



## VILLAGE OF BELCARRA Fees and Charges Bylaw No. 517, 2018



### Consolidated

#### ***A bylaw to establish fees and charges for services and information.***

This consolidation is a copy of a bylaw consolidated under the authority of Section 139 of the *Community Charter*. This consolidation is not a legal document. Individual copies of the bylaw may be obtained by contacting the Village Office. This bylaw is printed under and by authority of the Chief Administrative Officer of the Village of Belcarra.

Amendment Bylaw No. 524, 2018 effective date September 24, 2018.  
Amendment Bylaw No. 532, 2019 effective date March 11, 2019.  
Amendment Bylaw No. 537, 2019 effective date May 13, 2019.  
Amendment Bylaw No. 538, 2019 effective date May 13, 2019.  
Amendment Bylaw No. 561, 2020 effective date April 6, 2020.  
Amendment Bylaw No. 563, 2020 effective date June 8, 2020.  
Amendment Bylaw No. 570, 2020 effective date October 26, 2020.  
Amendment Bylaw No. 572, 2020 effective date October 26, 2020.  
Amendment Bylaw No. 576, 2020 effective date February 22, 2021  
Amendment Bylaw No. 581, 2021 effective date May 10, 2021  
Amendment Bylaw No. 585, 2021 effective date May 10, 2021  
Amendment Bylaw No. 590, 2021 effective date November 22, 2021  
Amendment Bylaw No. 596, 2021 effective date May 9, 2022  
Amendment Bylaw No. 607, 2023 effective March 27, 2023  
Amendment Bylaw No. 622, 2024 effective February 5, 2024  
Amendment Bylaw No. 624, 2024 effective April 2, 2024  
Amendment Bylaw No. 629, 2024 effective September 9, 2024  
Amendment Bylaw No. 532, 2025 effective February 24, 2025  
Amendment Bylaw No. 638, 2025 effective December 15, 2025

### **PART 1 Title**

This bylaw may be cited as the “Village of Belcarra Fees and Charges Bylaw 517, 2018.”

### **PART 2 Severability**

If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the valid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

### **PART 3 Previous Bylaw Repeal**

The “Village of Belcarra Fees and Charges Bylaw No. 463, 2013” and all amendments thereto are repealed in their entirety.

### **PART 4 Fees and Charges**

The Village imposes fees for the provision of services and information as specified in Schedules 1 to 13 inclusive.

Fees or charges imposed under this Bylaw for the provision of services or information will supersede fees or charges imposed under other bylaws or for other same services or information.

### **Schedules**

|             |  |            |
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| Schedule 1  | General Administration                           | Page 3     |
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Read a first time on March 26, 2018

Read a second time on March 26, 2018

Read a third time on March 26, 2018

Adopted by Council on April 9, 2018

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Ralph Drew  
Mayor

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Lorna Dysart  
Chief Administrative Officer

This is a certified true copy of  
Village of Belcarra Fees and Charges Bylaw 517, 2018

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Chief Administrative Officer

## Schedule 1 – General Administration

| <b><u>General Documents and Services</u></b>             |  |
|--|--|
| <b>Description</b>                                       | <b>Fee</b>   |
| Comfort letter preparation                               | \$100.00   |
| Belcarra Historical Book (Between Forest and Sea)        | \$30.00  |
| Belcarra Pennant Flag                                    | \$20.00  |
| Faxes (Outgoing/Incoming) 1 to 6 pages                   | \$15.00  |
| Faxes – each additional page over 6                      | \$ 2.00  |
| Photocopies, reports, studies, bylaws, minutes           | \$2.00 per page  |
| Building Bylaw   | \$50.00  |
| Official Community Plan Bylaw                            | \$75.00  |
| Zoning Bylaw   | \$75.00  |
| Resident Decal   | \$20.00  |
| <b>Routinely Available Records</b>                       |  |
| Locating and retrieving a record                         | \$30.00 per ¼ hour   |
| Producing a record manually                              | \$30.00 per ¼ hour   |
| Preparing a record for disclosure and handling a records | \$30.00 per ¼ hour   |
| Copying photographs                                      | \$150.00 plus actual cost of reproduction<br>a deposit of \$150.00 required prior to work being done   |
| Routinely available records, written request             | If a fee for provision of a record will exceed or is estimated to exceed \$50.00, the applicant must pay the Village a deposit of 50% (fifty per cent) of the fee or the estimated fee before the Village processes the application. |

