



BYLAW CONSOLIDATION

This consolidation is provided for convenience only and reflects the status of the bylaw as of the specified date. It is not the original bylaw and is not admissible in court.

FEES & CHARGES BYLAW 838, 2021

This consolidation includes the following bylaw amendments:

- Fees & Charges Bylaw No. 838, 2021, Amendment Bylaw No. 852, 2021
- Fees & Charges Bylaw No. 838, 2021, Amendment Bylaw No. 857, 2021
- Fees & Charges Bylaw No. 838, 2021, Amendment Bylaw No. 885, 2023
- Fees & Charges Bylaw No. 838, 2021, Amendment Bylaw No. 894, 2023
- Fees & Charges Bylaw No. 838, 2021, Amendment Bylaw No. 880, 2024
- Fees & Charges Bylaw No. 838, 2021, Amendment Bylaw No. 934, 2025
- Fees & Charges Amendment Bylaw No. 838-01, 2026



District of Elkford
P.O. Box 340
744 Fording Drive, Elkford, B.C., V0B 1H0
info@elkford.ca

DISTRICT OF ELKFORD
Fees and Charges Bylaw No. 838, 2021

A Bylaw to establish fees payable to the District of Elkford

The Council of the District of Elkford, in open meeting assembled, enacts as follows:

1. TITLE

This Bylaw may be cited as the "Fees & Charges Bylaw No. 838, 2021".

2. FEE ADMINISTRATION

District of Elkford fees and charges shall be as per the following:

- Schedule 'A' – General Fees and Charges.
- Schedule 'B' – Community Services Department Fees and Charges.
- Schedule 'C' – Renter's Responsibilities – Events and Bookings.
- Schedule 'D' – Cemetery Fees and Charges.
- Schedule 'E' – Public Works Department Fees and Charges.
- Schedule 'F' – Land Use Fees and Charges.
- Schedule 'G' – Building and Subdivision Fees and Charges
- Schedule 'H' – Fire Department Fees and Charges.
- Schedule 'I' – Pet Licensing Fees and Charges.
- Schedule 'J' – Elkford Municipal Campground Fees and Charges.

All fees are subject to applicable taxes, unless exempt or stated as being included.

3. SEVERABILITY

If a portion of this bylaw is held invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this bylaw is deemed to have been adopted without the severed section.

4. REPEAL

Bylaw No. 777, 2016 cited as "District of Elkford Fees & Charges Bylaw No. 777, 2016" and any amendments thereto are hereby repealed.

Read a first time this 25th day of January, 2021.

Read a second time this 25th day of January, 2021.

Read a third time this 25th day of January, 2021.

Rescinded third reading this 8th day of February, 2021.

Re-read a third time as amended this 8th day of February, 2021.

Adopted this 22nd day of February, 2021.

Dean McKerracher
Mayor

Chantel Dawson
Director of Corporate Services

FEES AND CHARGES BYLAW NO. 838, 2021, AMENDMENT BYLAW NO. 857, 2021
SCHEDULE 'A'
GENERAL FEES AND CHARGES

GENERAL FEE ADMINISTRATION

- Fees exclude applicable taxes.

GENERAL FEES AND CHARGES	
Service	Fee
Photocopying (black and white)	\$0.50/copy
Photocopying (colour)	\$1/copy
Non-sufficient funds cheque fee	\$25
Refunds (e.g., property tax overpayments)	\$25
Receiving facsimile	\$2/first page and \$1/page thereafter
Sending facsimile	\$2/first page and \$0.50 cents/page thereafter
Tax certificates	\$20
Maps (over 11" x 17" in size)	\$20
Land use information letters	\$75
Property file scans	\$75
Land title search	\$14/document
Off-highway recreational vehicle initial licence and registration fee	\$50
Off-highway recreational vehicle annual renewal fee	\$15

FEES AND CHARGES BYLAW NO. 838, 2021, AMENDMENT BYLAW NO. 934, 2025

SCHEDULE 'B'

COMMUNITY & FACILITIES SERVICES FEES AND CHARGES

DEFINITIONS in this Schedule

Adult means an individual aged 19 to 59 years.

Cancellation Fee means a sum of money paid when a user cancels a booking or service without required notice, as follows:

- Cancellations without at least one month's notice will be charged full damage/security deposit. If no damage/security deposit was required, the renter will be charged the full rental cost associated with the rental(s).
- Cancellations that have given one month's notice or more will be charged an administration fee of 15% of the total rental cost.

Child means an individual aged 7 to 13 years.

Commercial means a business, political, non-local, or non-charitable group user.

Damage/Security Deposit means a refundable deposit required for items as specified in this bylaw and is paid at the time of booking.

Family means two adults and own children aged 18 years of age and under.

Fundraising Event means an event whose purpose is to raise money for a cause, charity, or not-for-profit organization.

Infant means an individual aged 0 to 2 years.

Local means an individual or a group of individuals living or operating within the municipal boundary.

Preschooler means an individual aged 3 to 6 years.

Senior means an individual 60 years of age and older.

Senior Group means a group of local seniors.

Youth means an individual aged 14 to 18 years.

Youth Group means an organization operating in the District of Elkford, dedicated to the enhancement of the welfare of local youth, and with membership available to local youth. To qualify for a subsidized rate under this category, the membership must be made up of at least 80% people under 19 years of age and residing in the District of Elkford, including school classes.

SERVICES

The District of Elkford has available public use certain indoor and outdoor facilities, including:

- Elkford Community Conference Centre
- Elkford Recreation Centre
- Elkford Aquatic Centre
- Ball Diamonds
- Courts
- Fields
- Concessions

COMMUNITY & FACILITIES SERVICES FEES ADMINISTRATION

- All rates are within normal operating hours. Where labour rates are charged, the current rate plus a 30% overhead fee will apply. Labour rates outside of normal operating hours will be charged the applicable overtime rates, plus the 30% overhead fee.

