

DISTRICT OF VANDERHOOF

BYLAW 1295, 2026

A BYLAW TO ESTABLISH FEES AND CHARGES FOR DISTRICT SERVICES AND INFORMATION

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

1. This bylaw may be cited as Fees Bylaw 1295, 2026.
2. The District hereby imposes fees for the provision of services and information as set out in the following schedules, attached to and forming part of this bylaw:
SCHEDULE A - Administrative Fees 2
SCHEDULE B - Finance fees 3
3. All fees within this Bylaw shall be charged applicable taxes unless otherwise indicated.
4. Fees charged for Freedom of Information Services shall be set out under the *Freedom of Information and Protection of Privacy Act* and British Columbia Regulation 155/2012, as amended from time to time.
5. If any part of this bylaw is for any reason held invalid by any court of competent jurisdiction, the invalid portion shall be severed, and the severance shall not affect the validity of the remainder of this Bylaw.
6. Fees or charges imposed under this bylaw, for the provision of services or for information, apply instead of fees or charges imposed under other bylaws for the same services or information. A reference to a more specific matter supersedes a reference to a more general matter.
7. Fee Schedule Bylaw 748, 1993 and all amendments thereto are hereby repealed.

READ A FIRST TIME THIS 12 day of January 2026.

READ A SECOND TIME THIS 12 day of January 2026.

READ A THIRD TIME THIS 12 day of January 2026.

ADOPTED THIS 26 day of January 2026.

Original Signed by Kevin Moutray
Mayor

Original Signed by Willene Perez
Corporate Officer

SCHEDULE A - Administrative Fees**Documents**

Copies of documents	\$0.50 per page (black and white hard copy) \$1.65 per page (colour hard copy) \$0.10 per page (scanned and emailed)
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Application Fees

Board of Variance	\$100.00
Development Permit	\$600.00
Development Variance Permit	\$250.00
Official Community Plan amendment	\$600.00
Official Community Plan and Zoning combined amendment	\$750.00
Sign Permit	\$100 for the first \$1000 value and 0.6% per \$1000 value thereafter
Subdivision Approval	\$700 for the first Lot proposed and \$100 for each additional Lot proposed
Temporary Use Permit Application	\$600.00
Zoning Amendment	\$600.00

SCHEDULE B - Finance fees

Accounts Receivable interest	2% per month late fee on all overdue Accounts Receivable
Administration Fee	15% on all Accounts Receivable billings
Copies of Tax Notices and Utility invoices	\$5.00 per copy
Merchandise for sale at the Municipal Office or Vanderhoof Tourism and Cultural Centre	Actual cost + up to 25%
Non-Sufficient Funds (NSF) Cheque fee	\$30.00 per returned item
Refund Tax/Utility overpayments	\$25.00, at the discretion of the Chief Financial Officer, for all property owners and/or mortgage holders who persistently overpay accounts
Tax Certificates	\$30.00 (electronic certificates through a third party will also have additional fees)
Title Search	\$25.00 per Parcel Identifier (PID)
Transfer funds between customer accounts	\$20.00 per transfer