## Schedule 2a – Building Permit and Inspection Services

| <b>Permit Fees and Inspection Services</b>   |  |
|--|--|
| <b>Description</b>   | <b>Fee</b>   |
| <b>Building Permit Application Fee</b> , includes Plumbing Permit<br><b>(Amended as per Bylaw No. 532, 2019)</b><br><b>(fee removed for fire sprinklers per Bylaw 576, 2020)</b>     | \$102.00/Construction up to \$5,000.00 value   |
|  | \$116.00/Construction over \$5,000.00 value  |
| <b>Simple Buildings or Structures</b>  |  |
| Construction up to \$5,000.00 of value   | \$27.00/\$1,000.00 (minimum fee \$102.00)  |
| Construction \$5,001.00 to \$20,000.00 of value  | \$15.00/\$1,000.00 plus \$68.00 base fee   |
| Construction \$20,001.00 to \$50,000.00 of value   | \$12.00/\$1,000.00 plus \$816.00 base fee  |
| Construction \$50,001.00 to \$500,000.00 of value  | \$10.00/\$1,000.00 plus \$1,360.00 base fee  |
| Construction \$500,001.00 and over of value  | \$8.00/\$1,000.00 plus \$3,400.00 base fee   |
| In cases of repairs to simple buildings where latent water penetration has resulted in structural deterioration or damage the applicable above building permit fees will be waived.  |  |
| <b>Complex Buildings</b>   |  |
| Construction up to \$5,000.00 of value   | \$20.00/\$1,000.00 (minimum fee \$102.00)  |
| Construction \$5,001.00 to \$20,000.00 of value  | \$16.00/\$1,000.00 plus \$68.00 base fee   |
| Construction \$20,001.00 to \$50,000.00 of value   | \$12.00/\$1,000.00 plus \$136.00 base fee  |
| Construction \$50,001.00 to \$500,000.00 of value  | \$10.00/\$1,000.00 plus \$279.00 base fee  |
| Construction \$500,001.00 and over of value  | \$7.00/\$1,000.00 plus \$1,204.00 base fee   |
| In cases of repairs to complex buildings where latent water penetration has resulted in structural deterioration or damage the applicable above building permit fees will be waived. |  |
| <b>Professional Plan Certification</b>   | When a building permit is issued in reliance upon the certification of a registered professional that the design and plans submitted comply with the building code the permit fee is reduced by 5% of the fees payable up to a maximum of \$680.00 |
| <b>Temporary Building or Structure</b>   |  |
| 0 to 56m <sup>2</sup> area of building footprint   | \$102.00   |
| Greater than 56m <sup>2</sup> area of building footprint   | \$204.00   |

(entire table amended as per Bylaw No. 532, 2019)

**Schedule 2a – Building Permit and Inspection Services, continued**

| <b><u>Building Permit and Inspection Services</u></b>  |   |
|--|---|
| <b>Description</b>   | <b>Fee</b>  |
| <b>Building or Structure Demolition</b>  |   |
| 0 to 56m <sup>2</sup> area of building footprint   | \$102.00  |
| greater than 56m <sup>2</sup> area of building footprint   | \$204.00  |
| <b>Building or Structure Move or Relocation</b>  |   |
| 0 to 56m <sup>2</sup> area of building footprint   | \$184.00 minimum plus \$82.00 per hour Inspector Fees if inspection exceeds 2 hours |
| greater than 56m <sup>2</sup> area of building footprint   | \$422.00 plus \$476.00 per hour Inspector Fees if inspection exceeds 2 hours        |
| Examination of a building  | \$286.00 plus \$163.00 per hour Inspector Fees if inspection exceeds 2 hours        |
| Disconnection of municipal services, if applicable   | \$204.00  |
| <b>Swimming Pools or Retaining Structures</b>  |   |
| Construction up to \$5,000.00 of value   | \$20.00/\$1000.00 (minimum fee \$102.00)  |
| Greater than \$5,000.00 of value   | \$20.00/\$1000.00 plus \$340.00 base fee  |
| <b>Chimney, Fireplaces and Solid Fuel Appliances</b>   |   |
| Fireplaces, solid fuel appliances  | \$490.00/appliance  |
| natural or propane gas fired heating devices requiring a vent connection to the outdoors, except hot water storage tanks | \$163.00/appliance  |
| Each chimney and pre-fabricated chimney  | \$54.00/chimney   |
| Each hot water storage tank or boiler vent   | \$54.00/vent  |
| <b>Excavation or Site Preparation</b>  |   |
| Foundation excavation or site investigation  | \$408.00 (deducted from Building Permit Fee if application approved)                |
| <b>Blasting Permit Fee<br/>(Amended as per Bylaw No. 622, 2024)</b>  | \$250.00  |
| <b>Building Site Services</b>  |   |
| Driveway access and off street parking   | \$136.00  |
| New or replacement underground water services  | \$54.00/10 metres of pipe   |
| New or replacement underground storm sewer pipe  | \$54.00/10 metres of pipe   |
| On site catch basin, oil interceptor, sump or connection to a municipal utility.   | \$54.00 each  |

