



## City of Duncan

### **Fees and Charges Bylaw No. 1759, 1995**

**(With Amendments to March 15, 2010)**

### **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

This Bylaw has been consolidated for convenience only and includes amendments from:

- Bylaw No. 1819, 1997 – Adopted June 9, 1997
- Bylaw No. 1824, 1997 – Adopted April 28, 1997
- Bylaw No. 1837, 1997 – Adopted December 15, 1997
- Bylaw No. 1853, 1998 – Adopted August 10, 1998
- Bylaw No. 1868, 1998 – Adopted December 14, 1998
- Bylaw No. 1882, 1999 – Adopted June 14, 1999
- Bylaw No. 1889, 1999 – Adopted October 12, 1999
- Bylaw No. 1895, 2000 – Adopted January 24, 2000
- Bylaw No. 1921, 2001 – Adopted October 29, 2001
- Bylaw No. 1945, 2003 – Adopted January 13, 2003
- Bylaw No. 1949, 2003 – Adopted April 28, 2003
- Bylaw No. 1961, 2003 – Adopted November 24, 2003
- Bylaw No. 1965, 2004 – Adopted April 13, 2004
- Bylaw No. 1980, 2004 – Adopted November 22, 2004
- Bylaw No. 1989, 2005 – Adopted August 8, 2005
- Bylaw No. 1994, 2005 – Adopted December 12, 2005
- Bylaw No. 2013, 2006 – Adopted November 14, 2006
- Bylaw No. 2016, 2006 – Adopted December 18, 2006
- Bylaw No. 2018, 2006 – Adopted December 18, 2006
- Bylaw No. 2024, 2007 – Adopted June 25, 2007
- Bylaw No. 2033, 2007 – Adopted August 13, 2007
- Bylaw No. 2045, 2007 – Adopted December 10, 2007
- Bylaw No. 2067, 2008 – Adopted December 18, 2008

Bylaw No. 2081, 2009 – Adopted December 23, 2009  
Bylaw No. 2087, 2010 – Adopted March 15, 2010

**THE CORPORATION OF THE CITY OF DUNCAN  
BYLAW NO. 1759**

**A BYLAW TO ESTABLISH AND AMEND VARIOUS FEES  
AND CHARGES IMPOSED BY THE CITY**

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**WHEREAS** provincial statutes provide authority for Municipalities to establish various fees and charges; and

**WHEREAS** it is deemed desirable and expedient to establish and amend several of these fees and charges in one bylaw;

The Municipal Council of The Corporation of the City of Duncan, in open meeting assembled, **ENACTS** as follows:

**CITATION**

1. This Bylaw may be cited as the "**Fees and Charges Bylaw 1995**".

**PART I**

**ESTABLISHMENT OF FEES**

**ANIMAL CONTROL**

2. Any person owning or in-charge of an impounded animal shall pay a fee in accordance with Schedule "A" attached hereto and forming part of this Bylaw.

**BEER GARDENS**

3. Any person/group requesting to hold a Beer Garden event shall pay a fee in accordance with Schedule "A" attached hereto and forming part of this Bylaw.

**BUSINESS LICENCES**

4. Any person required to purchase a Business Licence shall pay a fee in accordance with Schedule "A" attached hereto and forming part of this Bylaw.

**COMFORT LETTERS**

5. (a) Any person seeking a "Comfort Letter" or "Letter of Non-Compliance" shall apply in writing to the City.

- (b) Upon receipt of the application and a fee payable in accordance with Schedule "A" attached hereto and forming part of this Bylaw, the City shall process the application, and if it is approved, the City shall produce the requested "Comfort Letter" and make available a copy of the "Comfort Letter" to the applicant.

### **COMMERCIAL VEHICLES**

- 6. Any person requiring a Commercial Vehicle Licence shall pay a fee in accordance with Schedule "A" attached hereto and forming part of this Bylaw.

### **CURB CUTS**

- 7. Any person requiring the installation of a driveway or the relocation of a driveway shall apply to the Public Works Superintendent. If the application is approved a fee shall be paid, before the work is done by the City, in accordance with Schedule "A" attached hereto and forming part of this Bylaw.

### **DOCUMENTS AND RECORDS (COPIES OF)**

- 8. (a) Any person requesting the location and retrieval of a document(s) or record(s) under the Freedom of Information and Protection of Privacy Act shall pay a fee in accordance with Schedule "A" attached hereto and forming part of this Bylaw.
- (b) The Municipal Clerk shall provide copies of bylaws and Council minutes, other than Minutes of a Special Meeting of Council from which persons have been excluded, upon payment of fees payable in accordance with Schedule "A".

