



City of Armstrong

RATES, FEES, AND CHARGES NO. 1916, 2023

Adopted: December 4, 2023

CONSOLIDATED WITH AMENDMENTS FOR CONVENIENCE ONLY

Amending Bylaws:

Bylaw No. 1934, 2025 – Adopted March 17, 2025

- Deleting Schedule 6 and replacing with Schedule 6 – Animal Control and Licensing.

Bylaw 1942, 2025 – Adopted October 6, 2025

- Deleting Schedule 3 – Operations and Utilities in its entirety and replacing with Schedule 3 – Operations and Utilities
- Deleting Schedule 4 – Business License in its entirety and replacing with Schedule 4 – Business Licence

Bylaw No. 1947, 2026 – Adopted February 2, 2026

- Deleting Schedule 4 – Business License in its entirety and replacing with Schedule 4 – Business Licence.

**THE CITY OF ARMSTRONG
BYLAW No. 1916, 2023**

RATES, FEES, AND CHARGES BYLAW

A Bylaw to Establish Rates, Fees, and Charges for City Services

The Council of the City of Armstrong, in open meeting assembled, enacts as follows:

TITLE

1. This bylaw may be cited as "City of Armstrong Rates, Fees, and Charges Establishment Bylaw No. 1916, 2023".

DEFINITIONS

2. In this bylaw,

“**City**” means the City of Armstrong.

“**Council**” means the Council of the City.

“**Due Date**” means the date shown on the invoice, which shall be no more than forty-five (45) days from the invoice date for all services.

“**Parcel**” means any lot, block or other area in which real property is held or into which is subdivided.

“**Secondary Suite**” means a Secondary Suite located in an otherwise single family residence that has received proper authorization pursuant to the Zoning Bylaw.

“**Residential Unit**” means a liveable quarters with a bedroom, kitchen and bathroom facilities.

GENERAL REGULATIONS

3. All fees or charges as set forth in Schedules 1 to 6, which are attached to and form part of this bylaw:

- Schedule 1 – Administration
- Schedule 2 – Building
- Schedule 3 – Operations and Utilities
- Schedule 4 – Business Licenses
- Schedule 5 – Planning Services
- Schedule 6 – Animal Control and Licensing

4. All fees, rents or charges as set forth by this bylaw shall be due and payable on or before the Due Date.

5. Where payment is not made on or before the Due Date there will be payable a penalty of ten percent (10%) of the amount shown on the invoice as current billing.

SEVERANCE

6. If any portion of this bylaw is declared ultra vires by a Court of Competent Jurisdiction, that portion shall be deemed to be severed from the bylaw to the extent that the remainder of the bylaw shall continue in full force and effect.

BYLAWS REPEALED

7. This bylaw hereby repeals the City of Armstrong Rates, Fees and Charges Establishment Bylaw No. 1848 and its amendments.
8. This bylaw comes into force and effect on January 1, 2024.

READ a first time this 14th day of November, 2023.

READ a second time this 14th day of November, 2023.

READ a third time this 14th day of November, 2023.

ADOPTED this 4th day of December, 2023.

Signature on File
CORPORATE OFFICER

Signature on File
MAYOR

SCHEDULE 1 – Administration

ATTACHED TO AND FORMING PART OF BYLAW NO. 1916

1	Photocopies Over 5 Pages (per page)	\$	1.00
2	City Maps		Actual Cost
3	City Pins	\$	2.00
4	Tax Certificate	\$	22.00
5	Land Title Searches (each PID and Document)	\$	22.00
6	Title Document Amendment or Discharge	\$	400.00
7	Fee for Removing a Notice on Title	\$	1,200.00
8	Returned Cheques or Pre-Authorized Debits	\$	27.50
9	Property Account Transfers or Refunds	\$	11.00
10	Mortgage Service Fee (per folio)	\$	11.00
11	Sidewalk Permit	\$	25.00
12	Special Event Permit Application		
	a) For Profit Organization	\$	150.00
	b) Non-Profit, Society, Charity	\$	50.00
13	Spirit Square Rental		
	a) For Profit Organization	\$	50.00
	b) Non-Profit, Society, Charity		No Charge
14	Administration Charge (10% up to maximum)	\$	350.00
15	Fire Services - Confined Space Rescue Standby		
	a) Initial Response (2 hours)	\$	412.50
	b) Each Additional Hour	\$	203.50

