



City of Duncan

Fees and Charges Bylaw No. 3212, 2020 (With Amendments to August 24, 2026)

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

Bylaw No. 3212.01, 2021 – Adopted April 6, 2021
Bylaw No. 3212.02, 2021 – Adopted November 15, 2021
Bylaw No. 3212.03, 2022 – Adopted September 20, 2022
Bylaw No. 3212.04, 2022 – Adopted December 5, 2022
Bylaw No. 3212.05, 2023 – Adopted May 1, 2023
Bylaw No. 3212.06, 2023 – Adopted December 11, 2023
Bylaw No. 3212.07, 2024 – Adopted April 2, 2024
Bylaw No. 3212.08, 2024 – Adopted May 6, 2024
Bylaw No. 3212.09, 2024 – Adopted December 16, 2024
Bylaw No. 3212.10, 2025 – Adopted July 27, 2025
Bylaw No. 3212.11, 2025 – Adopted November 10, 2025
Bylaw No. 3212.12, 2025 – Adopted December 8, 2025
Bylaw No. 3212.13, 2026 – Adopted August 24, 2026

CITY OF DUNCAN

FEES AND CHARGES BYLAW NO. 3212, 2020

A BYLAW TO ESTABLISH MISCELLANEOUS FEES AND CHARGES

WHEREAS Council wishes to establish various fees and charges in the City of Duncan to recover costs for goods and services provided;

NOW THEREFORE the City of Duncan Council enacts as follows:

1. This Bylaw may be cited as the “Fees and Charges Bylaw No. 3212, 2020”.
2. That the Fees and Charges for goods and services provided by or conducted by the City of Duncan be established as outlined in the attached Schedules A through L, attached to and forming part of this Bylaw;
3. Any person requesting or receiving a good or service by category outlined in the attached Schedules shall pay a fee as outlined in Schedules A through L, attached to and forming part of this Bylaw;

Type of Good or Service by Category	Fees and Charges Schedule	Page No.
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Alcohol, Liquor, and Cannabis Licensing	B	6
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4. Council may, by policy, establish exemptions from fees or services based on established criteria. Such exemptions will not apply to commercial or industrial endeavours.
5. Applicable taxes will be added to each good or service.
6. Wherever this Bylaw sets out fees and charges with respect to other City bylaws and such other Bylaws contain similar fees and charges, this Bylaw is deemed to prevail.
7. "Fees and Charges Bylaw No. 2090, 2010" and all amendments thereto are hereby repealed.

PASSED FIRST READING November 16, 2020.

PASSED SECOND READING November 16, 2020.

PASSED THIRD READING November 16, 2020.

ADOPTED December 7, 2020.

Monika Schitteck,
A/Director of Corporate Services

Michelle Staples,
Mayor

Schedule A – Administrative Services

A.	<u>BUSKER APPLICATION FEE</u>	
	1. New	\$15.00 each
	2. Replacement Copy	\$5.00 each
B.	<u>CERTIFICATE OF TITLE COPY</u>	\$20.00 each
C.	<u>CITY PINS</u> [in accordance with City Policy]	
	1. Lapel Pins	At cost +10% processing fee + shipping
D.	<u>CITY FLAGS</u>	At cost + 10% processing fee + shipping
E.	<u>CIVIC ADDRESS CHANGE REQUEST</u> [where possible]	\$350.00
F.	<u>CERTIFICATION BY COMMISSIONER FOR TAKING AFFIDAVITS</u>	\$10.00 each
G.	<u>COVENANT INFORMATION VIA BC ONLINE</u>	\$15.00
H.	<u>COVENANT INFORMATION VIA REGISTRY SERVICES</u>	Actual Cost
I.	<u>DOCUMENTS, RECORDS, AND INFORMATION REQUESTS</u>	
	Fees for locating, producing, preparing, and copying records and information will be charged in accordance with the Schedule of Maximum Fees in the <i>Freedom of Information and Protection of Privacy Act</i> .	
J.	<u>FREEDOM OF INFORMATION APPLICATIONS</u>	
	1. General	\$10.00
	2. Personal	No Charge
K.	<u>LIST OF ELECTORS</u> [Council candidates only]	
	1. First Copy	No Charge
	2. Second and subsequent copies	\$10.00
L.	<u>PROPERTY LISTING OF OUTSTANDING TAXES FOR MORTGAGE COMPANIES (CHARGED TO FINANCIAL INSTITUTIONS)</u>	\$2.00 Per Folio Min charge \$20.00
M.	<u>PROPERTY TAX AND UTILITY DEMAND (ANNUAL AND STATEMENTS) NOTICES</u>	
	1. Owner or Authorized Agent – Current Year	No Charge
	2. Owner or Authorized Agent – Each Previous Year	\$15.00
N.	<u>PROPERTY TAX INFORMATION CERTIFICATE</u>	
	1. Owner or Authorized Agent - Current Year	No charge
	2. Owner or Authorized Agent – Each Previous Year	\$15.00

O.	<u>RESTRICTIVE COVENANT PROCESSING IN FAVOUR OF THE CITY OF DUNCAN</u>	Actual Cost	
P.	<u>TENDER DOCUMENTS AND REQUEST FOR PROPOSAL (RFP) DOCUMENTS</u>		
	1. RFP		
	i. Each Set – Projected Cost <\$150,000	\$50.00	
	ii. Each Set – Projected Cost >\$150,000	\$100.00	
	2. Tender Documents		
	i. Each Set – Projected Cost <\$150,000	\$50.00	
	ii. Each Set – Projected Cost >\$150,000	\$100.00	
S.	<u>TELECOMMUNICATIONS ANTENNA APPLICATION FEE STRUCTURE</u>	\$500.00	3212.03

T. NUISANCE ABATEMENT FEES [Costs Recoverable]**City Personnel**

The actual cost of wages and benefits, plus a 10% administration fee, will be charged for time spent on dealing with the abatement of a nuisance.

