

CITY OF CASTLEGAR

BYLAW 808

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

WHEREAS, under the authority of the Community Charter (Bylaw 1406), 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. 1387 (Bylaw 1406) 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 Bylaw No. 637 cited as Fees For Services Bylaw No. 637 is hereby repealed.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
1406	June 19, 2023
1407	June 19, 2023

Dianne Hunter  
City Clerk

<p><u>Note to Users</u></p> <p>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).</p>
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**Schedule "A"**  
**Administrative Service Fees Bylaw Schedule of Fees**

1.	List of Electors	\$20.00 per copy
2.	List of Business Licenses	\$20.00 per copy
3.	Tax Notices	\$5.00 per copy
4.	Tax Certificates	\$25.00 per copy
5.	Bylaws (except Subdivision & Development Bylaw) maps attached to bylaws are charged extra as per item #9 below	\$1.00 per page to a maximum of \$10.00 per Bylaw
6.	Subdivision & Development Bylaw	\$40.00 per Bylaw
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 per sheet \$1.50 per square foot
8.	Legal Plans	\$5.00 per plan + fees for photocopies
9.	Engineering Drawings (new plotter calculates cost for supplies for each plot)	\$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 (except when Building Permit applied for)	\$85.00 per parcel
12.	Engineering and Operational Records Review	\$2,500 per review
13.	Statement of Property Status (verifying no record of outstanding deficiency)	\$50.00 per statement
14.	Comfort Letter	\$78.00 per parcel
15.	Studies, Analyses, Plans or Reports undertaken by the City	\$30.00 per volume
16.	Major Tender Documents	\$30.00 per copy
17.	Criminal Records Check for Employment, Landlord, self check and Canadian Pardon purposes	\$50.00 per check
18.	Criminal Records Check for educational & family (billet/exchange) purposes	\$35.00 per check
19.	Any Criminal number index vulnerable sector (CNIVS) or Criminal Record Check requiring fingerprinting	\$25.00 per check
20.	Criminal Record Check for a Health Canada Marijuana License	\$50.00
21.	Criminal Record Checks for volunteers and non-profits	No charge
22.	Fingerprinting, Criminal Records Check, and Name Change Application fees associated with reclamation of Indigenous names change applications	No charge

**(Bylaw 1407)**