

**DISTRICT OF LAKE COUNTRY**

**BYLAW 987, 2016**

**CONSOLIDATED VERSION**

*(Includes amendments as of January 20, 2026)*

This is a consolidated copy to be used for convenience only. Users are asked to refer to the Fees Bylaw as amended from time to time to verify accuracy and completeness.

<b>Amending Bylaw</b>	<b>Summary of Amendments</b>	<b>Adoption</b>
1001	Delete and replace Schedules 3, 5, 10 & 15	June 6, 2017
1022	Delete and replace Schedule 7	July 18, 2017
1048	Delete and replace Schedule 1	March 6, 2018
1071	Delete and replace line "b." in Schedule 4 Delete and replace Schedule 16	December 12, 2018
1078	Delete and replace Schedule 5	March 5, 2019
1093	Amend ALR application fees in Schedule 4	July 16, 2019
1130	Add sections 2.3 & 2.4 Amend Schedule 4 Delete and replace Schedules 2, 3, 9, 12 & 17	October 6, 2020
1162	Amend Schedule 4 Delete and replace Schedule 6	July 20, 2021
1205	Amend Schedule 2	May 9, 2023
1219	Delete and replace Schedule 15	December 15, 2023
1244	Delete and replace Schedule 15	January 14, 2025
1314	Delete and replace Schedule 12	January 20, 2026

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**DISTRICT OF LAKE COUNTRY****FEES BYLAW 987**

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**A BYLAW TO ESTABLISH FEES AND CHARGES FOR DISTRICT SERVICES AND INFORMATION**

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NOW THEREFORE the Council of the District of Lake Country in open meeting assembled enacts as follows:

**1. DEFINITIONS**

1.1. In this bylaw, unless the context otherwise requires:

**“Actual cost”** means all direct costs including wages, contracted services, material and supplies plus 15% to cover administration and indirect costs.

**“Adult”** means any person who is age nineteen (19) or older or an organization where 75% or more of the members are 19 years of age or older.

**“Child”** means any person who is age three (3) up to and including twelve (12) years.

**“Commercial”** means a business or group with a valid business licence that has paid employees, instructors, coaches, actors or other paid personnel and who is in business for profit.

**“day”** means between the hours of 8:00 a.m. and 4:00 p.m.

**“Director”** means a Director of District of Lake Country or their designate.

**“District”** means the organization of the **District** of Lake Country or the area within the municipal boundaries as the context may require.

**“local”** means operating within the municipal boundaries of the District of Lake Country or in the case of a group or organization, 60% or more of the members or participants are residents of the District of Lake Country.

**“non-profit”** means an organization that holds non-profit status as designated by the Province of British Columbia and/or Federal Government.

**“onsite”** means located on private property during development at final approval but prior to substantial completion of the subdivision or development.

**“offsite”** means located on public road, public land, or statutory right-of-way at final approval of the subdivision or development as the case may be.

**“Prime time”** means between the hours of 3:00 p.m. and 1:00 a.m. during the days Monday through Friday and includes all hours of the days on Saturday and Sunday.

**“Recreation Programs”** include, but are not limited to, activities organized by the District for summer, spring, fall and winter programs for children, youth, adult and seniors in fitness, arts, dance and cultural areas.

“**works**” means infrastructure, systems and any other improvements required to be constructed, erected, or installed, both onsite and offsite, under the provision of District Bylaws.

“**Volunteer group**” means an organization that does not have official non-profit status but operates with no paid staff.

“**Youth**” means any person who is age thirteen (13) up to and including eighteen (18) years or in the case of a group or organization, 75% or more of the members are 18 years of age or younger.

## 2. Application of Bylaw

2.1. The District hereby imposes fees for the provision of services and information as set out in the following schedules, attached to and forming part of this Bylaw:

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2.2. All fees within this Bylaw shall be charged applicable taxes unless otherwise indicated.

### *Sections 2.3 and 2.4 added by Bylaw 1130*

2.3 A damage deposit may be required for rental of a District facility with the minimum amount being \$150.00 and the maximum amount to be determined by the Parks and Facilities Superintendent, based upon the facility in question and the risks for damage posed by the proposed event.

