

VILLAGE OF PORT ALICE BYLAW NO. 695

**A BYLAW FOR VILLAGE OF PORT ALICE
RATES & FEES FOR 2025**

WHEREAS the Council considers it desirable to charge for fees and services provided by the Municipality;

The Council of the Village of Port Alice enacts as follows:

1. TITLE
 - (a) This bylaw may be cited for all purposes as the "Village of Port Alice Rates & Fees Bylaw No. 695-2025".
2. ENACTMENT
 - (a) This bylaw is in effect January 1, 2025.
 - (b) It shall be lawful for the Chief Administrative Officer or the Finance Officer to transfer any outstanding accounts receivable invoices, if unpaid on the 31st day of December, to property taxes in arrears.
 - (c) This bylaw repeals Bylaw No 687, 2023 and Bylaw No. 689, 2024.
3. SCHEDULES
 - (a) Schedules A, B, C, D, E, F, G, H, I, J, K, L, M and N attached to and forming part of this bylaw are hereby adopted and are the rates charged for the Village of Port Alice user rates.

4. SEVERABILITY

If a court of competent jurisdiction declares any portion of this bylaw invalid, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.

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Read a first time on the 11th day of December 2024.

Read a second time on the 11th day of December 2024.

Read a third time on the 11th day of December 2024.

Adopted on the 8th day of January 2025.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Certified to be a true copy of the Village of Port Alice Rates & Fees Bylaw No. 687-2024
As adopted on the 10th day of January 2024.

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE A – WATER RATES

1. Inspection, Connection, Turn Water On/Off Fees		
a)	Any property owner who desires a turn off or on of service must give to the Village office, seven (7) days' notice in writing, except in the case of an emergency, and shall at the same time pay the fee for each turning off or on.	\$100.00
b)	Where installation of a water connection exists the fee for inspection of a standard 18mm (3/4") connection will be:	\$100.00
c)	For each additional inspection required after the first inspection because of defective material or workmanship the fee will be:	\$100.00
d)	Where a water connection (standard 18mm (3/4")) is to be installed, a water main or lateral line must be within twenty (20) metres distance from the property line. The fee shall be at cost or a minimum of:	\$3,000.00
e)	Where a water connection is required above the standard 18mm (3/4") or is beyond the 20 metre distance, the fee shall be at cost or a minimum of:	\$3,000.00
2. Semi Annual Rates		Rate per month
The rates reflected in this schedule are based on a flat rate billing system.		
a	For each single residential dwelling unit	\$9.00
b	For Strata Plan I (rate per month per unit) x 63 Units:	\$9.00
c	For Strata Plan II (rate per month per unit) x 101 Units:	\$9.00
d	For Trailer and Mobile Homes	\$9.00
e	For Schools – each class room	\$9.00
f	For each Yacht Club	\$9.00
g	Garage or Service Station With Car Wash Facilities	\$9.00 Metered Rate
h	For Commercial Light Industrial & Industrial	Metered Rate
i	For each Strata Titled Apartment Building	\$9.00
	Forest Grove	
	1053 (rate per month per unit) x 7 Units	
	1063 (rate per month per unit) x 7 Units	
	1073 (rate per month per unit) x 7 Units	
	1083 (rate per month per unit) x 7 Units	
	Seaview (rate per month per unit) x 38 Units	
	Misty Manor (rate per month per unit) x 34 Units	
	Quatsino Chalet (rate per month per unit) x 60 Units	
j	For Campground up to 12 sites per month	\$65.00
	13 to 24 sites per month	\$130.00
	25 or more sites	\$200.00
k	For Health Clinic (Minimum rate \$9.00 per month)	Metered Rate
l	For each beer parlor/lounge (Minimum rate \$9.00 per month)	Metered Rate
m	For each Legion (Minimum rate \$9.00 per month)	Metered Rate
n	For each Office, Shop, Small Store, Caretakers unit	\$9.00
o	For each non strata apartment building per unit	\$9.00
3. Metered Rate Users		
a	First 20,000 cu. Ft. used per month – per 100 cu. Ft. or part thereof	\$0.40
b	Next 30,000 cu. Ft. used per month – per 100 cu. Ft. or part thereof	\$0.45
c	Next 30,000 cu. Ft. used per month – per 100 cu. Ft. or part thereof	\$0.50
d	80,000 plus cu. Ft. used per month – per 100 cu. Ft. or part thereof	\$0.55