- All facility bookings must be paid in full, at least one month prior to rental.

- Arena ice rentals shall include the use of change/dressing rooms, for up to forty-five (45) minutes following the end of the ice rental, at no additional charge. Users that exceed the forty-five (45) minute time limit shall be charged the ice rental rate as per the rate schedule.

- Facilities shall be provided at no cost for local funerals or memorial services of residents or former residents as defined in Schedule D of this bylaw, up to a maximum of 7 hours, within regular operating hours.

- Damage/security deposits shall be refunded after the rental, providing billing has been paid in full and no damage has occurred. Should the damage exceed the amount of damage/security deposit paid, the renter will o

be charged for the remainder of the costs to cover damages.

- Where a setup option by District personnel is provided, the setup includes tables and chairs only, and a setup diagram must be supplied by the renter.

- Where a coffee supplies option is provided, the District will supply coffee, coffee filters, sugar, coffee whitener, stir sticks, and mugs. The renter will be responsible for making the coffee, and if the contract does not include a cleanup fee, the renter will be responsible for washing and drying the dishes.

- Where additional cleaning is required that exceeds the District's cleaning requirements and/or the renter's responsibilities as specified in the rental contract, a cleanup fee of current labour rates plus a 30% overhead fee per hour will be charged, and either deducted from the damaged/security deposit or invoiced to the renter.

- Renters shall be permitted access to the facility on the day prior to the event or the same day of the event, within regular hours of operation, for the sole purpose of decorating and setup, provided that the facility is not rented, and no additional staff time is required to provide access to the facility. If the renter requires confirmation of availability for decorating purposes, the renter will be required to book the facility and pay the applicable rental rate.

- Any local, registered not-for-profit recreation, cultural or service organization will be allowed:

- a. Free rental of the Half Meeting Room at the Community Conference Centre for the purposes of holding organizational business meetings,
- b. One free rental of a District facility per year for a fundraising event provided it does not interfere with a paid booking.

- Senior levels of government will be allowed a reduced flat Teck Hall rental rate of \$100/day for the purposes of conducting a public service event (i.e., vaccination/medical clinics, elections), which are intended to provide a benefit or service to all Elkford residents and are free of charge to attendees. Event setup and cleanup fees are not included in the reduced rate and will be charged in accordance with this bylaw

Fees exclude applicable taxes.

ARENA ICE (ELKFORD RECREATION CENTRE)

Hourly Rate, Where Applicable	2026	2027	2028	2029	2030
*Local Youth	\$80.25	CPI	CPI	CPI	CPI
Local adult and commercial	\$91.00	CPI	CPI	CPI	CPI
Non-local youth	\$160.50	CPI	CPI	CPI	CPI
Non-local adult and commercial	\$182.00	CPI	CPI	CPI	CPI
School District No. 5 use	Per Joint Use Agreement				
Public Skating & Parent & Tot Skating	FREE				
Drop-in Shinny	\$5.00	CPI	CPI	CPI	CPI

ARENA AND CURLING RINK - DRY FLOOR ICE OUT (ELKFORD RECREATION CENTRE)

Hourly Rate, Where Applicable	2026	2027	2028	2029	2030
Child, youth	\$32.00	CPI	CPI	CPI	CPI
Adult	\$48.00	CPI	CPI	CPI	CPI
Commercial	\$85.50	CPI	CPI	CPI	CPI
Damage Deposit - per use	\$400.00	CPI	CPI	CPI	CPI
Clean- District personal, per use	\$300.00	CPI	CPI	CPI	CPI

CONCESSION (ELKFORD RECREATION CENTRE AND DEVONIAN PARK)

Rate	2026	2027	2028	2029	2030
Day rental: non-profit	\$52.50	CPI	CPI	CPI	CPI
Day rental: other users	\$78.75	CPI	CPI	CPI	CPI
Full season	Per Lease Agreement				
Damage deposit - per use	\$200.00	CPI	CPI	CPI	CPI
Cleanup - District personal, per use	\$157.50	CPI	CPI	CPI	CPI

MISCELLANEOUS FEES AND CHARGES (ELKFORD RECREATION CENTRE)

Item	Rate
Storage rooms for storage of recreational equipment, at the discretion of the Director of Community and Facility Services	\$0.50/sq. ft/month
Curling ice and lounge	Per service Provider Agreement
Arena in ice advertising	Various sizes Starting at \$400/year
Arena Board Advertising	3.5 ft. x 8 ft. \$400/year

--	--	--	--	--	--

TECK HALL, INCLUDING KITCHEN (ELKFORD COMMUNITY CONFERENCE CENTRE)

Hourly Rate, Where Applicable	2026	2027	2028	2029	2030
Child, youth	\$63.00	CPI	CPI	CPI	CPI
Adult	\$94.50	CPI	CPI	CPI	CPI
Commercial	\$126.00	CPI	CPI	CPI	CPI
Damage deposit - per use	\$600.00	CPI	CPI	CPI	CPI
*Cleanup - District personnel - large events, per use (i.e., meetings, seminars)	\$500.00	CPI	CPI	CPI	CPI
Setup - District personnel, per use	\$136.50	CPI	CPI	CPI	CPI

*Cleanup fee determination (large or other event) dependent on event size/format and at the discretion of the Director of Community and Facility Services

--	--	--	--	--	--

TECK HALL AND KITCHEN FUNCTION RENTALS (ELKFORD COMMUNITY CONFERENCE CENTRE)

Rate	2026	2027	2028	2029	2030
*Functions up to a maximum of twelve hours; up to 250 people	\$900.00	CPI	CPI	CPI	CPI
*Functions up to a maximum of twelve hours; over 250 people, up to 400 people	\$975.00	CPI	CPI	CPI	CPI
Damage deposit - per use	\$700.00	CPI	CPI	CPI	CPI

*Rental of additional hours to the twelve-hour function rate will be charged the hourly rate.

