



CITY OF PORT ALBERNI

Fees and Charges Bylaw No. 5125, 2025

(with amendments to December 1, 2025)

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. 5125 – adopted April 28, 2025

Bylaw No. 5125-1 – adopted August 11, 2025

Bylaw No. 5125-2 – adopted December 1, 2025

CITY OF PORT ALBERNI

BYLAW NO. 5125

A BYLAW OF THE CITY OF PORT ALBERNI TO ESTABLISH 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;

AND WHEREAS the Council of the City of Port Alberni deems it necessary to provide for the establishment of fees and charges to enable the municipality to recover costs associated with provision of services;

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 No. 5125, 2025**".

2. **Definitions**

In this bylaw:

"Council" means the elected Council of the City of Port Alberni.

"Municipality" means the City of Port Alberni.

"Fees" means any monetary charge imposed for services or activities provided by the municipality.

3. **Schedule of Fees and Charges**

The fees and charges set out opposite the service or commodity described in Schedules "A" through "N" 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. This schedule may include but is not limited to:

- A. Records and Copying
- B. General Administrative Costs
- C. Development Services
- D. Infrastructure Services
- E. Law Enforcement Services
- F. Museum Services
- G. Fire Protection Services
- H. Animal Control Fees
- I. Greenwood Cemetery Tariffs
- J. Nuisance Abatement Recoverable Fees and Charges
- K. Parks, Recreation and Culture Fees and Charges
- L. Sewer Connection and Regulation Metered Consumption Rates
- M. Solid Waste Collection and Disposal Charges
- N. Waterworks Metered Consumption Rates

Bylaw #5125-1 amendment adds Schedule "O"

O. Development Services Building Fees & Charges

4. Application Fees

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

Bylaw #5125-1 amendment adds the following text to Section 4:

Applicable fees and charges shall consist of those specified in the Fees and Charges Bylaw, or as outlined in the terms and conditions of contracts entered into with third parties.

5. Payment of Fees

All fees and charges must be paid in full at the time of service, unless otherwise specified in the Schedules.

6. Other Fees Non-Refundable

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

7. Review of Fees and Charges

The fees and charges outlined in the Schedules shall be reviewed by Council as required. Adjustments may be made to align with inflation, changes in service delivery costs, or other relevant factors.

8. 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.

9. Repeal

This Bylaw hereby repeals all previous bylaws relating to municipal fees and charges.

READ A FIRST TIME this 14th day of April, 2025.

READ A SECOND TIME this 14th day of April, 2025.

READ A THIRD TIME this 14th day of April, 2025.

FINALLY ADOPTED this 28th day of April, 2025.

Mayor

Corporate Officer

SCHEDULE A

RECORDS AND COPYING

	SERVICE OR COMMODITY	AMOUNT OF FEE
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 b) USB Drive	\$ 0.50/page – black and white - \$0.75 colour \$ 25.00/USB
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

SCHEDULE B

GENERAL ADMINISTRATIVE COSTS

	SERVICE OR COMMODITY	AMOUNT OF FEE
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 – <i>when accepted</i>	The lesser of: Actual cost to accept the credit card, or, Maximum surcharge cap permitted by the <i>Financial Consumer Agency of Canada</i>

SCHEDULE C

DEVELOPMENT SERVICES

	SERVICE OR COMMODITY	AMOUNT OF FEE
1.	Planning and Land Development Application Fees a) OCP and/or Zoning Bylaw Amendment 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	\$1,500.00 \$800.00 \$800.00 \$1,000.00 \$800.00 \$1,000.00 \$800.00 \$1,000.00 \$300 per lot created \$300.00 \$1,000.00 + \$150.00 per unit
2.	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
3.	Liquor Licence Applications	\$500.00
4.	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) Orthophoto Plots	\$20.00/sheet \$30.00/sheet \$350.00/mapbook \$4.00/sheet \$2.00/sheet \$2.00/sheet \$1.00/sheet \$10.00/sq.ft.
5.	Miscellaneous Administrative Services a) Property Record Search – Residential Commercial or Multi-Family	\$75.00 \$150.00

