

**Town of Port McNeill**

Bylaw No. 734, 2025

---

A Bylaw to Establish Fees and Charges for various Municipal services and goods for  
the Town of Port McNeill

---

**WHEREAS** Council wishes to establish various fees and charges in the Town of Port McNeill to recover costs for goods and services provided;

**NOW THEREFORE** the Town of Port McNeill Council, in an open meeting assembled enacts as follows:

**TITLE**

This Bylaw may be cited as the “Fees and Charges Bylaw No. 734, 2025”.

**REPEAL**

No. 684, 2018 Fee Setting

This Bylaw may be cited as “Fees and Charges Bylaw No. 734, 2025.”

READ A FIRST TIME this 25 day of *November 2025*.

READ A SECOND TIME this 9 day of *December 2025*.

READ A THIRD TIME this 9 day of *December 2025*.

RECONSIDERED and PASSED and ADOPTED this 18 of *December 2025*.

---

Mayor

---

Corporate Officer

Certified a true copy of Bylaw No. 734, 2025 as adopted.

---

Corporate Officer

**RECREATION FEES & CHARGES****COMMUNITY HALL**

|                                         | <u>\$</u>                   | <u>Per</u> |
|-----------------------------------------|-----------------------------|------------|
| Non-alcohol event                       | 40.00                       | Hour       |
| Non-alcohol event - Day rate to 5:00 pm | 115.00                      | Day        |
| Security Deposit - Non-alcohol event    | 300.00                      | Event      |
| Custodial Fee - Non-alcohol event       | 85.00                       | Event      |
| Alcohol event                           | 55.00                       | Hour       |
| Security Deposit - Alcohol event        | 300.00                      | Event      |
| Custodial Fee - Alcohol event           | 225.00                      | Event      |
| Kitchen                                 | 45.00                       | Day        |
| Chairs and Tables                       | No outside rental permitted |            |

**OLD SCHOOL RECREATION CENTRE**

|                                      | <u>\$</u> | <u>Per</u> |
|--------------------------------------|-----------|------------|
| Meeting Room                         | 20.00     | Hour       |
| Meeting Room - Day rate to 5:00 pm   | 85.00     | Day        |
| Meeting Room - Monthly contract rate | 450.00    | Month      |
| Gymnasium                            | 25.00     | Hour       |
| Gymnasium - Day rate to 5:00 pm      | 85.00     | Day        |
| Storage Units                        | 25.00     | Month      |

**CONCESSION STANDS**

|                                      | <u>\$</u> | <u>Per</u> |
|--------------------------------------|-----------|------------|
| Day rate                             | 45.00     | Day        |
| Weekend rate (Friday through Monday) | 100.00    | Weekend    |
| Custodial Fee (Refundable)           | 85.00     | Event      |

|                                   |           |                   |
|-----------------------------------|-----------|-------------------|
| <b>MISCELLANEOUS RENTAL RATES</b> | <b>\$</b> | <b><u>Per</u></b> |
|-----------------------------------|-----------|-------------------|

|          |       |     |
|----------|-------|-----|
| Lost Key | 30.00 | Key |
|----------|-------|-----|

|                                         |       |     |
|-----------------------------------------|-------|-----|
| Refundable Deposit, Community Hall Gate | 30.00 | Key |
|-----------------------------------------|-------|-----|

**SWIMMING POOL**

|                                     |                  |
|-------------------------------------|------------------|
| <b>Season</b> (50% after June 30th) | <b><u>\$</u></b> |
|-------------------------------------|------------------|

|             |        |
|-------------|--------|
| Child, 3-12 | 130.00 |
|-------------|--------|

|             |        |
|-------------|--------|
| Senior, 55+ | 155.00 |
|-------------|--------|

|              |        |
|--------------|--------|
| Teen/Student | 155.00 |
|--------------|--------|

|              |        |
|--------------|--------|
| Adult, 15-54 | 205.00 |
|--------------|--------|

|        |        |
|--------|--------|
| Family | 365.00 |
|--------|--------|

|         |        |
|---------|--------|
| Lengths | 175.00 |
|---------|--------|

|         |        |
|---------|--------|
| Aquafit | 175.00 |
|---------|--------|

|                |                  |
|----------------|------------------|
| <b>Monthly</b> | <b><u>\$</u></b> |
|----------------|------------------|

|             |       |
|-------------|-------|
| Child, 3-12 | 55.00 |
|-------------|-------|

|             |       |
|-------------|-------|
| Senior, 55+ | 65.00 |
|-------------|-------|

|              |       |
|--------------|-------|
| Teen/Student | 65.00 |
|--------------|-------|

|              |       |
|--------------|-------|
| Adult, 15-54 | 80.00 |
|--------------|-------|