### **DOG REGULATION LICENSING & IMPOUNDING**

- 9. Any person owning or in-charge of a dog or dogs required to be licensed shall pay a fee in accordance with Schedule "A".

### **GARBAGE COLLECTION**

- 10. (a) Every owner of land in the municipality shall pay a garbage tax in accordance with Schedule "A" attached hereto and forming part of this Bylaw.
- (b) Every owner of any and every dwelling, apartment house or trade premises shall pay for the removal of garbage ("extra Garbage Tax") for the time actually occupied in the collection of garbage collected from any dwelling, apartment house or trade premises over and above the aggregate content of two regulation garbage receptacles in any month in accordance with Schedule "A" attached hereto and forming part of this Bylaw.

**LAND USE ALTERATION FEES AND NOTICES**

11. (a) The fees for all applications for Official Community Plan Bylaw, Zoning Bylaw, or Land Use Contract amendments shall be payable in accordance with Schedule "A" attached hereto and forming part of this Bylaw.
  - (b) Where an application for rezoning necessitates an Official Community Plan amendment, the total fee for both amendments shall be payable in accordance with Schedule "A" attached hereto and forming part of this Bylaw.
  - (c) Should any application for an Official Community Plan Bylaw, Zoning Bylaw, or Land Use Contract amendment not be forwarded for consideration at a Public Hearing, the advertising allotment shall be refunded to the applicant in accordance with Schedule "A" attached hereto and forming part of this Bylaw.
12. The fee in respect to all applications for Development Variance Permits and Temporary Commercial Use Permits or subsequent amendments shall be payable in accordance with Schedule "A" attached hereto and forming part of this Bylaw.

**LIST OF ELECTORS (COPIES OF)**

13. The Municipal Clerk shall provide a copy of the "List of Electors" to a person who has been nominated as a candidate in an election, upon receipt of a fee payable in accordance with Schedule "A" attached hereto and forming part of this Bylaw.

**N.S.F. CHEQUES**

14. There shall be a fee payable for each "N.S.F. Cheque" returned to the City in accordance with Schedule "A" attached hereto and forming part of this Bylaw.

**OFFICIAL COMMUNITY PLAN DOCUMENT**

15. Any person requesting a copy of the Official Community Plan Document shall pay a fee in accordance with Schedule "A" attached hereto and forming part of this Bylaw.

**PARKS USER FEES**

16. Any person or group requesting the use of McAdam Park or Rotary Fields (including the Sand Field) shall pay a fee in accordance with Schedule "A" attached hereto and forming part of this Bylaw.

**PERMIT FEES**

17. (a) Building

Any person requiring a Building Permit shall apply to the Building Inspector and if the application is approved a "Building Permit Fee" shall be paid, before the permit is issued, in accordance with Schedule "A" attached hereto and forming part of this Bylaw.

(b) Plumbing

Any person requiring a Plumbing Permit shall apply to the Building Inspector, and if the application is approved a "Plumbing Permit Fee" shall be paid, before the permit is issued, in accordance with Schedule "A" attached hereto and forming part of this Bylaw.

(c) Miscellaneous Inspections

Any person requiring any of the following inspections shall apply to the Building Inspector, and if the inspection is warranted an "Inspection Fee" shall be paid, before the inspection is commenced, in accordance with Schedule "A" attached hereto and forming part of this Bylaw:

- i) Sewer lines on private property
- ii) Sprinkler systems
- iii) Water lines on private property
- iv) Wood burning Appliances
- v) Call back inspections

(d) Signs

Any person requiring a Sign Permit shall apply to the Building Inspector, and if the application is approved a "Sign Permit Fee" shall be paid, before the permit is issued, in accordance with Schedule "A" attached hereto and forming part of this Bylaw.

**SEWER CONNECTIONS**

Amd#1853

Add 18. Sewer Connections and Rental Fees

- i. Any person requiring a Sewer Connection shall apply to the Public Works Superintendent, and if the application is approved a "Sewer Connection Fee" shall be paid, before the connection is made, in accordance with Schedule "A" attached hereto and forming part of this Bylaw.

- ii. There shall be imposed a charge against the owners of all property for the use of the City of Duncan sewage systems, which charge shall hereafter be referred to as the "Sewer Rent", all as set out in Schedule "A" attached to and forming part of this Bylaw.
- iii. The sewer rental charge shall be due and payable on, and from the first day of January in each year, and shall be paid to the Treasurer of the City at the same time and in the same manner as other property taxes and in accordance with Schedule "A" attached hereto and forming part of this Bylaw.
- iv. Owners connected to the system after January 1<sup>st</sup> in any year shall be liable for sewer rent calculated from the 1<sup>st</sup> day of the month following connection at a monthly rate for the unexpired portion of the year in accordance with Schedule "A" attached hereto and forming part of this Bylaw.