SCHEDULE D

INFRASTRUCTURE SERVICES

	SERVICE OR COMMODITY	AMOUNT OF FEE
1.	Curb/sidewalk Let-down	
	a) Non-refundable administrative fee	\$250
	b) Curb cut fee	\$90 per metre
	c) Sidewalk letdown (if applicable)	\$365 per metre
2.	Storm or sanitary sewer service connection installation, 100mm to 150 mm dia.	
	a) Non-refundable administrative fee	\$400
	b) First sewer connection	\$5,500
	c) Additional sewer connection in common trench	\$2,500
	d) Additional sewer connection in separate trench	\$5,000
3.	Storm or Sanitary Sewer Service Connection Installation, greater than 150 mm dia.	
	a) Non-refundable administrative fee	\$600
	b) Installation fee	Engineer's Estimated Cost, approved by City
4.	Water service connection installation, up to 25 mm dia.	
	a) Non-refundable administrative fee	\$400
	b) Installation fee	\$6,800
5.	Water service connection installation, 38 mm dia.	
	a) Non-refundable administrative fee	\$400
	b) Installation fee	\$8,000
6.	Water service connection installation, up to 75 mm dia.	
	a) Non-refundable administrative fee	\$400
	b) Installation fee	\$9,000
7.	Water service connection installation, greater than 75 mm dia.	
	a) Non-refundable administrative fee	\$600
	b) Installation fee	Engineer's Estimated Cost, approved by City
8.	Water Service Shut Off / Turn-On	\$150
9.	Sewer Service Abandonment	\$300
10.	Water Service Abandonment	\$300
11.	Recommissioning inspection of existing water and sewer service connections)	\$1,100
12.	Field locate existing City utility services	\$1,500
13.	Engineering archives record search (e.g. service cards, utility drawings, hydrant test results), excluding reproduction costs	
	a) Single lot/ property	\$150
	b) Up to 100 metre radius search area	\$400
	c) Up to 250 metre radius search area	\$1,800
	d) Greater than 250 metre radius search area	Fee by agreement with Director of Infrastructure Services
14.	Use Permit Application Fees (non-refundable)	

	a) Work within City Right-of-Way (no lane closures)	\$150
	b) Work within City Right-of-Way (lane closures, traffic flow maintained)	\$400
	c) Temporary Road Closure	\$700
	d) Permit for Removal or Deposit of Soil	\$150
	e) Noise By-law Exemption	\$200
	f) Hydrant Use	\$150
	g) Bulk Water – PW Yard Filling Station	\$75 per day

SCHEDULE E

LAW ENFORCEMENT SERVICES

	SERVICE OR COMMODITY	AMOUNT OF FEE
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
9.	Diagram (sketch, not to scale measurements)	\$10.00
10.	Plan Drawing (ident service, scaled drawing)	\$100.00
11.	Vehicle Identification Report	\$50.00

SCHEDULE F

MUSEUM SERVICES

	SERVICE OR COMMODITY	AMOUNT OF FEE
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

SCHEDULE G

FIRE PROTECTION SERVICES

	SERVICE OR COMMODITY	AMOUNT OF FEE
	(Fire Control Bylaw No. 5122, 2024)	
1.	Work done to effect compliance with an order to maintain hydrant area in default of owner (s. 18.7)	Actual cost + 9%
2.	Fire Department standby – contact person not arriving within 30 minutes after alarm (s. 19.5(b))	Current Interagency Agreement Structure Engine, Type 1, all found rate in 15-minute increments.
3.	Fire Safety Plan review (s.21.1(c))	\$150.00
4.	Vacant building – securing premises (s. 24.4)	Actual cost + 9%
5.	Damaged building – securing premises (s. 25.2)	Actual cost + 9%
6.	Nuisance investigation, response and abatement (s.28.1(b))	Actual cost + 9%
7.	Mitigation, clean-up, transport, disposal of dangerous goods (s. 28.2(b))	Actual cost + 9%
8.	False Alarm attendance – (s. 29.1)	First Occurance: No Action 2 nd : Warning Letter 3 rd : \$250.00 4 th : \$400.00 5 th : \$600.00 Subsequent Responses to False Alarms Within the Calendar Year: \$900
9.	Work done to effect compliance with an order in default of owner (s. 30.6)	Actual cost
10.	Re-inspection or follow up to an order (s. 32.1)	1 st \$100.00 2 nd : \$250.00 3 rd : \$400.00 4 th : \$600.00 Subsequent Re-inspections or follow-up to an order for the same unresolved issue(s): \$900.00