SCHEDULE 2 – Building

ATTACHED TO AND FORMING PART OF BYLAW NO. 1916

Application Fees		
1	Building Permit*	
	Construction value up to \$10,000	\$ 55.00
	Construction value between \$10,001 and \$250,000	\$ 110.00
	Construction value over \$250,000	\$ 165.00
2	Demolition Permit	\$ 110.00
Permit Fees		
3	Building Permit ~ *	
	Permit	
	Construction value up to \$10,000	\$ 165.00
	Construction value between \$10,001 and \$250,000 (per \$1,000 value)	\$ 13.00
	Construction value over \$250,000 (per \$1,000 value)	\$ 12.00
	Utilities (per Utility)	\$ 100.00
	Plumbing (per fixture)	\$ 11.00
	Fire Suppression System (per sprinkler - minimum \$36)	\$ 3.00
4	Demolition Permit	\$ 165.00
5	Permit Extension (One Only)	\$ 275.00
6	Change of Owner / Agent / Address	\$ 27.50
7	Permit Modification (per hour)	\$ 120.00
Additional Inspection Fees		
8	Building or Utility Inspection (per hour)	
	During Regular Hours	\$ 100.00
	Weekends & Holidays (minimum 2 hours)	\$ 200.00
Security Deposits		
9	Infrastructure Damage	\$ 1,100.00
10	Exterior Finishing	\$ 1,100.00
11	Landscaping	\$ 1,100.00
12	Demolition Debris Removal	\$ 1,100.00
13	Water Meter & Backflow Devices (Each)	
	Up to and including 1 1/2"	\$ 550.00
	Between 1 1/2" to 3"	\$ 1,100.00
	Greater than 3"	\$ 1,650.00
~ Permit fees for a Complex Building are reduced by 20% for the first \$500,000 of construction value and 50% for the remaining construction value		
* Permit fees are doubled should work begin prior to issuance or without a valid Building Permit		

SCHEDULE 3 – Operations and Utilities

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General Operations and Utilities Fees*

1	Hire of City Equipment	BC Blue Book Rate
2	Hire of City Personnel	Labour Cost
3	Access Permit	
	Resident	\$ 250.00
	Non-Resident	\$ 500.00
4	Tree Donation Program	Actual Cost
5	Bench Donation Program	Actual Cost
6	Repair or Replacement of City Infrastructure	Actual Cost
7	Utility Connection	
	a) Connection from Main Line to Property Line	Actual Cost
	b) Service Extension	Actual Cost
	c) Deposit	\$ 2,000.00
8	Electric Vehicle Charging (Level 2)	
	a) First three hours (per hour)	\$ 1.50
	b) Thereafter (per hour)	\$ 3.00

* All Fees without a defined cost are subject to the Administration Fee outlined in Schedule 1

Waste Collection

1	Residential Curbside Collection (per service) (per month)	\$ 14.50
2	Collection Bins (split over units) (per month)	
	a) Contractor Owned	
	3 yard	\$ 201.25
	3 yard - Biweekly Pick up	\$ 121.50
	4 yard	\$ 232.50
	6 yard	\$ 304.50
	b) Customer/City Owned	
	2 yard	\$ 152.50
	3 yard	\$ 177.00
	4 yard	\$ 208.50
3	Replacement Curbside Collection Receptacles	
	a) 240 L Waste Cart	\$ 120.00
	b) Food Waste Bin	\$ 30.00

Water Utility

Water Fixed Fees

	Quarterly	Semi Annual
Oct - Dec 2024	\$ 75.00	\$ 150.00
Jan - March 2025	\$ 75.00	
April - June 2025	\$ 75.00	\$ 150.00
July - Sept 2025	\$ 75.00	
Oct - Dec 2025	\$ 75.00	\$ 150.00
Jan - March 2026	\$ 75.00	
April - June 2026	\$ 81.00	\$ 162.00
July - Sept 2026	\$ 81.00	

Water User Fee (based on consumption)