--	--	--	--	--	--

KITCHEN (ELKFORD COMMUNITY CONFERENCE CENTRE)

Hourly Rate, Where Applicable	2026	2027	2028	2029	2030
Kitchen	\$73.00	CPI	CPI	CPI	CPI
Kitchen Day Rate	\$200	CPI	CPI	CPI	CPI
Chafer Fuel	Cost plus 20%	Cost plus 20%	Cost plus 20%	Cost plus 20%	Cost plus 20%
Damage deposit - per use	\$300.00	CPI	CPI	CPI	CPI
Cleanup - District personnel, per use	\$496.00	CPI	CPI	CPI	CPI

--	--	--	--	--	--

LINEN RENTALS AND REPLACEMENTS

Cost Per Item, Per Use	2026	2027	2028	2029	2030
Napkin rental	\$3.50	CPI	CPI	CPI	CPI
Round tablecloth rental	\$15.00	CPI	CPI	CPI	CPI
Rectangle tablecloth rental	\$15.00	CPI	CPI	CPI	CPI

MULTI-PURPOSE ROOM (ELKFORD AQUATIC CENTRE)

Hourly Rate, Where Applicable	2026	2027	2028	2029	2030
Non-commercial	\$19.00	CPI	CPI	CPI	CPI
Commercial	\$42.00	CPI	CPI	CPI	CPI
School District No. 5 use	Per joint use agreement				
Damage deposit, per use, at the discretion of the Director of Community and Facility Services	\$50.00	CPI	CPI	CPI	CPI
Long term use	Per Lease Agreement				

--	--	--	--	--	--

FULL MEETING ROOM (ELKFORD COMMUNITY CONFERENCE CENTRE)

Hourly Rate, Where Applicable	2026	2027	2028	2029	2030
Non-commercial	\$42.00	CPI	CPI	CPI	CPI
Commercial	\$78.75	CPI	CPI	CPI	CPI
Damage deposit, per use, at the discretion of the Director of Community and Facility Services	\$75.00	CPI	CPI	CPI	CPI
Setup - District personnel, per use	\$31.50	CPI	CPI	CPI	CPI
Cleanup - District personnel, per use	\$84.00	CPI	CPI	CPI	CPI
Coffee supplies, per use	\$26.25	CPI	CPI	CPI	CPI
School District No. 5 use	Per Joint Use Agreement				

--	--	--	--	--	--

HALF MEETING ROOM (ELKFORD COMMUNITY CONFERENCE CENTRE)

Hourly Rate, Where Applicable	2026	2027	2028	2029	2030
Non-commercial	\$26.25	CPI	CPI	CPI	CPI
Commercial	\$52.50	CPI	CPI	CPI	CPI
Damage deposit, per use, at the discretion of the Director of Community and Facility Services	\$75.00	CPI	CPI	CPI	CPI
Setup - District personnel, per use	\$26.25	CPI	CPI	CPI	CPI
Cleanup - District personnel, per use	\$63.00	CPI	CPI	CPI	CPI
Coffee supplies, per use	\$26.25	CPI	CPI	CPI	CPI

PLAYSCHOOL (ELKFORD COMMUNITY CONFERENCE CENTRE)

Hourly Rate, Where Applicable	2026	2027	2028	2029	2030
Non-commercial	\$25.00	CPI	CPI	CPI	CPI
Commercial	\$65.00	CPI	CPI	CPI	CPI
Damage deposit, per use, at the discretion of the Director of Community and Facility Services	\$75.00	CPI	CPI	CPI	CPI
Setup - District personnel, per use	<u>\$30.00</u>	CPI	CPI	CPI	CPI
Cleanup - District personnel, per use	\$80.00	CPI	CPI	CPI	CPI

--	--	--	--	--	--

MULTI-PURPOSE HALL (ELKFORD RECREATION CENTRE)

Hourly Rate, Where Applicable	2026	2027	2028	2029	2030
Child, youth	\$47.25	CPI	CPI	CPI	CPI
Adult	\$68.25	CPI	CPI	CPI	CPI
Commercial	\$94.50	CPI	CPI	CPI	CPI
Damage deposit, per use	\$500.00	CPI	CPI	CPI	CPI
Setup - District personnel, per use	\$225.00	CPI	CPI	CPI	CPI
Cleanup - District personnel, per use	\$450.00	CPI	CPI	CPI	CPI

--	--	--	--	--	--

OFFSITE EQUIPMENT RENTALS

Item	Rate				
Tables - per day	\$6.25	CPI	CPI	CPI	CPI
Chairs - per day	\$2.75	CPI	CPI	CPI	CPI
Damage deposit, per use, at the discretion of the Director of Community and Facility Services	\$250.00	CPI	CPI	CPI	CPI

--	--	--	--	--	--

GROUNDS, BALL DIAMONDS, FIELDS

Day/Event Rate	2026	2027	2028	2029	2030
Grounds - circus or smaller event	\$250.00	CPI	CPI	CPI	CPI
Damage deposit - circus or smaller event	\$250.00	CPI	CPI	CPI	CPI