SCHEDULE H

ANIMAL CONTROL FEES

A. LICENSE FEES		
	Classification	Licence Fee
1.	Spayed or Neutered Dog	\$30.00
2.	Unspayed or Unneutered Dog	\$45.00
3.	Owner provides evidence from qualified veterinarian that dog is medically unfit to undergo spaying or neutering operation	\$30.00
4.	Duplicate or Transfer Licence	\$5.00
5.	Cat Breeder's Licence	\$35.00
B. IMPOUNDMENT FEES		
	Impoundment Fees	
1.	Dog - first impoundment	\$100.00 plus the appropriate licence fee if the dog is unlicensed
2.	Dog - second and each successive impoundment within six months of the preceding impoundment	\$150.00 plus the appropriate licence fee if the dog is unlicensed
3.	Cat - first impoundment	\$50.00
4.	Cat - second and each successive impoundment within six months of the preceding impoundment	\$75.00
5.	Horse	\$250.00
6.	Member of the bovine species	\$250.00
7.	Other hoofed animal	\$250.00
Boarding Fees In addition to the above impoundment fees, the owner redeeming an animal from impoundment shall pay for each 24 hour period (or portion thereof) that the animal is impounded, a boarding and maintenance fee as follows:		
1.	Dog	\$25.00
2.	Horse	\$50.00
3.	Cat	\$50.00
4.	Member of the bovine species	\$50.00
5.	Other hoofed animal	\$50.00

SCHEDULE I GREENWOOD CEMETERY

SERVICE OR COMMODITY	BASE FEE	MAINTENANCE CARE FUND FEE	TOTAL (excluding applicable taxes)
Cemetery Plot			
Adult Size - Resident	\$628.00	\$210.00	\$838.00
- Non-Resident	\$1,023.75	\$341.25	\$1,365.00
Child Size - Resident	\$378.00	\$126.00	\$504.00
- Non-Resident	\$567.00	\$189.00	\$756.00
Infant Size - Resident	\$252.00	\$84.00	\$336.00
- Non-Resident	\$378.00	\$126.00	\$504.00
Cremated Remains - Resident	\$290.00	\$97.00	\$387.00
- Non-Resident	\$472.50	\$157.50	\$630.00
Cemetery Services			
Opening & closing of grave for Burial			
Adult Size	\$1,350.00	\$0	\$1,350.00
Child Size	\$530.00	\$0	\$530.00
Infant Size	\$465.00	\$0	\$465.00
Cremated Remains	\$450.00	\$0	\$450.00
Vaults			
Burial Vault - Standard	\$470.00	\$0	\$470.00
Burial Vault - Oversize	\$665.00	\$0	\$665.00
Urn Vault - Regular	\$125.00	\$0	\$125.00
Urn Vault - Large	\$200.00	\$0	\$200.00
Opening & closing of grave for Exhumation			
Adult Size	\$2,700.00	\$0	\$2,700.00
Child Size	\$1,060.00	\$0	\$1,060.00
Infant Size	\$930.00	\$0	\$930.00
Cremated Remains	\$900.00	\$0	\$900.00
Surcharges			
All Burials after 3:00 pm, working days	Add 50% to opening & closing burial rates		
All Burials on Saturday, Sunday or Stat Holidays	Add 75% to opening & closing burial rates		
Monument Installations			
Bronze or Granite Memorial Installation, All Sizes	\$385.00	\$50.00	\$435.00
Removal & Reinstallation of Memorials	\$170.00	\$0	\$170.00
Field of Honour Cross Installation	\$55.00	\$25.00	\$80.00
Miscellaneous			
Tent Set Up	\$100.00	\$0	\$100.00
Administration Fee for Transfer or Surrender of Right of Interment	\$100.00	\$0	\$100.00

SCHEDULE J

NUISANCE ABATEMENT RECOVERABLE FEES AND CHARGES

The following hourly rates will be charged for every hour or ¼ hour portion thereof which any of the following City staff, RCMP or Fire/Rescue Personnel use to deal with the abatement of a nuisance and depending upon the day of the week and the time of day which such services are required the hourly rate may be increased by one and a half or two times.

City Staff	Hourly Rate
Director of Development Services	\$100.14
Manager of Bylaw Services	\$71.25
Building Inspector	\$58.41
Bylaw Enforcement Officer/ Business License Inspector	\$50.38

RCMP	Hourly Rate
Inspector	\$144.38
Staff Sergeant	\$138.37
Sergeant	\$132.35
Corporal	\$126.33
Constable	\$120.32

Fire/Rescue	Hourly Rate
Fire Chief	\$100.64
Deputy Fire Chief	\$98.42
Captain	\$96.34
Chief Fire Prevention Officer	\$87.91
Fire Fighter	\$82.18

Engineering/Public Works	Hourly Rate
Superintendent	\$65.82
Chargehand	\$54.49
Tradesperson	\$52.71
Operator	\$49.66
Labourer	\$44.66

The following hourly rates will be charged for every hour or ¼ hour portion thereof which any of the following equipment and vehicles are used to deal with the abatement of a nuisance and depending upon the day of the week and the time of day which such services are required the hourly rate may be increased by one and a half or two times.

