

City of Powell River



City of Powell River Fee Bylaw 2092, 2005

Adopted: November 22, 2005

Office Consolidation

This document is an office consolidation of City of Powell River Fee Bylaw No. 2092, 2005 with subsequent amendments adopted by the City of Powell River. All persons making use of this consolidation are advised that it has no Council sanction and amendments have been incorporated only for convenience of reference. For all purposes of interpretation and application, the original bylaws should be consulted. The City of Powell River will, in no event, be liable or responsible for damages of any kind arising out of the use of this Office Consolidation.

This is not the official version of City of Powell River Fee Bylaw No. 2092, 2005, as amended, nor is it admissible in a court of law. For such purposes, official certified copies of the original bylaws can be obtained from City Hall by contacting Administrative Services in advance at: legislativeassistant@powellriver.ca

LIST OF AMENDING BYLAWS

Bylaw Number	Adoption Date
Fee Bylaw 2092, 2005	November 8, 2005
Fee Bylaw Amendment 2335	June 20, 2013
Fee Bylaw Amendment 2349	August 29, 2017
Fee Bylaw Amendment 2487	September 7, 2017
Fee Bylaw Amendment 2531	August 16, 2018
Fee Bylaw Amendment 2533	November 15, 2018
Fee Bylaw Amendment 2556	April 4, 2019
Fee Bylaw Amendment 2582	September 5, 2019
Fee Bylaw Amendment 2599	April 9, 2020
Fee Bylaw Amendment 2605	May 21, 2020
Fee Bylaw Amendment 2610	July 2, 2020
Fee Bylaw Amendment 2623	November 19, 2020
Fee Bylaw Amendment 2635	December 3, 2020
Fee Bylaw Amendment 2666	September 9, 2021
Fee Bylaw Amendment 2701	July 21, 2022
Fee Bylaw Amendment 2773	February 6, 2025
Fee Bylaw Amendment 2788	February 19, 2026

CITY OF POWELL RIVER

BYLAW NO. 2092, 2005

A Bylaw to establish fees and charges for provision of certain services
by the City of Powell River

WHEREAS Council may by bylaw establish fees and charges for provision of certain services by the City of Powell River,

NOW THEREFORE the Council of the City of Powell River, in open meeting assembled, enacts as follows:

Short Title

1. This bylaw may be cited as "City of Powell River Fee Bylaw No. 2092, 2005".

Fees

2. Fees be charged for services as outlined in Schedules A, B, C, D, F and G^{AB2788} attached hereto and forming part of this bylaw.

Repeal

3. "The Corporation of the District of Powell River Fee Bylaw No. 1470, 1993" and its amendments are hereby repealed.
4. This bylaw shall come into full force and effect upon adoption.

READ A FIRST TIME on the 8th day of November, 2005.

READ A SECOND TIME on the 8th day of November, 2005.

READ A THIRD TIME on the 8th day of November, 2005.

ADOPTED on the 22nd day of November, 2005.

COPY

Stewart B. Alsgard, Mayor

COPY

Marie Claxton, City Clerk

Schedule A: PLANNING SERVICES DEPARTMENT

DEVELOPMENT

Development Permit Application or Heritage Alteration Permit Application Fees:

Natural Environmental Development Permit, only	\$ 100
Minor Development Permit	\$ 350
Major Development Permit	
First 100.0 m2 of gross interior and exterior construction area	\$ 900
for each additional 0.1 to 100 m2	\$ 100 to a maximum of \$5000 ¹
Administrative Amendment	\$ 200 ²
General Amendment	\$ 900 ³

Development Variance Permit Application Fees:

Low Density Residential Applications	\$ 500
All Non- Residential Applications (including Multi-Family Zones)	\$ 750

Board of Variance Application Fees:

Residential Applications (excluding multi-family)	\$ 500
All other Applications	\$ 750

Temporary Use Permit Application

\$ 1500⁴

Temporary Use Permit Renewal Application

\$ 1000⁵

Official Community Plan Bylaw Amendment Application

\$ 1500

Zoning Bylaw Amendment Application

\$ 1500

Simultaneous Official Community Plan/Zoning Bylaw Amendment Application

\$ 2500

Development-related Legal Agreement Fee (per review or discharge)

\$ 350

Legal Fees (other than those listed above)

100% cost recovery

Comfort Letter (per civic address)

\$ 100

Preliminary Works and Services Review

\$ 200

SUBDIVISION

Fee Simple or Bare Land Strata Application

\$ 550

Plus each additional lot created or affected

\$ 100

Strata Title Conversion Application (first two lots)

\$ 700

Plus each additional strata lot created

\$ 100

Fee Simple or Bare Land Strata Final Approval Application

\$ 200

Preliminary Layout Review (PLR) Time Extension or Amendment Application

\$ 200

Phased Strata Application

\$ 500

Phased Strata Development Final Approval or Revisions (per phase)