Residential

a) Quarterly

Oct - Dec 2024 Jan - March 2025	1 - 70 m3	\$ 0.65
	71 - 125 m3	\$ 0.95
	Over 125 m3	\$ 1.25
April - June 2025 July - Sept 2025	1 - 70 m3	\$ 0.71
	71 - 125 m3	\$ 1.01
	Over 125 m3	\$ 1.31
Oct - Dec 2025 Jan - March 2026	1 - 70 m3	\$ 0.71
	71 - 125 m3	\$ 1.01
	Over 125 m3	\$ 1.31
April - June 2026 July - Sept 2026	1 - 70 m3	\$ 0.77
	71 - 125 m3	\$ 1.09
	Over 125 m3	\$ 1.41

b) Semi-Annual

Oct 2024 - March 2025	1 - 140 m3	\$ 0.65
	141 - 250 m3	\$ 0.95
	Over 250 m3	\$ 1.25
April - Sept 2025	1 - 140 m3	\$ 0.71
	141 - 250 m3	\$ 1.01
	Over 250 m3	\$ 1.31
Oct 2025 - March 2026	1 - 140 m3	\$ 0.71
	141 - 250 m3	\$ 1.01
	Over 250 m3	\$ 1.31
April - Sept 2026	1 - 140 m3	\$ 0.77
	141 - 250 m3	\$ 1.09
	Over 250 m3	\$ 1.41

City of Armstrong Rates, Fees and Charges Bylaw No. 1916, 2023

Commercial - Quarterly

	Tier	Per Cubic Meter (m3)		
		2024	2025	2026
January	1-200 m3	\$ 0.65	\$ 0.71	\$ 0.77
	201-400 m3	\$ 0.95	\$ 1.01	\$ 1.09
	Over 400 m3	\$ 1.25	\$ 1.31	\$ 1.41

Industrial - Quarterly

	Per Cubic Meter (m3)		
	2024	2025	2026
January	\$ 0.65	\$ 0.71	\$ 0.77

Additional Water Utility Fees

1	Water Meters and Reading Devices	
	a) Up to ¾"	\$ 300.00
	b) Greater than 1"	Actual Cost
	c) Radio Reading Device	\$ 280.00
	d) Touchpad (wire not included)	\$ 15.00
2	Water On/Off Fees	
	a) During City Hours	\$ 100.00
	b) After Hours Call Out	\$ 400.00
3	Temporary Water Use (per day)	\$ 100.00
4	Water Connection for IPE (4 week period)	\$ 550.00
5	Bulk Water Purchase (per load)	\$ 50.00
6	Manual Water Meter Read	\$ 50.00

Sewer Utility

Sewer Fixed Fees

	Quarterly	Semi Annual
Oct - Dec 2024	\$ 50.00	\$ 100.00
Jan - March 2025	\$ 50.00	
April - June 2025	\$ 50.00	\$ 100.00
July - Sept 2025	\$ 50.00	
Oct - Dec 2025	\$ 50.00	\$ 100.00
Jan - March 2026	\$ 50.00	
April - June 2026	\$ 50.00	\$ 100.00
July - Sept 2026	\$ 50.00	

Sewer User Fees

<u>Residential</u>	a) Quarterly	\$ 58.03
	b) Semi Annual	\$ 116.05
	c) Secondary Suite	50% of residential

City of Armstrong Rates, Fees and Charges Bylaw No. 1916, 2023

Commercial - Quarterly

a) Normal Use – 85% water consumption	\$	1.05
b) City Irrigation – 65% water consumption	\$	1.05
c) Government Irrigation – 50% water consumption	\$	1.05
d) City Property – 25% water consumption	\$	1.05

Industrial - Quarterly

As per Sewer User Agreement

SCHEDULE 4 – Business Licence

(1947)