Equipment and Vehicles	Hourly Rate
City Car	\$60.00
City Truck – Light	\$65.00
City Truck – Service	\$75.00
City Equipment	\$180.00
Fire Truck	Interagency Agreement Current Rates
Fire Vehicle, Inspector	\$100.00
Police Vehicles	\$100.00

Contract Work and Contracted Equipment	Hourly Rate
Cost plus 10% administration	N/A

Bylaw #5125-1 amendment repeals and substitutes Schedule "K"
Bylaw #5125-2 amendment repeals and substitutes Schedule "K"

SCHEDULE K

PARKS, RECREATION AND CULTURE FEES AND CHARGES

1. Implementation of Fees

- 1.1 Annually, every fee within this bylaw shall increase by the same value as the Consumer Price Index (CPI) of the previous year.
- 1.2 Staff shall complete a review of the rates contained within this bylaw every four (4) years to examine alignment of these rates versus comparable communities.
- 1.3 Applicable taxes must be added to all rates within this bylaw.
- 1.4 Facility rentals on statutory holidays shall be subject to rates reflecting the additional cost in staff time to facilitate such rentals.

2. Age Classifications:

Tot	0-4 years
Child	5-12 years
Youth	13-18 years
Adult	19-59 years
Senior	60-74
Golden Age	75+ years
Family	Max. 6 persons min. 1 adult or senior max. 2 adults

3. Definitions

3.1 *Duration*

Half Day	Up to 6 hours
Full Day	1 calendar day

3.2 *Get Active, Stay Active Pass*

Youth receive unlimited access to drop-in sessions and 20% off all registered programs.

Valid January – December (no prorated fee if pass is purchased throughout the year).

3.3 *Primary/Secondary Ice Surfaces (Multiplex Only)*

Primary Sheet (Weyerhaeuser)
Secondary Sheet (Coulson)

3.4 *Prime Time/Non-Prime Time (Multiplex Only)*

Prime Time	Monday – Friday, 3pm – 9am Saturday – Sunday: All open hours
Non-Prime Time	Monday – Friday, 9am – 3pm

3.5 Staff Costs

Current wages (inclusive of employer deductions) as paid to City of Port Alberni employees.

3.6 Tax Implications

Taxes will be added to all fees as required by legislation.

3.7 User Group Types

3.7.1 Commercial

Groups or organizations with a primary purpose of generating profit through providing goods or services for sale.

Fees and charges for commercial groups/organizations will be negotiated on behalf of the City by the Director of Parks, Recreation and Culture or designate.

3.7.2 Local non-profit

Registered non-profit or charitable organizations located within the Alberni Valley as indicated by the service area boundaries of the City of Port Alberni and Alberni-Clayoquot Regional District.

3.7.3 Non-local non-profit

Registered organizations located outside the Alberni Valley.

3.7.4 Political

Organizations or groups affiliated with a particular political party.

3.7.5 Public

Individuals or groups not affiliated with a particular organization.

3.7.6 Religious

Organizations or groups affiliated with a particular religion, faith, or spiritual belief system.

3.7.7 Sanctioned events

Events organized or hosted by local or non-local organizations.

ADMISSIONS

Swimming, Skating, Fitness Studio, Glenwood Centre	
Drop-in Admission	
Child/Youth (5-18 years)	\$3.33
Adult (19-59 years)	\$6.19
Senior (60-74 years)	\$3.33
Family (max. 6 persons, min. 1 adult or senior, max. 2 adults)	\$13.33
Shower Only	\$3.33
10 Visits	
Child/Youth	\$30.15
Adult	\$57.15
Senior	\$30.15
Family	\$118.35
1 Month Membership	
Child/Youth	\$35.05
Adult	\$66.00
Senior	\$35.05
Family	\$154.60
3 Month Membership	
Child/Youth	\$89.83
Adult	\$174.25
Senior	\$89.83
Family	\$365.40
Annual Membership	
Child/Youth	\$265.30
Adult	\$447.50
Senior	\$265.30
Family	\$975.65
Get Active, Stay Active Pass	
Youth (unlimited drop-in & 20% off all registered programs, Jan. - Dec.)	\$196.70