**STORM DRAIN CONNECTIONS**

- 19. Any person requiring a Storm Drain Connection shall apply to the Public Works Superintendent, and if the application is approved a "Storm Drain Connection Fee" shall be paid, before the connection is made, in accordance with Schedule "A" attached hereto and forming part of this Bylaw.

**STRATA CONVERSION APPLICATION**

- 20. Fees to apply for a Strata Title Conversion shall be paid in accordance with Schedule "A" attached hereto and forming part of this Bylaw.

**SUBDIVISION APPLICATION**

- 21. Fees to apply to subdivide shall be paid in accordance with Schedule "A" attached hereto and forming part of this Bylaw.

**TAX DEMAND NOTICES (COPIES OF)**

- 22. The Collector shall mail or otherwise deliver a copy of a "Tax Demand Notice" to all persons upon receipt of a written request and a fee payable in accordance with Schedule "A" attached hereto and forming part of this Bylaw.

**TAX INFORMATION**

- 23. Any person may obtain Tax Information upon payment of a fee payable in accordance with Schedule "A" attached hereto and forming part of this Bylaw.

**WATER CONNECTIONS**

Amend  
# 2024

- 24. Deleted in it's entirety.

**ZONING BOARD OF VARIANCE**

25. Any person requiring a hearing by the Zoning Board of Variance shall apply to the Building Inspector, and if the application is accepted a "Zoning Board of Variance Fee" shall be paid, before the application is heard, in accordance with Schedule "A" attached hereto and forming part of this Bylaw.

**ZONING BYLAW & MAP**

26. Any person requesting a copy of the Zoning Bylaw/Map shall pay a fee in accordance with Schedule "A" attached hereto and forming part of this Bylaw.

**PART II**

**MISCELLANEOUS**

**SECTIONS OF BYLAWS AMENDED**

27. (a) Animal & Poultry Regulation & Animal Pound Bylaw, 1980 No.1291 is hereby amended as follows:
- (i) Delete Section 5.(c) and substitute the following:

"It shall be lawful for the Pound keeper, or for any other person, to seize and impound any animal found running at large or trespassing in or upon any lands, premises, or public places contrary to the provisions of this bylaw or if found trespassing in any enclosures or gardens, or any enclosed land within the limits of the City of Duncan and it shall be the duty of the Pound keeper to detain same until the owner or owners thereof shall have paid the fees payable in accordance with Schedule "A" of Bylaw 1759, 1995, being the "City of Duncan Fees & Charges Bylaw No.1759, 1995.

Any and all charges in respect of any impounded animals shall be payable in the first instance to the Pound keeper. The Pound keeper will not release any impounded animals without first having obtained or being advised by the City that it has been obtained from the owner or his agent the said charges.

As an alternative, the Pound keeper may issue a notice in conformity with Schedule "A" of this bylaw to the owner that his animal is in violation of the bylaw.

It shall be the duty of the Pound keeper to provide and supply with proper shelter and good and sufficient food and water daily all animals detained by him as Pound keeper, and for so doing he shall be entitled to demand and receive the sums, over and above all other charges in accordance with Schedule "A" of Bylaw 1759, 1995, being the "City of Duncan Fees & Charges Bylaw No.1759, 1995."

(b) Business Licence Bylaw, No. 1447, 1984 is hereby amended as follows:

(i) Delete 5.(a), Section 4 (Issuing of Licences) and substitute the following:

The licence Inspector is authorized, for the purpose of calculating the fee, to determine the classification applicable to an application for a licence for a business which is not specifically listed in Schedule "A", Bylaw No. 1759, 1995, being "City of Duncan Fees & Charges Bylaw No. 1759, 1995".

**Amended  
#2016**

**\*Deleted section 27.(c)in Part II\***

(d) Freedom of Information Bylaw, No. 1754, 1995 is hereby amended as follows:

(i) Delete Section 5. (Fees) and substitute the following:

"An applicant making a request shall pay to the municipality the fees set out in Schedule "A" of Bylaw No. 1759, 1995, being the City of Duncan "Fees & Charges Bylaw", for the purpose of:

- (a) locating, retrieving and producing the record;
- (b) preparing the record for disclosure;
- (c) shipping and handling the record;
- (d) providing a copy of the record.

