Tot	Free	Free	Free	
Children	\$22.05	\$23.40	\$23.40	
Youth	\$32.85	\$34.20	\$34.20	
Adult	\$44.10	\$46.80	\$46.80	
Senior	\$32.85	\$34.20	\$34.20	
Family	\$88.20	\$93.60	\$93.60	

GROUP RATE				Fees and Charges for Port Coquitlam Recreation Complex have not been adjusted due to construction.
More than 21 people	\$2.45 each	\$2.60 each	\$2.60 each	

ANNUAL MEMBERSHIP				Fees and Charges for Port Coquitlam Recreation Complex have not been adjusted due to construction.
Tot	Free	Free	Free	
Children	\$53.90	\$57.20	\$57.20	
Youth	\$80.30	\$83.60	\$83.60	
Adult	\$107.80	\$114.40	\$114.40	
Senior	\$80.30	\$83.60	\$83.60	
Family	\$215.60	\$228.80	\$228.80	

Note:

- Annual membership includes access to public skate sessions. Based on 22 weeks of operation, 1 use per week.
- Skate and/or helmet rentals are not included with any single admission, visit pass or membership package.
- All proposed fees include 5% GST.

Schedule "C"
PARKS & RECREATION

Miscellaneous Items

Effective Date: September 1, 2018

<i>Category</i>	<i>Fees & Charges for 2014</i>	<i>Fees & Charges for 2015</i>	<i>Proposed Fees & Charges for 2018</i>	<i>Comments & Proposed Future Fees & Charges</i>
PICNIC SHELTERS (Lions, Settlers, Castle & Peace Parks)	\$36.00/day or any portion thereof	\$38.00/day or any portion thereof	\$60.00/event (max. 4 hours)	Adjusted to reflect operating, market and/or inflationary changes.
BEER GARDEN	\$146.00/day, per location	\$152.00/day, per location	\$156.60/day, per location	Adjusted to reflect operating, market and/or inflationary changes.
BANNERS ON UNDERPASS				Adjusted to reflect operating, market and/or inflationary changes.
Registered, Non-Profit	\$53.00/week	\$55.00/week	\$56.70/week	
Commercial	\$104.00/week	\$108.00/week	\$111.20/week	
KITCHEN RENTAL Gathering Place	\$32.00/event	\$33.00/event	\$34.00/event	Adjusted to reflect operating, market and/or inflationary changes.
CLEAN-UP CHARGES	\$54.50/event	\$56.50/event	\$58.20/hr	Adjusted to reflect operating, market and/or inflationary changes. Fee changed from a per event to a per hour charge
DAMAGE DEPOSIT Refundable	Up to \$500.00/event	Up to \$500.00/event	Up to \$500.00/event	Fee not adjusted.
SET-UP CHARGES				Adjusted to reflect operating, market and/or inflationary changes.
Chairs and tables for up to 100 people	\$61.00/event	\$64.00/event	\$66.00/event	
Chairs and tables for 100-199 people	\$115.00/event	\$119.00/event	\$123.00/event	
Chairs and tables for 200-300 people	\$152.00/event	\$158.00/event	\$163.00/event	

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<i>Category</i>	<i>Fees & Charges for 2014</i>	<i>Fees & Charges for 2015</i>	<i>Proposed Fees & Charges for 2018</i>	<i>Comments & Proposed Future Fees & Charges</i>
EQUIPMENT RENTALS				Adjusted to reflect operating, market and/or inflationary changes.
Flip Chart Easel (including one pad of paper)	\$27.00/event	\$28.00/event	\$28.80/event	
TV/VCR/DVD cart	\$28.00/event	\$28.00/event	\$28.80/event	
Stage	\$87.50/event	\$90.00/event	\$92.70/event	
Projection Screen	\$15.00/event	\$15.00/event	\$15.50/event	
SPORT EQUIPMENT RENTALS				Adjusted to reflect operating, market and/or inflationary changes.
Racquets	\$3.40	\$3.50	\$3.60	Adjusted to reflect operating, market and/or inflationary changes. Fees and Charges for Port Coquitlam Recreation Complex have not been adjusted due to construction.
Skate Rentals	\$3.60	\$3.70	\$3.70	
Skate Rentals (10 rental pass)	\$32.40	\$33.30	\$33.30	
Helmet Rentals	\$2.10	\$2.20	\$2.20	
Helmet Rentals (10 rental pass)	\$18.90	\$19.80	\$19.80	
Skate Sharpening	\$5.80	\$6.00	\$6.00	
Skate Sharpening (10 rental pass)	\$52.20	\$54.00	\$54.00	