**(entire table amended as per Bylaw No. 532, 2019)**

**Schedule 2a – Building Permit and Inspection Services, continued**

| <b><u>Building Permit and Inspection Services</u></b>   |  |
|---|--|
| <b>Description</b>  | <b>Fee</b>   |
| <b>Plumbing Permit &amp; Fixture Fees</b>   |  |
| <b>Plumbing Permit Application Fee</b> , if separate from a Building Permit                     | \$61.00  |
| <b>Municipal Water Connection</b>   | See Schedule 13  |
| Fixture fee, as defined by Bylaw and the BC Building Code                                       | \$27.00 each fixture<br>(minimum fee \$102.00)   |
| Water storage tanks, check valves, outdoor showers  | \$27.00 each   |
| Swimming pool supply, drainage backflow preventer   | \$109.00/pool  |
| No Fixture but installation of soil, waste or drainage pipe                                     | \$54.00/10 metres of pipe  |
| Fire Sprinkler Heads – first 50 heads, per head<br><b>(fee removed per Bylaw No. 576, 2020)</b> |  |
| <b>Building Permit Extension</b>  | \$1,360.00   |
| <b>Building Permit transfer to new property owner</b>   | \$653.00   |
| <b>Penalties</b>  |  |
| Double Permit Fees for construction prior to issuance of a Building Permit                      | Permit Fee (x 2) (maximum of \$6,800.00)   |
| STOP WORK order posting   | \$490.00 per order   |
| STOP WORK order re-posting due to unauthorized removal  | \$326.00 per order   |
| DO NOT OCCUPY order posting   | \$326.00 per order   |
| DO NOT OCCUPY order re-posting due to unauthorized removal                                      | \$326.00 per order   |
| <b>Plan Review/Miscellaneous Inspection Fee</b>   |  |
| Re-inspection fee for each inspection after the second consecutive inspection                   | \$82.00 per hour<br>3 <sup>rd</sup> inspection - \$163.00 per hour<br>4 <sup>th</sup> inspection - \$326.00 per hour<br>5 <sup>th</sup> inspection - \$490.00 per hour<br>6 <sup>th</sup> inspection – \$979.00 per hour |
| Building Inspector, inspection fee for undefined inspections                                    | \$82.00 per hour   |
| Emergency Inspections outside regular office hours  | \$163.00 per hour  |
| Plan review for a design modification after Building Permit issuance                            | \$163.00 per hour  |
| Equivalency Report review   | \$163.00 per hour  |

**(entire table amended as per Bylaw No. 532, 2019)**

**Schedule 2a – Building Permit and Inspection Services, continued**

| <b><u>Building Permit and Inspection Services</u></b>             |                             |
|---|-----------------------------|
| <b>Description</b>  | <b>Fee</b>                  |
| <b>Security Deposits (Cash, Cheque or Certified Cheque)</b>       |                             |
| Construction security deposit                                     | 0.75% constructed value     |
| Temporary building security deposit                               | \$10.75 x constructed value |
| Move or relocate a building or structure - an additional security | \$20,000.00                 |
| Work near High Precision Network survey monuments                 | \$7,000.00                  |
| <b>Secondary Suites</b>   |                             |
| Decommissioning – application fee                                 | \$68.00                     |
| Decommissioning – inspection fee                                  | \$136.00                    |
| <b>Address Change</b>   |                             |
| Address Change - When an owner requests a new address             | \$408.00                    |
|   |                             |

**(entire table amended as per Bylaw No. 532, 2019)**

**Schedule 2b – Building Permit and Inspection Services**

| <b><u>Building Department Documents &amp; Services</u></b>  |  |
|---|--|
| <b>Description</b>  | <b>Fee</b>   |
| <b>Building and Property Record Search</b>  |  |
| Record Searches where it is determined by the Department Head that research could involve staff time in excess of 15 minutes <ul style="list-style-type: none"> <li>• Building Permits (single family, duplex buildings, accessory suites, civic or institutional buildings)</li> <li>• Board of Variance rulings</li> <li>• Development Variance rulings</li> </ul> First Hour | \$136.00<br>a deposit of \$272.00 required prior to work being done                                      |
| Each additional 15 minutes or portion thereof   | \$34.00  |
| <b>Building Plan Reproduction</b>   |  |
| Offsite copying or larger than 279mm x 431mm (11" x 17")  | \$204.00 plus actual cost of reproduction<br><br>a deposit of \$204.00 required prior to work being done |
| File Notice on Title, pursuant to section 57 of the Community Charter   | \$408.00   |
| Cancel Notice on Title, pursuant to section 58 of the Community Charter   | \$408.00   |
| Property Title Search   | \$102.00   |