RCMP Personnel

The following rate, plus a 10% administration fee, will be charged for every 15 minutes spent on dealing with the abatement of a nuisance:

Flat Rate	28.25
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Other Labour Costs

The actual cost, plus a 10% administration fee, will be charged for contract work dealing with the abatement of a nuisance:

Contractor	Cost, plus 10%
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The following rates, plus a 10% administration fee, will be charged for every 15 minutes of equipment use dealing with the abatement of a nuisance:

EQUIPMENT	
City Car	Per Fleet Rate
City Truck – Light	Per Fleet Rate
City Truck – Service	Per Fleet Rate
City Vehicle – Other	Per Fleet Rate
Fire Truck- Rescue*	\$110.00
Fire Truck – Structure Pumper/Engine*	\$159.50
Fire Truck – Aerial*	\$221.25
Fire Truck – Water Tender*	\$98.75
Fire Truck – Wildland Engine*	\$85.50
Fire Truck – Mobile Command*	\$113.75
Fire Truck – Other (Utility)*	\$113.75
Other Equipment Costs	Actual Cost
Materials	Actual Cost

*Fire equipment charges include associated staff time.

U. REFUNDS AND BILLING

If an error or omission in billing is identified, the City will charge or refund only for the current and immediately preceding calendar year. In extraordinary situations, Council may review the charges on an individual basis.

Schedule B - Alcohol, Liquor, and Cannabis

A. LIQUOR LICENCE REVIEW

- | | |
|--|-------------------------|
| 1. New Liquor Licence Application | \$300.00 |
| 2. Amendment to an existing Liquor Licence Application | \$300.00 |
| 3. Inspection | \$100.00 per inspection |
| 4. Costs associated with the public input process, conducted in accordance with Council Policy, for any new or amendment liquor licence application will be paid by applicant at cost. | At Cost |

3212.07

B. CANNABIS LICENCE REVIEW

- | | |
|--|-------------------------|
| 1. New Cannabis Licence Application | \$300.00 |
| 2. Amendment to an existing Cannabis Licence Application | \$300.00 |
| 3. Inspection | \$100.00 per inspection |
| 4. Costs associated with the public input process, conducted in accordance with Council Policy, for any new or amendment cannabis licence application will be paid by applicant at cost. | At Cost |

Schedule C – Animal Control

A. LICENSING OF DOGS

Description*	Paid by January 31 st	Paid After January 31 st
Neutered or spayed dog (owner to sign a declaration)	\$35.00	\$45.00
Unaltered adult dog	\$60.00	\$75.00
Dog deemed aggressive or dangerous	\$215.00	\$355.00
Dog deemed aggressive where owner has provided proof of successful completion of Canadian Kennel Club's Canine Good Neighbour Program	\$90.00	\$95.00
Replacement licence (tag), or a dog that attains the age of 4 months during a calendar year, or a dog that has been duly licensed in another municipality	\$6.00	\$6.00

* Dog licensing fees do not apply to Guide Animals, with a valid certification under the *Guide Animal Act*, or Police Service Dogs.

B. SEIZURE AND IMPOUNDMENT OF ANIMALS

Description	1 st Offence	2 nd Offence	3 rd Offence
Seizure and impoundment fee for any <u>licensed dog</u> other than an aggressive or dangerous dog	\$50.00	\$75.00	\$100.00
Seizure and impoundment fee for any <u>unlicensed dog</u> other than an aggressive or dangerous dog	\$100.00	\$150.00	\$200.00
Seizure and impoundment fee for an <u>aggressive or dangerous dog</u>	\$250.00	\$500.00	\$1,000.00
Seizure and impoundment fee for a <u>dog at large</u> harassing or molesting a person or persons	\$250.00	\$500.00	\$1,000.00
Seizure and impoundment fee for an <u>aggressive or dangerous dog at large</u> harassing or molesting a person or persons	\$500.00	\$1,000.00	\$2,000.00
Seizure and impoundment fee for a spayed or neutered cat	\$25.00		
Seizure and impoundment fee for an unaltered cat (Upon proof of sterilization within 30 days of the impoundment date, the owner will be refunded \$75.00)	\$100.00		
Seizure and impoundment fee for any animal other than a cat or dog	Actual Cost		
AND			
Per Diem boarding or maintenance charge for providing food, water, shelter, and care (for each 24 hour period or portion thereof for any animal other than a cat)	\$15.00	\$15.00	\$15.00
Per Diem boarding or maintenance charge for providing food, water, shelter, and care (for each 24 hour period or portion thereof for a cat	\$10.00	\$10.00	\$10.00
AND			
The applicable licence fee (if it has not been paid) OR Where licence fee has been paid for, but the licence tag is not attached to the dog (plus payment for a licence tag replacement if required)	\$15.00	\$15.00	\$15.00
AND			
Charge for any assistance employed to seize and impound any animal	Actual Cost	Actual Cost	Actual Cost

Schedule D – Business Licensing

A.	<u>BUSINESS LICENCES</u>	Fee If Paid Prior to March 1 each year	Fee If Paid After February 29 each year (including penalty*)	Fee for new Business Licences issued after July 1
	1. From every business operated from a premise in a commercially zoned property in the City, an annual fee of	\$100.00	\$125.00	\$50.00
	2. From every other business operated from a property within the City of Duncan, an annual fee of	\$100.00	\$125.00	\$50.00
	3. From every business operated from a property outside of the City, an annual fee of	\$100.00	\$125.00	\$50.00
	4. From every person who exhibits a public circus or carnival, for each day of operation, a fee of	\$160.00	\$160.00	\$160.00
	5. From every non-profit organization with non-profit status operating a business within the City of Duncan, an annual fee of	\$1.00	\$1.00	\$1.00
	6. From every mobile business wishing to obtain an Inter-Community Business Licence	\$170.00	\$170.00	\$85.00
	7. From every mobile food vending business operated from privately owned property within the City of Duncan, an annual fee of	\$200.00	\$200.00	\$100.00
	8. From every mobile food vending business operated from City owned property within the City of Duncan, an annual fee of	\$500.00	\$500.00	\$250.00

*Penalty remains payable if business licence is closed for non-payment and re-opened within the current calendar year.

3212.12

B. **OTHER BUSINESS LICENCE RELATED FEES**

- | | |
|------------------------------------|--------------|
| 1. Reprint | \$5.00 each |
| 2. Business Licence Listing Report | \$40.00 each |
| - PDF emailed | \$15.00 each |

3. Application to change business location \$50.00

3212.03

Schedule E – Development Services

A. AFTER HOURS PERMIT INSPECTION

For a required permit inspection requested to be done at cost after the hours during which the offices of the City of Duncan are normally open, an inspection charge shall be payable “at cost”, including any traveling time and any administrative costs associated with the inspection.