Note:

- All proposed fees are exclusive of tax which will be added, if applicable.
- Sport equipment rentals are inclusive of the applicable taxes.
- At the discretion of staff, a damage deposit may be required for the rental of a facility, park or field up to the amount of \$500 per event.

Schedule "C"
PARKS & RECREATION

Indoor Pool Rentals

Effective Date: September 1, 2018

<i>Category (per hour of rental)</i>	<i>Fees & Charges for 2014 (Lap/Leisure)</i>	<i>Fees & Charges for 2015 (Lap/Leisure)</i>	<i>Proposed Fees & Charges for 2018 (Lap/Leisure)</i>	<i>Comments & Proposed Future Fees & Charges</i>
NON-PROFIT COMMUNITY GROUPS				Adjusted to reflect operating, market and/or inflationary changes.
Adult/Senior (includes local government, service agencies, clubs, religious groups and PCSA members)	\$134.00/\$123.00	\$139.00/\$128.00	\$143.20/\$131.80	
Youth/Local Schools (includes PCSA members)	\$91.20/\$86.60	\$97.00/\$91.50	\$99.90/\$94.20	
Local Swim Clubs (no guards)	\$37.80	\$42.00	\$43.30	
PRIVATE GROUPS				Adjusted to reflect operating, market and/or inflationary changes.
All Ages	\$150.80/\$141.00	\$160.00/\$146.00	\$164.80/\$150.40	
COMMERCIAL/ POLITICAL/ NON-RESIDENTS				Adjusted to reflect operating, market and/or inflationary changes.
All Ages	\$175.00/\$158.60	\$181.00/\$164.60	\$186.40/\$169.50	

Note:

- Single lane rate is calculated at approximately 1/6 the applicable lap pool rate.
- Full pool rates are the combined total of the applicable hourly rate for the lap and leisure pools, including guarding costs (two aquatic leaders for a maximum of 60 users).
- All proposed fees are exclusive of tax, which will be added, if applicable.
- Additional aquatic leaders are charged out at \$28.70 per hour (2018 rate), subject to change.
- PCSA = Port Coquitlam Sports Alliance Society

Schedule "C"
PARKS & RECREATION

Outdoor Pool Rentals

Effective Date: September 1, 2018

<i>Category (per hour of rental)</i>	<i>Fees & Charges for 2014</i>	<i>Fees & Charges for 2015</i>	<i>Proposed Fees & Charges for 2018</i>	<i>Comments & Proposed Future Fees & Charges</i>
	<i>(CE&RH/Wading)</i>	<i>(CE&RH/Wading)</i>	<i>(CE&RH/Wading)</i>	

NON-PROFIT COMMUNITY GROUPS				Adjusted to reflect operating, market and/or inflationary changes.
Adult/Senior (includes local government, service agencies, clubs, religious groups and PCSA members)	\$90.40/\$55.40	\$90.40/\$55.40	\$93.10/\$57.10	
Youth (includes PCSA members)	\$71.20/\$38.00	\$72.80/\$38.40	\$75.00/\$39.60	
Local Schools	\$68.00/\$38.00	\$72.80/\$38.40	\$75.00/\$39.60	
Local Swim Clubs (no guards)	\$17.80 (all rental hours)	\$17.80 (all rental hours)	\$18.30 (all rental hours)	

PRIVATE GROUPS				
All Ages	\$97.80/\$61.80	\$99.20/\$64.00	\$102.20/\$65.90	Adjusted to reflect operating, market and/or inflationary changes.

COMMERCIAL/ POLITICAL/ NON-RESIDENTS				
All Ages	\$106.60/\$70.00	\$108.00/\$72.40	\$111.20/\$74.60	Adjusted to reflect operating, market and/or inflationary changes.