SINGLE POOL ADMISSION (ELKFORD AQUATIC CENTRE)					
Per Visit	2026	2027	2028	2029	2030
Infant	FREE	FREE	FREE	FREE	FREE
Preschool	\$4.00	CPI	CPI	CPI	CPI
Child	\$6.00	CPI	CPI	CPI	CPI
Youth	\$6.50	CPI	CPI	CPI	CPI
Adult	\$7.50	CPI	CPI	CPI	CPI
Senior/ Person with a Disability	\$6.00	CPI	CPI	CPI	CPI
Family	\$17.00	CPI	CPI	CPI	CPI
Water Fitness drop-in	\$8.50	CPI	CPI	CPI	CPI
Lock rental	\$1.00	CPI	CPI	CPI	CPI
Showers	\$3.00	CPI	CPI	CPI	CPI
ONE-YEAR POOL PASS (ELKFORD AQUATIC CENTRE)					
Per Pass	2026	2027	2028	2029	2030
Infant	FREE	FREE	FREE	FREE	FREE
Preschool	\$150.00	\$170.00	CPI	CPI	CPI
Child	\$235.00	\$265.00	CPI	CPI	CPI
Youth	\$270.00	\$290.00	CPI	CPI	CPI
Adult	\$370.00	\$400.00	CPI	CPI	CPI
Senior/ Person with a Disability	\$235.00	\$265.00	CPI	CPI	CPI
Family	\$765.00	\$795.00	CPI	CPI	CPI
15 SWIM PUNCH CARDS (ELKFORD AQUATIC CENTRE)					
Rate Per Punch Card	2026	2027	2028	2029	2030
Infant					
Preschool	\$45.00	CPI	CPI	CPI	CPI
Child	\$75.00	CPI	CPI	CPI	CPI
Youth	\$85.00	CPI	CPI	CPI	CPI
Adult	\$95.00	CPI	CPI	CPI	CPI
Senior/ Person with a Disability	\$75.00	CPI	CPI	CPI	CPI
Family	\$223.50	CPI	CPI	CPI	CPI
WATER FITNESS PUNCH CARD FRO 45-MINUTE CLASSES (ELKFORD AQUATIC CENTRE)					
Rate Per Punch Card	2026	2027	2028	2029	2030
18 Punch	\$100.00	CPI	CPI	CPI	CPI
9 Punch	\$65.00	CPI	CPI	CPI	CPI
LIFESAVING SOCIETY LESSONS (ELKFORD AQUATIC CENTRE)					
Rate Per Punch Card	2026	2027	2028	2029	2030
Rate Per Lesson Set					
10 x 1/2 hour classes	\$60.00	CPI	CPI	CPI	CPI
10 x 45-minute classes	\$75.00	CPI	CPI	CPI	CPI
10 x 1-hour classes	\$90.00	CPI	CPI	CPI	CPI

POOL RENTALS (ELKFORD AQUATIC CENTRE)

Hourly Rate	2026	2027	2028	2029	2030
Private - rental	\$150.00	CPI	CPI	CPI	CPI
Private - extra guard	Current labour rates plus 30% overhead fee				
Private - lane rental	\$21.00	CPI	CPI	CPI	CPI
Elk Valley Dolphins Swim Club - lane rental	\$18.00	CPI	CPI	CPI	CPI
Elk Valley Dolphins Swim Club - pool rental	\$80	CPI	CPI	CPI	CPI
Elk Valley Dolphins Swim Club - extra guard	Current labour rates plus 30% overhead fee				
School District No. 5 - rental	Per Joint Use Agreement				
School District No. 5 - extra guard	Per Joint Use Agreement				

--	--	--	--	--	--

MISCELLANEOUS FEES AND CHARGES (ELKFORD AQUATIC CENTRE)

Item	Rate
Aquatic products, leadership courses/programs	Cost plus 20%

--	--	--	--	--	--

ELK VALLEY RECREATION PASS

Annual Rate	2026	2027	2028	2029	2030
Elk Valley Access Pass					
Elk Valley Family Pass					

BYLAW NO. 838, 2021
SCHEDULE 'C'
RENTER'S RESPONSIBILITIES – EVENTS AND BOOKINGS

GENERAL CONDITIONS:

- The District of Elkford, its governors and its employees shall not be responsible for any loss, damage, or destruction of any property whatsoever, or personal injury or death to anyone, howsoever caused and whether arising within or outside the rental facilities.

THE RENTER AGREES:

- To indemnify and save harmless the District of Elkford, its governors and its employees against all claims, demands, damages, cost, and expenses including reasonable legal fees, in respect of death, injury, loss or damage to person or property, howsoever caused, arising out of the renter's use of the facilities.
- To obtain Special Events Insurance. This Special Events Insurance is mandatory for events regardless of whether alcohol is being served or not. The minimum insurance requirements are:
 - Two million (\$2,000,000) dollars comprehensive general liability policy with inclusive limits for bodily injury and property damage liability including coverage for participants. The District of Elkford reserves the right to require a higher amount of liability insurance.
 - A cross-liability clause.
 - District of Elkford named as additionally insured.
 - Thirty (30) days' prior written notice of cancellation or material change.
- To obtain a valid British Columbia Special Event Permit (Liquor Licence) as required by the *Liquor Control and Licensing Act* if alcohol will be served during the rental. Failure to comply will result in loss of facility use privileges. An executed copy of the Permit/Licence must be provided at least ten (10) days prior to the rental.
- To, if applicable, post liquor licence and special event insurance documents during the rental.
- That designated drivers are mandatory per the District of Elkford's Designated Driver Program #2008-02, and as such will submit a Designated Driving Plan to the District of Elkford, if alcohol will be served during the rental, at least ten (10) days prior to the rental.
- To appoint a competent and trustworthy adult as charge person, who will personally undertake to be responsible for the due observance of the rules and regulations of the facility. Failure to adhere to or comply with the said rules and regulations may result in the termination of usage without refund of any rental fees paid and may also include invoicing of penalties and/or additional costs incurred by the District of Elkford.
- Not to smoke inside any District of Elkford facility, and when outside, to smoke in designated smoking areas only, per District of Elkford Bylaw No. 599, 1999. Failure to comply will result in loss of facility use privileges.
- That abuse of any kind will not be tolerated. Unsatisfactory conduct while using District of Elkford facilities will result in loss of facility use privileges.
- That all equipment, displays, goods and chattels of the renter brought into District of Elkford facilities shall be the sole responsibility of the renter and the District of Elkford shall not be liable for any damage to, or loss of, such equipment, displays, goods and chattels from any cause whatsoever.
- That all belongings of the renter must be removed from the premises at the end of the rental.
- That if the rental contract does not include cleanup by District personnel, to clean the rental facility to its pre-rental condition, including, but not limited to, removing all garbage from all areas used during the rental and disposing of it in the garbage bins outside of facility, sweeping floors, wiping surfaces, and mopping sticky/wet areas.
- To notify the District of any damages and/or maintenance requests in relation to the rental.
- To advise the District of Elkford if any supplied first aid kit provisions are used during the rental.
- That rental facilities will be inspected prior to, and following, the rental for damages by District of Elkford staff and/or the renter, and that any damages resulting from the rental are subject to damage deposit deductions and/or invoicing to the renter.
- That the renter will be billed the cost of cleaning any unreasonable mess, or for repairing any damage done. Further bookings will be suspended until payment is received.
- Not to exceed facility capacities as posted.
- Not to use staples or tape on tables or walls.
- To consult the Elkford Fire Department prior to the event, but after the setup for the event is completed, to conduct a facility inspection.