|        |        |
|--------|--------|
| Family | 185.00 |
|--------|--------|

|         |       |
|---------|-------|
| Lengths | 75.00 |
|---------|-------|

|         |  |
|---------|--|
| Aquafit |  |
|---------|--|

|         |       |
|---------|-------|
| Student | 60.00 |
|---------|-------|

|              |       |
|--------------|-------|
| Adult, 15-54 | 70.00 |
|--------------|-------|

|             |       |
|-------------|-------|
| Senior, 55+ | 60.00 |
|-------------|-------|

|                   |           |
|-------------------|-----------|
| <b>Day</b>        | <b>\$</b> |
| Child, under 3    | Free      |
| Child, 3-12       | 3.00      |
| Senior, 55+       | 3.50      |
| Teen/Student      | 3.50      |
| Adult, 15-54      | 4.50      |
| Family            | 10.00     |
| Aquafit (Drop-in) |           |
| Student           | 3.50      |
| Adult, 15-54      | 4.00      |
| Senior, 55+       | 3.50      |

|                    |           |
|--------------------|-----------|
| <b>Punch Cards</b> | <b>\$</b> |
| Child, 3-12        | 30.00     |
| Senior, 55+        | 35.00     |
| Teen/Student       | 30.00     |
| Adult, 15-54       | 45.00     |
| Family             | 95.00     |
| Aquafit            |           |
| Student            | 35.00     |
| Adult, 15-54       | 40.00     |
| Senior, 55+        | 35.00     |

|                                    |           |                   |
|------------------------------------|-----------|-------------------|
| <b>Pool Rentals</b>                | <b>\$</b> | <b><u>Per</u></b> |
| Per hour                           | 75.00     |                   |
| Deck Area (After pool is finished) | 20.00     | 30 minutes        |

| <b>Lesson Rates</b> | <b>\$</b> | <b><u>Per</u></b> |
|---------------------|-----------|-------------------|
| Swimming Lessons    | 40.00     | 30 minutes        |
| Private Lessons     | 20.00     | 30 minutes        |

#### **ADMINISTRATION FEES & CHARGES**

|                                                                          | <b>\$</b> | <b><u>Per</u></b> |
|--------------------------------------------------------------------------|-----------|-------------------|
| Application to amend Official Community Plan (OCP)                       | 3,000.00  | Each              |
| Application to amend Zoning Bylaw                                        | 5,000.00  | Each              |
| Application to amend Zoning Bylaw which requires the OCP also be amended | 5,500.00  | Each              |
| Development Variance Permit                                              | 1,000.00  | Each              |
| Amendment to an Existing Development Permit                              | 300.00    | Each              |
| Temporary Use Permit Application                                         | 1,000.00  | Each              |

#### **Election Costs, School Trustee Election**

|                                                                                                                    |                                                                       |
|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| If the election involves a Mayor, Councillor(s), and School Trustee ballot                                         | 33% of the election expense to be invoiced to School District No. 85  |
| If the election involves only 2 ballots (Mayor in by acclamation)                                                  | 50% of the election expense to be invoiced to School District No. 85  |
| If the Regional District of Mount Waddington (RDMW) does not have an election for either Electoral Area "C" or "D" | 100% of the election expense to be invoiced to School District No. 85 |

| <b>Elections Staffing</b>               | <b>\$</b> | <b><u>Per</u></b> |
|-----------------------------------------|-----------|-------------------|
| Chief Election Officer                  | 1,000.00  | Each              |
| Deputy Election Officer                 | 625.00    | Each              |
| Election Official (Staff and non-staff) | 425.00    | Each              |
| Training (flat fee)                     | 25.00     | Each              |

If an election is required for School Trustee in Woss and there is no RDMW election (due to acclamation), the Chief Election Officer shall receive an additional \$100, to be invoiced to School District No. 85.

| <b>Administration</b> | <b>\$</b> | <b><u>Per</u></b> |
|-----------------------|-----------|-------------------|
|-----------------------|-----------|-------------------|

|                                                                       |       |      |
|-----------------------------------------------------------------------|-------|------|
| Certification by the Corporate Officer the authenticity of a document | 25.00 | Each |
|-----------------------------------------------------------------------|-------|------|

|                       |      |      |
|-----------------------|------|------|
| Fax (send or receive) | 5.00 | Each |
|-----------------------|------|------|

|                                |      |      |
|--------------------------------|------|------|
| Garbage collection - extra tag | 2.39 | Each |
|--------------------------------|------|------|