Note:

- All proposed fees are exclusive of tax, which will be added, if applicable.
- Fees at outdoor pools include two aquatic leaders for 60 users.
- Fees at wading pools include one aquatic attendant.
- Fees to open the outdoor pool early are negotiated separately with swim clubs.
- Additional aquatic leaders are charged out at \$28.70 per hour, subject to change.
- PCSA = Port Coquitlam Sports Alliance Society

Schedule "C"
PARKS & RECREATION

Outdoor Lacrosse Box Rentals

(Minnehada, Terry Fox and Rowland Parks)

Effective Date: September 1, 2018

<i>Category (per hour of rental)</i>	<i>Fees & Charges for 2014</i>	<i>Fees & Charges for 2015</i>	<i>Proposed Fees & Charges for 2018</i>	<i>Comments & Proposed Future Fees & Charges</i>
NON-PROFIT COMMUNITY GROUPS				Adjusted to reflect operating, market and/or inflationary changes.
Adult/Senior (includes local government, service agencies, clubs, religious groups and PCSA members)	\$14.00	\$15.00	\$15.50	
Youth (includes PCSA members)	\$7.00	\$7.60	\$7.80	
Local Schools	\$7.00	\$7.60	\$7.80	
PRIVATE GROUPS				Adjusted to reflect operating, market and/or inflationary changes.
All Ages	\$17.60	\$18.80	\$19.40	
COMMERCIAL/ POLITICAL/ NON-RESIDENTS				Adjusted to reflect operating, market and/or inflationary changes.
All Ages	\$21.00	\$22.40	\$23.10	

Note:

- All proposed fees are exclusive of tax, which will be added, if applicable.
- Daily Rate: Equal to 10 hours of the applicable hourly rate.
- PCSA = Port Coquitlam Sports Alliance Society

Schedule "C"
PARKS & RECREATION

Tennis Court Rentals
(Gates & Terry Fox Tennis Courts)

Effective Date: July 1, 2018

<i>Category (per hour of rental)</i>	<i>Fees & Charges for 2014</i>	<i>Fees & Charges for 2015</i>	<i>Proposed Fees & Charges for 2018</i>	<i>Comments & Proposed Future Fees & Charges</i>
NON-PROFIT COMMUNITY GROUPS				New for 2018. Fee incorporated to account for maintenance and improvement costs.
Adult/Senior (includes local government, service agencies, clubs, religious groups and PCSA members)	N/A	N/A	\$5.00	
Youth (includes PCSA members)	N/A	N/A	\$2.50	
Local Schools	N/A	N/A	\$2.50	
Local Tennis Club	N/A	N/A	\$2.50	
PRIVATE GROUPS				New for 2018. Fee incorporated to account for maintenance and improvement costs.
All Ages	N/A	N/A	\$6.25	
COMMERCIAL/ POLITICAL/ NON-RESIDENTS				New for 2018. Fee incorporated to account for maintenance and improvement costs.
All Ages	N/A	N/A	\$7.50	

Note:

- All proposed fees are exclusive of tax, which will be added, if applicable.
- Daily Rate: Equal to 10 hours of the applicable hourly rate.
- PCSA = Port Coquitlam Sports Alliance Society

**Schedule “D”
DEVELOPMENT APPLICATION 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. A DP application for a building with a Green Roof may be exempt from the application fee applies if the application:
 - a. complies with the Green Roof provisions of the Development Procedures Bylaw,
 - b. complies with the Official Community Plan DP area design guidelines, and
 - c. complies with the Zoning Bylaw regulations.

8. The following acronyms apply:

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

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

	Zoning Amend.	OCP Amendment		DP – RT Zone	DP - RS4 Zone		DP – Coach House
		With rezoning	Without rezoning		Conforms to Zone	Varies Zone	
Minimum Fee	\$2500	\$2000	\$2000	\$500 per Unit	No charge	\$500	\$1000
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

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.

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 ² for site area up to 1000 m ²	\$275		\$275		\$275
Per 100m ² for next site area 1001m ² to 20,000m ²	\$100		\$100		\$100
Per 100m ² 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.