PAYMENT:

- A damage deposit, full payment and signed contract is required at time of booking and before facility rental use.
- Failure to pay accounts when rendered may result in cancellation of rental contract and/or suspension of use privileges.
- Regular rentals are billed at the end of each month (unless otherwise stated).

CANCELLATIONS:

- Cancellations by the renter with less than one month's notice will be charged the full damage/security deposit. If no damage deposit was required, the renter will be charged the full rental cost(s) associated to their booking.
- Cancellations by the renter with one month's notice or more will be charged an administration fee of 15% of the total rental cost, including the damage deposit.
- Rental changes and cancellations must be in writing and will only be accepted between 8 a.m. to 4:00 p.m. Monday to Friday.
- Persistent cancellations by a renter or a renter who does not use the facilities in a reasonable manner may result in cancellation of use privileges.
- The District of Elkford may cancel a booking for reasons beyond its control, and/or at its discretion, at any time.

BYLAW NO. 838, 2021
SCHEDULE 'D'
CEMETERY FEES AND CHARGES

DEFINITIONS in this Schedule

Care Fund means a fund established and maintained by the District for the care and maintenance of the Cemetery.

Columbarium means a structure or building or an area in a structure or building that contains, as an integral part of the structure or building or as free-standing sections, Niches for the Inurnment of Cremated Remains.

Cremated Remains means human bone fragments left after Human Remains are cremated.

Cremation Liner means a receptacle made of durable material placed in a ground cremation Lot to encase an urn, or urns, holding Cremated Remains. A Cremation Liner has a lid and is placed during the Interment process.

Disinterment means the removal, for the purpose of permanent relocation, of:

- (a) Human Remains, and
- (b) the container, or any part of the remaining container, holding the Human Remains, from the Lot in which they were interred.

Exhumation means the exposure and removal of interred Human Remains for the purposes of viewing or examination.

Family Member means a parent or stepparent, a grandparent or step grandparent, a sibling (natural, adopted or step), a Spouse, a child (natural, adopted or step) or a grandchild (natural, adopted or step).

Former Resident means a person who formerly resided in the District for a continuous period of at least 3 years within the last 10 years of the date of application for a Cemetery License or for a continuous period of 15 years in the District.

Grave Liner means a receptacle made of durable material placed around the casket to provide reinforcement to the Lot. A Grave Liner may, or may not, have a bottom and is placed during the burial process.

Grave Space means one kind of a Lot and means a space of ground in the Cemetery used or intended to be used for the burial of Human Remains or Cremated Remains.

Handling Fee means a fee paid for handling of cemetery products, this includes labour. Shipping is extra.

Human Remains means:

- (a) A dead human body in any stage of decomposition, or
- (b) A body of a stillborn infant in any stage of decomposition,

but does not include Cremated Remains.

Interment means disposition by:

- (a) Burial of Human Remains or Cremated Remains,
- (b) Inurnment of Cremated Remains.

Inurnment means the process of placing Cremated Remains in a receptacle, such as an urn, and the placement of the receptacle into a Niche.

Lot(s) means a space that is:

- (a) In a place of Interment, and
- (b) Used or intended to be used for the Interment of Human Remains or Cremated Remains under a Right of Interment and includes a Grave Space or Niche.

Lot, Large means a Lot, 1.5 m x 3 m.

Lot, Medium means a Lot, 1 m x 2 m.

Lot, Small means a Lot, 1 m x 1 m.

Memorial Book means a structure that contains, as an integral part of the structure, plaque spaces to memorialize the deceased.

Niche means a recessed space, 30.48 cm x 30.48 cm x 40.6 cm, in a Columbarium, used or intended to be used for the Interment of Cremated Remains.

Non-resident means any person who is not a Resident or Former Resident as defined in this bylaw.

Preparation & Placement means the process of completing an Interment including, but not limited to, administrative, legal, labour and equipment resources provided to facilitate the opening of a Lot, deposition of Human Remains or Cremated Remains and the subsequent closing of the Lot.

Resident means any person who has lived in the District for not less than three (3) months at the date of the application for a Right of Interment.

Right of Interment means a right, in perpetuity, for the Interment of Human Remains or Cremated Remains in a Lot, and includes all certificates or licenses for a Grave Space previously issued by the District.

Scattering means the non-recoverable dispersal of Cremated Remains over a piece of land within a defined area of the Cemetery.

Spouse as defined in the *CIFSA*, means a person who is:

- (a) Married to another person;
- (b) Is united to another person by a marriage that, although not a legal marriage, is valid at common law; or
- (c) Has lived and co-habited with another person in a marriage-like relationship, including a marriage-like relationship between persons of the same gender, for a period of at least 2 years immediately before the other person's death.

Surrender Fee means the charge for the surrender, to the District, of a Right of Interment for an unoccupied Lot.

Transfer Fee means the charge for the transfer of a Right of Interment for an unoccupied Lot to a Family Member.

CEMETERY FEE ADMINISTRATION

- All fees shall be payable by the applicant at the District of Elkford Municipal Office at the time of application. Fees exclude applicable taxes.