FACILITY RENTALS

RENTALS - ALBERNI VALLEY MULTIPLEX	
Ice (per hour)	
Youth Non-Prime & Hockey Academy	\$72.28
Youth Prime	\$103.16
Adult Non-Prime	\$149.99
Adult Prime	\$224.43
Dry Floor (per hour)	
Youth	\$54.11
Adult	\$76.69
Ice Events (full day) + staff	
Primary Sheet - surface only	\$3,391.10
Primary Sheet - surface & arena seating	\$4,017.00
Primary Sheet - surface only (non-profit)	\$1,695.55
Secondary Sheet - surface & bleacher seating	\$3,350.00
Upper Lounge	\$500.00
Dry Floor Events (full day) + staff	
Primary Sheet - surface only	\$1,391.10
Primary Sheet - surface & arena seating	\$2,017.00
Primary Sheet - surface only (non-profit)	\$900.00
Secondary Sheet - surface & bleacher seating	\$1,317.00
Upper Lounge	\$500.00
Homasote Flooring (covering ice for dry floor events)	Staff time + 10%
Skates (per pair)	
Rental	\$3.33
Sharpening	\$5.72

RENTALS - ECHO AQUATIC CENTRE	
Youth Groups and Swim Meets (per hour) + staff	
Per Lane	\$21.75
Shallow Tank	\$122.39
Main Pool (6 lanes x 25 m)	\$123.70
Full Facility - hourly up to 4 hours	\$170.10
Full Facility - full day, incl. 2 Aquatic staff	\$769.70
Adult Groups (per hour) + staff	
Per Lane	\$26.80
Full Facility - hourly up to 4 hours	\$211.92
Full Facility - full day, incl. 2 Aquatic staff	\$957.88

RENTALS - ECHO '67 COMMUNITY CENTRE	
Room Rental (per hour)	
Dogwood Room - public and local non-profit org. fundraisers	\$34.23
Dogwood Room - religious, political and non-local org.	\$47.88
Hemlock Room - public and local non-profit org. fundraisers	\$24.78
Hemlock Room - religious, political and non-local org.	\$36.93
Fir Room - public and local non-profit org. fundraisers	\$24.78
Fir Room - religious, political and non-local org.	\$36.93
Cedar Room (Front w/stage) - public and local non-profit org. fundraisers	\$39.40
Cedar Room (Front w/stage) - religious, political and non-local org.	\$66.30
Cedar Room (Centre) - public and local non-profit org. fundraisers	\$43.30
Cedar Room (Centre) - religious, political and non-local org.	\$67.60
Cedar Room (Back/East) - public and local non-profit org. fundraisers	\$43.30
Cedar Room (Back/East) - religious, political and non-local org.	\$67.60
Cedar Room (Full) - public and local non-profit org. fundraisers	\$74.96
Cedar Room (Full) - religious, political and non-local org.	\$104.00
Small Kitchen - public and local non-profit org. fundraisers	\$27.25
Small Kitchen - religious, political and non-local org.	\$100.00
Large Kitchen - public and local non-profit org. fundraisers	\$50.00
Large Kitchen - religious, political and non-local org.	\$100.00
Craft Room - public and local non-profit org. fundraisers	\$30.00
Craft Room - religious, political and non-local org.	\$35.25
Full Facility - public and local non-profit org. fundraisers (full day)	\$650.00
Full Facility - religious, political and non-local org. (full day)	\$909.95

RENTALS - ECHO PARK FIELDHOUSE	
Room Rental	
Fieldhouse (per hour)	\$44.88
Fieldhouse (full day – adult)	\$198.00
Fieldhouse (full day – youth)	\$100.00
Concession (full day)	\$250.00
Concession (full day when rented and operated by a youth sport society)	\$100.00
Showers (full day)	\$32.50
Officials' Room (full day)	\$50.00

RENTALS - GLENWOOD CENTRE	
Rental (per hour)	
Youth Floor Rental + staff	\$47.05
Adult Floor Rental + staff	\$80.00
Floor Rental with Inflatable + staff	\$150.00
Tennis Court (per court)	\$15.00
Youth Batting Cage	\$35.70
Adult Batting Cage	\$57.75
Skating - Floor Rental (2 hours, incl. skate shop attendant)	\$293.60
Full Facility (full day) - public and local non-profit org. fundraisers	\$570.70
Full Facility (full day) - religious, political and non-local org.	\$2,143.20
Skate Rentals (pair)	\$3.33

RENTALS - GYRO YOUTH CENTRE	
Room Rental (per hour)	
Activity Room	\$42.20
Full Upstairs (incl. Activity Room, Kitchen and Media Room)	\$99.25
Birch Room	\$36.25

RENTALS - RECREATION PARK STADIUM	
Rental (per day)	
Local recreation groups	\$300.00
Religious, political and non-local org.	\$600.00
Concession (full day)	\$250.00
Concession (full day when rented and operated by a youth sport society)	\$100.00