**(entire table amended as per Bylaw No. 532, 2019)**



### Schedule 3 – Business Licence Fees

| <b><u>Business Licence Category</u></b>   |   |
|---|---|
| <b>Description</b>  | <b>Fee</b>  |
| <b>Home Occupation</b>  |   |
| Arts and Crafts   | \$100.00  |
| Professional Services   | \$100.00  |
| Trades Person   | \$100.00  |
| Food Caterers   | \$100.00  |
| Unclassified  | \$100.00  |
| Special Public Event Permit<br><b>(Amended as per Bylaw No. 563, 2020)</b>  | \$350.00 per day  |
| Maximum fine for violation of the Village of Belcarra Special Public Event Permit Policy or a condition of a Special Public Event Permit<br><b>(Amended as per Bylaw No. 563, 2020)</b> | \$10,000 per occurrence at the discretion of the Chief Administrative Officer   |
| <b>Non-Resident Business</b>  |   |
| Media Service   | \$205.00  |
| Trades Person   | \$100.00  |
| Contractor  | \$100.00  |
| Unclassified  | \$100.00  |
| Short Term Rental Accommodation (STRA) and Bed and Breakfast (B&B)<br><br><b>(Amended as per Bylaw No. 581, 2021)</b>   | \$100.00 per year<br><br>Business Licence Fees for STRA and B&B may be increased annually at the discretion of the Village of Belcarra CAO. |

**Note: Business Licence Fees are Pro Rated at 50% after July 31<sup>st</sup>**

**Schedule 4 – Finance and Taxes**

| <b><u>Finance, Taxes, Documents and Services</u></b>   |                    |
|--|--------------------|
| <b>Description</b>   | <b>Fee</b>         |
| Fee for returned cheque (NSF, Stop Payment, Dishonored cheque) or Electronic Fund Transfer (Tax Prepayment Plan) | \$100.00           |
| Interest on Overdue Accounts Receivable  | 2% / month         |
| Mortgage listing for bank per folio  | \$50.00            |
| Tax Certificate statement  | \$75.00 per folio  |
| Tax Certificate statement, same day service if request made before 3:00 pm                                       | \$100.00 per folio |
| Tax bill reprints (per year requested)   | \$50.00            |
| Tax refund to owners, banks, mortgage companies, other third parties   | \$100.00           |

## Schedule 5 – Engineering, Public Works, Permits and Services

| <b><u>Engineering/Public Works Documents and Services</u></b>  |  |
|--|--|
| <b>Description</b>   | <b>Fee</b>   |
| <b>Map Photo Copy Fees</b>   |  |
| 215mm x 279mm (8 ½" x 11")   | \$2.00   |
| 279mm x 355mm (11" x 14")  | \$2.50   |
| 279mm x 431mm (11" x 17")  | \$3.00   |
| Offsite copying or larger than 279mm x 431mm (11" x 17")   | \$80.00 plus actual cost of reproduction<br>a deposit of \$80.00 required prior to work being done |
| <b>Highway Encroachment Agreements</b>   |  |
| Highway Encroachment Application or Renewal  | \$400.00   |
| Highway Encroachment Agreement annual fee (single wharf)   | \$100.00   |
| Highway Encroachment Agreement annual fee (group wharf)  | \$200.00   |
| Highway Encroachment Agreement annual fee (other uses)   | \$3.00 per square foot, \$100.00 minimum fee   |
| Midden Road Gate Access Agreement (refundable Deposit)   | \$100.00   |
| <b>Permits</b>   |  |
| Municipal Road Allowance Permit application, temporary use (less than 60 days)   | \$100.00   |
| Municipal Road Allowance Permit application, permanent use (more than 60 days)   | \$200.00   |
| Municipal Road Allowance Permit Tree Removal Security Deposit  | Equal to contractor's quote including taxes, plus 25% of quote                                     |
| Municipal Road Allowance Permit Security Deposit – Works within 20 feet from watermain, road, storm sewer or drainage area       | \$1,500.00 plus 25%  |
| Municipal Road Allowance Permit Security Deposit – Works greater than 20 feet from watermain, road, storm sewer or drainage area | \$500.00 plus 25%  |
| Driveway Access Permit fee   | \$100.00   |
| Tree Cutting Permit (Bylaw 110 )   | \$200.00   |
| Wharf Application fee  | \$2,000.00   |