3213.13

B. DEVELOPER’S DEPOSITS

1. Cheque fee (each drawdown or final refund)
 - i. First cheque issued only No Charge
 - ii. 2nd and subsequent cheques issued (other than final holdback payments) \$75.00 per cheque
2. Interest paid on deposits Prime minus 2.5% to a minimum of .25%

C. LAND USE ALTERATION FEES AND NOTICES

1. Official Community Plan Bylaw Amendment **
\$3,000.00
\$1,100.00 will be refunded if Council decides not consider the application any further by giving public notice
2. Rezoning **
\$3,000.00
\$1,100.00 will be refunded if Council decides not consider the application any further by giving public notice
3. Official Community Plan Bylaw Amendment and Zoning Bylaw Amendment **
\$3,000.00
\$1,100.00 will be refunded if Council decides not consider the application any further by giving public notice
4. Development Variance Permit **
\$1,000.00
5. Development Permits (DP) – Industrial and Commercial
 - i. Cosmetic Improvement (Minor DP) \$50.00
 - ii. Penalty Fee for not securing a Development Permit for Cosmetic Improvements \$100.00

3212.05

3212.05

3212.05

iii. Major DP Improvements under \$50,000 **	\$500.00	
iv. Major DP Improvements over \$50,000 **	\$1,000.00	
6. Development Permits – Residential **		
i. 4 or less units	\$500.00	
ii. 5 or more units	\$1,000.00	
7. Development Permit Amendments		
i. To amend a minor Development Permit	\$50.00	
ii. To amend a major Development Permit	\$100.00	
8. Development Permit – Environmental/Hazard Area	\$600.00	3212.05
9. Heritage Alteration Permits***	\$400.00	
10. Temporary Commercial or Industrial Use Permit	\$2,500.00	3212.05
i. To obtain a Temporary Use Permit for a commercial or industrial purpose	\$1,100 will be refunded if Council decides not to consider the application any further by giving public notice	
ii. To obtain a Temporary Use Permit for emergency or extreme weather response shelter	\$250.00	
iii. To obtain an amendment to an existing Temporary Use Permit for a commercial or industrial purpose where public notice is not required	\$650.00	
iv. To obtain an amendment to or renewal of an existing Temporary Use Permit for a commercial or industrial purpose where public notice is required	\$1,750.00 \$1,100.00 will be refunded if Council decides not consider the application any further by giving public notice	3212.05
11. Board of Variance	\$1,000.00	

** Fees will be reimbursed for LEED, built green or living building challenge certified developments.

***The Heritage Alteration Permit fee will be waived for applications to repair or maintain a feature on a designated heritage building.

D. MISCELLANEOUS INSPECTIONS

1. Sewer lines on private property	\$50.00
2. Sprinkler systems	\$ 2.00/head
3. Waterlines on private property	\$50.00
4. Wood burning Appliances (new installations)	\$50.00
5. Callback Inspection	\$50.00
6. Grease Interceptors in Non-Compliance	\$100.00
7. Secondary Suite Inspection Fee	\$100.00

E. PLAN REVIEW FEE **

1. Plan review fees (per submission):
 - i. Up to \$25,000.00 of value* \$50.00
 - ii. Over \$25,000.00 and up to \$50,000.00* \$100.00
 - iii. Over \$50,000.00 and up to \$100,000.00* \$200.00
 - iv. Over \$100,000.00* \$200.00
- *Based on a total construction value plus \$1.25/\$1,000 in value OVER \$100,000
2. Code equivalency reviews \$200.00/ equivalency
3. Non-Active file review \$50.00
per hour or portion thereof
4. Copies of Occupancy Permits \$50.00

**A 90% reduction in the plan review fee will be credited to the building permit fee for those aspects of the permit certified by registered professional engineer or architect.

**The plan review fee will be waived for building permit applications for detached secondary suites where an owner or applicant is using the City's pre-approved template building permit plans, provided there are no alterations to the plans.

F. PERMIT FEES – BUILDING**

1. Minimum charge \$50.00
2. Value up to \$100,000. \$8/\$1,000 value
3. Value over \$100,000. \$800.00 plus \$5.00/ \$1,000.
over \$100,000.
4. Construction without obtaining a permit Double the Building Permit Fee
5. Damage deposit where applicable \$1,150.00, including a non-refundable damage inspection fee of \$150.00

** The Building Department may require the applicant, at their own expense, to provide a professionally prepared appraisal of the value of the construction prior to issuing a permit.

** The building permit fee will be waived for building permit applications for detached secondary suites where an owner or applicant is using the City's pre-approved template building permit plans, provided there are no alterations to the plans.

G. PERMIT FEES – OTHER

1. Demolition of building \$100.00
2. Permit to move building
 - i. Move building onto another site within Duncan \$100.00
 - ii. Move building from a site within Duncan to another jurisdiction \$50.00

iii. Move building through the City of Duncan	\$25.00
iv. Damage deposit to accompany permit to move a building onto another site within Duncan (plans, permit and fees to apply – contact the Building Inspector. Must apply for a water utility turn-off – contact the Director of Public Works)	\$1,150.00, including a non-refundable damage inspection fee of \$150.00
3. Demolition of or moving a building without obtaining a permit	\$200.00
4. Callback Inspection	\$50.00

H. PERMIT FEES – PLUMBING

For the purpose of this bylaw, a fixture (as applying to plumbing systems) means a receptacle, appliance, apparatus or other device that discharges sewage or clear water waste and includes a floor drain.

1. Per Fixture	\$12.00
2. Minimum Fee	\$24.00
3. Callback Inspection	\$50.00

I. REMOVAL OF NOTICE ON TITLE

\$300.00 per title

3212.05

1. Temporary Sign Permit (to erect a banner or special event sign)	\$25.00
2. Sign Permit (to erect a permanent permitted sign)	\$50.00
3. Development Permit Fee (to erect permanent permitted signs)	\$50.00
4. Plus the following:	
i. Processing fee for each sign involving structural design	\$50.00
ii. Processing fee for each illuminated sign	
iii. Processing fee for each sign requiring an encroachment agreement	\$50.00

J. SUBDIVISION

3212.07

1. Preliminary Subdivision Review Application	\$750.00 plus \$250.00 per lot or phase in the case of a phased strata plan
2. Preliminary Subdivision Review Extension or Amendment	\$500.00
3. Subdivision Final Approval Application	\$500.00
4. Strata Title Conversion	\$750.00 plus \$250.00 per lot

K. LICENCE OF OCCUPATION/LEASE AGREEMENT

3212.09

1. Application Fee*

\$150.00

* Application fee will be waived for applications for disposition of land or improvements for less than market value.