RENTALS - BOB DAILEY STADIUM	
Local Recreation Group (per hour)	\$60.00
Local Recreation Group (per 1/2 day)	\$179.00
Local Recreation Group (full day)	\$300.00
Religious, political and non-local org. (full day)	\$597.00
Lighting - youth (per hour)	\$92.00
Lighting - adult (per hour)	\$92.00

RENTALS - SPORTS FIELDS	
Per Field, Diamond, or Pitch	
Youth - Practice/Game (per hour)	\$0.00
Youth - Tournament (per day)	\$0.00
Adult - Practice/Game (per hour)	\$18.75
Adult - Tournament (per day)	\$80.00

RENTALS – HARBOUR QUAY	
Spirit Square	
Half Day (Up to 6 Hours)	\$100.00
Full Day (6-12 Hours)	\$150.00

OTHER PARKS, RECREATION AND CULTURE FEES

Fifty percent (50%) of all fees collected from the rental of these items shall be allocated to Parks, Recreation and Culture reserves.

Item (Daily Cost + GST)	Per Piece (in-kind CIP Value)	Per Piece (Rental Cost)
Administrative Support		
Selling tickets for external events	10% of gross ticket sales	
Electronics		
Amplifier	\$10.00	\$100.00
Digital projector	\$10.00	\$50.00
Extension cord	\$1.00	\$10.00
Microphone	\$5.00	\$50.00
Podium/lectern	\$10.00	\$100.00
Portable speaker	\$5.00	\$25.00
Power bar	\$1.00	\$10.00
Projection screen	\$5.00	\$25.00
Food and Beverage		
Cambro (hot drinks)	\$5.00	\$50.00
Coffee urn	\$10.00	\$50.00
Cutlery (per dozen)	\$10.00	\$20.00
Dishes (per dozen)	\$10.00	\$50.00
Furniture		
Folding table	\$5.00	\$20.00
Plastic chair	\$2.00	\$5.00
Table skirt	\$1.00	\$25.00
Tablecloth	\$1.00	\$15.00
Outdoor Equipment		
Barricade (2 legs, 1 crossbar)	\$2.00	\$20.00
Delineator	\$1.00	\$10.00
Disc golf disc	\$1.00	\$10.00
Flexible plastic fencing with rebar (snow fence)	\$1.00	\$10.00
Garbage can	\$5.00	\$50.00
Garbage picker	\$1.00	\$10.00

High-vis vest	\$1.00	\$10.00
Marquee tent	\$300.00	\$450.00
Megaphone	\$5.00	\$50.00
Pylon	\$1.00	\$10.00
Sandbag	\$1.00	\$10.00
Signage		
Standing display sign	\$1.00	\$10.00
Sandwich board sign	\$1.00	\$10.00
Electronic reader board (Wallace St. & 10th Ave.)	\$5.00	\$40.00
Park, playground or spray park bookings		
	\$30.00	\$40.00

Bylaw #5125-1 amendment repeals and substitutes Schedule "L"

SCHEDULE L

SEWER CONNECTION AND REGULATION METERED CONSUMPTION RATES AND BILLING

Rates for City Sewerage System

1. Rates for Sewer User Consumption

Rates for connection to the City Sewerage System for all users are based on water consumption in of cubic metres (m³). One cubic metre is 1,000 litres. Sewer user consumption rates are as follows:

Customer Category	Description	Volume Rate
Residential	Service to a single-family dwelling unit is billed at the residential unit rate	\$0.56 per m ³
Non-Residential (low volume)	Service that is not to a single-family dwelling and that is consuming less than 35,000 cubic meters of water per year is billed for sewer at the non-residential low use rate	\$0.78 per m ³
Non-Residential (high volume)	Service that is not to a single-family dwelling and that is consuming more than 35,000 cubic meters of water per year is billed for sewer at the non-residential high rate	\$0.68 per m ³

2. Fixed System Charge

Fixed System Charges are calculated monthly based on the size of water meter.

Meter Size (millimetres)	Meter Size (inches)	Monthly Charge
16	5/8	\$ 24.64
19	3/4	\$ 24.64
25	1	\$ 24.64
38	1 1/2	\$ 51.33
50	2	\$ 51.33
75	3	\$143.72
100	4	\$143.72
150	6	\$143.72

200	8	\$143.72
250	10	\$308.00

3. Billing Period

Unless otherwise determined by resolution of Council, Meters shall be read and the Water Consumption and Fixed System Charge determined at least three times a year and the resulting charges shall be due and payable on the date stated as the "Due Date".