**Schedule 5 – Engineering, Public Works, Permits and Services, continued**

| <b><u>Public Works Fees and Charges Rates</u></b> |                       |
|---|-----------------------|
| Municipal Inspection Fees                         | \$100.00/hour         |
| Municipal Management                              | \$75.00/hour          |
| Public Works Maintenance Worker                   | \$60.00/hour          |
| Contract Compactor Operator                       | \$30.00/hour          |
| Municipal dump truck                              | \$75.00/hour          |
| Municipal snow plow                               | \$10.00/hour          |
| Municipal salt spreader                           | \$15.00/hour          |
| Municipal breaker                                 | \$10.00/hour          |
| Municipal tractor                                 | \$100.00/hour         |
| Municipal flail mower                             | \$25.00/hour          |
| Municipal generator                               | \$25.00/hour          |
| Municipal chain saw                               | \$25.00/hour          |
| Municipal Deck Crane                              | \$10.00/hour          |
| Municipal cement mixer                            | \$25.00/hour          |
| Municipal air compressor & air tools              | \$25.00/hour          |
| Materials and supplies                            | Cost + 20%            |
| Rental equipment                                  | Rental Rate + 20%     |
| Consultants                                       | Consultant cost + 20% |
| Contractors                                       | Cost + 20%            |

**Note: Public Works Fees and Charges Rate – minimum 2 hours for municipal equipment and personnel. Personnel overtime @ 1.5x time after 8 hours, 2x time after 12 hours.**

## Schedule 6 – Fire Prevention Fees

| <b>Fire Permit Application/Permit Fees</b>   |  |
|--|--|
| <b>Description</b>   | <b>Fee</b>   |
| <b>Class "B1" Permit</b>   |  |
| Light clean-up fires for properties with water access only (minor fires less than 1 metre in height and issued for no more than 3 consecutive days in any one-week period, during the open burning season) | \$25.00/max. 3 days                                |
| <b>Class "B2" Permit</b>   |  |
| Special effects or theatrical effects  | \$150.00/event                                     |
| <b>Class "C" Permit</b>  |  |
| Campfires, ceremonial fires & religious fires  | \$25.00/burning period                             |
| <b>Fire Fighter Wages Remuneration</b>   |  |
| SVFD Fire Fighter Wages/Remuneration   | as per SVFD Operating Guidelines                   |
| <u>Other agency Fire Fighter Wages/Remuneration</u>  | as per schedules provided from other agencies      |
| <b>Apparatus Charges</b>   |  |
| <u>SVFD Apparatus Charges</u>  | as per SVFD Operating Guidelines                   |
| <u>SVFD Equipment Charges</u>  | as per SVFD Operating Guidelines                   |
| <u>SVFD Supplies</u>   | as per SVFD Operating Guidelines                   |
| <u>Other Agency Apparatus Charges</u>  | as per Charge Out Rate Schedules from Other Agency |
| <u>Other Agency Equipment Charges</u>  | as per Charge Out Rate Schedules from Other Agency |
| <u>Other Agency Supplies Charges</u>   | as per Charge Out Rate Schedules from Other Agency |
| <b>Fire Watch Charges</b>  |  |
| Sasamat Volunteer Fire Department Fire Watch   | per SVFD Operating Guidelines                      |
| Other Agency Fire Watch  | per Other Agency's charge out rate schedules       |

(entire table amended as per Bylaw No. 629, 2024)

## Schedule 7 – Municipal Property Rentals

| <b><u>Permit to Use or Occupy Municipal Buildings or Lands</u></b> |   |
|--|---|
| <b>Description</b>   | <b>Fee</b>  |
| Rental Application fee   | \$200.00 (non-refundable)   |
| Security deposit   | \$800.00 min (or 4 times the rental rate)                                     |
| Cancellation of an issued rental permit                            | 75% of the rental fee   |
| Disruption of Municipal Office use due to rental                   | \$200.00 per hour   |
| Assembly hall / Council Chamber                                    | \$300.00 per 8 hours + 4hr. set-up and clean-up                               |
| Assembly hall / Council chambers pre/post setup/clean-up           | \$100.00 per additional hour.   |
| Municipal Offices  | N/A   |
| Municipal parking lot (if not part of assembly hall booking)       | \$300.00 for 4 hours  |
| Public Works Yard  | N/A   |
| Public Works Building  | N/A   |
| Recycle Depot  | \$1,000.00 for 4 hours + costs to supply temporary containers + 20 % overhead |
| Municipal property or leased lands not referenced above            | \$1.00 per square meter per 24 hours  |
| <b>Clean-up or Repairs after Rental Use</b>                        |   |
| Janitorial services clean-up                                       | \$200.00  |
| Municipal staff clean-up   | \$200.00 per hour per staff member  |
| Contracted clean-up  | Invoiced cost + 50% overhead  |
| Damage repairs done by staff                                       | Per Schedule 5  |
| Contracted damage repair   | Invoiced cost + 50% overhead  |
| Contracted security  | Invoiced cost + 50% overhead  |
| Repair supplies or replacement items                               | Invoiced cost + 50% overhead  |
| Use of municipal equipment   | Per Schedule 5  |
| Other contracted costs   | Invoiced Cost + 50% overhead  |

