

**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 3107, 2023**

**A bylaw to amend City of Courtenay Fees and Charges Bylaw No. 1673, 1992**

The Council of the Corporation of the City of Courtenay in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as **“City of Courtenay Fees and Charges Amendment Bylaw No. 3107, 2023.”**
2. That “City of Courtenay Fees and Charges Bylaw No. 1673, 1992” be amended as follows:
  - (a) That Schedule of Fees and Charges, Section II, Appendix I, “Development Fees”, be hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw:

Schedule of Fees and Charges Section II, Appendix I – Development Fees


3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 22<sup>nd</sup> day of November, 2023

Read a second time this 22<sup>nd</sup> day of November 2023

Read a third time this 22<sup>nd</sup> day of November, 2023

Finally passed and adopted this 6<sup>th</sup> day of December, 2023

  
\_\_\_\_\_  
Mayor Bob Wells

  
\_\_\_\_\_  
Adriana Proton, Corporate Officer

**SCHEDULE OF FEES AND CHARGES  
CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW  
NO. 3107, 2023**

**SECTION II  
APPENDIX I  
DEVELOPMENT FEES**

**SCHEDULE OF FEES AND CHARGES - DEVELOPMENT APPLICATIONS**

APPLICATION	TOTAL
<b>Official Community Plan (OCP) Amendment</b>	
Application Fee (does not include Public Hearing fee) .....	\$3,000.00
<b>Temporary Use Permit</b>	
Application Fee.....	\$2,500.00
Extension or Amendment .....	\$2,500.00
<b>Zoning Bylaw</b>	
1. Application Fee .....	\$3,000.00
2. Large projects - if application is for a parcel with a site area:	
a. Site area over 2 ha or if floor area exceeds 4500 m <sup>2</sup> .....	\$5,000.00
<b>*Plus:</b>	
i. \$100 per residential unit for multi-family developments (to a max of \$10,000)	
ii. \$1.00 per m <sup>2</sup> for commercial developments (to a max of (\$10,000)	
b. Site area over 8 ha or if floor area exceeds 9000 m <sup>2</sup> .....	\$6,500.00
<b>*Plus:</b>	
i. \$100 per residential unit for multi-family developments (to a max of \$10,000)	
ii. \$1.00 per m <sup>2</sup> for commercial developments (to a max of \$10,000)	
3. Comprehensive Development zone (other than 2b) .....	\$7,500.00
<b>*Plus:</b>	
i. \$100 per residential unit for multi-family developments (to a max of \$10,000)	
ii. \$1.00 per m <sup>2</sup> for commercial developments (to a max of \$10,000)	
At the discretion of the Director of Development Services fees will be collected for third party professional reviews to assist City staff in the review of more complex proposals and to assist in the processing of applications during periods of higher development activity.	

<b>Development Permit Applications (DPA)</b>	
1. DPA – 1 Commercial; Industrial, Mixed Use Developments & Multi-Family Residences with Three (3) or more units.....	\$2,500.00
a. For residential projects, add \$75 per 100 m <sup>2</sup> residential unit or parcel over 25 units or parcels	
b. For commercial/industrial projects, add \$125 per 100 m <sup>2</sup> of gross floor area over 500 m <sup>2</sup> or add \$50 per 0.1 ha of site area over 0.4 ha whichever results in the greater fee (round up to nearest \$100.00)	
c. Exterior Façade Improvement (Commercial; Industrial Multi-Family, Multi-Family; with three (3) or more units).....	\$1,000.00
d. Exterior Façade Improvement of existing commercial properties within the Downtown Courtenay Business Improvement Area.....	\$200.00
2. DPA – 2 Intensive Residential Form and Character.....	\$500.00
3. DPA – 3 Farm Protection.....	\$500.00
4. DPA – 4 Environmental Protection (EDP)	
a. EDP major*.....	\$2,500.00
b. EDP minor**.....	\$500.00
5. DPA – 5 Hazardous Conditions - Steep Slopes.....	\$500.00
6. Application to extend the period of validity for an existing Development Permit.....	\$750.00
7. Application to amend an existing Development Permit.....	\$750.00
*Major: construction value is over \$100,000.00	
**Minor: construction value is under \$100,000.00	
<b>Development Variance Permit Applications</b>	
1. Application fee if approved by Council .....	\$1,500.00
2. Minor Development Variance Permit (Delegated).....	\$500.00
<b>Board of Variance Application</b> .....	\$500.00
<b>Liquor License and Cannabis Applications</b>	
1. Application fee (does not include a Public Hearing fee – if required) .....	\$1,500.00 (+GST)
<b>Sign Permits</b> .....	\$100.00
<b>Strata Conversion</b>	
1. Application for a strata conversion of a previously occupied building	
a. Inspection fee .....	\$100.00
b. Application fee .....	\$500.00
c. For each additional unit/parcel .....	\$100.00
<b>Subdivision Application Fees</b>	
1. First parcel .....	\$600.00
2. Each additional parcel .....	\$150.00
3. Application for a Phased Strata Development.....	\$1,500.00