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 ² for site area of up to 1000 m ²	\$150		\$150		\$150
Per 100m ² for next site area 1001m ² to 20,000m ²	\$ 50		\$ 50		\$ 50
Per 100m ² 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 ² for site area up to 1000 m ²		\$200
Per 100m ² for site area 1001m ² to 20,000m ²		\$150
Per 100m ² or portion for remaining site area		\$75
Industrial or Institutional Use:		
Per 100m ² for site area of up to 1000 m ²		\$150
Per 100m ² for site area 1001m ² to 20,000m ²		\$ 50
Per 100m ² 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.

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

Table 7 Additional Charges and Fees

APPLICATION TYPE	Non-refundable Fee	Refundable Fee
Zoning Bylaw Text Amendment		
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 SGC consideration	\$ 200	
DP Amendment: minor change to a commercial, multiple residential or industrial building or DP design drawings that requires SGC 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
Liquor Licence		
New licence or increase in person capacity	\$1000	\$1200
Amendment to licence	\$300	\$1200
Public Meeting fee if SGC or Council calls a Public Meeting for consideration of a Development Permit application	\$1200	
Release of a DP, DVP or Restrictive Covenant	\$250	
Renewal Fees:		
Renewal of a Zoning or OCP Amendment Bylaw that is not adopted within one year from date of 3 rd 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
Cannabis Retail Licence		
New licence	\$1000	\$1200
Amendment to licence	\$300	\$1200

SCHEDULE "E"

Building 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.

Table 1: Building Permit Fees

	Fee required at time of building permit application	Fee required prior to building permit issuance
Construction Value		
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
Foundation Permit		
Standard building	Not applicable	\$200
Complex building	Not applicable	\$300
Demolition Permit		
Standard building	\$200	\$0
Complex building	\$400	\$0
Chimney - liquid or solid fuel burning	\$120	0
Building Move		
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. It 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.

6. 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.
2. 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.

3. 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

4. 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

5. 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.

6. 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

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

Table 7: Other Fees and Charges

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

Table 7: Other Fees and Charges Cont'd

Request	Fee/Charge Payment	Charges
File search/comfort letter		
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
Alternate Solution fee per item	At time of application	\$400
Alternate Solution fee 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

PERMITS: Section of Fee/Charge:
 Fire Bylaw:

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.
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.
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.

Fire & Emergency Services Bylaw, No. 3880	Section:	Fee/Charge:
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 31st 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

Fees Effective: August 1, 2015

A. PLOT FEES

		Resident	Non-Resident
1 a)	Single adult plot in Sections STA, STB, STE, STF, STG, STK, STL, STM, STN, STP or STQ	\$1,525.00	\$3,660.00
	Care Fund Contribution	\$733.50	\$1,760.40
	Expansion Fund Contribution	\$675.50	\$1,621.20
	Total	\$2,934.00	\$7,041.60
b)	Single child plot in Section D	\$915.00	\$2,196.00
	Care Fund Contribution	\$440.10	\$1,056.24
	Expansion Fund Contribution	\$405.30	\$972.72
	Total	\$1,760.40	\$4,224.96
c)	Single infant plot in Sections C or CA	\$762.50	\$1,830.00
	Care Fund Contribution	\$366.75	\$880.20
	Expansion Fund Contribution	\$337.75	\$810.60
	Total	\$1,467.00	\$3,520.80
d)	Single cremation plot in Sections CR1, CR2, CR3 or CR4	\$714.65	\$714.65
	Care Fund Contribution	\$271.50	\$271.50
	Expansion Fund Contribution	\$99.85	\$99.85
	Total	\$1,086.00	\$1,086.00
e)	Single niche in the columbarium niche section	\$1,970.00	\$1,970.00
	Care Fund Contribution	\$224.00	\$224.00
	Expansion Fund Contribution	\$270.00	\$270.00
	Total	\$2,464.00	\$2,464.00
f)	Care Fund Contribution for cremation ashes placed in a full burial plot	\$130.00	\$130.00
g)	Pedestal niche in the columbarium niche section	\$4,260.00	\$4,260.00
	Care Fund Contribution	\$520.00	\$520.00
	Expansion Fund Contribution	\$420.00	\$420.00
	Total	\$5,200.00	\$5,200.00

