



CITY OF PORT ALBERNI

**Fees and Charges Bylaw, 2007, Bylaw No. 4665
(with amendments to February 26, 2024)
Consolidated for convenience only**

This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaws of this subject.

This Bylaw has been consolidated for convenience only and includes amendments from:

Bylaw No. 4710 - adopted February 9, 2008 - repealed by Bylaw No. 4751

Bylaw No. 4751 - adopted May 25, 2010 - repealed by Bylaw No. 4831

Bylaw No. 4831 - adopted January 27, 2014 - repealed by Bylaw No. 5100

Bylaw No. 4880 - adopted July 27, 2015 - repealed by Bylaw No. 5100

Bylaw No. 5100 - adopted February 26, 2024

CITY OF PORT ALBERNI

BYLAW NO. 4665

A BYLAW TO SET FEES AND CHARGES FOR MUNICIPAL SERVICES OR COMMODITIES

WHEREAS Section 194 of the *Community Charter* provides that the Council may, by bylaw, set fees and charges for various services or commodities provided by the municipality.

NOW THEREFORE the Municipal Council of the City of Port Alberni, in open meeting assembled, enacts as follows:

1. **Title**

This Bylaw may be known and cited for all purposes as the "**Fees and Charges Bylaw, 2007, Bylaw No. 4665**".

2. **Fees and Charges**

The fees and charges set out opposite the service or commodity described in Schedule "A" attached hereto and forming part of this Bylaw are hereby established and payable in advance by any person requesting or applying for such service or commodity.

3. **Application Fees**

All application fees shall accompany an application at the time of submission.

4. **Conditions for Refund – Public Hearings**

Where an application is rejected by City Council or withdrawn by the applicant prior to the instructions to the newspaper for publication of the notice of a public hearing, the City shall refund the public hearing fee.

5. **Other Fees Non-Refundable**

All other fees or charges described in Schedule "A" attached hereto and forming part of this Bylaw are non-refundable.

6. **Severability**

Each section, subsection, paragraph, subparagraph and schedule of this Bylaw is intended to be an independent provision to the extent that the setting aside of the provision by a court does not affect the validity of the remaining provisions.

7. Repeal

Fees and Charges Bylaw No. 4515 and Amendment Bylaw No. 4571 are hereby repealed.

READ A FIRST TIME THIS 23RD DAY OF JULY, 2007.

READ A SECOND TIME THIS 23RD DAY OF JULY, 2007.

READ A THIRD TIME THIS 23RD DAY OF JULY, 2007.

FINALLY ADOPTED THIS 13TH DAY OF AUGUST, 2007.

Mayor

Clerk

**Bylaw #5100 amendment replaced
Schedule "A":**

SCHEDULE "A" TO BYLAW NO. 4665		
SERVICE OR COMMODITY		AMOUNT OF FEE
A.	RECORDS AND COPYING	
1.	For locating and retrieving a record	\$ 10.00 per ¼ hour or portion thereof
2.	For producing a record manually	\$ 10.00 per ¼ hour or portion thereof
3.	For preparing a record for disclosure	\$ 10.00 per ¼ hour or portion thereof
4.	For shipping copies	actual cost of shipping method chosen by applicant plus \$ 10.00 per ¼ hour or portion thereof of staff time to arrange shipping
5.	For copying records a) photocopies & computer printouts d) CD burning	\$ 0.50/page – black and white - \$0.75 colour \$ 25.00/disc
6.	Oversized copying	\$10.00 per sheet up to 3'; \$3.00 per foot thereafter
7.	Copies of List of Electors	\$15.00
8.	Tax Demand Notice Copy	\$15.00
9.	Certificate of Outstanding Taxes/Utilities (to other than owner)	\$20.00 searched electronically; \$30.00 searched manually
10.	Provision of Tax Information to Mortgage Companies	\$ 4.00 per folio – electronic \$ 5.00 per folio - paper
11.	BC Online searches	\$25.00
B.	GENERAL ADMINISTRATIVE COSTS	
1.	Returned cheques	\$40.00
2.	Interest on past due accounts receivable (terms net 30 days)	2% per month compounded
3.	Administrative Cost Recovery Fee based on gross invoice total before taxes – exceptions include pre-established or set fee billings determined by bylaw, policy or agreement	10%
4.	Penalty on past due utility billings	5%
5.	Credit card processing fee	3.00%