\$ 200

BYLAW AND COMMUNITY PLAN DOCUMENTS

Zoning Bylaw

\$ 50 with map

Official Community Plan Bylaw

\$ 50 with map

Full Colour Official Community Plan

\$ 75 with map

Zoning or Official Community Plan Map only

\$ 20

¹ Amendment Bylaw 2666

² Amendment Bylaw 2635

³ Amendment Bylaw 2635

⁴ Amendment Bylaw 2623

⁵ Amendment Bylaw 2623

CANNABIS RETAIL

Application for a new Licence or to amend an existing Licence \$ 2000⁶

LIQUOR PRIMARY, FOOD PRIMARY OR MANUFACTURER ENDORSEMENT

Liquor Primary, Food Primary, or Manufacturer Endorsement Application: Minor \$ 250⁷
 Liquor Primary, Food Primary, or Manufacturer Endorsement Application: Major \$ 400⁸
 Council Opt-In for new or amended Licence \$ 1600⁹

SIDEWALK PATIOS AND PARKLETS ANNUAL PERMIT AND OCCUPATION FEES

New or Amended Sidewalk Patio or Parklet Application Fee \$ 300
 Sidewalk Patio or Parklet Renewal Application Fee \$ 100
 Sidewalk Patio Occupation Fee (sidewalk area) \$ 35 per square metre
 Sidewalk Patio Occupation Fee (per parking space) \$ 500

COMPLEX PROCESSING SERVICES¹⁰

Complex processing services are those that require additional staff time to process. These services go beyond the scope of standard processing services associated with the application processes listed above.

The Director of Planning Services is responsible for ensuring that complex processing service requirements include terms of reference which outline detailed criteria and parameters for the services that are required.

A resolution of Council following a recommendation from the Director of Plannings Services is required before further work can proceed where complex processing services are required.

Complex processing services can be provided by the City via a cost recovery agreement, with costs to be paid by the proponent, in addition to the standard application fees where applicable.

When complex processing service requirements have been identified, the proponent will be advised by staff that services cannot be provided until a cost recovery agreement with the City is signed and a security deposit has been received.

Cost recovery agreements will endeavour to recover all costs of processing that exceed the standard costs of processing services.

The existence of a cost recovery agreement will not fetter Council’s discretion with respect to an application or request.

⁶ Amendment Bylaw 2605

⁷ Amendment Bylaw 2605

⁸ Amendment Bylaw 2605

⁹ Amendment Bylaw 2605

¹⁰ Amendment Bylaw 2701

Schedule B: SERVICE & PRODUCT CHARGES

SERVICE FEES

Extracting and reviewing information from records	\$40/hour or \$10.00 per ¼ hour ¹¹
Fax or email service (available for account holders only).....	\$1 per page/\$2 minimum
Shipping & Handling	\$5 per item/ \$5 minimum (to be adjusted as per Canada Post rate)

COPY FEES

Copy of document page (Engineering Plans & Department Documents)

Bond	8 ½" x 11" or 8 ½" x 14"	\$0.50
	11" x 17"	\$1
	1 square metre (sqm)	\$5 plus \$2 per sqm over 1 sqm

Coloured copies (inc. aerial photos)

Bond	8 ½" x 11" or 8 ½" x 14"	\$5
	11" x 17"	\$10
	1 sqm	\$30 plus \$12 per sqm over 1 sqm

Base Maps full set \$100

DIGITAL FILE FEES

Aerial Photographs

Digital photograph reproduction 10" x 10" (supplied by Delta).....	\$200
Tiff format (8 total for Municipality)	\$200 per CD

Files

Drawing interchange format (DXF).....	\$25 per file
AutoCad drawing format (DWG)	\$20 per file
Adobe PDFs	\$20 per file

Set of Base Maps / Utility Maps

Drawing interchange format (DXF).....	\$585 per file
AutoCad drawing format (DWG)	\$500 per file
Single utility base map (Autocad) or portion thereof.....	\$50

¹¹ Amendment Bylaw 2666

Schedule C: FINANCIAL SERVICES DEPARTMENT¹²

TAX NOTICES

A fee of \$10 shall be paid for each hard copy or electronic copy of any tax demand notice provided to a person or company in respect of a parcel of land.

TAX CERTIFICATES

A fee of \$22 shall be paid for each tax certificate provided in respect of a parcel of land, plus and additional fee of \$2 per page of tax certificate information that is faxed out of town .

FINANCIAL INFORMATION REPORTS

A fee of shall be paid for each paper copy of the financial information reports. The fee for these reports shall be paid before the copy is provided.

(a) Audited Annual Financial Statements	\$5
(b) Remuneration and Expenses Report	\$5
(c) Statement of Financial Information	\$5
(d) Annual Budget	\$5

CRIMINAL HISTORY CHECK FEES

Non-Volunteers \$30

Volunteers \$10

There is no fee charged for persons who provide proof of *indigence*

Indigence – a state of extreme poverty or destitution. The state of having little or no money and few or no material possessions.

DISHONoured CHEQUES:

A fee of \$25 shall be charged for each dishonoured cheque that a banking institution returns to the City of Powell River.