2.4 The Parks and Facilities Superintendent or designate, is authorized to ban any individual or groups from District parks or facilities for engaging in behaviour that has the potential to negatively affect the health, safety and well-being of people attending the facilities and programs.

## 3. FREEDOM OF INFORMATION

3.1. Fees charged for Freedom of Information services shall be as set out under the Freedom of Information and Protection of Privacy Act and British Columbia Regulation 155/2012 Schedule of Maximum Fees, as amended from time to time.

**4. RECREATION PROGRAMS**

- 4.1. Fees for recreation programs offered directly by the District will be based on the following:
- (a) Encouraging maximum public participation while minimizing the tax subsidy;
  - (b) Consideration of fees charged by other municipalities for similar services;
  - (c) Recovery of direct program costs which include: instructor rates, materials and supplies, online booking fees, a 20% administration surcharge, and other costs directly required for the operation of the program;
  - (d) Pricing of programs may reflect a profit margin over and above the recovery of direct programs costs;
  - (e) Flexibility for not recovering costs when accommodating trial or developmental programs, maximizing the use of facility space, providing community services, promoting interest or establishing a customer base.
- 4.2. A cancellation fee of \$5 per person shall be charged for withdrawal from a program.

**5. SEVERABILITY**

- 5.1. If any part of this Bylaw is for any reason held invalid by any court of competent jurisdiction, the invalid portion shall be severed and the severance shall not affect the validity of the remainder of this Bylaw.

**6. FORCE AND EFFECT**

- 6.1. This bylaw shall come into force and effect on January 17, 2017.

**7. ENACTMENT**

- 7.1. Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.
- 7.2. Any Bylaw referred to herein is a reference to an enactment of the Council of the District of Lake Country, as amended, revised, consolidated or replaced from time to time.

**8. CONFLICT**

- 8.1. Fees or charges imposed under this Bylaw, for the provision of services or for information, apply instead of fees or charges imposed under other bylaws for the same services or information. A reference to a more specific matter supersedes a reference to a more general matter.

**9. CITATION**

- 9.1. This Bylaw may be cited for all purposes as "Fees Bylaw 987, 2016"

READ A FIRST TIME this 20<sup>th</sup> day of December, 2016  
READ A SECOND TIME this 20<sup>th</sup> day of December 2016  
READ A THIRD TIME this 20<sup>th</sup> day of December 2016

ADOPTED this 17<sup>th</sup> day of January, 2017.

Original signed by James Baker  
Mayor

Original signed by Reyna Seabrook  
Corporate Officer

I hereby certify the foregoing to be a true and correct copy of the Bylaw cited as "Fees Bylaw 987, 2016" as adopted by the Municipal Council on the 17<sup>th</sup> day of January, 2017.

\_\_\_\_\_  
Dated at Lake Country, B.C.

\_\_\_\_\_  
Corporate Officer

**SCHEDULE 1 ADMINISTRATIVE FEES***Schedule 1 deleted and replaced by Bylaw 1048, 2018*

Commissioner for taking Affidavits Certification of Documents, True Copy or Witness to Signature	\$25.00
Print or Photocopy (each page)	
a. Black and white	\$0.25
b. Colour	\$1.65
c. Oversized map or plan (larger than 11x17)	\$3.00
Documents:	
a. scanned and sent via email	\$0.10/page
b. sent via fax	\$1.00/page
c. provided on a CD or DVD	\$4 per disk
District of Lake Country Corporate Branded Items	Actual cost + up to 25%
Request for Information Includes information requiring more than 15 min's of staff time, historical property information search, financial, utility or tax information requests.	\$40.00 per hour ½ hr minimum
Meetings with staff	\$25.00 per hour, per staff 2 meetings free
Parking Permit for People with Disabilities	\$23.00

*Schedule 2 deleted and replaced by Bylaw 1130*

**SCHEDULE 2 FINANCIAL FEES**

Mortgage Holder Listing	\$10.00 per roll
Returned Payment Cheque Fee	\$25.00
Interest on Accounts Receivable, unpaid after due date	1.5% per month, compounded annually
Property Tax Roll Refund	\$25 per roll
Non-Refundable Credit Card Processing Fee for all Credit Card Transactions	2.00% of payment amount