(e) Dog Regulation Licencing and Impounding Bylaw, 1980 No. 1290 is hereby amended as follows:

(i) Delete Section 8. and substitute the following:

"Every application for a licence shall be accompanied by a licence fee payable to the Dog Licence Inspector in accordance with Schedule "A" of Bylaw 1759, 1995, being the City of Duncan "Fees & Charges Bylaw".

- (ii) Delete Section 19. (a) and (b) and substitute the following:

"The owner of the dog impounded pursuant to the provisions of this bylaw may reclaim such a dog on application to the pound keeper at anytime prior to its sale or destruction on proof of ownership and on payment of the charges in accordance with Schedule "A" of Bylaw 1759, 1995".

- (f) Garbage Collection and Disposal Bylaw No. 1165,1977 is hereby amended as follows:

- (i) Delete Section 14. and substitute the following:

"The Collector shall demand payment of the garbage tax from the owner of any dwelling, apartment house or trade premises by including the amount of the garbage tax payable in accordance with Schedule "A" of Bylaw No. 1759, 1995, being the City of Duncan "Fees & Charges Bylaw", whether or not the owner makes use of the system."

- (ii) Delete Section 16. and substitute the following

"In addition to the Garbage Tax there shall be charged and imposed upon and payable by the owner or owners of any and every dwelling, apartment house or trade premises for the removal of garbage to the City's Garbage Dumping Ground under the provisions of this Bylaw and for the destruction of the same a charge (hereinafter called "the extra Garbage Tax") as set out in Schedule "A" of Bylaw No. 1759, 1995, being the City of Duncan "Fees & Charges Bylaw" for the time actually occupied in the collection of garbage collected from any dwelling, apartment house or trade premises over and above the aggregate content of two regulation garbage receptacles in any month."

- (g) Land Use Procedures Bylaw No.1500, 1986 is hereby amended as follows:

- (i) Delete Section 4.Fee: and substitute the following:

"At the time of application for an amendment or a permit the applicant shall pay to the municipality an application fee in the amount as set out in Schedule "A" of Bylaw No. 1759, 1995".

- (ii) Delete Section 2 of Form A1(ii) and substitute the following:

"An application fee as set out in Schedule "A" of Bylaw No. 1759, 1995 (applicable section of which is attached) shall be made payable to the City of Duncan and shall accompany the application."

(h) Building Bylaw 1978, No.1238 is hereby amended as follows:

(i) Delete Section 6.(c) Permits: and substitute the following:

"the applicant for a permit has paid the fee prescribed and as set out in Schedule "A" of Bylaw No. 1759, 1995 (copy attached hereto) at the time of issuance of the permit,  
the authority having jurisdiction shall issue the permit for which the application is made, appended as Schedule "C" of this Bylaw at the concurrent time of issuance of the Building Permit."

(ii) Delete Section 6.(d) Permits: and substitute the following:

"an additional fee shall be paid in accordance with Schedule "A" of Bylaw No.1759, 1995 if the permit is renewed."

(i) Sign Bylaw 1985, No.1451 is hereby amended as follows:

(i) Delete Section 11 Permit Fees (1) PERMITS: and substitute the following:

"except as provided in Schedule "A", every person wishing to construct, erect, alter, repair, or relocate any type of sign shall, prior to commencing the work, apply for a permit, and shall not commence such work unless and until such permit has been granted. Application for a permit shall be accompanied by payment of the appropriate permit fee in accordance with Schedule "A" of Bylaw No. 1759, 1995.

(j) Connection Fee Bylaw 1977, No.1166 is hereby amended as follows:

(i) Delete Section 1 and substitute the following:

"There shall be imposed a charge against the owners of Real Property for the connection to the City of Duncan Sanitary Sewer and Storm Drainage Systems, all as set out in Schedule "A" of Bylaw No. 1759, 1995."

(k) Water Regulations Bylaw 1977, No.1167 is hereby amended as follows:

- (i) Delete Section 25 Division V - Water Supply - Rates and Charges and substitute the following:

"25. Every owner of premises served by the Waterworks System shall pay to the City a charge according to the rates set out in Schedule "A" of this Bylaw and in accordance with Schedule "A" of Bylaw No.1759, 1995."

**SECTIONS OF BYLAWS DELETED**

- 28. (a) Business Licence Bylaw, No. 1691, 1992 is hereby amended as follows:
  - (i) Delete Section 1.
- (b) Commercial Vehicle Licensing Bylaw No. 1530, 1987 is hereby amended as follows:
  - (i) Delete Schedule "A".
- (c) Freedom of Information & Protection of Privacy Bylaw No. 1754, 1994 is hereby amended as follows:
  - (i) Delete Schedule "A" (Schedule of Maximum Fees)
- (d) Water Regulations Amendment Bylaw, 1987, No.1672, 1992 is hereby amended as follows:
  - (i) Delete Section 3. (Part III Schedule "A" Section 1(b) - Connection Charges)
- (e) Water Regulations Bylaw, 1977, No.1167 is hereby amended as follows:
  - (i) Delete Schedule "A" Part III - Connection Charges - Section 1. Service Connection Charges, 2. Turn Off Charges and 3. Extension to Main Lines.