CREDIT CARD RECOVERY FEE

When a credit card is used to pay for property taxes, utilities, or a refundable deposit, a service fee covering the actual cost of the credit card processing will be added to the final transaction amount, net of all discounts and rebates. This fee will be assessed and charged to the payer in addition to the final transaction amount. Payment by credit card is not permitted for any single fee or charge exceeding \$50,000.

12 Amendment Bylaw 2773

Schedule D: ADMINISTRATION¹³

COUNCIL AND COMMITTEE AGENDAS

There shall be no charge for excerpts of Council and Committee agendas. A fee of \$.50 per page shall be charged for a full Council or Committee Agenda package.

COUNCIL AND COMMITTEE MINUTES

There shall be no charge for copies of Council and Committee minutes.

BYLAWS

Excepting those bylaws specifically listed in this bylaw, there shall be no charge for copies of bylaws.

ANNUAL REPORT

A fee of \$10 shall be paid for each hard copy of any Annual Report of the City.

SPECIAL OCCASION LIQUOR LICENSES USER CHARGE

A user fee of \$100 shall be paid by each organization for each day that the organization is approved for a Special Occasion (Public Function) Liquor License. This fee is to be imposed for the use of the City Park for which the license is approved.

¹³ Amendment Bylaw 2556, 2019

Schedule F: ELECTRIC VEHICLE CHARGING FEES¹⁴

USER FEES

A fee of \$2 per hour shall be paid for using City-owned Level 2 electric vehicle charging stations. The charges shall be calculated to the nearest second, based on how long the vehicle is connected.

¹⁴ Amendment Bylaw 2599, 2020

Schedule G: BUILDING PERMIT FEES AND INSPECTION CHARGES¹⁵

BUILDING PERMIT FEES

A non-refundable building permit application fee of \$100 shall:

- a) be submitted at the time of application; and,
- b) be credited against the permit fee if and when the permit is issued.

The following base Building Permit fee shall be charged for Building Permit issuance as calculated by the Construction Value:

Construction Value	Permit Fee
\$1000 and under	\$100
\$1001 to \$200,000	\$100 + \$12 per \$1000 or portion thereof
\$200,001 and over	\$2500 + \$10 per \$1000 or portion thereof

Mobile Home Building Permit Fees ^{AB2564}

In the case of a mobile home being installed with foundation in a mobile home park

- single wide \$500
- double wide \$750

REFUNDABLE SECURITY DEPOSIT

The following amount, refundable upon completion of work and occupancy permit issuance, shall be held by the City pursuant to s. 17 of the Building Bylaw 2141, 2007:

- a) single family or duplex dwelling & accessory buildings over 500 sq.ft shall post \$1250 security;
- b) for all other buildings, 1.5% of the Construction Value with a minimum of \$1250 to a maximum of \$6250.

SUPPLEMENTARY FEES

The following items shall be charged the stipulated fee as and where applicable:

Chimney construction, addition, alteration and repair	\$80
Demolition of buildings	\$300 plus \$10 per \$1000 of demo cost
Demolition or removal of modular/premanufactured homes	\$150
Permit extension	\$100
Provisional/Partial Occupancy	\$125
Re-inspection (after 2 nd inspection)	\$80 each
Sub-soil drainage system	\$70
Pre-development inspection or change of occupancy class	\$150
Change of address	\$175
Remove 'Notice on Title'	\$275
Work without required Permit and Stop Work posted	Double the Bylaw Permit Fee

PLUMBING PERMIT FEES

The following items shall be charged the stipulated fee as and where applicable:

Minimum fee for any plumbing permit	\$80
Site services (including installation or capping)	
Per sanitary building drain	\$35
Per storm building drain	\$35
Per water service	\$35
For each fixture (including hot water tank & floor drains)	\$12

¹⁵ Amendment Bylaw 2788

Miscellaneous plumbing appurtenances, including but not limited to: manholes, sumps, sewage pump, sand/grease/oil interceptors, parking lot catch basins, etc. (per unit)	\$35
Fire Sprinklers	
First ten heads	\$80
Each additional head	\$3
other than single a family dwelling, each floor shall be considered as a separate installation for purpose of calculating the sprinkler fees above	
Fire fighting supply Siamese connection, hose cabinet etc.	\$30
Backflow prevention device	\$30
Scuppers/roof storm water drains and associated interior piping (per unit)	
(Commercial/Industrial/Institutional)	\$35
Re-inspection (after 2 nd inspection)	\$80

REFUND AND REDUCTION OF BUILDING PERMIT FEES

When professional plan certification is required and the City relies on certification provided by a qualified professional, fees will be reduced by 5% up to a maximum reduction of \$1000.

At any time up to 3 months from the date of permit issuance and before work has commenced in respect of which a permit has been issued, the permit holder may apply in writing for cancellation of the permit. The Building Official, if satisfied no work has commenced, shall cancel the permit and refund 50% of all permit fees to the permit holder.