4. Septage Dump Fee

A charge of \$200.00 per load shall be charged for dumping of septage by tanker trucks.

5. Fish Processing Facilities

Liquid Industrial Wastes discharged from fish processing facilities into the City's Sewerage System will be subject to user charges set out in Table 1 below. These charges are in addition to the usual charges associated with any connection to and use of the City's Sewerage System:

Special User Charges for Fish Processing Facilities		
Quality Indicator	Concentration	Fee
Biochemical Oxygen Demand (BOD5)	0 - 0.69 tonne per day	No Charge
	0.7 - 1.6 tonne per day	\$457 per tonne
	over 1.6 tonne per day	Not Permitted
Total Suspended Solids (TSS)	0 - 1.1 tonne per day	No Charge
	1.2 - 2.6 tonne per day	\$249 per tonne
	Over 2.6 tonne per day	Not Permitted

Bylaw #5125-1 amendment repeals and substitutes Schedule "M"

SCHEDULE M

SOLID WASTE COLLECTION AND DISPOSAL CHARGES

1. Eligible Residence – Curbside Collection Annual Fee

Cart Size (litres)	Equivalent Standard 80 litre can (approx.)	Annual Fee Effective September 1, 2025
80 L	1	\$190.00
120 L	1.5	\$200.00
240 L	3	\$450.00
360 L	4.5	\$650.00

Waste collection fees are included 3 times per year on your City of Port Alberni utility bill. A pricing structure based on the size of your garbage can is used.

2. Requested additional curbside pick-up

Cart Size (litres)	Garbage	Recycling	Service Fee
80 L	Request by Owner	Not Available	\$10.00
120 L	Request by Owner	Not Available	\$10.00
240 L	Request by Owner	Not Available	\$20.00

3. Standard Container Exchange Fee

Request to change garbage cart size by owner	\$50.00 per request
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4. City Assisted Set Out/Set Back Service Fee

Properties approved by Manager of Operations will approve and then apply the set out and set back fee for all City carts in this program.	\$52.00 Annual fee
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5. Replacement Fee for Cart

Request for replacement of Lost/Stolen/Damaged* cart by owner	Actual cost of replacement of a cart
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*Damaged carts will first have in-house repairs attempted to fix damage. If found cart is damaged beyond repair, replacement charges will occur and replacement cart will be delivered to property.

Bylaw #5125-1 amendment repeals and substitutes Schedule "N"

SCHEDULE N

WATERWORKS

METERED CONSUMPTION RATES AND BILLING

1. Rates for Water Consumption

Rates for Water Consumption are calculated on the basis of cubic metre (m³). One m³ equals 1,000 litres.

Customer Category	Description	Volume Rate
Single Family Residential	Service to a single-family dwelling unit is billed at the residential unit rate	First 60 m ³ : \$0.79 per m ³ Over 60 m ³ : \$1.04 per m ³
Multi-family Residential	Service that is shared by two or more single family dwelling units, including duplexes, apartments, and condominiums, is billed at the multifamily rate	\$0.79 per m ³
Commercial	Service to commercial and light industrial units	\$0.68 per m ³
Industrial	Service to specific high-volume customers	\$0.48 per m ³
Outside Residential	Single family residential outside City boundaries	First 60 m ³ : \$1.06 per m ³ Over 60 m ³ : \$1.42 per m ³
Special Service Agreement	Bulk provision to Hupacasath First Nation; Tseshah First Nation; Beaver Creek	\$0.61 per m ³

2. Fixed System Charge

Fixed System Charges are calculated monthly, based on the size of Meter in metric (millimetre or mm) measure.

Meter Size millimetres	Meter Size inches	Inside City Boundaries Monthly Charge	Outside City Boundaries Monthly Charge
16	5/8	\$ 23.75	\$ 32.09
19	3/4	\$ 23.75	\$ 32.09
25	1	\$ 49.34	\$ 66.61
38	1 1/2	\$ 63.70	\$ 85.98
50	2	\$ 83.30	\$ 112.41
75	3	\$ 131.84	\$ 178.00
100	4	\$ 186.75	\$ 252.09
150	6	\$ 316.07	\$ 426.74
200	8	\$ 462.83	\$ 624.82
250	10	\$ 626.98	\$ 846.45

3. Billing Period

Unless otherwise determined by resolution of Council, Meters shall be read and the Water Consumption determined of at least three times a year and the resulting charges shall be due and payable on the date stated as the "Due Date".