**BYLAWS REPEALED**

- 29. The following bylaws are hereby repealed:
  - (a) "Dog Regulation, Licencing and Impounding Bylaw, 1980, Amendment Bylaw, 1987 No. 1509"

- (b) "Garbage Collection and Disposal Bylaw No. 1165, Amendment Bylaw No. 1757, 1995"
- (c) "Land Use Procedures Bylaw, 1986, Amendment Bylaw, 1990 No. 1598"
- (d) "Building Bylaw, 1978 No.1238, Amendment Bylaw, 1989 No.1582"
- (e) "Sign Bylaw, 1985, Amendment Bylaw, 1989 No. 1583"
- (f) "Connection Fee Bylaw, 1977, Amendment Bylaw 1988 No.1547"

**EFFECTIVE DATE**

30. This Bylaw becomes effective upon adoption.

READ THE FIRST TIME on the 8th day of May, 1995.

READ THE SECOND TIME on the 8th day of May, 1995.

READ THE THIRD TIME on the 8th day of May, 1995.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the City of Duncan on the 23rd day of May, 1995.

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Clerk of the Municipal Council  
of the Corporation of the City  
of Duncan.

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Mayor.

## SCHEDULE A

### FEES

I.	<b><u>ACCOUNTS RECEIVABLE INTEREST</u></b>	<b><u>FEE</u></b>
Amended #1895	Percent per month add to outstanding balance	1%
II.	<b><u>ANIMAL CONTROL</u></b>	
	<u>Fines:</u>	
	For impounding any horse, sheep, goat, swine, bull, cow or other animal of the bovine species over one (1) year old	\$20.00 each
	For impounding any animals of the bovine species under one (1) year old	\$10.00 each
	For impounding any goose, other fowl, rabbit or cat	\$5.00 each
	For impounding all other animals	A charge at the discretion of the Pound-keeper to a maximum of \$20.00 each
	<u>Other Charges:</u>	
	For each horse, sheep, goat, swine, bull, cow or other animal of the bovine species over one (1) year old	\$5.00 per day
	For each animal of the bovine species under one (1) year old	\$4.00 per day
	For each goose, other fowl, rabbit or cat	\$2.00 per day
	For each other animal	A charge at the discretion of the Pound-keeper to a maximum of \$5.00 per day
III.	<b><u>BEER GARDENS</u></b>	
	A. Performance Deposit in accordance with City Policy	\$300.00
	B. Per day rental fee (Also see Parks User Fees in this schedule)	\$100.00

IV.	<b><u>BUSINESS LICENSES</u></b>	Fee If Paid Prior to March 1 each year	Fee If Paid After February 29 each year (including penalty)	Fee for new Business Licenses issued after July 1
<b>Amended #1961</b>	A. From every business operated from a premises in a commercially zoned property in the City, an annual fee of	\$100.00	\$125.00	\$50.00
<b>Amended #1961</b>	B. From every other business operated from a property within the City of Duncan, an annual fee of	\$100.00	\$125.00	\$50.00
<b>Amended #1961</b>	C. From every business operated from a property outside of the City, an annual fee of	\$100.00	\$125.00	\$50.00
<b>Amended #1961</b>	D. From every person who exhibits a public circus or carnival, for each day of operation, a fee of	\$160.00	\$160.00	\$160.00
<b>Amended #2013</b>	E. Any unpaid business license account turned over to a Collection Agency will have added an additional charge of 35% (over and above the amount of the debt outstanding).			
V.	<b><u>COMFORT LETTERS</u></b>			
	A. Original Letter			\$75.00
	B. Second and Subsequent Copies			\$50.00
VI.	<b><u>COMMERCIAL LICENCE DECALS</u></b>			
	A. Vehicle license fees for each license year for a vehicle of gross vehicle weight			
	- not exceeding 2,800 kg.			\$25.00
	- over 2,800 kg but not over 11,800 kg.			\$30.00
	- over 11,800 kg but not over 20,000 kg.			\$35.00
	- over 20,000 kg.			\$40.00
	Vehicle license fee for each license year for a vehicle operated under an agreement under section 13 of the Commercial Transport Act			\$30.00
	Vehicle License transfer fee			\$ 6.25
VII.	<b><u>CONTAMINATED SITE</u></b>			
<b>Amended</b>	Site profile application			\$50.00