RESIDENT/FORMER RESIDENT FEES					
Ground Burial	Lot +	Care Fund =	Right of Interment	+ Preparation & Placement =	TOTAL
*Lot, Large	\$400	\$400	\$800	\$350	\$1,150
*Lot, Medium	\$300	\$300	\$600	\$350	\$950
*Lot, Small	\$250	\$250	\$500	\$350	\$850
*Large Lot each additional Interment Max 4 Cremated Remains			\$400	\$350	\$750
*Medium Lot each additional Interment Max 2 Cremated Remains			\$300	\$350	\$650
*Certificate of Easement to be provided upon receipt of payment.					

RESIDENT/FORMER RESIDENT FEES					
Columbarium	Lot +	Care Fund =	Right of Interment	+ Preparation & Placement =	TOTAL
*Niche 1 st Interment	\$400	\$200	\$600	\$150	\$750
Niche 2 nd Interment			\$200	\$150	\$350
*Certificate of Easement to be provided upon receipt of payment.					

RESIDENT/FORMER RESIDENT FEES					
Scatter Garden	Permit	Care Fund =	Right of Interment	+ Preparation & Placement =	TOTAL
Scattering	\$50	\$50	\$100	\$100	\$200

NON-RESIDENT FEES					
Ground Burial	Lot +	Care Fund =	Right of Interment	+ Preparation & Placement =	TOTAL
*Lot, Large	\$800	\$400	\$1200	\$350	\$1,550
*Lot, Medium	\$600	\$300	\$900	\$350	\$1,250
*Lot, Small	\$500	\$250	\$750	\$350	\$1,100
Large Lot, each additional Interment max 4 Cremated Remains			\$400	\$350	\$750
Medium Lot, each additional Interment Max 2 Cremated Remains			\$300	\$350	\$650
*Certificate of Easement to be provided upon receipt of payment.					

NON-RESIDENT FEES					
Columbarium	Lot +	Care Fund =	Right of Interment	+ Preparation & Placement =	TOTAL
*Niche 1 st Interment	\$800	\$200	\$1,000	\$150	\$1,150
Niche 2 nd Interment			\$200	\$150	\$350
* Certificate of Easement to be provided upon receipt of payment.					

NON-RESIDENT FEES					
Scatter Garden	Lot +	Care Fund =	Right of Interment	+ Preparation & Placement =	TOTAL
Scattering	\$100	\$50	\$150	\$100	\$250

FEES FOR SERVICES & PRODUCTS			
Memorials			
Ground Marker Setting Fee	Setting Fee	Care Fund	TOTAL
All Lot sizes	\$150	\$50	\$200
Cremation Bronze Memorials	Memorial	Care Fund	TOTAL
Columbaria Niche Door	At Cost*	\$50	Cost plus \$50
Second Engraving	At Cost*	\$50	Cost plus \$50
* Includes shipping and handling			
Memorial Book	Memorial	Care Fund	TOTAL
Bronze Plaque, 7.25 cm X 9.8 cm	At Cost*	\$50	Cost plus \$50
*Includes shipping and handling			

SUNDRY FEES	
Late Arrival, after 3:00 pm, Monday to Friday, all services	Current labour rates plus 30% overhead fee.
Saturday, Sunday and Statutory Holiday rate	Current labour rates plus 30% overhead fee.
Right of Interment Replacement	\$50
*Right of Interment Transfer Fee	\$50
**Surrender Fee	\$50
Exhumation or Disinterment	Actual Cost plus 20% Handling Fee
Grave and Cremation Liner, shipping not included	Actual cost plus 20% Handling Fee
Removal and replacement of Memorial	Actual Cost plus 20% Handling Fee
* Transfer Fee to Family Member only, subject to price increase and residency of Right of Interment holder	
** Surrender Fee to District of Elkford only. Based on purchase price less Care Fund	

BYLAW NO. 838, 2021
SCHEDULE 'E'
PUBLIC WORKS DEPARTMENT FEES AND CHARGES

PUBLIC WORKS DEPARTMENT FEE ADMINISTRATION

- Fees exclude applicable taxes.