Restrictive Covenant or Statutory Right of Way Amendment to or Discharge .....	\$1,000.00
Property Information Request or File Review .....	\$150.00 (+GST)
Land Title Document Search, per title .....	BC Land Title and Survey Rates
Printing, per page .....	0.25
Photocopying, per page .....	0.35 (+GST)
Postage .....	Canada Post Rates (+GST)
Administrative Fee (e.g. preparing mail-out notifications, preparing property information request or file review)	\$35.00 per hour
<b>Tree Cutting &amp; Removal Permit</b>	
1. Single family lots equal to or under 4000m2 in size, or when only two trees are removed on any sized lot.....	\$100.00
2. Lots larger than 4000m2 and multi-lot subdivisions.....	\$500
3. Hazardous tree removal.....	No fee

<b>Public Hearing</b>	
Each Statutory Public Hearing organized and conducted by City Staff (this fee includes the publication of notice (e.g. newspaper). A corresponding mail-out notification of the meeting is additionally charged at postage and staff admin rates..... This fee will be refunded in full if an application does not proceed to Public Hearing.	\$1,500.00 (+GST)
<b>Community Information Meeting</b>	
Each Community Information Meeting held in person and attended by City Staff. A corresponding mail-out of the materials and notification of the meeting is additionally charged at postage and staff admin rates. Cost of Venue and Advertising (Community Information Meeting) .....	\$500.00 Applicant's Cost
Letter of Concurrence from City Council for the siting of Telecommunication Towers .....	\$1,500.00

<b>Encroachment Agreements</b>	
General .....	\$1,500.00
a) Plus, annual fee of \$200.00 plus \$5.00 for every square foot exceeding 150 square feet	
Residential Non-Invasive Encroachment.....	\$75.00
a) Plus (assessed value per sq. ft x sq. ft of encroachment) x 2.5%	application fee
Residential Invasive Encroachment.....	\$75.00
a) Plus (assessed value per sq. ft x sq. ft of encroachment) x 5%	application fee
Commercial & Multi-Family Sidewalk Hoarding Only.....	\$75.00
	application fee
Commercial & Multi-Family Non-Invasive Sidewalk Hoarding and Site Trailers.....	\$75.00
a) Plus (assessed value per sq. ft x sq. ft of encroachment) x 5%	application fee
Commercial & Multi-Family Invasive Construction Staging, Cut Excavated Slope and/or Temporary Land Use.....	\$75.00
a) Plus (assessed value per sq. ft x sq. ft of encroachment) x 7.5%	application fee
Housing Agreement .....	\$2,000.00
Phased Development Agreement .....	\$3,500.00
<b>License of Occupation</b>	
All fees are in addition to required Business License Fees per current associated bylaw.	
Sidewalk Cafés.....	\$5.00 per m <sup>2</sup>
a) Plus \$100.00 per parking space occupied per month	per month for sidewalk or SRW occupied
Merchant Encroachment (Sidewalk).....	Annual fee
a) \$15.00 fee per day per parking space	of \$25.00 for all sidewalk area
For-Profit Events.....	Minimum
a) Plus \$50.00 per hour (or portion thereof) after the first 2 hours until fully vacated	\$100.00 fee
24 Hour Mobile Street Vendor.....	\$25.00

Seasonal License Fee.....	\$25.00 per month or \$125.00 for May 1 to October 31
Community Events and Non-Profit Vendors.....	No fee

Development Application Refund

Refunds as a % of Total Application Fee	
After referral of an application, prior to preparation of a staff report	50%
After completion of a staff report	0%