SCHEDULE B – SEWER RATES

1. Rates – Inspection and Connection Fees		
Before any owner's sewer is connected to a sewer connection or public sewer, the owner of the lands requiring such connection or his agent shall make application to the office of the Village, upon such form as provided from time to time, for a permit to connect the owner's sewer to the sewer connection or public sewer, and he shall pay to the Village a sewer inspection/connection fee as follows:		
a)	where installation of sewer connection exists, for standard 100 mm (4") connection an inspection/connection fee of:	\$100.00
b)	where a sewer connection is to be installed, provided a sanitary main or lateral line is within 20 metres distance of the property line, the inspection/connection fee shall be at cost or a minimum of :	\$3,000.00
c)	where a sewer connection is required above the 100 mm (4") or is beyond the 20 metre distance, the charge will be the minimum rate or cost, whichever is higher.	\$3,000.00 minimum
Seniors Discount: Senior means a person who is 65 years of age or older (for principle residence only).		10%
Re-Inspection Fee An inspection fee shall be paid to the Village for each additional inspection required after the first inspection because of defective materials or workmanship.		\$100.00
2 Semi Annual Rates	The rates reflected in this schedule are based on a flat rate billing system.	Rate per month
a	For each single residential dwelling unit	\$21.25
b	For Strata Plan I (rate per month per unit) x 63 Units:	\$21.25
c	For Strata Plan II (rate per month per unit) x 101 Units:	\$21.25
d	For Trailer and Mobile Homes	\$21.25
e	For Schools – each class room	\$21.25
f	For Garage or Service Station	\$21.25
g	For each Strata Titled Apartment Building Forest Grove 1053 (rate per month per unit) x 7 Units 1063 (rate per month per unit) x 7 Units 1073 (rate per month per unit) x 7 Units 1083 (rate per month per unit) x 7 Units Seaview (rate per month per unit) x 38 Units Misty Manor (rate per month per unit) x 34 Units Quatsino Chalet (rate per month per unit) x 60 Units	\$21.25
h	For each hotel/motel – per unit	\$11.00
i	For Campground up to 12 sites per month 13 to 24 sites per month 25 or more sites	\$20.00 \$40.00 \$60.00
j	For each beer parlor/legion	\$25.00
k	Coffee shop/restaurant/cocktail lounge	\$21.25
l	For each Office, Shop, Small Store, Laundry, or caretaker's residence	\$21.25
m	Supermarket	\$21.25
n	Health Clinic	\$21.25
o	Church	\$11.00
p	Light Industrial shops:	
p (i)	5 employees or less	\$21.25
p (ii)	6 – 15 employees	\$26.50
p (iii)	16 – 30 employees	\$32.00

SCHEDULE C – STORM SEWER RATES

3. That at such time as the application is executed the applicant shall pay a connection fee in accordance with the fees listed below:

a) Inspection of connection:	\$100.00
b) Re-inspection of connection and each subsequent connection	\$100.00
c) Where a storm drain connection (standard 100 mm) is to be installed, a fee of Three Thousand Dollars (\$3,000.00) shall be charged provided a storm drain main or lateral is within twenty (20) metres of the property line.	\$3,000.00
d) Where a storm drain connection is required above the 100 mm (4”) or is beyond the twenty (20) metre distance, the fee shall be Three Thousand Dollars (\$3,000.00) or at cost, whichever is higher.	\$3,000.00 minimum