Bylaw #5125-2 amends Schedule "N" by adding Section 4:

4. Customer Service Charges

Service	Cost
Meter Testing	\$84.15 per test
Interim Meter Read	\$35.00
Account Adjustment due to Meter Failure	\$11.20
Processing of Application for Account Adjustment due to Leak	\$65.00

UNMETERED CONSUMPTION RATES AND BILLING

1. Rates for Water Consumption

Category of Single Family Residential or Commercial Premises	Monthly Rate
(a) Unmetered (refusals)	\$ 193.40
(b) Inside City Boundaries - awaiting Meter installation	\$ 48.35
(c) Outside City Boundaries - awaiting Meter installation	\$ 65.24

The establishment of a rate for unmetered (refusals) Premises in (a) above does not interfere with or relieve an Owner from the obligation under Section 34 of this Bylaw to have a Meter installed on their Premises.

2. Fire Line Rates

The monthly rate for all Fire Lines shall be \$33.00.

3. Billing Period

Unless otherwise determined by resolution of Council, accounts for the above shall be billed every four months in advance and shall be due and payable on the date stated on the invoice. No prepayment for any service shall prevent the amount of any increase being charged to and collected from any Owner.

Bylaw #5125-1 amendment adds Schedule "O"

SCHEDULE O
DEVELOPMENT SERVICES
BUILDING FEES & CHARGES

Building Permit	Fee
(a) Base Fee	\$100.00
(b) Plus, per \$1,000 of valuation, or portion thereof If a building permit is issued for a construction under the supervision of a Coordinating Registered Professional, the permit fee is reduced by 10% of the fees payable under this Bylaw, up to a maximum reduction of \$500.00.	\$7.00
Renewal of Lapsed Building Permit	
(a) Base fee	\$100.00
(b) Plus, per \$1,000 of valuation, or portion thereof	\$9.50
Excavation and/or Foundation permit for Part 3 buildings	\$1,330.00 plus 1/3 the cost of the final building permit fee (plus applicable development cost charges)
Plumbing Permit – per Fixture	
(a) Base fee	\$65.00
(b) Per fixture	\$10.00
Fire Sprinkler System – per Fixture	
(a) Base fee	\$65.00
(b) Per sprinkler	\$2.00
Re-inspections (first inspection no charge)	\$100.00
Inspection – outside normal City business hours – per hour	\$200.00
Compliance Inspection of Existing Buildings Application	
(a) Up to 600 sq. m	\$100.00
(b) Over 600 sq. m	\$400.00
Transfer of building permit to new owner or update to owner's address	\$100.00
Plan Check Deposit – Non-Refundable	
(a) % of building permit fee	15%
(b) Minimum fee	\$100.00
This payment will be reduced from the final building permit issuance fees.	
Submission of new plans after plan review that include major changes that result in more than three hours of staff time to review, additional fees per hour of staff time may be applicable.	\$150.00
Installation of solid fuel burning appliance	\$100.00
Demolishing a Building	
(a) Fee	\$100.00
(b) Bond fee	\$500.00
Siting of a Manufactured Building	
(a) For construction between \$30,000 and \$200,000	\$300.00
(b) For construction over \$200,000	\$600.00
Retaining walls – greater than 1.2 meters in height	\$150.00
Moving a building	\$200.00

Temporary building refundable security deposit This will be refunded in full upon removal of the temporary building.	10% of Construction Value
Report on equivalency with BC Building Code	\$200.00
Where any Work has Started Prior to the Issuance of a Building Permit	
(a) % of permit fee otherwise payable	200%
(b) Maximum penalty	\$10,000.00
Inspection or plan review not covered by other categories – per hour of staff time	\$75.00
Removal of Section 57 Notice on Title	\$500.00
Single family/two family dwelling – bonding against damage to the city street and final site servicing/grading	\$2,000.00
Multi-residential/commercial/industrial/institutional – bonding against damage to City Street and final site servicing/grading This fee is not applicable when the Owner has entered into a Works and Services agreement and provided necessary bonding	\$2,000.00 or \$110.00 per metre of frontage whatever is greater
Refunds – as a % of Total Building Permit Fees (excluding plan check deposit fee)	
(a) Prior to excavation or commencement of construction	85%
(b) After initiation of construction including foundation Any development cost charges paid as part of a building permit are non-refundable.	0%
Land title search This fee does not cover any other documents such as Covenants, Rights of Ways, etc. The cost of retrieving these from the LTSA shall be borne by the applicant. Land title searches are only completed as part of an application submission.	Fees are as per the LSTA charges
<i>Note: Fees will increase annually at the rate of the CPI unless the bylaw is amended</i>	