HOURLY EQUIPMENT RATES (DOES NOT INCLUDE LABOUR, OVERHEAD OR ADMINISTRATION FEES)					
All equipment rates plus 15% administration fee	2021	2022	2023	2024	2025
1/2-ton truck	\$26.68	\$27.48	\$28.30	\$29.15	\$30.03
3/4-ton truck	\$28.12	\$28.96	\$29.83	\$30.73	\$31.65
1-ton truck	\$29.51	\$30.39	\$31.31	\$32.25	\$33.21
5-ton truck	\$45.73	\$47.10	\$48.52	\$49.97	\$51.47
5-ton truck with attachments	\$67.26	\$69.28	\$71.36	\$73.50	\$75.70
Cube van	\$29.51	\$30.39	\$31.31	\$32.25	\$33.21
Vacuum unit	\$61.80	\$63.65	\$65.56	\$67.53	\$69.56
Flushing truck (vactor)	\$144.20	\$148.53	\$152.98	\$157.57	\$162.30
Garbage truck	\$144.20	\$148.53	\$152.98	\$157.57	\$162.30
Bucket truck	\$77.25	\$79.57	\$81.95	\$84.41	\$86.95
721 Case loader with attachments	\$103.98	\$107.10	\$110.31	\$113.62	\$117.03
928 Cat loader with attachments	\$92.80	\$95.59	\$98.45	\$101.41	\$104.45
936 Cat loader with attachments	\$86.11	\$88.69	\$91.35	\$94.09	\$96.92
Snow Master snow blower	\$92.70	\$95.48	\$98.35	\$101.30	\$104.33
140H Cat grader	\$118.97	\$122.53	\$126.21	\$130.00	\$133.90
Grader with wing and snow blade	\$134.81	\$138.85	\$143.02	\$147.31	\$151.73
Backhoe with attachments	\$87.65	\$90.28	\$92.99	\$95.78	\$98.65
Sweeper	\$95.94	\$98.82	\$101.79	\$104.84	\$107.99
Water thaw unit	\$15.45	\$15.91	\$16.39	\$16.88	\$17.39
4" Pump	\$17.51	\$18.04	\$18.58	\$19.13	\$19.71
2" Pump	\$9.27	\$9.55	\$9.83	\$10.13	\$10.43
Generator Large	\$30.90	\$31.83	\$32.78	\$33.77	\$34.78
Generator 5000W or less	\$10.92	\$11.25	\$11.58	\$11.93	\$12.29
Welder	\$30.90	\$31.83	\$32.78	\$33.77	\$34.78
Skid steer or Tool Cat	\$58.71	\$60.47	\$62.29	\$64.15	\$66.08
Skid steer or Tool Cat with attachments	\$68.71	\$70.77	\$72.89	\$75.08	\$77.33
Single axle trailer	\$20.60	\$21.22	\$21.85	\$22.51	\$23.19
Tandem axle trailer	\$36.05	\$37.13	\$38.25	\$39.39	\$40.57
Chainsaw	\$13.39	\$13.79	\$14.21	\$14.63	\$15.07
Tamper	\$20.60	\$21.22	\$21.85	\$22.51	\$23.19
Tandem truck	\$64.53	\$66.47	\$68.46	\$70.51	\$72.63
Tandem truck with attachments	\$86.06	\$88.64	\$91.30	\$94.04	\$96.86
Air compressor	\$30.90	\$31.83	\$32.78	\$33.77	\$34.78
Air compressor - jack hammer	\$56.65	\$58.35	\$60.10	\$61.90	\$63.76
*Industrial Park sign installation	\$71.08	\$73.21	\$75.41	\$77.67	\$80.00
Sewer camera	\$51.50	\$53.05	\$54.64	\$56.28	\$57.96
Sewer auger (electrical)	\$20.60	\$21.22	\$21.85	\$22.51	\$23.19
Woodchipper	\$41.20	\$42.44	\$43.71	\$45.02	\$46.37
Water tank 2000-gallon w/o truck	\$30.90	\$31.83	\$32.78	\$33.77	\$34.78
Mule	\$21.79	\$22.45	\$23.12	\$23.82	\$24.53

Public Works Labour Rates: Actual cost of labour, plus 30% overhead, plus 15% administration fee.

Parts and Supplies: Actual cost of parts, plus actual cost of shipping to the District, plus 20% on parts and shipping.

***Industrial Park Sign Fees:**

- Individual companies operating legally within the Industrial Park are allowed the placement one space, not exceeding 12" x 36", on the directory sign at the Industrial Park entrance, including the company's logo, name and address. Sign to be provided by the company, with all costs borne by the company.
- All costs of initial installation, and any changes to a company sign after the initial installation, shall be borne by the company.
- Only one individual area of 12" x 36" will be allowed per Industrial Park company.

BYLAW NO. 838, 2021
SCHEDULE 'F'
LAND USE FEES AND CHARGES

LAND USE FEE ADMINISTRATION

- Fees exclude applicable taxes.

LAND USE FEES AND CHARGES	
Type of Application	Fee
Development Permit (DP)	\$300, filing fees included
Development Variance Permit (DVP)	\$300, filing fees included
Board of Variance (BOV) Application	\$300, filing fees included
Official Community Plan (OCP) Amendment	\$1,000 plus estimated cost of advertising
Zoning Bylaw Amendment	\$750 plus estimated cost of advertising
Temporary Commercial/Industrial Use Permit	\$750 plus estimated cost of advertising
Concurrent OCP & Zoning Bylaw Amendment	\$1,300 plus estimated cost of advertising
Sign Permit	\$50

**BYLAW NO. 838, 2021
SCHEDULE 'G'
BUILDING AND SUBDIVISION FEES AND CHARGES**

BUILDING AND SUBDIVISION FEE ADMINISTRATION

- Fees exclude applicable taxes.
- Commencing construction without a permit is double the permit fees, per s. 16 of Building Bylaw No. 748, 2013.

BUILDING AND SUBDIVISION FEES AND CHARGES	
Building Application Fees*	
For construction value** up to \$10,000	\$50
For construction value** between \$10,000 and \$200,000	\$100
For construction value** between \$200,000 and \$1,000,000	\$300
For construction value** over \$1,000,000	\$300 per \$1,000,000 of construction value or part thereof
Security Deposit	up to \$5,000
Security Deposit - Multi-Unit Residential & Commercial	up to \$10,000
Siting Permit	\$20
Building Permit Fees	
For each \$1,000 of construction value** (minimum fee \$50)	\$5
Re-inspection fee	\$50
Related Building Permit Fees	
Separate chimney/fireplace construction	\$50
Demolition permit	\$50
Moving a building permit	\$50
Temporary building permit per unit	\$100
Swimming Pool Fencing	\$50
Retaining Wall	\$50
Mobile Home Placement	\$250 plus value of new construction (foundation, basement, additions)
Building Permit renewal (minimum)	\$75 or \$2 per \$1,000 of value of work to be completed, whichever is highest
Minimum inspection fee (insurance purposes)	\$50
Change of Occupancy/Use	\$150
Notice on Title (registration or cancellation)	\$500
Plumbing Permit Fees	
Plumbing Fixtures	\$10/fixture
Subdivision Fees	
Basic Fee (for first 1 to 4 lots)	\$500
Additional fee (for additional 5 to 10 lots)	\$50 - \$100 per lot
Additional fee (for additional lots 11 and up)	\$10 - \$50 per lot

* Application fee is non-refundable and shall be credited against the building permit fee when the permit is issued.

** Construction value as determined by the Building Official, based on evaluation of current construction costs for the area or firm contract price.