SCHEDULE D – GARBAGE COLLECTION & DISPOSAL RATES

1. Garbage Rates	
The rates reflected in this schedule are based on a flat rate billing system as listed in the table below. The utility requires appropriate funds to operate and the use of the system is not commensurate of rate but a portion of the average base costs.	
(a) The minimum fee payable for the removal of garbage, ashes, and trade waste shall be as Per the table below and shall apply to:	
(i) Residential unit – based on a maximum of two regulation garbage cans per pickup per week for each single family unit.	
(ii) Commercial unit – with no bins – based on a maximum of two regulation garbage cans per pickup per week for offices, warehouses, small retail and wholesale outlets and other small commercial enterprises.	
(iii) Large quantity commercial and industrial – will be charged according to their usage of 3 cu. Yard or 30 cu. Yard bins.	
	Rate Per month
Residential dwelling units, Strata Plan II & Mobile Homes	\$15.00
Strata Corporations – Seaview, Misty Manor, Forest Grove, Evergreen Terrace, & Quatsino Chalet per unit	\$8.00
Non-strata Apartment Buildings per unit	\$8.00
Commercial/Institutions – per unit:	
Small	\$22.00
3-yd bin – per pickup	\$18.00
30-yd bin- per pickup	at cost
Seniors Discount: Senior means a person who is 65 years of age or older (for principle residence only).	10%

SCHEDULE E – STATUTORY FEE RATES

Rates do not include applicable taxes.

1.	Tax Certificate The collector shall provide tax certificates as provided under Section 249 of the <i>Community Charter</i> for the fee established.	\$50.00
2.	Reports	
	a) Photocopies (Black & White)	
	8-1/2" x 11"	\$0.25/per page
	8-1/2" x 14"	\$0.25/per page
	11" x 17"	\$0.30/per page
	Photocopies (Color)	
	8-1/2" x 11"	\$1.00/per page
	8-1/2" x 14"	\$1.00/per page
	11" x 17"	\$1.50/per page
	b) Faxes	
	8-1/2" x 11"	\$1.00/per page
	8-1/2" x 14"	\$1.00/per page
	11" x 17"	\$1.00/per page
	c) Laminating	
	8-1/2" x 11"	\$3.00/per page
	8-1/2" x 14"	\$3.50/per page
	11" x 17"	\$4.00/per page
	d) Maps or Plans	At Cost
	e) Council Meeting Agendas	\$4.00
	f) Freedom of Information Request	\$25.00
3.	NSF cheques returned	\$40.00
4.	Boulevard Debris Pick up or other Rental Purposes – Equipment will only be rented out with Village Operator	
	Dump Truck (includes operator)	\$300.00/hr
	Back Hoe (includes operator)	\$350.00/hr

SCHEDULE E - STATUTORY FEE RATES

(continued)

Rates do not include applicable taxes

5.	Commemorative benches	
	(a) Bench, plaque and installation	\$2,000.00
	(b) Commemorative tree or shrub and plaque	\$700.00 plus tree /shrub
6.	Search for information and records, other than Freedom of Information Request	
	(a) for locating or retrieving a record	\$7.50 per ¼ hour
	(b) for producing a record manually	\$7.50 per ¼ hour
	(c) for preparing a record for disclosure	\$7.50 per ¼ hour
	(d) for shipping copies	actual costs of shipping method chosen by applicant
7.	Advertising	
	Rumble Sheet Commercial Ads: Classified Ad	\$2.00 per line/ \$6.00 Minimum
	Business Card.....	\$6.00/per month
	¼ page.....	\$8.00/per month
	½ page.....	\$16.00/per month
	1 full page.....	\$32.00/per month
8.	Signage at Marina	
	17" wide x 9" high	\$20.00
	23" wide x 9" high	\$25.00
	17" wide x 20" high	\$40.00
9.	Tourism	
	Sales Commission on Gift Shop Items at Info Centre	15%