Schedule F – Financial Services

A. ACCOUNTS RECEIVABLE INTEREST

1. General Accounts Receivable outstanding on the 25th day of the month following the billing date 1.5% per month additional charge shall be added to the account unless a different penalty is specified in a bylaw pertaining to the service provided. 1.5%

B. ACCOUNTS UNPAID AND SENT TO A COLLECTION AGENCY

1. Any unpaid accounts turned over to a Collection Agency will have added an additional charge of 35% [over and above the amount of the debt outstanding].
2. Any unpaid Parking Tickets or tickets issued under the Municipal Ticketing Information system turned over to a Collection Agency will have added an additional charge of 35% [over and above the amount of the debt outstanding].

C. INVOICING AND REFUND CHARGE

1. Invoice for items costing less than \$20 not paid for at the time of purchase \$20.00
2. Issue refund cheque for overpayment of account \$20.00
3. Alternate Invoice Allocation set-up fee per water utility account \$25.00

D. NON-SUFFICIENT FUNDS (NSF) CHEQUES AND RETURNED CHEQUES

1. N.S.F. Cheque (per cheque fee) or pre authorized payment \$25.00
2. Cheque or pre authorized payment returned for any other reason \$25.00
3. Fee for placing a stop payment order and replacing the cheque (per cheque fee) \$25.00

Schedule G – Fire Services

A.	<u>CONTAMINATION AND REPLACEMENT OF EQUIPMENT, AND RESOURCE COSTS, AS A RESULT OF ATTENDANCE TO HAZARDOUS MATERIALS INCIDENTS</u>	At cost	
B.	<u>CONTAMINATED OR HAZARDOUS MATERIAL OR DANGEROUS GOODS CLEAN-UP OR SAFE DISPOSAL</u>	At Cost	
C.	<u>CONTROLLED SUBSTANCES INCIDENT RESPONSE</u>	\$120.00 per hour, one hour minimum	
D.	<u>DAMAGE, DESTRUCTION, OR DEMOLITION OF ANY BUILDING, PART OF A BUILDING, STRUCTURE, EQUIPMENT, OR OTHER PRIVATE PROPERTY</u>	At cost for equipment and staffing plus any out-of-pocket expenses incurred by the City to complete the work.	3212.05
E.	<u>POST-INCIDENT FIRE WATCH</u>	At cost for equipment and staffing plus any out-of-pocket expenses incurred by the City to complete the work.	
F.	<u>SECURING FIRE DAMAGED BUILDING</u>	At cost for equipment and staffing plus any out-of-pocket expenses incurred by the City to complete the work.	
G.	<u>FIRE SUPPRESSION OR ASSISTANCE RESPONSE ACTIVITY AS A RESULT OF A VIOLATION OF DUNCAN FIRE DEPARTMENT AND FIRE SERVICES BYLAW</u>	At cost for equipment and staffing plus any out-of-pocket expenses incurred by the City to complete the work.	
H.	<u>FIRE SUPPRESSION WHERE FIRE IS WILLFULLY SET</u>	At cost for equipment and staffing plus any out-of-pocket expenses incurred by the City to complete the work.	
I.	<u>SPECIALIZED EQUIPMENT REQUESTED BY THE FIRE DEPARTMENT</u>	At cost for equipment	
J.	<u>SECURING VACANT PROPERTY</u>	At cost for equipment and staffing plus any out-of-pocket expenses incurred by the City to complete the work.	
K.	<u>FIRE INVESTIGATION</u>		
	1. First four (4) hours of investigation	No Charge	
	2. Every subsequent hour or part thereof to a maximum of 10 additional hours of investigation	\$120.00 per hour	

3213.13

L. FIREWORKS PERMITS

1. Non-Profit

No Charge

2. Other

\$25.00

M. FIRE INSPECTIONS

\$110 at request of owner
or for second re-inspection and
for each
subsequent re-inspection.

3212.05

3212.03

N. FALSE ALARM CHARGE (Per Calendar Year)

1. First false alarm received

no charge, but a warning letter
is sent

2. Second False Alarm

\$250.00

3. Third and subsequent false alarms

\$500.00 each

3212.07

Schedule H – Parks and Public Areas

A. **FIELD USE FEES:** [In accordance with Council Policy]

- | | | |
|---|----------|---------|
| 1. Hourly fee for McAdam or Rotary Park Field | \$10.00 | |
| 2. Hourly fee for McAdam Practice Field | \$2.00 | |
| 3. Damage Deposit | \$300.00 | |
| 4. Clean up fee – to be deducted from the deposit if janitorial services or other clean up services are required after the tournament | At cost | 3212.03 |

3213.13

B. **SPECIAL EVENT PERMIT APPLICATION FEES** [In accordance with Council Policy]:

- | | | |
|--|---|---------|
| 1. All Other Applicants | \$50.00 | |
| 2. Non-Profit Society Applicants** | No Charge | |
| 3. Damage Deposit | \$300.00 | |
| 4. Clean up fee – to be deducted from the deposit if janitorial services or other clean up services are required | At cost | 3212.03 |
| 5. Applicants for field use | Section A of this Schedule also applies | |

Schedule I – Public Works

A. ACCESS PERMIT APPLICATION (DRIVEWAY)

- | | | |
|-----|----------------|------------|
| i. | Application | \$50.00 |
| ii. | Damage Deposit | \$1,000.00 |

B. CITY PROPERTY

1. Application to Work on or Within City Streets, Sidewalks, Rights-of-way and Property

- | | | |
|------|--|---|
| i. | Application | \$50.00 |
| ii. | Permit for placement of large waste container for building/renovation purposes | \$10.00/day |
| iii. | Damage Deposit | To be set by the Director of Public Works |

2. Parade Permit

- | | | | |
|------|-------------------------------|-----------|---------|
| i. | Non-Profit Society Applicants | No Charge | 3212.07 |
| ii. | All Other Applicants | \$50.00 | |
| iii. | Damage Deposit | \$300.00 | |

All parade permit applications must include evidence of a minimum of \$5 million liability insurance coverage naming the City of Duncan as an “additional insured” party.