**BYLAW NO. 838, 2021
SCHEDULE 'H'
FIRE DEPARTMENT FEES AND CHARGES**

DEFINITIONS in this Schedule

Commercial User means a commercial, political, out-of-town, or non-charitable group.

Non-commercial User means any group who is not commercial.

FIRE TRAINING FEE ADMINISTRATION

- Fees exclude applicable taxes.

FIRE TRAINING FEES AND CHARGES		
	Commercial User	Non-commercial User
Half day (up to 4 hours) Training Tower, Live Fire Training Facility - Includes Training Room - Does not include instructor	\$1,500	\$500
Full day (4 to 8 Hours) Training Tower, Live Fire Training Facility - Includes Training Room - Does not include instructor	\$3,000	\$1,000
Fire Hall Training Room	\$27.50/hour	\$7/hour
Half day (up to 4 Hours) Training Grounds	\$75	\$50
Full day (4 to 8 hours) Training Grounds	\$150	\$100
Vehicle for extrication training	\$300/vehicle	\$150/vehicle
Vehicle disposal for training vehicles	\$100/vehicle	
Live fire training	\$300/person	\$150/per person
Other training	Hourly rate of instructor plus 15% administration fee	
Damages to training facilities	Repair costs plus 15% administration fee	

HOURLY EQUIPMENT RATES (INCLUDES OPERATOR AND CREW)	
All equipment rates plus 15% administration fee	
Structural fire engine	\$605/hour (apparatus + 4-person crew)
Water tender	\$375/hour (apparatus + 2-person crew)
Rescue vehicle	\$346/hour (apparatus + 4-person crew)
Wildland fire engine	\$471/hour (apparatus + 4-person crew)

FEES AND CHARGES BYLAW NO. 838, 2021, AMENDMENT BYLAW NO. 857, 2021

SCHEDULE 'I'

PET LICENSING FEES AND CHARGES

PET LICENSING FEE ADMINISTRATION

- Fees exclude applicable taxes.

PET LICENSING	
Classification	Annual Fee
Sterilized dog or cat licence fee (Veterinarian confirmation required)	\$20
Unsterilized dog or cat licence fee	\$50
Dangerous dog licence fee	\$100
Late fee (after February 28)	\$20
Duplicate licence fee	\$5
Licence transfer fee	\$20
Kennel licence fee	\$100

ADOPTION FEES	
Basic fee	\$30

IMPOUNDMENT FEES	
Initial impoundment fee	\$50
Daily impoundment fee (per day beyond day one)	\$30

BYLAW NO. 838-01, 2026

SCHEDULE 'J'

MUNICIPAL CAMPGROUND FEES AND CHARGES

DEFINITIONS in this Schedule

15-Amp Site means a campsite with 15-ampere hookups (sites 1-8, 20-29, 32-33). These sites are permitted to allow for one tent per site in addition to the trailer, at an additional fee.

30-Amp Site means a campsite with 30-ampere hookups (sites 26-31). These sites are permitted to allow for one tent per site in addition to the trailer, at an additional fee.

**Note, sites 26-29 have the ability for either 15 or 30-ampere service, confirmation of service will be required at payment.*

Non-Powered Site means a campsite with no power hookups (sites 9-19, 41-77) and includes the overflow camping sites. These sites are permitted to allow for one tent per site in addition to the trailer, at an additional fee.

Tent Site means a campsite for tenting only (sites 34-40). Maximum of two (2) tents per site, at an additional fee.

***50-AMP Site** means a campsite with 50-ampere hookups (no sites at time of writing). These sites are permitted to allow for one tent per site in addition to the trailer, at an additional fee.

***50-AMP Site Full-Service** means a campsite with 50-ampere hookups with water and sewer (no sites at time of creation.) These sites are permitted to allow for one tent per site in addition to the trailer, at an additional fee.

CANCELLATIONS

- Cancellations over 14 days in advance will receive a full refund.
- Cancellations within 13-7 days will be charged a 15% administration fee.
- Cancellations of less than 7 days will be fully charged with no refund.

CAMPGROUND FEE ADMINISTRATION

- Fees exclude applicable taxes.

ELKFORD MUNICIPAL CAMPGROUND FEES			
2026 Rates:	Daily Fee	Weekly Fee (7 days) 10% Discount	Monthly Fee (30 days) 20% Discount
Non-Powered Site	\$38.00	\$239.40	\$912.00
15-Amp Site	\$44.00	\$277.20	\$1056.00
30-Amp Site	\$47.00	\$296.10	\$1128.00
50-Amp site	\$50.00	\$315.00	\$1200.00
50-AMP Site Full-Service	\$55.00	\$346.50	\$1320.00
Tent Site	\$25.50	\$160.65	\$612.00
Additional Tent	\$11.00	\$69.30	\$264.00
2027 Rates:	Daily Fee	Weekly Fee (7 days) 10% Discount	Monthly Fee (30 days) 20% Discount
Non-Powered Site	\$39.00	\$245.70	\$936.00
15-Amp Site	\$45.50	\$286.65	\$1092.00
30-Amp Site	\$48.50	\$305.55	\$1164.00
50-Amp site	\$51.50	\$324.45	\$1235.00
50-AMP Site Full-Service	\$56.50	\$355.95	\$1356.00
Tent Site	\$26.50	\$166.95	\$636.00
Additional Tent	\$11.50	\$72.45	\$276.00
2028 Rates:	Daily Fee	Weekly Fee (7 days) 10% Discount	Monthly Fee (30 days) 20% Discount
Non-Powered Site	\$40.00	\$252.00	\$960.00
15-Amp Site	\$47.00	\$296.10	\$1128.00
30-Amp Site	\$50.00	\$315.00	\$1200.00
50-Amp site	\$53.00	\$333.90	\$1272.00
50-AMP Site Full-Service	\$58.00	\$365.40	\$1392.00
Tent Site	\$27.50	\$173.25	\$660.00
Additional Tent	\$12.00	\$75.60	\$288.00

Elkford Municipal Campground