SCHEDULE F – BUSINESS LICENCE FEES

DEFINITION	BASIS OF FEE	FEE (per annum unless otherwise stated)
Commercial/Industrial Definition – any business permitted in the zones designated in the Village of Port Alice Zoning and Land Use Bylaw and any amendments thereto.	Employing up to 3 people Employing up to 10 people Employing up to 25 people Employing up to 50 people Employing over 50 people	\$50.00 \$80.00 \$100.00 \$200.00 \$400.00
Rental units/spaces Definition – Any building containing rental units for residential or accommodation purposes or any land containing spaces to rent (including campgrounds, storage units, manufactured home parks, etc).	Up to 10 units Up to 20 units Up to 30 units Over 30 units	\$50.00 \$100.00 \$200.00 \$400.00
Home Occupation Definition – any business permitted in residential areas under the provisions of the Home Occupation Regulations set out in the Village of Port Alice Zoning Land Use Bylaw and any amendments thereto.	Per business	\$50.00
Miscellaneous Business Definition – any business not carried out of a building or premises within the Village of Port Alice, including, but not limited to: canvasser, agents, contractors, delivery services, mobile sales and servicing (not including “Mobile Business” defined hereinbefore) and any other business not hereinbefore provided.	Per business *Exception: Instructors offering less than 10 hours instruction/week	\$50.00 \$21.25
Mobile Business Definition – See Bylaw 496 – Schedule “B”	Per day	\$50.00
Each mobile unit	Per year	\$300.00
Non- Resident Business Definition – any type of business carried on in the Village by a non-resident (not including a non-resident that owns, or leases property in the Village for the purpose of operating the said business), including, but not limited to: direct sales, agents, professionals, contractors, delivery services, and mobile sales (except mobile Business defined in Schedule “B”-Bylaw 496).	North Island (Mt. Waddington Regional District) Business Per day Per year All other non-resident businesses Per day Per year	 \$21.25 \$80.00 \$30.00 \$100.00

Business License fees will be pro-rated 50% after July 31st of each year.

SCHEDULE G – RECREATION FACILITIES RATES

Rates do not include applicable taxes

Facility Rentals (during regular scheduled hours)	Rate
Community Centre	
Gym/Larry Pepper Room	\$15.00/hr
Gym/Larry Pepper Room	\$82.00/day
Gym/Larry Pepper Room (Event & Equipment Damage Deposit)	\$200.00
Gym/Larry Pepper Room Cleaning fee	\$30.00/hr
Activity Rooms	\$10.00/hr
Activity Rooms	\$52.00/day
Computer Room	\$15.00/hr
Computer Room	\$82.00/day
After Hours Rental	\$52.00/hr
Room Set up Fees (Chairs, Tables, Coffee, etc.) up to one hour of staff time:	\$30.00
For every half hour thereafter:	\$15.00
Coffee Service: includes coffee and supplies: Per Person	\$2.00
Minimum Fee	\$15.00
Sound System	\$50.00
Projector/Screen	\$15.00
TV/DVD	\$15.00
Tablecloths (per tablecloth)	\$2.50
CC Arts & Crafts at Cost plus 10%	
Sea View Activity Centre	
Multi Purpose Room	\$15.00/hr
Multi Purpose Room	\$82.00/day
Home Economics Room	\$15.00/hr
Home Economics Room	\$82.00/day
Reading or Seniors Room	\$10.00/hr
Reading or Seniors Room	\$52.00/day
Arena	
Hockey Side	\$40.00/hr
Curling Side	\$40.00/hr
Arena Dry Floor: Hockey or Curling Slab	\$40.00/hr
Upper Curling Lounge	\$40.00/hr
Lower Curling Lounge	\$40.00/hr
Rental fees established in a Rental Agreement between the Village of Port Alice and the respective users takes precedence over the rental fees above.	
Link River Campground	
Waterfront Sites	\$30.00
Non-Waterfront Sites	\$20.00

SCHEDULE H – BUILDING PERMIT & TEMPORARY BUILDING PERMIT RATES

1. Building Fees	
a) Value of construction up to \$1,000.00	\$200.00
b) For each additional \$1,000.00 of value of construction, or fraction thereof, over \$1,000.00 but not exceeding \$100,000.00.	\$10.00
c) For each additional \$1,000.00 of value of construction, or fraction thereof, over \$100,000.00 but not exceeding \$500,000.00.	\$5.50
d) For each additional \$1,000.00 of value of construction, or fraction thereof, exceeding \$500,000.00	\$5.00
e) For renewal of a permit where the value of the proposed construction is less than \$100,000	\$50.00
f) For renewal of a permit where the value of the construction is \$100,000 or more	\$50.00 plus \$1.00 per \$1,000, or fraction thereof, for construction value in excess of \$100,000
g) The fee for a permit to demolish a building	\$50.00
(1) Deposit for residential demolition	\$1,000.00
(2) Deposit for commercial/industrial demolition	\$2,000.00
h) The fee for permission to locate a mobile home, factory built building, or similar structure in a location, plus the fee based on the value of the work required to be done on the site, as set out in construction fees above	\$100.00 single wide \$150.00 double wide
2. Refund of Fees	
a) An applicant for a Building, Building Moving, Demolition, Plumbing or Sign permit may obtain a refund of the Permit Fee when a permit is surrendered and cancelled on the following basis:	
i) Refund before any construction begins:	75% of permit fees
ii) No refund shall be made where construction or work has begun or an inspection has been made.	
iii) No refund shall be made for less than	\$100.00
3. Re-inspection Charge	
A re-inspection fee where more than two inspections are necessary	\$200.00