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*Schedule 3 deleted and replaced by Bylaws 1001 and 1130*

**SCHEDULE 3 POLICE INFORMATION CHECK FEES**

Police Information Check - volunteer organization	\$15.00
Police Information Check	\$45.00

Schedule 4 deleted and replaced by Bylaw 1071; amended by Bylaws 1093, 1130 and 1162

**SCHEDULE 4 PLANNING FEES**

[LINK TO CURRENT PLANNING FEES](#)

- a. Fees are effective January 1 of each year.
- b. Fees set out in this Schedule, excluding those for the Agricultural Land Reserve Application and Subdivision and Development Engineering Inspection Fees, shall increase annually by 2% and be rounded up to the nearest ten dollars (\$10.00) unless otherwise identified.
- c. Refunds: Subdivision and technical development permit application fees are non-refundable. No fees will be refunded if any application has been submitted to Council. For development permits, development variance permits, temporary use permits, Official Community Plan applications, Zoning applications and Land Use Contracts, if an application is withdrawn prior to preparation of the staff report related to the application, 50% of the application fees will be refunded. Board of Variance applications withdrawn prior to advertising and circulation to District staff are eligible for a \$200 refund.

Amended by Bylaw 1130	Agricultural Land Reserve Application Type		Fee to Local Government	Fee to ALC	Total Fee Payable
	Non-Adhering Residential Use		\$450	\$450	\$900
	Soil or Fill Use		\$750	\$750	\$1500
	Non-Farm Use or Subdivision		\$750	\$750	\$1500
	Exclusion		\$750	\$750	\$1500
	Inclusion		\$0	\$0	\$0

  

Area Structure Plan	\$5,000.00
Board of Variance Application	\$700.00
Change of Civic Address	\$100.00
Change of Road Name	\$250.00+\$125.00 per sign
Density Bonusing – Fire Facilities and Equipment Reserve	\$22.00/sq metre for floor space created above the 3 <sup>rd</sup> floor
Development Permit - Council	\$1,360.00
Development Permit - Exemption Review	\$50.00
Development Permit - Technical	\$700.00
Development Permit Amendment - Council	\$640.00
Development Permit Amendment -Technical	\$300.00
Development Permit with Variance	\$1600.00 + \$100.00 each additional variance
Development Proposal Sign - Additional (2 included in application)	\$50.00
Development Proposal Sign - Posting	\$50.00
Development Variance Permit	\$800.00 + \$100.00 each additional variance
Land Use Contract Amendment or Discharge	\$1,400.00
Latecomer Agreement Fee	\$1,500.00
Official Community Plan Amendment (includes 1 public hearing)	\$1,930.00
Official Community Plan Amendment and Zoning Combined (includes 1 public hearing)	\$2,500.00
Preliminary Layout Review - Building Projects (Strata Conversion)	\$950.00 + \$100.00 per strata lot/unit (excluding common property)
Preliminary Layout Review - Extension	\$200.00

Preliminary Layout Review - Fee Simple or Bare Land Strata	\$1,150.00 + \$100.00 per additional lot
Preliminary Layout Review - Phased Strata	\$1,250.00 + \$100.00 per phase
Property Status Letter	\$200.00
Public Hearing - Additional	\$500.00
Re-advertising Fee	\$250.00
Reconsider Council Decision	\$225.00
Referral Agency Invoice	At cost
Remove Notice on Title	\$300.00
Restrictive Covenant Release, amend or new, does not include subdivision application	\$150.00
Road Closure Application	\$1,000.00
Sign Permit	\$100.00
Site Profile	\$75.00
Subdivision Plan Approval (excluding common property)	\$500.00 + \$100.00 per lot/unit
Subdivision Plan Approval - Phased Strata	\$500.00 per phase
Temporary Use Permit	\$1,100.00
Temporary Use Permit Renewal	\$730.00
Zoning Amendment (includes 1 public hearing)	\$1,580.00

*Schedule 5 deleted and replaced by Bylaws 1001 and 1078*

## **SCHEDULE 5 BUILDING FEES**

- a. The building official may place a value on the construction or work for the purposes of determining applicable permit fees by using an appropriate method from the “Marshall Valuation Services” publications with the updated “current cost multipliers,” or such universal source of calculating valuation as the building official deems reasonable, practical, and expedient
- b. Building permit fees for a project, or portion thereof, certified by a Registered Professional shall be reduced by 10% up to a maximum of \$2,000.00 for the value of the project, or portion thereof, covered by the certification.