#1824

VIII. **CURB CUTS**

- |                |   |                            |
|----------------|---|----------------------------|
| #2067<br>#2081 | 1. Initial application analysis fee (may be combined with water application analysis fee)   | \$475.00                   |
|                | 2. 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 |

IX. **DOCUMENTS & RECORDS (COPIES OF)**

- |   |   |
|---|---|
| A. Bylaws (per page)  | .50¢<br>\$1.00 Faxed (per page)                     |
| B. Minutes (per page)   | .50¢<br>\$1.00 Faxed (per page)                     |
| C. For applicants other than commercial applicants:   |   |
| i) for locating and retrieving a record   | \$7.50 per ¼ hour after the first 3 hours           |
| ii) for producing a record manually   | \$7.50 per ¼ hour                                   |
| iii) for producing a record from a machine readable record (e.g. computer)<br>*for cost of use of central mainframe processor and all locally attached devices plus \$7.50 per 1/4 hour for developing a computer program to produce the record | \$16.50 per minute*                                 |
| iv) for preparing a record for disclosure and handling a record   | \$7.50 per ¼ hour                                   |
| v) for shipping copies  | Actual costs of shipping method chosen by applicant |
| vi) for copying records<br>- photocopies and computer printouts<br>- floppy disks   | .50¢ per page<br>\$10.00 per disk                   |

**X.(i) DOG LICENCES**  
**Deleted**  
**#2048**

**XI. GARBAGE COLLECTION**  
Property Use

<b>Amended</b> <b>#1837</b>	1. Dwelling Units	
	First Unit	\$136.00
	Each Additional Unit	\$107.00
	Additional Can	\$ 2.00
<b>Amended</b> <b>#1921</b>	2. Trade Premises	
	First Unit	\$170.00
	Each Additional Unit	\$140.00
	Extra Garbage Tax (per minute)	\$ 3.50
	Additional Can	\$ 2.00

Container Rentals

1.	The monthly rental for each Garbage container supplied by the City of Duncan shall be	\$22.00
2.	Scheduled Container Dumping (per dump) a minimum of one dump per week will apply	\$10.00
3.	Unscheduled Container Dumping (per dump)	\$25.00
4.	i) Replacement container lock	\$22.00
	ii) Replacement container lock key	\$ 8.00

Recycling

<b>Amended</b> <b>#1882</b> <b>#1949</b>	The semi-annual fee per residence for the curbside residential recycling program shall be	\$ 6.00
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**XII. LAND USE ALTERATION FEES AND NOTICES**

<b>Amended</b> <b>#1921</b> <b>#2087</b>	A. Official Community Plan Bylaw Amendment	\$2,100.00
		\$600 of this amount will be refunded if an amending Bylaw pertaining to the application is not given first

		reading by Council.
<b>Amended #1921 #2087</b>	B. Rezoning	\$2,100.00 \$600 of this amount will be refunded if an amending Bylaw pertaining to the application is not given first reading by Council.
<b>Amended #1921 #2087</b>	C. Official Community Plan Bylaw Amendment and Zoning Bylaw Amendment	\$2,100.00 \$600 of this amount will be refunded if an amending Bylaw pertaining to the application is not given first reading by Council.
<b>Amended #1921 #1945 #2087</b>	D. Development Variance Permit	\$750.00
<b>Amended #2087</b>	E. Development Permits (DP) – Industrial and Commercial	
	i. Cosmetic Improvement (Minor DP)	\$50.00
	ii. Penalty Fee for <u>not</u> securing a Development Permit for Cosmetic Improvements	\$100.00
	iii. Major DP Structure <200 m <sup>2</sup>	\$500.00
	iv. Major DP Structure >200 m <sup>2</sup>	\$800.00
<b>Amended #1989 #2087</b>	F. Development Permits – Residential	
	i. 4 or less units	\$500.00
	ii. 5 or more units	\$800.00
<b>Amended #1989 #2087</b>	G. Development Permit Amendments	
	i. To amend a minor Development Permit	\$50.00
	ii. To amend a major Development Permit	\$100.00
<b>Amended #2087</b>	H. Heritage Alteration Permits	\$400.00

**Amended #2087**      I. Temporary Commercial or Industrial Use Permit      \$1,500.00  
 \$600 will be refunded if Council decides not to consider the application any further by giving public notice