SCHEDULE H – BUILDING PERMIT & TEMPORARY BUILDING PERMIT RATES
(continued)

4. Application or Permit Transfer Fee	
A transfer fee of i) Applies when a permit is outstanding with respect to a parcel of land and the registered ownership of the land is transferred. The new owner may apply for a revised building permit issued in the name of that owner upon payment of the transfer fee. ii) A revised building permit issued under Subsection a) i) shall be deemed to have been issued on the date of the original issuance of the permit and to take effect from that date. iii) Subsection a) i) does not apply when the building plans or the conditions of issuance for a building permit are proposed to be changed. A new building permit application and permit fee must be submitted to the Building Inspector and a new building permit obtained.	\$50.00
5. Permit Extension Fee	
An additional non-refundable permit extension fee applies when an extension is requested in writing by the owner.	\$50.00
6. Letter Advising of Status of Property and Improvements	\$70.00/per hour
7. Building File Review	\$70.00/per hour
8. Fire Protection Equipment - Resubmission of plans	\$100.00 each submission

SCHEDULE I – CEMETERY RATES

Rates do not include applicable taxes.

	Care Fund (included)	Total Fee
Grave Space		
Adult Size	\$100.00	\$400.00
Child /Infant (under 10 years old)	\$75.00	\$300.00
Cremated Remains Size	\$30.00	\$121.25
Services - Opening and Closing grave for burials		
Adult Size: Monday- Friday 8:00 a.m. – 2:00 p.m.		\$600.00
Adult Size: Monday- Friday after 2:00 p.m.		\$800.00
Adult Size: Saturday, Sunday, Statutory Holidays		\$1,500.00
Child/Infant Size (under 10 years old): Monday- Friday 8:00 a.m. – 2:00 p.m.		\$500.00
Child/Infant Size (under 10 years old): Monday- Friday after 2:00 p.m.		\$700.00
Child/Infant Size (under 10 years old): Saturday, Sunday, Statutory Holidays		\$800.00
Services - Opening and Closing grave for Cremated Remains		
Monday- Friday 8:00 a.m. – 2:00 p.m.		\$200.00
Monday- Friday after 2:00 p.m.		\$360.00
Saturday, Sunday, Statutory Holidays		\$460.00
Services - Opening and Closing grave for Exhumation		
Adult Size: Monday – Friday 8:00 a.m. – 2:00 p.m.		\$621.25
Child/Infant Size (under 10 years old) Monday – Friday 8:00a.m. – 2:00 p.m.		\$565.00
Transfer of License		\$25.00
Installation of Memorials (Including Care Fund of \$25.00)		\$100.00
Goods		
Grave Liners		\$500.00
Oversize Grave Liners		\$650.00
Cremation Vaults		\$200.00

SCHEDULE J – BURNING PERMIT RATES

Class “A” Burning Permit: Industrial Land Clearing or Other Major Burning	\$30.00 per issue
Class “B” Burning Permit: Yard Waste & Minor Clean-up	\$5.00 per month
Penalty for False 911 Calls	\$50.00 per call

SCHEDULE K – ANIMAL CONTROL RATES

Annual license fee for spayed/neutered dog over eight (8) months old – January	\$15.00
Annual license fee for not spayed/neutered dog over eight (8) months old	\$30.00
Replacement tags	\$2.50
Kennel License (plus \$2.50 per dog)	\$200.00
Impoundment (first offence)	\$60.00
Impoundment (second offence – within three months of the first)	\$80.00
Impoundment (third offence plus subsequent offences within 3 months of 1 st)	\$120.00
Care & Feeding per day	\$35.00