# Schedule 8 – Planning, Land and Development Services

| <b><u>Development Application Fees</u></b>  |   |
|---|---|
| <b>Description</b>  | <b>Fee</b>  |
| <b>Board of Variance</b> application  | \$475.00  |
| Board of Variance application refund – if withdrawn prior to initiation of public notification process                              | 85% of application fee  |
| Board of variance application refund – if withdrawn after to commencement of public notification process and prior to Board Hearing | 70% of application  |
| <b>Official Community Plan (OCP)</b> Amendment  | \$3,000.00  |
| Zoning Amendment (1 – 10 lots)  | \$3,000.00  |
| Zoning Amendment (11 or more lots)  | \$210.00 for each additional lot  |
| Public Hearing advertising (payable at time of application)   | \$800.00 refunded if application does not proceed to a Public Hearing   |
| Public Hearing fee (payable at time of application)   | \$800.00 refunded if application does not proceed to a Public Hearing   |
| OCP, Zoning, Subdivision referral to Sasamat Volunteer Fire Department (SVFD)   | Actual costs per SVFD Policy  |
| <b>Subdivision Applications</b>   |   |
| Fee simple, Bareland Strata, Strata Conversion, base fee for 3 or fewer lots  | \$1,600.00  |
| Fee simple, Bareland Strata, Strata Conversion, base fee for 3 or fewer lots when proposed subdivision is water access only         | \$2,500.00  |
| Subdivision additional fee for every lot to be created beyond 3   | \$85.00   |
| Subdivision lot line adjustment/consolidation   | \$700.00  |
| Preliminary Layout Review Fee   | Additional costs associated to the subdivision over and above the preliminary subdivision application fee due within 90 days subsequent to issuance of preliminary layout review. |
| Subdivision Preliminary Layout Review renewal or extension fee, without changes to the plan   | \$350.00  |
| Final subdivision approval  | \$500.00 plus any additional costs associated to the subdivision over and above the preliminary subdivision application fee   |
| Engineering services review and plan approval fee   | 3.5% of approved estimated costs of works and services  |
| <b>Development Variance Permit (DVP)</b>  | \$1,275.00  |
| Temporary Use Permit (excluding Commercial TUP)   | \$1,500   |
| Temporary Use Permit – Commercial use   | \$3,000   |
| Temporary Use Permit Renewal (excluding commercial TUP)   | \$500   |
| Temporary Use Permit Renewal – Commercial use   | \$1,000   |
| <b>(Temporary Use Permits amended as per Bylaw 537, 2019)</b>   |   |

**Schedule 8 – Planning, Land and Development Services, continued**

| <b><u>Planning, Land and Development Services</u></b>   |  |
|---|--|
| <b>Description</b>  | <b>Fee</b>   |
| Copy of a document registered on property title   | \$100.00   |
| Section 219 <i>Land Title Act</i> document registration   | <p>\$500.00 for standard agreement</p> <p><b>or</b></p> <p>\$500.00 plus reimbursement of legal fees incurred where staff have to consult the Municipal Solicitor due to non-standard terms, complexity or site specific considerations</p> <p><b>and</b> full reimbursement of survey costs and Land Title registration fees incurred by the Municipality.</p>  |
| Section 219 <i>Land Title Act</i> document discharge  | <p>\$200.00 for first two hours of research, including preparation and execution of the Form C by the Municipality</p> <p><b>and</b> \$100.00 per hour or part of an hour in excess of two hours research under the above</p> <p><b>and</b> full reimbursement of legal fees incurred where staff have to consult the Municipal Solicitor due to complexity.</p> |
| <p>In addition to the fees noted above under Schedule 8, the following fees will be applied to all applications to cover the Village costs of processing applications, including reporting, analysis, application review, inspection, and notification.</p> <p><b>(Amended as per Bylaw No. 524, 2018)</b></p>  | <p>Village professional staff: \$75 per hour</p> <p>Clerical staff: \$40 per hour</p> <p>Title search: see Section 2b</p> <p>Consultant legal services: at cost</p> <p>Consultant planning services: at cost</p> <p>Additional third-party consultants: at cost</p> <p>Newspaper advertising: at cost</p> <p>Mail notification: at cost</p>                      |
| Pre-Application Fee for Review of Large Rezoning Applications   | \$500  |
| <b>(Amended as per Bylaw No. 570, 2020)</b>   |  |
| <p>Development Enquiry Research Fee/Pre-Application Fee for Review of Large Rezoning Applications - Where it is determined by the Chief Administrative Officer (CAO) that research may involve staff time in excess of 15 minutes.</p> <p>Where it is determined that a fee may be assessed, the applicant will be provided with a fee estimate prior to the requested work being initiated.</p> <p><b>(Amended as per Bylaw No. 590, 2021)</b></p> | <p>First hour - \$100</p> <p>Each additional 15mins or portion thereof \$20</p>  |