1	Application Fee (one-time for new applications)	\$	110.00
2	Inspection Fee (new applications)	\$	88.00
3	Annual Licence Fee	\$	35.00
4	Annual Licence Fee - Intercommunity	\$	150.00
5	Prorated Licence Fee (new application after July 31)	\$	17.50
6	Prorated Licence Fee – Intercommunity (new application after July 31)	\$	75.00
7	Annual Fire Inspection Fee (for licence renewals)		
	a) Basic business – up to 30 minutes	\$	50.00
	b) Complex business – greater than 30 minutes	\$	225.00
8	Special Event (per day)	\$	22.00
9	Additional Inspections (per inspection)	\$	88.00
10	Liquor Licence Application or Amendment	\$	110.00
11	Change of Name	\$	30.00
12	Reprint of Business Licence	\$	6.00

SCHEDULE 5 – Planning Services

ATTACHED TO AND FORMING PART OF BYLAW NO. 1916

General Planning Services Fees		
1	Advertising	\$ 900.00
2	Additional Advertising - Per Edition	\$ 450.00
3	Third Party Professional Review	Actual Cost
4	Bylaw or Permit Fee Extension (One Only)	\$ 275.00
5	Permit Refund *	
	a) Within 1 Week of Submission	100%
	b) Prior to Council Consideration	25%
Subdivision Fees		
6	Application Fee (for first lot proposed)	\$ 750.00
7	Application Fee (for each additional lot)	\$ 170.00
8	Latecomer Agreement	\$ 1,100.00
9	Inspection Fees on Subdivisions with more than Three Lots (of the estimated costs of constructing utility and roads, as approved by the City Engineer)	3% of first \$500,000 2% on second \$500,000 1% on balance
10	PLR Extension	\$ 275.00
11	PLR Modification	\$ 500.00
12	Engineering Plan Modification	\$ 250.00
Zoning and Official Community Plan (OCP)		
13	Application Fees	
	a) Zoning Bylaw (Map or Text)	\$ 1,650.00
	b) OCP Amendment (Map or Text)	\$ 1,650.00
	c) Joint Zoning and OCP Amendment	\$ 2,000.00
	d) Joint ALR Exclusion, OCP and Zoning Amendment	\$ 4,400.00
14	OCP/ Zoning Sign	
	a) Rental Fee	\$ 44.00
	b) Deposit	\$ 110.00
15	Supplemental or Applicant Rescheduled Public Hearing **	\$ 1,320.00
Development		
16	Development Permit or Amendment	\$ 700.00
17	Development Variance Permit or Amendment	
	1-2 Variances	\$ 800.00
	Each Additional Variance	\$ 200.00
18	Joint Development and Development Variance Permit or Amendment	\$ 1,300.00
19	Minor Development or Minor Variance Permit	\$ 550.00
20	Appeal of Designated Permit Decision	\$ 110.00

City of Armstrong Rates, Fees and Charges Bylaw No. 1916, 2023

21	Temporary Use Permit	\$	1,650.00
22	Cannabis Retail Store	\$	825.00
23	Heritage Alteration Permit	\$	27.50
24	Board of Variance	\$	247.50
25	Campground Permit	\$	550.00
26	Land Use Contracts – Discharge or Amendment	\$	825.00
27	Property Information Request - per PID	\$	44.00
28	Street Address Renumbering Request	\$	88.00
29	Liquor Licensing Application Fee	\$	825.00
30	Municipal Boundary Extension Application	\$	4,000.00
* All refunds are subject to Administration Fee as outlined on Schedule 1			
** Required either by Council, by resolution, or through the applicant's actions			

SCHEDULE 6 – Animal Control and Licensing

ATTACHED TO AND FORMING PART OF BYLAW NO. 1916

1	Annual License	\$ 25.00
2	Lifetime License	\$ 125.00
3	Lifetime License (limited time up to and including June 17, 2025, for each new lifetime license)	\$ 62.50
4	Replacement Tag	\$ 7.00
5	License for Provincially Certified Guide, Service, Assistance or Police Dogs	No charge
6	Impound Fees	
	a) First Impoundment	\$ 62.50
	b) Second Impoundment (within calendar year)	\$ 125.00
	c) Third and Subsequent Impoundments (within calendar year)	\$ 250.00
	d) Daily Maintenance	\$ 45.00
7	Voluntary Surrender of an Animal	\$ 25.00
8	Veterinary Costs	Actual Cost

Credit card point of sale fees levied directly by the DocuPet online system are payable by pet owners at the time of transaction.

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