

CITY OF CASTLEGAR

BYLAW 808

A bylaw to provide for the payment of fees for administrative services.

WHEREAS, under the authority of the Municipal Act, the Council may, by bylaw, set fees to cover the costs of administrative works and services;

NOW THEREFORE the Council of the City of Castlegar, in open meeting assembled, enacts as follows:

1. This bylaw shall be cited as "Administrative Service Fees Bylaw No. 808".
2. A person may obtain an administrative work or service from the City of Castlegar upon payment of the appropriate fee prescribed in Schedule "A" which is attached hereto and forms a part to this bylaw.
3. Notwithstanding Section 2, services provided or fees charged under Freedom of Information Bylaw No. 713, 1994 or Freedom of Information and Protection of Privacy Act are not applicable to this bylaw.
4. Bylaw No. 637 cited as Fees For Services Bylaw No. 637 is hereby repealed.
5. This bylaw shall come into full force and effect upon adoption.

READ A FIRST TIME on the 30th day of September, 1997.

READ A SECOND TIME on the 30th day of September, 1997.

READ A THIRD TIME AND PASSED on the 30th day of September, 1997.

RECONSIDERED AND ADOPTED on the 14th day of October, 1997.

Mike O'Connor  
Mayor

List of Amending Bylaws:
998      September 2004
1145     March 21, 2011
1190     April 7, 2014

Dianne Hunter  
City Clerk

Note to Users

This office consolidation is not an authoritative text of the law and is produced solely as a convenience to the user. The authoritative text of the law is in the original bylaw and the amending bylaw(s).

**Schedule "A"**  
**SCHEDULE OF FEES**

1.	List of Electors	\$20.00 per copy
2.	List of Business Licenses	\$20.00
3.	Tax Notices	\$5.00
4.	Tax Certificates	\$25.00
5.	Bylaws (except Subdivision & Development Bylaw) <i>*maps attached to bylaws are charged extra as per item #9 below</i>	\$1.00 per page to a maximum of \$10.00 per bylaw
6.	Subdivision & Development Bylaw	\$40.00
7.	Photocopies      8.5" x 11", 8.5" x 14" 11" x 17" 24" x 36", 30" x 42" Irregular size, reduction	\$1.00 per sheet \$1.50 per sheet \$10.00 \$1.50 per square foot
8.	Legal Plans	\$5.00 per plan + fees for photocopies
9.	Engineering Drawings ( <i>new plotter calculates cost for supplies for each plot</i> )	\$2.50 per foot of length or \$1.00 per sq. ft (or actual cost)
10.	Development Service Maps (FTP or Flash Drive)	\$50.00 each
11.	Estimate for Water/Sewer Connections ( <i>except when Bldg Permit applied for</i> )	\$85.00 per parcel
12.	Statement of Property Status ( <i>verifying no record of outstanding deficiency</i> )	\$50.00
13.	Comfort Letter	\$78.00 per parcel
14.	Studies, Analyses, Plans or Reports undertaken by the City	\$30.00 per volume
15.	Major Tender Documents	\$30.00 per copy
16.	Criminal Records Check for Employment, Landlord, self check and Canadian Pardon purposes	\$25.00 per check
17.	Criminal Records Check for educational & family ( <i>billet/exchange</i> ) purposes	\$10.00 per check
18.	Any CNIVS ( <i>Criminal number index vulnerable sector</i> ) or CRS (Criminal Record Search) requiring fingerprinting	\$25.00
19.	Criminal Record Check for a Health Canada Marijuana License	\$50.00

**(Bylaw 1190)**

**NOTES:**

- 1) Exemption will be given for the services incurred in processing applications for Subdivision, Development Permits, Zoning/OCP Amendments, Development Variance Permits, Temporary Commercial/Industrial Use Permits, or Board of Variance applications, only after such application has been formally applied for and the applicable application fee received.
- 2) Exemption will be given to property owners requesting information on their property.
- 3) Criminal Record Checks associated with volunteers will be exempted.
- 4) CNIVS (Criminal Number Index) searches for volunteers will be exempted.