## Schedule 9 – Filming Permits and Services

| <b><u>Filming Permits and Services</u></b>   |                |
|--|----------------|
| <b>Description</b>   | <b>Fee</b>     |
| Community Filming Permit Fee (per day)<br><b>(Amended as per Bylaw No. 538, 2019)</b>          | \$350.00       |
| Municipal Facility Filming Permit Fee (per day)<br><b>(Amended as per Bylaw No. 538, 2019)</b> | \$350.00       |
| Additional Location Fee<br><b>(Amended as per Bylaw No. 538, 2019)</b>                         | \$100.00       |
| <b>Personnel</b>   |                |
| Public Works labourer  | Per Schedule 5 |
| Others as required to facilitate permit  | Per Schedule 5 |
| <b>Vehicles (per hour or part thereof):</b>  |                |
| Public Works, Parks  | Per Schedule 5 |
| Municipal Truck  | Per Schedule 5 |
| Tractor  | Per Schedule 5 |
| <b>Buildings and Land (per day or part thereof):</b>   |                |
| Municipal Hall   | Per Schedule 7 |
| Hall Area  | Per Schedule 7 |
| Office Area  | N/A            |
| Public Works   | N/A            |
| Building   | Per Schedule 7 |
| Yard   | Per Schedule 7 |
| Belcarra Regional Park Gate Access   | \$800.00       |

**Note: It is recognized that use of Municipal facilities, personnel and equipment is dependent upon availability and may be withdrawn without notice or liability should the Municipality require.**

## Schedule 10 – Recycling and Garbage Collection and Removal

| <b><u>Recycling and Garbage Collection and Removal</u></b>  |   |
|---|---|
| <b>Description</b>  | <b>Fee</b>  |
| Authorized User (per parcel of real property improved or unimproved)<br><b>(Amended as per Bylaw No. 638, 2025)</b> | \$706.00 per annum  |
| Authorized User (non-resident)<br><b>(Amended as per Bylaw No. 638, 2025)</b>                                       | \$706.00 per annum  |
| Accessory Suite (additional dwelling unit)<br><b>(Amended as per Bylaw No. 638, 2025)</b>                           | \$706.00 per annum  |
| <b>Roadside Tree Chipping</b>   |   |
| a) first 4 cubic metres (128 ft <sup>3</sup> ) of material  | No charge   |
| b) each additional 4 cubic metres (128 ft <sup>3</sup> ) of material metres of vegetation                           | \$25.00 each pile<br>(maximum 3 piles or 12 cubic metres of vegetation) |
| <b>Large Item Pickup</b><br>pile items measuring 4' x 4' x 4' (64 cubic feet)                                       | \$50.00 per pile (maximum 3 piles)                                      |
| <b>Unauthorized Dumping of Banned Material, Trade Waste, Hazardous Waste, Landscaping or Garden Waste</b>           |   |
| Flat Rate Disposal  | \$100.00 + Disposal costs   |
| Municipal disposal of unauthorized material/waste   | Per Schedule 5  |
| Security Token Additional/replacement security  | \$75.00 each  |
| Reactivation of Deactivated Security Token  | \$75.00 each  |
| Reactivation on Replacement of Malfunctioning Security Token  | No Charge   |

**Schedule 11 – Grow Operation, Health, Nuisance and Safety Fees**

| <b><u>Grow Operation, Health, Nuisance and Safety Fees</u></b>  |   |
|---|---|
| <b>Description</b>  | <b>Fee</b>  |
| 1. Each time the Village enters on a Parcel to inspect in the exercise of the Village's authority to regulate, prohibit or impose requirements under Grow Operation, Health, Nuisance and Safety Bylaw No 362, 2004 as amended, or another enactment, the Owner must pay the Village an administration and inspection fee of: | a) \$500.00   |
|   | b) an additional \$2,500.00 for a subsequent inspection undertaken if the Owner or occupier has failed to undertake action ordered by the Fire Chief, the Village or a person authorized under the Grow Operation, Health, Nuisance and Safety Bylaw No 362, 2004 as amended, to order the action |
| 2. before confirmation is provided under Section 18(c) under Bylaw No 362, 2004 the Owner must pay to the Village   | a) \$500.00 for the first inspection  |
|   | b) \$2,500.00 for an inspection with an architect or professional engineer to certify that the subject Building may be occupied under applicable enactments, if the Owner has not first engaged his or her own architect for that purpose   |
| 3. Special safety inspection paid prior to inspection   | \$500.00  |
| 4. Re-occupancy Permit Inspection   | \$500.00 per inspection   |
| 5. Re-occupancy Permit Issuance   | \$500.00  |