Alternative Solution Review	\$200.00
Building Permit Fee - Construction value less than \$22,000 **	1.2 % of actual construction value of project + \$100.00
Building Permit Fee - Construction value from \$22,000 to \$100,000**	1.2 % of actual construction value of project + \$200.00
Building Permit Fee - Construction value in excess of \$100,000**	1.2 % of actual construction value of project + \$500.00
Building Permit Fee Rebate - Construction value less than \$22,000*	\$100.00
Building Permit Fee Rebate - Construction value from \$22,000 to \$100,000*	\$200.00
Building Permit Fee Rebate - Construction value in excess of \$100,000*	\$500.00
Building Permit Fee Rebate: Step 3 of the BC Energy Step Code***	\$500.00
Building Permit Fee Rebate: Step 4 of the BC Energy Step Code***	\$1,000.00
Building Permit Fee Rebate: Step 5 of the BC Energy Step Code***	\$1,500.00
Building Permit Re-inspection	\$50.00
Building Permit Security Deposit – Building Move	\$5,000.00
Building Permit Security Deposit – Complex Building (Addition or Alteration)	\$500.00
Building Permit Security Deposit – Complex Building (New)	\$2,500.00
Building Permit Security Deposit - Demolition	\$1,500.00
Building Permit Security Deposit – Simple Building (Addition or Alteration)	\$500.00
Building Permit Security Deposit – Simple Building (New)	\$1,500.00
Building Permit Security Deposit – Temporary Building	\$500.00
Building Permit Security Deposit – Temporary Residence	\$1,000.00
Construction commenced prior to issuance of a building permit or contrary to posting of a Stop Work Order	Double permit fees as per this bylaw
Evaluating Existing Building to be Moved	\$100.00 + \$50.00 per hr after 1 <sup>st</sup> hr +travel outside of Lake Country
Minimum Building Inspection Fee	\$100
Place a Moved Dwelling on a Property	\$400.00 +1.2% of construction cost for portion necessary for final completion
Plan Review - After completed plan check	\$100.00

Plumbing Fixture Fee Each trap, roof drain, floor drain and yard or parking lot drain shall be considered a plumbing fixture	\$10.00 per fixture
Title Search	\$25.00
Tourism Signs	\$115.00 + Actual cost of fabrication and installation of tabs
Transfer Building Permit	\$50.00
<i>* For permits completed within 24 months from the date of issuance.</i>	
<i>** Includes construction, addition, alteration, repair, removal or demolition of a building or part thereof, retaining walls, pool fences, sign structures, mobile home parks, campgrounds, site services and other projects.</i>	
<i>***Step 3 Rebates apply to building permits issued from date of adoption of this bylaw until January 1, 2020. Step 4 and Step 5 Rebates apply to building permits issued from date of adoption of this bylaw until amended or repealed. An owner is only able to receive one (1) rebate for any parcel on which they undertake construction.</i>	