SCHEDULE "A" TO BYLAW NO. 4665		
SERVICE OR COMMODITY		AMOUNT OF FEE
C.	ENGINEERING AND PLANNING SERVICES	
1.	Curb/Sidewalk Crossing Installation a) Sidewalk and Curb Crossing b) Concrete Curb Crossing c) Asphalt Curb Crossing	\$390.00/metre \$82.00/metre \$40.00/metre
	<p>Where there is an application to relocate a sidewalk or curb crossing, the land owner must pay in addition to the above fees, for the removal and repair of the existing crossing (measured distance to include transition).</p> <p>These fees do not include installation of the driveway surface required between the sidewalk or curb and the property line which is the responsibility of the land owner.</p>	
2.	Sanitary/Storm Sewer Connection Charge a) 150 mm or less - Single Storm or Sanitary - Both sewers in same trench - Sewers in separate trench	\$3,500.00 \$5,500.00 \$6,000.00
	b) 200 mm and above	The cost of installing the connection as estimated by the City Engineer.
	c) Additional charge for work on arterial roads or excavations over 2m	\$1,000.00
3.	Water Connection Charges a) City Residents - 25 mm	\$2,600.00
	- larger than 25 mm	the cost of installing the connection as estimated by the City Engineer.
	b) Non-City Residents - 25 mm	\$2,600.00 or the cost of installing the connection as estimated by the City Engineer, whichever is greater.
	- larger than 25 mm	the cost of installing the connection as estimated by the City Engineer.
4.	Utilities Investigation Charge a) Sanitary/Storm Sewer, Water Service Certification or Decommissioning	\$1,000.00
	b) Utility Callout	\$80.00

SCHEDULE "A" TO BYLAW NO. 4665		
SERVICE OR COMMODITY		AMOUNT OF FEE
5.	Planning and Land Development Application Fees a) OCP and/or Zoning Bylaw Amendment 1. residential under 1-hectare total area 2. residential over 1-hectare total area 3. multi-family; commercial; guest house; industrial and institutional b) Development Variance Permit (DVP) c) Development Permit (DP) d) Combined DVP and DP e) Temporary Use Permit f) Amendment to Land Use Contract g) Application to Board of Variance h) Application for Subdivision and Preliminary Approval i) Subdivision Administration and Final Approval Fee j) Extension of Preliminary Layout Approval Period k) Building Strata Conversion Approval Fee l) Public Hearing (application for bylaw amendment or any matter that a public hearing is required)	 \$450.00 + Public Hearing fee \$600.00 + Public Hearing fee \$700.00 + Public Hearing fee \$600.00 \$600.00 \$700.00 \$700.00 \$800.00 \$400.00 \$700.00 \$300 per lot created \$300.00 \$700.00 + \$150.00 per unit \$500.00 (refundable if no public hearing held)
6.	Planning/Zoning Documents a) Copy of Zoning Bylaw, including Zoning District Map (or draft of Zoning Bylaw, including Zoning District Map) b) Zoning District Map (only) c) Official Community Plan Bylaw (including Map) d) Official Community Plan Map (only) e) Development Permit Area Map (only) f) Subdivision Bylaw (excluding Schedule "B" Specifications) g) Vacant Building Registration Permit	 \$100.00 \$60.00 \$100.00 \$60.00 \$60.00 \$20.00 \$1,000.00
7.	Liquor Licence Applications a) Application requiring public input meeting b) Application not requiring public input meeting	 \$500.00 \$250.00
8.	Miscellaneous Works Permits a) Permit to Perform Work on City Streets b) Permit to Use City Fire Hydrant c) Permit for Temporary Closure of a City Street d) Permit for Extraordinary Traffic e) Permit for Use of Blasting Explosives f) Permit for Removal or Deposit of Soil g) Waste Discharge Permit	 \$50.00 See Waterworks bylaw \$50.00 \$50.00 \$50.00 \$50.00 \$50.00