3212.07

C. CURB CUTS

3212.09

- | | | |
|----|---|----------------------------|
| 1. | Pre-service connection application fee (may be combined with other pre-service connection application fees) | \$550.00 |
| 2. | For the installation, relocation, widening of a driveway or sidewalk and for the associated surrounding work, shall be charged on the basis of the actual cost of the work necessary including but not limited to all pavement, sidewalk cut/replacement, and boulevard work with an initial deposit of 125% of the cost of the work as estimated by the Director of Public Works, with any excess amount billed at the time the work is complete, or any surplus fees refunded upon reconciliation of the account. | At actual cost of the work |

D. TREE CUTTING OR REMOVAL

- | | | |
|----|--|---------|
| 1. | Tree Cutting or Removal Application Fee for a Permit to cut or remove a protected tree | \$50.00 |
|----|--|---------|

3212.03

~~Note: permit fee is waived for one (1) protected tree, per parcel, during a 12-month period—~~

Note: permit fee is waived for cutting or removing a Hazard

Tree

2. Tree Cutting or Removal Application Fee for a permit to cut a Significant Tree \$100.00
3. Tree Cutting/Removal Permit Amendment Fee \$25.00
4. Replacement Tree \$500.00

Note: To cover the costs of purchasing, planting and one year's maintenance of a tree on land owned by the City

E. WORKS AND SERVICES FEES

3212.03

Estimated Cost of Works and Services	Fee
\$100,000 and less	6% of estimated cost
\$100,001 to \$200,000	\$6,000 + 4.5% of estimated cost above \$100,000
\$200,001 to \$300,000	\$10,500 + 4% of estimated cost above \$200,000
\$300,001 to \$500,000	\$14,500 + 3.5% of estimated cost above \$300,000
Over \$500,000	\$21,500 + 2.5% of estimated cost above \$500,000

3212.02

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3212.09

Schedule J - Utilities

3212.12

A. GARBAGE, RECYCLING, ORGANICS COLLECTION

Property Use

1. Base Residential Unit (including garbage, recyclable materials, and co-mingled organic waste)

- | | |
|------------------------------------|-----------|
| i. First Unit/per annum | \$ 213.61 |
| ii. Each Additional Unit/per annum | \$ 186.22 |
| iii. Additional Can/per pickup | \$ 5.00 |

2. Base Commercial Premises, if approved by the Director of Public Works and Engineering (including garbage, recyclable materials, and co-mingled organic waste)

- | | |
|------------------------------------|-----------|
| i. First Unit/per annum | \$ 222.22 |
| ii. Each Additional Unit/per annum | \$ 194.04 |
| iii. Additional Can/per pickup | \$ 5.00 |

3. Additional Carts (added to Base Residential Unit or Base Commercial Premises)

- | | |
|--------------------------------|---------|
| i. Garbage Cart/per annum* | \$72.05 |
| ii. Organics Cart/per annum* | \$99.75 |
| iii. Recycling Cart/per annum* | \$41.82 |
| iv. Application Fee | \$20.00 |

*prorated to half year charge if purchased from July to December

4. Replacement Carts

- | | |
|---|---------|
| i. Replacement Cart and Lid, delivered to property (for garbage, recyclable materials, or co-mingled organic waste) | \$75.00 |
| ii. Replacement Lid, including installation (for garbage, recyclable materials, or co-mingled organic waste) | \$25.00 |
| iii. Application Fee | \$20.00 |

B. SEWER CONNECTION

1. Applications for any sewer service to any land inside or outside the City of Duncan shall:

- i. be subject to an initial application fee in accordance with this bylaw;
- ii. be evaluated by the Director of Public Works based on its potential effect on the system capacity.

2. Applications for any sewer service to any land outside of the City shall be subject to a Capital Cost Contribution charge to compensate the City for use of existing capacity and to contribute to providing, constructing, altering, or expanding the Sewer system to service, directly or indirectly, the development (the capital cost contribution may be waived if the applicant is required to provide system upgrades that provide a benefit to the overall Sewer system).

3. The following fees are payable in respect of any sewer services or other charges:

- | | |
|---|---------------------|
| i. Initial per-service connection application fee (may be combined with other pre-service connection application fees). | \$550.00 |
| ii. Sewer capacity study | \$1,200.00 |
| iii. Connection fees. All sizes of connections shall be charged on the basis of the actual cost of the work necessary including but not limited to all pavement, sidewalk cut/replacement, and boulevard work, with an initial deposit of 125% of the cost of the work as estimated by the Director of Public Works, with any excess amount billed at the time the work is complete, or any surplus fees refunded upon reconciliation of the account. | Actual cost of work |

4. Industrial Wastewater

In addition to the user fees payable under Section C, subsection 5, if the volume of industrial wastewater discharged from any premises exceeds 300 m³ in any 30 day period, an additional user charge of \$.020 per cubic metre in excess of 300 m³ shall be payable to the City.

5. Out of Area Capital Cost Contribution

- | | |
|---|------------|
| i. Single Family Residence; suite; ½ strata duplex; mobile home (1 dwelling unit) | \$1,500.00 |
| ii. Multiple Dwelling Units (per dwelling unit fee for buildings with 3 or more dwelling units) \$1,095.00. | \$1,095.00 |
| iii. Commercial developments (per square metre) | \$7.13 |
| iv. Other Development types | See (1) |
| (1) <u>Minimum Daily Sewage flow rate X \$1,500</u>
1,178 Lpd per residence | |

6. Out of Area Transmission Fees

	2025	2026
The out of area transmission fee is applicable to Cowichan Tribes sewer serviced lands where Cowichan Tribes Joint Utilities Board sewer units have been used and sewage is simply transmitted through the City's collection system.		
Out of Area Transmission Fee – Single Family Residence	\$293.53	\$333.45

Out of Area Transmission Fee – Multiple Family Dwelling Unit	\$231.25	\$262.70
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C. SEWER RENT – ANNUAL FEE

Each owner and occupier of real property who makes use of the Sanitary Sewer System in any year for which metered sewer rates do not apply.