Schedule 6 deleted and replaced by Bylaw 1162

## SCHEDULE 6 ENGINEERING FEES

Access Permit - Application or Appeal (non-refundable)	\$50.00
Encroachment Permit Fee	\$200.00
Encroachment Permit Annual Renewal	\$200.00
Encroachment Permit Modification	\$100.00
<b>Highways and Traffic Bylaw</b>	
Permit Authorizing Restricted Use	\$25.00
Administration	\$25.00
Additional Inspection Fee	\$25.00
Oversize or Overweight Vehicle Permit	\$25.00
Permit to Operate on a Highway	\$25.00
Temporary Parking Permit	\$5.00 per day
<p><b>Detailed Design</b> Administration and inspection Fees for works and services required by the Subdivision and Development Servicing Bylaw for:</p> <ul style="list-style-type: none"> <li>• Fee Simple Subdivision</li> <li>• Strata</li> <li>• Development</li> <li>• Off-site works</li> </ul>	<p>3% of the total cost of construction value (minimum \$500) determined as follows:</p> <ol style="list-style-type: none"> <li>1. Full cost of construction for “on-site” (new roads) and “off-site” (existing front roads), including clearing, grubbing, blasting, cuts and fills, gravel, compaction, pavement, concrete work, ditches, boulevard work if applicable, etc.</li> <li>2. All deep utilities such as storm draining works, sanitary sewer work, if applicable, and water and fire protection, if applicable.</li> <li>3. Costs of civil works only for shallow utilities such as installation costs of ducting for power, telephone and cable TV. The cost of private utility cable work, gas works, service lines etc. is not included in the construction cost.</li> <li>4. Consulting Engineering design fees are not included in the Subdivision and Development Engineering and Inspections Fee.</li> <li>5. The fee is calculated at 3.0% of the consulting engineer’s sealed construction cost estimates. These figures may be adjusted up or down by the District, if in the District’s opinion an adjustment is warranted. This may take the form of a 10% contingency added or deletion of certain items.</li> </ol>
<p><b>Pre-Design Report</b> Administration and Inspection Fees for works and services required by the Subdivision and Development Servicing Bylaw for:</p> <ul style="list-style-type: none"> <li>• Fee Simple Subdivision</li> <li>• Strata</li> <li>• Development</li> <li>• Off-site works</li> </ul>	<p>0.5% of the total cost of construction value (minimum \$500) determined as follows:</p> <ol style="list-style-type: none"> <li>1. Full cost of construction for “on-site” (new roads) and “off-site” (existing front roads), including clearing, grubbing, blasting, cuts and fills, gravel, compaction, pavement, concrete work, ditches, boulevard work if applicable, etc.</li> <li>2. All deep utilities such as storm draining works, sanitary sewer work, if applicable, and water and fire protection, if applicable.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Costs of civil works only for shallow utilities such as installation costs of ducting for power, telephone and cable TV. The cost of private utility cable work, gas works, service lines etc. is not included in the construction cost.</li> <li>4. Consulting Engineering design fees are not included in the Subdivision and Development Engineering and Inspections Fee.</li> <li>5. The fee is calculated at 0.5% of the consulting engineer’s sealed construction cost estimates. These figures may be adjusted up or down by the District, if in the District’s opinion an adjustment is warranted. This may take the form of a 10% contingency added or deletion of certain items.</li> </ol>
<p>Re-inspection fee associated with works and services required by the Subdivision and Development Servicing Bylaw caused by:</p> <ul style="list-style-type: none"> <li>• failure of a test</li> <li>• incomplete or deficient <b>work</b></li> <li>• a situation which required the District Engineer to attend</li> </ul>	<p>\$500 per occurrence</p>

**SCHEDULE 7 GARBAGE AND RECYCLING FEES**

- a. Where an upgrade is required for medical purposes, the fee for “Garbage cart upgrade to 240 litre” may be waived up to a maximum of \$50 per year per applicant, at the discretion of the Chief Financial Officer.

Garbage and Recycling Collection Fee	\$174.00 per year
Garbage cart upgrade to 240 litre	\$50.00 per year
Yard waste cart upgrade to 360 litre	\$10.00 per year
Use of second or third yard waste cart	\$38.00 per cart per year
Bag tag fee	\$2.50 per tag
Change out fee	\$25.00 each