**SCHEDULE "H" Cont'd
Cemetery Services
Fees & Charges**

Fees Effective: August 1, 2015

A. PLOT FEES CONT'D

		Resident	Non-Resident
h)	Boulder Memorial (inscription not included)	\$1,200.00	\$1,200.00
	Care Fund Contribution	\$145.00	\$145.00
	Expansion Fund Contribution	\$105.00	\$105.00
	Total	\$1,450.00	\$1,450.00
i)	Granite Memorial (inscription not included)	\$3,500.00	\$3,500.00
	Care Fund Contribution	\$425.00	\$425.00
	Expansion Fund Contribution	\$325.00	\$325.00
	Total	\$4,250.00	\$4,250.00

B. SERVICE CHARGES

1.	Opening and Closing for Burial	
a)	Adult Plot	\$1,255.00
b)	Adult Plot with extra depth of grave to 2.4 m (8')	\$2,510.00
c)	Child Plot (6 to 12 years old, inclusive)	\$941.00
d)	Infant Plot (5 years old and younger)	\$628.00
e)	Cremation Plot	\$490.00
f)	Cremation Plot with extra depth of grave	\$980.00
g)	Scatterings	\$225.00
h)	Mandatory Care Fund Contribution	\$90.00
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

6.	Installation of memorial (incl. care fund contribution of \$18.00 except for columbarium, pedestal niche and scattering garden.	\$200.00
7.	Max 3 line inscription (\$247.50) and installation (\$247.50) of memorials for columbarium or pedestal niche (includes care fund contribution of \$55.00)	\$550.00
8.	Max 3 line inscription (\$126.00) and installation (\$126.00) of memorials for scattering garden (includes care fund contribution of \$28.00)	\$280.00
9.	Removal and reinstallation of memorials	\$200.00

C. GOODS

1.	Concrete Grave Liner	\$630.00
2.	Cremated Remains Liner	\$86.00
3.	Transfer of License Fee	\$105.00
4.	Niche Vase	\$160.00
5.	Columbarium or Pedestal for Niche Marker	\$550.00
6.	Engraving of second name on columbarium or pedestal niche (maximum 2 lines)	\$280.00
7.	License Fee	\$325.00
8.	Engraving of extra line on columbarium, pedestal niche or memorial book	\$70.00
9.	Marker Base	\$125.00
10.	Photo Plaque Charge	\$300.00

SCHEDULE "I"
Soil Deposit
Fees & Charges

Item	Fee	Comments
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

Item	Fee	Comments
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		
Use of Fire & Emerg. Services Dept. services	Current charge rate billed at cost	
Use of RCMP	Current charge rate billed at cost	
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	Comments
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

INSPECTION SERVICES	
Safety Inspection	\$6,500.00
Repost Do Not Occupy notice	\$250.00
Disconnect water distribution system	\$500.00
Reconnect water distribution system	\$100.00
Reinspect 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

FIRE SERVICES	
Engine	\$600.00 per hour
Quint Device	\$1315.00 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

POLICE SERVICES	
Police Officer Services	
Dismantling – per member	
• Regular Time	\$73.10 per hour
• 1.5 Overtime	\$109.65 per hour
• 2.0 Overtime	\$146.15 per hour
Drug Disposal – per member	
• Regular Time	\$73.10 per hour
• 1.5 Overtime	\$109.65 per hour
• 2.0 Overtime	\$146.15 per hour
Exhibit Custodian Services	
Drug Disposal	
• Regular Time	\$36.55 per hour
• 2.0 Overtime	\$73.10 per hour

SCHEDULE L (Continued)

Controlled Substance Property Fees & Charges

Equipment Disposal	
• Regular Time	\$36.55 per hour
• 2.0 Overtime	\$73.10 per hour
Site Security Services	\$2,000.00

OTHER INSPECTION SERVICES	
Building Inspector	
• 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
Bylaw Enforcement Officer	
• 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

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

SCHEDULE "M"
Animal Control Bylaw
Fees & Charges

Dog Licence Fees		
	Paid by February 1	Paid after February 1
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	\$95.00	\$95.00
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.

Impoundment Fees		
	First	Subsequent
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

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

Adoption Fees	
Mature Dog	\$200.00
Puppy	\$250.00
Senior Dog	\$150.00
Cat	\$110.00
Kitten	\$135.00
Other Animal	\$50.00

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