The service of sewer to every sub-tenant of an apartment building, office building, or store, shall be deemed to be a separate service and shall be subject to all charges in accordance with this bylaw.

Property Use	2025	2026
1. Single Family Residence, ½ strata duplex, mobile home (1 dwelling unit)	\$497.65	\$565.33
2. Duplex (if on one registered title)	\$944.64	\$1073.11
3. Single Family Residence with one accessory dwelling unit (suite)	\$964.49	\$1095.66
4. Multiple Family Dwelling Unit, Apartment Unit	\$391.96	\$445.27
5. Commercial and Institutional Premises including Churches and Public Halls (where not otherwise specified)		
i. for first two plumbing fixtures	\$360.15	\$409.13
ii. for each additional fixture	\$61.36	\$69.70
6. Laundry & Dry Cleaners		
i. for first 10 washers	\$2,473.19	\$2,809.54
ii. for each additional washer	\$127.31	\$144.63
7. Restaurant	\$1,316.93	\$1,496.03
8. Clubs Where Liquid Refreshments are served	\$1,283.57	\$1,458.14
9. Boarding House		
i. having 10 rooms or less	\$781.06	\$887.29
ii. for each additional room	\$61.36	\$69.70
10. Hotel & Motel – For Each Bedroom (self-contained)	\$180.35	\$204.88
11. Schools – Per Room	\$602.99	\$684.99
12. Hospitals – Per Bed	\$331.20	\$376.24
13. Carwash – Per Bay	\$1,316.57	\$1,495.62

D. SEWER RATES – METERED

SEWER RATES OUTSIDE CITY BOUNDARIES

Each owner and occupier of real property connected to the Sanitary Sewer System that is on metered water billing and redeveloped or newly connected to the Sanitary Sewer System on, or after, January 1, 2020.

Based on 80% of metered water consumption

	Each Four-Month Period	
	2025	2026
1. All uses except Multi-Family	\$20.64	\$23.45
i. For every 11 cubic metres (400 cubic feet) or part thereof		
ii. Minimum charge	\$140.42	\$159.52
2. Multi-Family	\$20.64	\$23.45
i. For every 11 cubic metres (400 cubic feet) or part thereof		
ii. Minimum charge (per unit)	\$87.68	\$99.60

SEWER RATES INSIDE CITY BOUNDARIES

Each owner and occupier of real property connected to the Sanitary Sewer System that is on metered water billing and who was billed on metered sewer on, or before, December 31, 2019 as well as any property that is on metered water and redeveloped or newly connected to the Sanitary Sewer System on, or after, January 1, 2020.

Based on 80% of metered water consumption

	Each Four-Month Period	
	2025	2026
3. All uses except Multi-Family		
i. For every 11 cubic metres (400 cubic feet) or part thereof	\$20.64	\$23.45
ii. Minimum charge	\$140.42	\$159.52
4. Multi-Family		
i. For every 11 cubic metres (400 cubic feet) or part thereof	\$20.64	\$23.45
ii. Minimum charge (per unit)	\$87.68	\$99.60

A late payment penalty of 5% will be added to all metered fees set out in this schedule, which are not paid prior to three months from the end of the billing period.

If the penalty date falls on a weekend or Statutory Holiday, the penalty date will be the last business day prior.

E. STORM DRAIN CONNECTION FEES

- | | |
|--|----------|
| I. Pre-service connection application fee (may be combined with other pre-service connection application fees) | \$550.00 |
|--|----------|

- I. Connection fees. All sizes of connections shall be charged on the basis of the actual cost of the work necessary including but not limited to all pavement, sidewalk cut/replacement, and boulevard work, with an initial deposit of 125% of the cost of the work as estimated by the Director of Public Works, with any excess amount billed at the time the work is complete, or any surplus fees refunded upon reconciliation of the account.

Actual cost of
work

F. WATERWORKS

1. WATER RATES INSIDE CITY BOUNDARIES

Each property inside the city boundaries connected to the water system and not on a metered rate.

The service of water to every sub-tenant of an apartment building, office building, or store, shall be deemed to be a separate service and shall be subject to all charges in accordance with this bylaw.

For Each Six-Month Period

Category	2025	2026
i. Single Family Residence; ½ strata duplex; mobile home (1 dwelling unit)	\$ 143.27	\$158.89
ii. Duplex (if on one registered title)	\$ 271.03	\$300.58
iii. Single Family Residence with one accessory dwelling unit (suite)	\$ 271.03	\$ 300.58
iv. Multiple Dwelling Units (buildings with 3 or more dwelling units) per unit	\$ 108.55	\$ 120.39
v. Commercial Premises (where not otherwise specified) For 1 st Two Fixtures	\$ 102.54	\$ 113.72
For Each Additional Fixture	\$ 20.35	\$ 22.57
vi. Laundry & Dry Cleaners For the First 10 Washers	\$ 702.97	\$ 779.60
For Each Additional Washer	\$ 42.37	\$ 46.99
vii. Restaurant	\$ 373.58	\$414.30
viii. Clubs & Lounges Where Liquid Refreshments are Served	\$ 367.14	\$407.16
ix. Rooming House Having 10 Rooms or Less	\$ 222.93	\$ 247.23
For Each Additional Room	\$ 20.35	\$ 22.57
x. Hotel For Each Self-Contained Room	\$ 99.75	\$ 110.63
xi. Hydrants	\$ 49.51	\$ 54.90

2. WATER RATES OUTSIDE CITY BOUNDARIES

Each property in North Cowichan, Cowichan Valley Regional District and Cowichan Tribes connected to the water system and not on a metered rate.

The service of water to every sub-tenant of an apartment building, office building, or store, shall be deemed to be a separate service and shall be subject to all charges in accordance with this bylaw.