**SCHEDULE 8 SOIL REMOVAL AND DEPOSIT FEES**

Removal fee	\$0.50 per cubic metre
Deposit fee	\$0.50 per cubic metre

*Schedule 9 deleted and replaced by Bylaw 1130*

## **SCHEDULE 9 PARKS AND RECREATION FEES**

- a. Fees are effective January 1 of each year.
- b. Fees set out in this Schedule shall increase annually by 2% and be rounded up to the nearest twenty-five cents (\$0.25) unless set out in a multi-year table.
- c. All fees are per hour unless otherwise indicated.
- d. Full payment of fees is due prior to use.
- e. No fees are charged for District or School District No. 23 use.
- f. All fees and payment schedules are negotiable by the Director or his designate.
- g. As determined by the Parks and Facilities Superintendent or designate, any use before or after the scheduled booking will be charged at 1.5 x the hourly rate for each additional half hour of use.
- h. Where a key FOB is provided for access to a District facility, a refundable deposit shall be required and refunded upon return of the FOB.
- i. Beasley Park Community Hall full day or event bookings:
  - Non-refundable 10% deposit required at time of booking
  - Full payment of fees and refundable damage deposit due 30 days prior to use
  - Event bookings includes:
    - Friday 5 pm to midnight
    - Saturday 8 am to 1 am
    - Sunday 8 am to noon
    - liquor clean up
    - use of kitchen

<b>BEASLEY PARK</b>			
Community Hall Kitchen	\$75.00		
	<b>YOUTH</b>	<b>ADULT</b>	<b>COMMERCIAL</b>
Community Hall	\$11.50	\$40.00	\$57.00
Community Hall Event	\$375.00	\$1,000.00	\$1,500.00
<b>BEASLEY PARK SOCCER FIELDS</b>			
	<b>YOUTH</b>	<b>ADULT</b>	<b>COMMERCIAL</b>
Lit Soccer Fields #1 and #2	\$9.00	\$25.00	\$70.00
Unlit Soccer Fields #3 to #7	\$6.00	\$23.00	\$50.00
<b>WOODSDALE PARK</b>			
	<b>YOUTH</b>	<b>ADULT</b>	<b>COMMERCIAL</b>
Tennis	\$5.50	\$11.00	\$27.50
<b>JACK SEATON PARK</b>			
Baseball Field	\$11.50		
<b>WINFIELD RECREATION CENTRE</b>			
Baseball Field	\$11.50		
<b>KEY FOB</b>			
Refundable deposit	\$25.00		
<b>ADDITIONAL FEES</b>			
Electrical Permit	Actual		
After Hours Staff time	\$30.00		
Liquor Clean Up Fee	\$85.00		
Cancellation Fee	\$5.00		

*Schedule 10 deleted and replaced by Bylaw 1001, 2017*

### **SCHEDULE 10 ARENA FEES**

- a. Fees are effective June 1 of each year
- b. Fees set out in this Schedule shall increase annually by 2% and be rounded to the nearest 25 cents (\$0.25) unless set out in a multi-year table.
- c. Dressing rooms are available 30 minutes prior to event and shall be vacated 30 minutes after the event is complete.
- d. No fees are charged for District or School District No. 23 use (other than identified in the schedule).
- e. All fees are per hour.
- f. All fees, payment schedules and refunds are negotiable by the Director or his designate.
- g. Regular Season means from September 1 to March 31.
- h. Full payment of Regular Season fees are due at time of booking unless other arrangements have been approved by the Director or his designate.
- i. Spring/Summer Season means from April 1 to August 31.
- j. Spring Summer Season bookings:
  - Will be cancelled on the next business day if deposits/payments are not received in full
  - Non-refundable deposit of 25% of booked time due at time of booking
  - Non-refundable payment of 75% of booked time due 30 days prior to use

	<b>2017</b>
Minor Hockey, Ringette, Figure Skating Clubs, School District No. 23 Hockey Academy	\$72.00
Youth Regular Season	\$72.00
Youth Summer Season	\$95.00
Family	\$95.00
Adult Prime Time	\$145.00
Hockey Schools and Camps	\$145.00
Commercial	\$180.00

**SCHEDULE 11 PUBLIC SKATING AND SHINNY FEES**

- a. Fees are inclusive of all applicable taxes.
- b. Full payment of fees is due prior to use.
- c. Fees do not increase annually.