## Schedule 12 – Animal Control Fees

| <b><u>Animal Control Fees</u></b>   |                         |
|---|-------------------------|
| <b>Description</b>  | <b>Fee</b>              |
| Animal Impoundment - 1 <sup>st</sup> offence                                | \$200.00                |
| Animal Impoundment - 2 <sup>nd</sup> offence                                | \$400.00                |
| Animal Impoundment – 3 <sup>rd</sup> offence or subsequent offence          | \$600.00                |
| Animal Boarding costs per day or portion of day                             | Actual costs + \$200.00 |
| Veterinary attention for an impounded animal                                | Actual cost + \$200.00  |
| Keeping of Chickens Registration Fee  | \$50                    |
| Violation of the Chicken Keeping Policy – 1st offence                       | \$200                   |
| Violation of the Chicken Keeping Policy – 2nd offence                       | \$400                   |
| Violation of the Chicken Keeping Policy – 3rd offence or subsequent offence | \$600                   |
| <b>(Chicken Keeping – Amended as per Bylaw No. 572, 2020)</b>               |                         |

### Schedule 13 – Waterworks Fees

| <b><u>Waterworks Fees</u></b>   |                                 |
|---|---------------------------------|
| <b>Description</b>  | <b>Fee</b>                      |
| <b>Water Service Connection Permit</b>  |                                 |
| Service Connection Application and Inspection – domestic  | \$750.00                        |
| Service Connection Application and Inspection – fire sprinkler system   | \$750.00                        |
| <b>Fire Hydrant Use Permit</b>  |                                 |
| Fire Hydrant Use Permit Application   | \$200.00                        |
| Fire Hydrant use fee  | \$60.00 per day                 |
| Fire Hydrant reconnection fee – additional charge if permit needs to be extended and the holder fails to give 1 working day notice of the extension request to the municipality | \$200.00                        |
| Fire Hydrant Use Security Deposit (certified cheque or letter of credit)  | \$2,000.00                      |
| <b>Permit Application Refunds</b>   |                                 |
| Refunds requested prior to Permit Issuance  | \$50.00 processing fee deducted |
| <b>Pressure Booster System</b>  |                                 |
| Pressure Booster System Application and Inspection  | \$500.00                        |
| <b>Private Hydrant</b>  |                                 |
| Private Hydrant Application and Inspection  | \$500.00                        |
| <b>Re-inspection Fee</b>  |                                 |
| Re-inspection fee for each inspection after the second consecutive inspection   | \$100.00 per hour               |
| <b>Service Call – After Hours</b>   |                                 |
| Service Call – After Hours  | \$300.00 each call              |
| <b>Service Disconnection</b>  |                                 |
| Permanent Disconnection   | \$1,000.00                      |
| To turn water off for Temporary Disconnection   | \$150.00                        |
| <b>Service Reconnection</b>   |                                 |
| To turn water on after a Temporary Disconnection  | \$150.00                        |
| <b>Sprinkling Permit</b>  |                                 |
| Sprinkling Permit Application   | \$100.00                        |
| Sprinkling Permit – per day fee October 15 to May 1   | \$50.00                         |
| Sprinkling Permit – per day fee May 1 to October 15   | \$100.00                        |
|   |                                 |

**Schedule 13 – Waterworks Fees, continued**

|   |   |
|---|---|
| <b><u>Waterworks Fees</u></b>   |   |
| <b>Use Fee</b>  |   |
| Basic Fee – Fire Protection ( <b>not connected to water system</b> )<br>(prorated upon date of permit for Use Fee Domestic)<br><b>(Amended as per Bylaw No. 638, 2025)</b>                                      | \$1,445.00  |
| Use Fee – Domestic ( <b>connected to water system</b> )<br>(pro-rated as of one month after the first day of the month in which the connection permit is issued)<br><b>(Amended as per Bylaw No. 638, 2025)</b> | \$2,061.00  |
| <b>Use Fee Penalty and Interest</b>   |   |
| Penalty on Unpaid Basic and Use Fee   | 10% of all portion unpaid after due date  |
| Interest on Unpaid Basic and Use Fee and unpaid penalty after December 31   | calculated at the rate and in the manner prescribed for tax in arrear or delinquent by the Lieutenant Governor in Council until paid or recovered |
| <b>Water Meters</b>   |   |
| Water Meter larger than 25 mm Application and Inspection  | \$500.00  |