Category	For Each Six-Month Period	
	2025	2026
i. Single Family Residence; ½ strata duplex; mobile home (1 dwelling unit)	\$ 216.24	\$ 239.81
ii. Duplex (if on one registered title)	\$ 410.63	\$ 455.39
iii. Single Family Residence with one accessory dwelling unit (suite)	\$ 410.63	\$ 455.39
iv. Multiple Dwelling Units (buildings with 3 or more dwelling units) per unit	\$ 162.04	\$ 179.71
v. Commercial Premises (where not otherwise specified)		
For 1 st Two Fixtures	\$ 156.17	\$ 173.20
For Each Additional Fixture	\$ 28.81	\$ 31.95
vi. Laundry & Dry Cleaners		
For First 10 Washers	\$ 1,041.69	\$ 1,155.23
For Each Additional Washer	\$ 60.34	\$ 66.91
vii. Restaurant	\$ 560.10	\$ 621.15
viii. Clubs & Lounges Where Liquid Refreshments are Served	\$ 546.66	\$ 606.24
ix. Rooming House		
Having 10 Rooms or Less	\$ 333.71	\$ 370.09
For Each Additional Room	\$ 29.27	\$ 32.46
x. Hotel		
For Each Self-Contained Room	\$ 143.68	\$ 159.34
xi. Hydrants	\$ 68.98	\$ 76.50

3. PAY-PER-USE METERED WATER RATES INSIDE CITY BOUNDARIES

Each property inside the city boundaries connected to the water system with an active meter.

i. Meter Service Charge:

For each four-month period

Meter/Service Size

2025

2026

19 mm	\$28.59	\$32.82
25 mm	\$ 73.85	\$81.90
38 mm	\$147.70	\$163.80
50 mm	\$ 236.20	\$261.95
75 mm	\$ 295.38	\$327.58
100 mm	\$ 590.78	\$655.18
150 mm	\$ \$826.78	\$916.90
200 mm	\$1,181.58	\$1,310.37
ii. Plus, Water Consumption Charge:		
Per cubic metre for each metre consumed (1,000 litres = 1 cubic meter)	\$0.974	\$1.080
iii. Plus, Large Multiple Dwelling Charge	\$17.24	\$17.79
Per unit for each four-month period (applicable to residential buildings with 10 or more units converting to metered rates after December 31, 2019)		

4. PAY-PER-USE METERED WATER RATES OUTSIDE CITY BOUNDARIES			
Each property in North Cowichan and Cowichan Valley Regional District connected to the water system with an active meter.			
i. Meter Service Charge:			
For each four-month period			
Meter/Service Size	2025	2026	
19 mm	\$42.88	\$49.22	
25 mm	\$110.77	\$122.84	
38 mm	\$221.56	\$245.71	
50 mm	\$354.31	\$392.93	
75 mm	\$443.07	\$491.36	
100 mm	\$886.17	\$982.76	
150 mm	\$1,240.17	\$1,375.35	
200 mm	\$1,772.37	\$1,965.56	
ii. Plus, Water Consumption Charge:			
Per cubic metre for each metre consumed (1,000 litres = 1 cubic meter)	\$1.460	\$1.619	
iii. Plus, Large Multiple Dwelling Charge			
Per unit for each four-month period	\$25.86	\$26.68	
(applicable to residential buildings with 10 or more units)			

5. ORIGINAL METERED WATER RATES OUTSIDE CITY BOUNDARIES

Each property in Cowichan Tribes connected to the water system with an active meter.

Category	For Each Four-Month Period	
	2025	2026
i. For the first 113 cubic metres or part thereof	\$ 144.23	\$ 159.95
ii. For every cubic metre between 114 and 567 cubic metres or part thereof	\$0.99	\$ 1.10
iii. For every cubic metre between 568 and 1133 cubic metres or part thereof	\$ 1.02	\$ 1.13
iv. For every cubic metre in excess of 1134 cubic metres or part thereof	\$ 1.06	\$ 1.17
v. Multi-Family Minimum (Per Unit)	\$ 58.21	\$ 64.56

A late payment penalty of 5% will be added to all fees set out in this schedule that are not paid prior to three months from the end of the billing period

If the penalty date falls on a weekend or Statutory Holiday, the penalty date will be the last business day prior.

6. OTHER WATER CHARGES INSIDE CITY BOUNDARIES

6.1 The following fees are payable in respect of any Waterworks services or other charges, within the City of Duncan:

Service Provided	Fee
i. Pre-service connection application fee	\$550.00
ii. Water Study/Fire Flow Analysis	\$1,200.00
iii. Connection fees: All sizes of connections will be charged on the basis of the actual cost of the work necessary including but not limited to all pavement, sidewalk cut/replacement, and boulevard work, with an initial deposit of 125% of the cost of the work as estimated by the Director of Public Works, with any excess amount billed at the time the work is complete, or any surplus fees refunded upon reconciliation of the account.	Actual cost of work
iv. Turn-on or turn-off fee - regular working hours: For each turn-on or turn-off of a service during regular working hours for purposes of water repairs.	No Charge
v. Turn-on or turn-off fee - regular working hours: For each turn-on or turn-off of a service during regular working hours for purposes of temporary disconnection of the water service.	\$50.00

vi.	Turn-on or turn-off fee – outside regular working hours: In the event a consumer requires a turn-on or turn-off other than during normal working hours the charge will be the actual cost incurred by the City to perform the work.	Actual cost of work
vii.	Non-circulating device permit	\$50.00
viii.	Water meter relocation	Actual cost of work
ix.	Basic water meter testing fee, or meter size confirmation fee, for 19mm meters	\$100.00
x.	Basic water meter testing fee, or meter size confirmation fee, for meters greater than 19mm	\$200.00
xi.	Non-Basic water meter testing fee, or meter size confirmation fee	Actual cost of work
xii.	Meter reading requested by owner (5 working days notice required)	\$60.00
xiii.	Hydrant Usage fees:	
	a. Non refundable application fee	\$50.00
	b. Set up fee	\$100.00
	c. Water consumption per day	\$25.00
	d. Backflow prevention device rental	\$50.00
xiv.	Billing Adjustment for Underground Leak	\$20.00
xv.	Service call to investigate the operational integrity of a water meter. This fee will be applied solely in cases where City staff determine that unauthorized operation or tampering by the property owner has occurred.	\$300.00