<b>PUBLIC SKATING AND SHINNY</b>	<b>2017</b>
0 to 7 years of age	No fee
8 to 17 years of age	\$2.00
Ages 18 and over	\$4.00
Shinny Hockey	\$7.00
<b>10 PASS PUNCH CARD</b>	<b>2017</b>
Ages 8 to 17	\$15.00
Ages 18 and over	\$35.00
Shinny Hockey	\$50.00

*Schedule 12 deleted and replaced by Bylaw 1314*

**SCHEDULE 12 COMMUNITY COMPLEX FEES (CREEKSIDE, GYM, FOYER, KITCHEN)**

- a. Fees are effective January 1 of each year
- b. Fees are per hour unless otherwise indicated.
- c. No fees are charged for District or School District No. 23 use.
- d. Renters are responsible for performance or royalty fees such as SOCAN.
- e. Renters are responsible for their own set up and take down and ensuring the facility is left in a clean and orderly condition. Regular custodial work such as floor washing or sweeping is included.
- f. Gym bookings require a 2-hour minimum booking on weekends.
- g. Theatre bookings require a 4-hour minimum booking.
- h. All theatre rentals include one technician and one front-of-house staff. Theatre equipment may not be used without the presence of a qualified technician.
- i. Ticketing Fees are charged at market rate.
- j. The foyer may only be booked in combination with one of the other Community Complex spaces. Use of the Foyer shall not restrict access to other rental spaces.

<b>THEATRE RENTAL (4-hour minimum)</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
4-hour rental Commercial	\$700.00	\$700.00	\$700.00	\$700.00	\$750.00
4-hour rental Non-Profit/Volunteer Group	\$400.00	\$400.00	\$400.00	\$400.00	\$450.00
8-hour rental Commercial	\$1,150.00	\$1,150.00	\$1,150.00	\$1,150.00	\$1,250.00
8-hour rental Non-profit/Volunteer Group	\$650.00	\$650.00	\$650.00	\$650.00	\$750.00
Additional hours - Commercial	\$130.00	\$130.00	\$130.00	\$130.00	\$130.00
Additional hours - Non-Profit/Volunteer Group	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
Non-Refundable Deposit (% of booking fee)	25%	25%	25%	25%	25%
<b>THEATRE SERVICES</b>					
Capital Improvement Fee (per attendee)	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
Theatre Technician	\$46.00	\$47.00	\$48.00	\$49.00	\$50.00
Grand Piano (per day, includes tuning)	\$250.00	\$250.00	\$250.00	\$300.00	\$300.00
<b>GESS COMMUNITY GYM</b>					
Rental	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
Youth, Non-Profit, or Volunteer Group	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
<b>GESS COMMUNITY KITCHEN</b>					
Rental (per day)	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Youth, Non-Profit/Volunteer Group (per day)	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
<b>COMMUNITY COMPLEX (includes theatre, gym, foyer, and kitchen)</b>					
Community Complex 8 am to 10 pm	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Additional Hours	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
Foyer set up (per event)	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Foyer set up = Non-Profit/Volunteer Group	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
<b>ADDITIONAL FEES</b>					
Marketing Bundle 1	\$200.00	\$200.00	\$210.00	\$210.00	\$220.00
Marketing Bundle 2	\$300.00	\$300.00	\$315.00	\$315.00	\$330.00

**SCHEDULE 13 ACTIVITY GUIDE ADVERTISING FEES**

- a. Fees are effective January 1 of each year.
- b. Full payment of fees is due prior to service.

<b>COST PER ISSUE</b>	<b>BLACK &amp; WHITE</b>	<b>COLOUR</b>
Full page	\$400.00	\$600.00
1/2 Page	\$200.00	\$300.00
1/8 Page- Business card size	\$50.00	\$75.00
1/4 Page - Large	\$100.00	\$150.00
Vertical banner	\$180.00	\$270.00
Horizontal banner	\$120.00	\$180.00

**SCHEDULE 14 MUNICIPAL HALL MEETING SPACE**

- a. No fees are charged for District or School District No. 23 use.
- b. All bookings require a contact name and telephone number.
- c. Payment of fees is due prior to use.
- d. Hours of use are between 8 a.m. and 10 p.m.
- e. Renters are responsible for their own set up and take down, ensuring the facility is returned to its original set up and left in a clean and orderly condition. Regular custodial work is included.
- f. Renters must comply with all facility rules and requirements.
- g. Users are responsible for providing their own meeting supplies and audio or visual equipment.
- h. The District shall have priority use over meeting rooms.
- i. The Director has the ability to approve, deny, delay or amend booking times.