**Amended #2087**      J. Board of Variance      \$1,000.00

**XIII. LIST OF ELECTORS**

**Amended #1895**      A. First Copy      (Council Candidates)  
 No Charge

B. Second and subsequent copies      (Council Candidates)  
 \$10.00

C. All Copies (others)      \$10.00

**XIV. N.S.F. CHEQUES**      \$15.00

**XV. OFFICIAL COMMUNITY PLAN & MAP**      \$10.00

**XVI. PARKS USER FEES**

**Amended #1889**      Regular Users Fees:

	<u>Current</u>	<u>Jan.1, 2000</u>	<u>Jan.1, 2000</u>	<u>Jan.1, 2002</u>
A. Per game charge*	\$15.00	\$23.00	\$35.00	\$53.00

(Game slots = two(2) hours in length)

\*Rates will not be adjusted due to rainouts since they can be rescheduled.

B. Per month for <u>practice</u> use of the Rotary Field and the Practice Sand Field (both have field lights)	<u>Jan.1, 2000</u>	<u>Jan.1, 2001</u>	<u>Jan.1, 2002</u>
	\$90.00	\$135.00	\$203.00

Casual Users & Tournament Fees

	<u>Jan.1, 2000</u>	<u>Jan.1, 2001</u>	<u>Jan.1, 2002</u>
Per 2 hour slot	\$23.00	\$35.00	\$53.00
Per ½ day rental (maximum 6 hours)	\$60.00	\$90.00	\$135.00
Per 1 day rental (maximum 12 hours)	\$113.00	\$170.00	\$255.00

Also for tournaments (maximum 3 days), \$300.00 performance deposit, which will be refundable if the area is left in a satisfactorily clean and undamaged condition. Beer garden operator will be required to provide evidence of liability insurance naming the City as "additional named insured".

\$100.00 per day for Beer Gardens in addition to rental rates. If user wishes to have portable sanitary facilities, they may get them at their own cost and responsibility.

**XVII. PERMIT FEES**

**Amended #1945** i. BUILDING PERMIT FEES

Minimum charge	\$50.00
Value up to \$100,000.	\$8.00 per thousand of value
Value over \$100,000.	\$800.00 plus 5.00 for each \$1,000. over \$100,000.

\*\* (The Building Department may require the applicant, at his/her own expense, to provide a professionally prepared appraisal of the value of the construction prior to issuing a permit)\*\*

\*\* A fee reduction of 10% will be given for projects where the services of a Coordinating Registered Professional, and Registered Professionals are engaged, and where letters of supervision Schedules A, B1 and B2 are provided.\*\*

ii. OTHER PERMIT FEES

Demolition of building	\$50.00
Permit to move building	Based on above building fees
Construction without obtaining a permit	Double fee
Callback Inspection	\$50.00
Amended #1819 Street Occupancy	\$20.00 per day with the first 20 working days free (Monday - Friday, inclusive excluding Statutory Holidays) or \$.50 per square metre per day whichever is greater

iii. PLUMBING PERMIT FEES

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.

Per Fixture	\$12.00
Minimum Fee	\$24.00
Callback Inspection	\$50.00

iv. MISCELLANEOUS INSPECTIONS

	Sewer lines on private property	\$50.00
	Sprinkler systems	\$ 2.00 per head
	Waterlines on private property	\$50.00
	Wood burning Appliances (new installations)	\$50.00
	Callback Inspection	\$50.00
<b>Amended #1895</b>	Grease Interceptors in Non-Compliance	\$100.00

v. SIGNS

Value up to \$5,000.	\$30.00
Value over \$5,000.	\$30.00 plus \$8.00 per each \$1,000. over \$5,000.

XVIII

SEWER FEES

**#2067  
#2081  
Amended  
#1853 –  
replaced  
by #2067**

(a) 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 on the basis of its potential effect on the system capacity;
2. Applications for any sewer service to any land outside of the City of Duncan 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:
 

	<b>Fee</b>
i. Initial application analysis fee (may be combined with water application analysis fee)	\$ 475.00
ii. 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	At actual cost of the work

**Out of Area Capital Cost Contribution**

**Fee**

- |    |  |             |
|----|--|-------------|
| a) | Single Family Residence; suite; ½ strata duplex; mobile home (1 dwelling unit) | \$ 1,500.00 |
| b) | Multiple Dwelling Units (buildings with 3 or more dwelling units)              | \$ 1,095.00 |
| c) | Commercial developments (per square metre)                                     | \$ 7.13     |
| d) | Other Development types  | See (1)     |
|    | (1) Minimum Daily Sewage flow rate X \$1,500<br>1,178 Lpd per residence        |             |