SCHEDULE "A" TO BYLAW NO. 4665		
SERVICE OR COMMODITY		AMOUNT OF FEE
9.	Miscellaneous City Maps a) A1 Size Map Plot b) A0 Size Map Plot c) Map Set (Colour Drawings) d) 11 x 17 photocopies: colour black & white e) 8 ½ x 11 photocopies: colour black & white f) Copy Legal/Plot Plans g) Orthophoto Plots	\$20.00/sheet \$30.00/sheet \$350.00/mapbook \$4.00/sheet \$2.00/sheet \$2.00/sheet \$1.00/sheet \$13.00/each \$10.00/sq.ft.
10.	Miscellaneous Administrative Services a) Property Record Search b) Letters of "Comfort" regarding encroachments or legal non-conformities. c) Letters from Fire Prevention Office regarding status of outstanding Fire Commissioners Orders and Inspection Reports with Deficiencies. d) Information from Fire Department or Engineering Department hydrant testing records regarding water pressures and flows.	\$75.00 \$50.00 \$40.00 \$35.00
D.	LAW ENFORCEMENT SERVICES	
1.	Criminal Record Search a) Any volunteer, non-profit organization operating within the City of Port Alberni b) All other persons not eligible for the \$0 fee pursuant to a) above c) fingerprint fee that may be required for criminal record search d) check required for Chauffeur Permit	\$ 0 \$30.00 \$30.00 \$30.00
2.	Visa Applications/Police Certificates	\$35.00
3.	Special Occasion Licenses a) Liquor permits/private Functions (admittance by pre-sold ticket or invitation only) b) Beer Gardens/Public Functions (non-ticketed, free admittance)	\$20.00 per day \$90.00 total
4.	Traffic Accident Report	\$25.00
5.	Investigational Report	\$25.00
6.	Certificate of Analysis	\$10.00
7.	a) VHS Tapes/Audio Cassettes b) CD/DVD burning	\$40.00 \$25.00
8.	Photograph	\$1.00 each

SCHEDULE "A" TO BYLAW NO. 4665		
SERVICE OR COMMODITY		AMOUNT OF FEE
9.	Diagram (sketch, not to scale measurements)	\$10.00
10.	Plan Drawing (ident service, scaled drawing)	\$100.00
11.	Vehicle Identification Report	\$50.00
E. MUSEUM SERVICES		
1.	Historic Photograph Reproduction Fees a) Computer Scan and laser print	\$20.00/ each
2.	Photocopy historic documents	\$0.50/ page - \$0.75 Colour
3.	Research Fee/special orders (plus materials)	\$10.00 per ¼ hour or portion thereof
4.	Shipping	\$12.00 + actual cost
F. FIRE PROTECTION SERVICES (Fire Control Bylaw, 2015, Bylaw No. 4876)		
1.	Work done to effect compliance with an order to maintain hydrant area in default of owner (s. 17(g))	Actual cost
2.	Fire Department standby – contact person not arriving within 30 minutes after alarm (s. 18(d)(ii))	Actual cost
3.	Fire Safety Plan review (s.20(a)(iii))	\$100.00
4.	Vacant building – securing premises (s. 23(d))	Actual cost
5.	Damaged building – securing premises (s. 24(a))	Actual cost
6.	Nuisance investigation, response and abatement (s. 27(a))	Actual cost
7.	Mitigation, clean-up, transport, disposal of dangerous goods (s. 27(b))	Actual cost
8.	False Alarm attendance – 4th alarm and subsequent alarms (s. 28(a))	\$200.00
9.	Work done to effect compliance with an order in default of owner (s. 29(f))	Actual cost
10.	Re-inspection or follow up to an order (s. 31(a))	\$100.00

	(Solid-Fuel Burning Appliance Emissions Bylaw 2012, Bylaw No. 4802)	
11.	Inspection Fee – solid fuel burning devices (i.e. wood stove, pellet stoves)	\$100.00 upon completion of Inspection Report
	(Building Bylaw No. 5077)	
12.	Inspection of Storage Tanks: For each litre of liquid capacity	½ cent per litre with a minimum of \$20 for any one permit
	(Misc.)	
13.	Testing of Private Fire Hose – Pass or Fail	\$15.00 per length