<b>USER GROUP</b>	<b>MUNICIPAL HALL</b>
Commercial	\$20.00 per hour, \$100.00 per day
Local non-profit groups	No fee
Local community or volunteer groups	No Fee
Local businesses	1 free use per year, \$20.00 per hour, \$100.00 per day
Municipal organizations	No fee
After hours security fee when required (weekdays after 4:30 p.m. and weekends)	\$20 per use

*Schedule 15 deleted and replaced by Bylaw 1244, 2024*

### **SCHEDULE 15 BUSINESS LICENCE FEES**

- a. A Standard Business Licence that remains unpaid as of March 1st will be subject to a Late Fee.
- b. A Standard Business Licence that remains unpaid as of April 1st will be terminated. Businesses that wish to re-establish their licence are required to submit a new application including all associated fees.
- c. All Business Licence Fees in this section are non-refundable.
- d. A Temporary Business Licence permits a business to operate for a maximum of thirty (30) consecutive days in a calendar year. Applicants may apply for multiple Temporary Business Licences in a calendar year.
- e. Standard Business Licence Fees will be prorated based on the approval date of the licence. Inter-community business licence fees shall not be pro-rated.
- f. A business that is eligible for an inter-community business licence must still obtain a Standard Business Licence from the municipality in which it is located.
- g. Inter-Community Business Licence fees are in-addition to the Standard Business Licence fee.
- h. A business that applies for a Standard Business Licence and an Inter-Community Business Licence at the same time is only subject to one Application Fee.

<b>Licence Type</b>	<b>2025 Fee</b>
Application Fee (excluding short term vacation rentals and bed and breakfast)	\$30.00
Application Fee Short Term Vacation Rentals and Bed & Breakfast	\$100.00
Standard Business Licence Fee	\$125.00
Home Based Businesses (receive clients and customers within the home)	\$125.00
Home Based Business (do not receive clients or customers within the home)	\$65.00
Inter-Community Business Licence	\$150.00
Non-Profit Societies and Farm Gate Sales (excluding Marijuana Dispensaries and/or Grow Operations.	\$0.00
Marijuana Dispensaries and/or Grow Operations	\$600.00
Short Term Vacation Rentals & Bed and Breakfast	\$350.00
Temporary Business Licence One to thirty consecutive working days within a calendar year.	\$50.00
Transfer of Business Licence (includes but not limited to transfer of location, change of ownership)	\$70.00
Non-Sufficient Funds	\$30.00
Late Fee Applied to past due business licence account April 1 <sup>st</sup> of each calendar year	\$50.00

*Schedule 16 deleted and replaced by Bylaw 1071*

**SCHEDULE 16 LIQUOR AND CANNABIS LICENCE FEES**

Liquor Licence Application - Council Resolution Required Includes 2 newspaper ads and surrounding property letters	\$550.00
Cannabis Licence Application - Council Resolution Required Includes 2 newspaper ads and surrounding property letters	\$550.00
Each additional newspaper ad	\$75.00
Special Occasion Licence - No Council Resolution Required	\$30.00
Occupancy Load Calculation fee (if required)	\$100.00

*Schedule 17 deleted and replaced by Bylaw 1130*

**SCHEDULE 17 FIRE PREVENTION, BURNING, SAFE PREMISES FEES**

Attendance at non-compliant burn	Actual costs of labour and consumables +15% administration fee + equipment rates as per the regional mutual aid agreement of the day
Burning Permit	\$20.00
Burning Permit for Farm assessed properties (Class 9)	\$30.00
Fire Record Search Property Status Letter	\$200.00
Fire Safety Plan Review	\$100.00 each
Subsequent reviews	\$75.00 each
Fire Safety Re-Inspection	\$100.00/hr
Fuel Dispensing Station Application	\$100.00
Insect or Disease Burning Permit	\$0.00
Safe Premises Inspection	\$2,500.00
Safe Premises Re-Inspection	\$250
Special Burning Permit	\$1,000.00/month
Special Burning Permit Extension	\$500.00/month

**SCHEDULE 18 BYLAW ENFORCEMENT FEES**

Removal of prohibited items	\$36.75 each occurrence + actual costs
Storage of prohibited items	\$2.65 per day/\$75.00 max + actual costs