Amended  
#1921  
#1949  
#1980  
#1994  
#2018  
#2045  
#2067  
#2081

- |     |   |                   |
|-----|---|-------------------|
| (b) | <b><u>SEWER RENT</u></b>  | <u>Annual Fee</u> |
|     | <u>Property Use</u>   |                   |
| 1.  | Single Family Residence, ½ strata duplex, mobile home (1 dwelling unit)                                   | \$ 191.00         |
| 2.  | Duplex (if on one registered title)   | 362.70            |
| 3.  | Single Family Residence with one accessory dwelling unit (suite)  | 362.70            |
| 4.  | Multiple Family Dwelling Unit, Apartment Unit   | 150.60            |
| 5.  | Commercial and Institutional Premises including Churches and Public Halls (where not otherwise specified) |                   |
|     | (a) for first two plumbing fixtures   | 138.30            |
|     | (b) for each additional fixture   | 23.60             |
| 6.  | Laundry & Dry Cleaners  |                   |
|     | (a) for first 10 washers  | 949.50            |
|     | (b) for each additional washer  | 48.80             |
| 7.  | Restaurant  | 505.70            |
| 8.  | Clubs Where Liquid Refreshments are served  | 492.70            |
| 9.  | Boarding House  |                   |
|     | (a) having 10 rooms or less   | 299.90            |
|     | (b) for each additional room  | 23.60             |
| 10. | Hotel & Motel – For Each Bedroom (self-contained)   | 69.30             |
| 11. | Schools – Per Room  | 231.40            |
| 12. | Hospitals – Per Bed   | 127.20            |
| 13. | Carwash - per bay   | 505.50            |

14. When a Dwelling Unit is owned and occupied by a person who: is a resident of the City, was age 65 or older during the calendar year 2009, is either in receipt of the Provincial Government - Seniors Supplement or whose income does not exceed an amount equal to the Provincial Government maximum assistance; that person will be entitled, upon satisfactory evidence, to a rebate of 50% of the charges applicable to their Dwelling Unit if the person was in receipt of the 50% rebate the previous year.

NOTE: 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 charge in accordance with this tariff.

(c) **INDUSTRIAL WASTEWATER FEE**

In addition to the user charges payable under Section XVII (b), if the volume of industrial wastewater discharged from any premises exceeds 300 m<sup>3</sup> in any 30 day period, an additional user charge of \$.020 per cubic metre in excess of 300 m<sup>3</sup> shall be payable to the City.

(d) **METERED SEWER RATES**

Amended  
#2033  
#2045  
#2067  
#2081

	Charge for Metered Sewer Each Six Month Period 2010
1. All uses except Multi Family For every 400 cubic feet or part thereof	\$ 7.93
Minimum charge	80.84
2. Multi Family For every 400 cubic feet or part thereof	7.93
Minimum charge (per unit)	75.29
3. Abatement program application fee	68.40

A late payment penalty of 10% will be added to all charges set out in Schedule XVIII (d) which are not paid prior to three months from the end of the billing period. If the penalty date falls on a day when City Hall is not open, the penalty date shall be the last working day of the applicable month.

XIX. **STORM DRAIN CONNECTION FEES**

Bylaw  
#2067  
#2081

- |   |           |
|---|-----------|
| 1. Initial application analysis fee (may be combined with water application analysis fee) | \$ 475.00 |
|---|-----------|

2. Connection fees. All sizes of connections shall be charged At actual cost of the work  
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.

**XX. STRATA TITLE CONVERSION FEES**

- Amended #2087** 1. Strata Conversion \$200.00 per unit to a maximum of \$2,500.00
- Amended #2087** 2. Strata Lot Development \$200.00 per lot to a maximum of \$2,500.00

**XXI. SUBDIVISION APPLICATION FEES**

- Amended #1965**  
**Amended #2087** 1. Subdivision \$600.00  
Plus \$150.00 per additional lot

**XXII. TAX DEMAND NOTICES**

- A. Owner no charge  
B. Non-owner \$5.00(faxed \$10.00)

**XXIII. TAX INFORMATION**

- A. Owner Current year – no charge  
Previous years - \$10.00
- B. Non-owner \$10.00 includes faxing

**Amended #2024** **Deleting all of Part XXIV, of Schedule “A”, relating to WATER CONNECTIONS.**

**Amended #1921**  
**Amended #1945** **Removed Section XXV. “Zoning Board of Variance”\***

**XXV. ZONING BYLAW & MAP** \$10.00/set  
\$ 5.00/each

*THE FEDERAL GOODS AND SERVICES TAX WILL BE ADDED AS APPLICABLE*