7 OTHER WATER CHARGES OUTSIDE CITY BOUNDARIES

7.1 The following fees are payable in respect of any Out of Area services or other charges:

	<u>Service Provided</u>	<u>Fee</u>
i.	Pre-service connection application fee (except for single-metered duplexes and small bare strata's subject to the Waterworks Regulation Bylaw)	\$550.00
ii.	Water Study/Fire Flow Analysis	\$1,200.00
iii.	Connection fees. All sizes of connections will be charged on the basis of the actual cost of the work necessary including but not limited to all pavement, sidewalk cut/replacement, and boulevard work, with an initial deposit of 125% of the cost of the work as estimated by the Director of Public Works, with any excess amount billed at the time the work is complete, or any surplus fees refunded upon reconciliation of the account.	Actual cost of work
iv.	Turn-on or turn-off –regular working hours – for each turn-on or turn-off of a service during regular working hours for purposes of water repairs	No Charge

v.	Turn-on or Turn-off fee – regular working hours – for each turn-on or turn-off of a service during regular working hours for purposes of temporary disconnection of the water service	\$50.00
vi.	Turn-on or Turn-off fee – outside regular working hours - in the event a consumer requires a turn-on or turn-off other than during normal working hours the charge will be the actual cost incurred by the City to perform the work.	Actual cost of work
vii.	Non-circulating device permit	\$50.00
viii.	Water meter relocation fee	Actual cost of work
ix.	Basic water meter testing fee or meter size confirmation fee, for 19mm meters	\$100.00
x.	Basic water meter testing fee, or meter size confirmation fee, for meters greater than 19mm	\$200.00
xi.	Non-Basic water meter testing fee, or meter size confirmation fee	Actual cost of work
xii.	Meter reading requested by owner (5 working days notice required)	\$60.00
xiii.	Hydrant usage fees:	
	a. Non-refundable application fee	\$50.00
	b. Set up fee	\$100.00
	c. Water consumption per day	\$25.00
	d. Backflow prevention device rental	\$50.00
xiv.	Billing Adjustment for Underground Leak	\$20.00
xv.	Service call to investigate the operational integrity of a water meter. This fee will be applied solely in cases where City staff determine that unauthorized operation or tampering by the property owner has occurred.	\$300.00

Out of Area Capital Cost Contribution

Fee

xvi.	Single Family Residence; suite; ½ strata duplex; mobile home (1 dwelling unit)	\$3,000.00
xvii.	Multiple Dwelling Units (per dwelling unit fee for buildings with 3 or more dwelling units)	\$2,366.00
xviii.	Commercial developments (per square metre)	\$9.02
xix.	Other Development types	
	(1) <u>Avg. daily water consumption rate</u> X \$3,000 935 Litre per day per residence	See (1)

8. MISC. WATER REGULATION FEES

i. Garden Irrigation Permit	\$25.00
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9. FEES, RATES AND CHARGES ON REAL PROPERTY

All fees, rates and charges set out in this Schedule unpaid on or before December 31 in any year, may be added to and form part of the taxes payable on the real property, as taxes in arrears.

10. FIRE HYDRANT FLOW TESTING REPORT

3213.13	1. Up to 2 hydrants	\$300.00
	2. Each additional hydrant after 2	\$100.00 each

11. <u>FIRE HYDRANT FLOW TESTING REPORT COPY</u>	\$10.00
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Schedule K – Streets and Parking

3212.09

A. PAY PARKING

<u>Pay Parking in Designated Lot or Spaces</u>		<u>Fee</u>
1. Spitter ticket	\$3.00	per day
2. One month paid parking permit	\$45.00	per month
3. Three month paid parking permit	\$126.00	\$42.00 per month
4. Six month paid parking permit	\$234.00	\$39.00 per month
5. Twelve month paid parking permit	\$432.00	\$36.00 per month

Pay Parking for Parking in Excess of the Posted Time Limit

1. Day-Use Parking Permit*	\$15.00	per day
2. Residential Parking Permit	\$45.00	per annum
3. Disabled Employee Parking Exemption Permit	\$45.00	per month

* Non-profit society applicants will not be charged for parking during approved Special Events in accordance with Council Policy.

3212.08

B. TOW AND IMPOUND FEES

<u>Item Impounded</u>		<u>Fee</u>
1. Vehicle	\$120 \$20	base fee per day or partial day impound fee
2. Human powered device (skateboards, roller skates, skis, inline skates, scooters, bicycles, etc.)	\$20	one-time

C. ELECTRIC VEHICLES (EV) FEES

	<u>Fee</u>
Consumption Charges at City EV Charging Stations	\$2.00 Per Hour

Schedule L – Filming

A. APPLICATION

<u>Application</u>		<u>Fee</u>
1. Film Application Processing Fee	\$150.00	Per Application, Non-Refundable
2. Film Application Amendment	\$25.00	Per Amendment

B. FACILITY USE

<u>Facility</u>		<u>Fee</u>
1. Use of City Hall outside	\$400.00	Per day
2. Use of City Hall inside, excluding front door	\$750.00	Per day
3. Use of a City Park	\$250.00	Per park Per day

C. CLOSURE

<u>Closure</u>		<u>Fee</u>
1. Street Closure	\$400.00**	Per day Per block or portion Plus parking stalls
2. City Square (includes Lois Lane)	\$700.00**	Per day
3. Parking Stall	\$10.00**	Per day Per stall up to and including 5 stalls
	\$15.00**	Per day Per stall over 5 stalls
4. Parking Lots*:		
i. Canada Ave. (1) - 2 hr free lot	\$800**	Per day
ii. Canada Ave. (2) - Paid lot	\$1,295**	Per day
iii. Kenneth St. (135 Kenneth St.)	\$365**	Per day
iv. Kenneth St. (134 & 148 Kenneth St.)	\$650**	Per day
v. Kenneth St. (40 Kenneth St.)	\$470**	Per day

*Parking lots prorate for half days

** Fees double for Friday, Saturday, and December closures.

D. STAFF FEES

<u>Staff</u>	<u>Fee</u>
City Staff	Actual cost per hour (per nuisance abatement fees in Schedule A)

E. OTHER FEES (in accordance with Council Policy)

	<u>Fee</u>
Damage and Fee Deposit (overruns, damage to City property, additional parking) – at discretion of the CAO	\$1,000 - \$10,000
Damage Deposit (for City Square)	\$500 - \$1,000
Public Works Deposit – to use staff for moving fixture(s)	\$1,000 - \$5,000