**SCHEDULE L - ZONING AND OFFICIAL COMMUNITY PLAN
BYLAW AMENDMENT RATES & VARIANCE APPLICATION RATES**

1. Any application for an amendment to the Official Community Plan or Zoning Bylaw shall, at the time of application, be accompanied with payment of the following fees:	
a) Amendment to the Zoning Bylaw or Official Community Plan	
Processing and inspection of application	\$750.00
For statutory public hearing advertising	\$500.00*
Mapping the amendment on Zoning or Official Community Plan Maps	\$300.00**
<i>*If the proposed bylaw amendment is not advertised, 100% of the advertising fee will be reimbursed.</i>	
<i>** If the rezoning is refused after public hearing, the mapping fee will be Reimbursed</i>	
b) Amendment to the Zoning Bylaw and Official Community Plan	
Processing and inspection of application	\$750.00
For statutory public hearing advertising	\$650.00*
Mapping the amendment on Zoning or Official Community Plan Maps	\$500.00**
<i>*If the proposed bylaw amendment is not advertised, 100% of the advertising fee will be reimbursed.</i>	
<i>** If the rezoning is refused after public hearing, the mapping fee will be Reimbursed</i>	
2. Any application for a Development Permit or a Development Variance Permit pursuant to this bylaw shall, at the time of application, be accompanied with payment of the following fees: Processing and inspection of application, costs associated notice and the mailing or delivery of the notice	\$250.00 First and \$100.00 each additional
3. Any Board of Variance Application	\$100.00
4. Sign application, processing and inspection	\$75.00
5. Temporary Land Use Permit	\$ 250.00

SCHEDULE M - SUBDIVISION APPLICATION RATES

Processing and inspection of application	\$600.00
Application fee: For 2 – 10 lots	\$175.00 per lot
For 11 or more lots	\$225.00 per lot
Extension of preliminary approval	\$250.00
Amendment to a Strata Subdivision	\$250.00
Application for a strata conversion of a previously occupied building, per strata plan:	
Application fee	\$100.00
Per unit/parcel *Up to 50% reimbursed if Council refuses strata and planning/engineering costs have not been incurred by the Village.	\$200.00*
If the applicant wishes to submit a revised application within four weeks of the original submission, the fee for considering the revised application will be:	\$500.00
If the applicant wishes to submit a revised application after more than four weeks, but less than one year, from the date of the original submission the fee for each revised submission shall be:	fifty percent (50%) of the original submission fee
For a revised application submitted later than one year from the date of the original submission, the applicant must pay:	the same fees as for a new application

SCHEDULE N – MARINA RATES

The following fees and charges shall be in effect at the Port Alice Municipal Marina and designated parking lots:

Rates Include Applicable Taxes

Daily Moorage Rate for Recreational Vessels per foot per day	\$ 1.15
Monthly Moorage Rate for Recreational Vessels per foot	\$ 14.60
Daily Moorage Rate for Commercial Vessels per foot per day	\$.60
Monthly Moorage Rate for Commercial Vessels per foot	\$7.15
Vehicle parking permit – Daily (Includes Boat Launch)	\$11.50
Vehicle parking permit – Annual (Includes Boat Launch), Residents Only*	\$92.50
Vehicle parking permit – Annual (Includes Boat Launch), North Island Residents	\$176.50
Service Charge: Any service undertaken to resolve a vessel-related emergency or nuisance at the Marina shall be charged to the owner of the vessel at actual costs plus \$150 and shall not be less than \$150.	\$165.00 plus actual costs
Replacement Annual Pass	\$5.75
Secondary Annual Pass	\$5.75
Slip Reservation Fee to be paid annually in advance	\$1,460.00
Trailer Parking after 24 hours	\$5.75 per day
*Resident means a person who is: a) a resident as defined under the Elections Act; or b) A sole shareholder or senior shareholder of corporations that own real property within the Municipal boundaries.	
Fee for Vendors to set up at Marina	
Daily Rate	\$ 10.50
Weekly Rate	\$65.00
Monthly Rate	\$210.00
• Note: Must be open a minimum of 4 days per week for weekly or monthly rate.	
Kayak Storage Fees	
Individual Monthly Rate	\$26.25
Individual Annual Rate	\$235.00
Business Monthly Rate	\$315.00