*Increase with CPI each year*

|            |       |      |
|------------|-------|------|
| NSF Cheque | 50.00 | Each |
|------------|-------|------|

|                             |       |      |
|-----------------------------|-------|------|
| Refund (issue a cheque/EFT) | 35.00 | Each |
|-----------------------------|-------|------|

|                            |      |      |
|----------------------------|------|------|
| Photocopies - single sided | 0.30 | Each |
|----------------------------|------|------|

|                            |      |      |
|----------------------------|------|------|
| Photocopies - double sided | 0.60 | Each |
|----------------------------|------|------|

|                                  |       |      |
|----------------------------------|-------|------|
| Property Tax Information Request | 25.00 | Each |
|----------------------------------|-------|------|

*(Tax Certificate)*

| <b><u>Public Works</u></b> | <b><u>\$</u></b> | <b><u>Per</u></b> |
|----------------------------|------------------|-------------------|
|----------------------------|------------------|-------------------|

|                    |        |      |
|--------------------|--------|------|
| Backhoe, all found | 135.00 | Hour |
|--------------------|--------|------|

|                       |        |      |
|-----------------------|--------|------|
| Dump truck, all found | 150.00 | Hour |
|-----------------------|--------|------|

|                       |        |      |
|-----------------------|--------|------|
| L90 Loader, all found | 200.00 | Hour |
|-----------------------|--------|------|

|                    |       |      |
|--------------------|-------|------|
| Equipment operator | 50.00 | Hour |
|--------------------|-------|------|

|                   |       |      |
|-------------------|-------|------|
| Water shut off/on | 50.00 | Each |
|-------------------|-------|------|

|               |        |      |
|---------------|--------|------|
| Sewer Flusher | 110.00 | Hour |
|---------------|--------|------|

| <b><u>Meals</u></b> | <b><u>\$</u></b> | <b><u>Per</u></b> |
|---------------------|------------------|-------------------|
|---------------------|------------------|-------------------|

|           |       |      |
|-----------|-------|------|
| Breakfast | 20.00 | Each |
|-----------|-------|------|

|       |       |      |
|-------|-------|------|
| Lunch | 20.00 | Each |
|-------|-------|------|

|        |       |      |
|--------|-------|------|
| Dinner | 35.00 | Each |
|--------|-------|------|

|                           |                     |  |
|---------------------------|---------------------|--|
| Private Vehicle Allowance | CRA Kilometre Rates |  |
|---------------------------|---------------------|--|

**BUILDING PERMIT FEES**

|                                                                              | <u>\$</u>       | <u>Per</u> |
|------------------------------------------------------------------------------|-----------------|------------|
| Building Permit Application Fee - Construction Value \$0 - \$5,000           | 200.00          | Each       |
| Building Permit Application Fee - Construction Value \$5,001 - \$100,000     | 250.00          | Each       |
| Building Permit Application Fee - Construction Value \$100,001 +             | 1,200.00        | Each       |
| Building Permit Application Fee - For construction done without valid permit | Double the fees |            |
| Plumbing Fixtures                                                            | 10.00           | Each       |

**Non-refundable Application Fee**\$

Every permit application shall include a non-refundable application fee

|                                          |        |
|------------------------------------------|--------|
| Construction Value up to \$50,000        | 100.00 |
| Construction Value in excess of \$50,000 | 350.00 |

Where a Permit has been issued pursuant to the current Town of Port McNeill Building and Plumbing Bylaw and any amendments thereto, and construction has not commenced:

- \* 75% of the permit fee may be refunded upon application for the cancellation of the permit
- \* No refund shall be made in the amount of less than \$55.00
- \* Applications for refunds must be received within twelve (12) months of permit issuance.

**Related Building Permit Fees**\$Per

|                                  |          |      |
|----------------------------------|----------|------|
| Inspection Fee                   | 150.00   | Each |
| Re-Inspection Fee                | 115.00   | Each |
| Special Inspection               | 175.00   | Each |
| Demolition Permit Fee            | 500.00   | Each |
| Demolition Without Permit Fee    | 1,000.00 | Each |
| Building Moving Permit           | 150.00   | Each |
| Building Moving Without Permit   | 1,000.00 | Each |
| Mobile or Modular Home Placement | 150.00   | Each |
| Plan Review Fee                  | 180.00   | Each |
| Water Connection Permit Fee      | 500.00   | Each |

|                                                                              |          |      |
|------------------------------------------------------------------------------|----------|------|
| Sanitary Sewer Connection Permit Fee                                         | 500.00   | Each |
| Storm Sewer Connection Permit Fee                                            | 500.00   | Each |
| Water Cap/Disconnect Fee                                                     | 150.00   | Each |
| Sanitary Sewer Cap/Disconnect Fee                                            | 150.00   | Each |
| Storm Sewer Cap/Disconnect Fee                                               | 150.00   | Each |
| Security Deposit - Building or Demolition - Single Family/Duplex Residential | 1,000.00 | Each |
| Security Deposit - Building or Demolition - Commercial or Industrial         | 2,000.00 | Each |

END OF FEES