

TOWN OF OLIVER BYLAW 1383.06

A Bylaw to amend the levy fees and charges for services and information

WHEREAS, the Council of the Town of Oliver desires to amend Fees and Charges Bylaw 1383 under the provisions of the *Community Charter*;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Oliver, in open meeting assembled, hereby enacts as follows:

Citation

1. This Bylaw shall be cited for all purposes as “Fees and Charges Amendment Bylaw 1383.06”.

Amendments

2. The Town of Oliver Fees and Charges Bylaw 1383 as amended is hereby further amended as follows:
 - i) By removing Schedule 1 “General Fees” in its entirety and replacing with a new schedule as attached to and forming part of this bylaw.
 - ii) By removing Schedule 2 “Building Permit Fees” in its entirety and replacing with a new schedule as attached to and forming part of this bylaw.
 - iii) By removing Schedule 3 “Business Licence Fees” in its entirety and replacing with a new schedule as attached to and forming part of this bylaw.
 - iv) By removing Schedule 4 “Development Services Fees” in its entirety and replacing with a new schedule as attached to and forming part of this bylaw.
 - v) By removing Schedule 5 “Animal Control Fees” in its entirety and replacing with a new schedule as attached to and forming part of this bylaw.
 - vi) By removing Schedule 6 “Good Neighbour Bylaw Fees” in its entirety and replacing with a new schedule as attached to and forming part of this bylaw.
 - vii) By removing Schedule 7 “Solid Waste Services” in its entirety and replacing with a new schedule as attached to and forming part of this bylaw.
 - viii) By removing Schedule 8 “Oliver Cemetery Fees” in its entirety and replacing with a new schedule as attached to and forming part of this bylaw.
 - ix) By removing Schedule 9 “Fire Control Fees” in its entirety and replacing with a new schedule as attached to and forming part of this bylaw.

- x) By removing Schedule 11 “Oliver Airport Fees” in its entirety and replacing with a new schedule as attached to and forming part of this bylaw.
- xi) By removing Schedule 12 “Freedom of Information & Protection of Privacy Act Fees” in its entirety and replacing with a new schedule as attached to and forming part of this bylaw.
- xii) By removing Schedule 13 “Legal Documents” in its entirety and replacing with a new schedule as attached to and forming part of this bylaw.
- xiii) By adding Schedule 14 “False Alarm Bylaw Fees” as attached to and forming part of this bylaw.

Read a first, second and third time on the ____ day of _____, 2024.

Adopted on the ____ day of _____, 2024.

Mayor

Corporate Officer

Schedule 1 General Fees

1.0 Photocopies

1.1	8.5" x 11"	\$0.25 per page
1.2	8.5" x 14"	\$0.25 per page
1.3	11" x 17"	\$0.50 per page
1.4	Bylaws	\$0.25 per page
1.5	Zoning	\$10.00 text only
1.6	Official Community Plan	\$20.00 (binder extra)
1.7	Copies of Address or Folio Map Books	\$5.00
1.8	Copies of Studies completed by or for the Town	\$0.25 per page or \$15.00 maximum

2.0 Miscellaneous

2.1	Computer – USB	\$10.00
2.2	Computer Printouts	\$0.25 per page
2.3	Pension Verification	\$7.50

3.0 Retail Items

3.4	Wine glasses, mugs, shirts and other retail items	Actual Cost
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4.0 Service Fees

4.1	Special Event Application	\$35.00
4.2	Road Closure and Street Occupancy Application	\$153

5.0 Mapping

Legal, civic and zoning 1:4000 scale maps are available to the public

5.1	Copies of Area maps larger than 11" x 17" B&W	\$10.00
5.2	Copies of Area maps larger than 11" x 17" Colour	\$20.00
5.3	Copies of small coloured area maps	\$5.00 per page

**Note: 15% Administrative Fee on Recoverable Costs
(unless noted otherwise) taxes as applicable**

Schedule 1 General Fees, continued

6.0 Finance Fees

6.1	Administrative Fee on Recoverable Cost	15%
6.2	Property Tax Certificates	\$40.00 per folio
6.3	Water Searches: Direct Requests to Town	\$40.00 per folio
6.4	NSF Charges Returned	\$40.00
6.5	Pension Verification	\$7.50
6.6	Interest to be charged on accounts over 30 days	As set out by Provincial Ministry
6.7	Account Transfer (first time fee waived)	\$25.00
6.8	Refund Overpayment (excludes final overpaid utility accounts and pre-paid taxes)	\$25.00
6.9	Mortgage Roll (per folio)	\$15.00
6.10	Apportionment of taxes following the subdivision or stratification of a parcel of land created (per folio)	\$35.00
6.11	Real Estate Assessment Data Download	\$500.00

7.0 Public Works Fees

7.1	Equipment Loaning and Operator	Actual Cost
7.2	Sweeper & Operator	Actual Cost
7.3	Locates	Actual Cost
7.4	Fire Hydrant Servicing (Private Property)	Actual Cost

**Note: 15% Administrative Fee on Recoverable Costs
(unless noted otherwise) taxes as applicable**

Schedule 2 Building Permit Fees

1.0 Building Permits

1.1	Application Fee (non-refundable)	\$150.00
1.2	Application Fee Sign (non-refundable)	\$50.00
1.2	Permit Fee (per \$1,000 value of construction)	\$10.00

2.0 Demolishing a Building or Structure

2.1	Application Fee (non-refundable)	\$100.00
2.2	Per building for a permit authorizing the demolition of a building or structure	\$100.00
2.3	Inspection Fee	\$150.00

3.0 Damage Deposit

3.1	Single family or duplex development to streets with no curb or sidewalks	\$500.00
3.2	Single family or duplex development adjacent to streets with curb, sidewalk or both, and for all other developments adjacent to streets with no curb or sidewalks	\$1,000.00
3.3	All demolition permits or developments other than single family homes or duplexes, where the development is adjacent to streets with curb, sidewalk or both	\$2,000.00

4.0 Plumbing Permits

4.1	Sink, basin, tub, shower, drain, trap, dishwasher, water softener, water heater or other plumbing fixture	\$10.00 each
4.2	Standpipe, fire department connection, private hydrant	\$10.00 each
4.3	Installation, alteration or repair of each building sewer or storm sewer	\$50.00

**Note: 15% Administrative Fee on Recoverable Costs
(unless noted otherwise) taxes as applicable**

Schedule 2 Building Permit Fees, continued

5.0 Inspection Fees

5.1	Per inspection, where a re-inspection is required because beam, truss or other material data sheets are not available or are incomplete at the time of inspection, or where more than two inspections are required due to unsatisfactory workmanship or non-compliance with the Building Code, building bylaw or any other bylaw	\$100.00
5.2	Inspect buildings for strata conversion	\$100.00/hour
5.3	Inspect buildings and prepare a report on damage above the foundations in relation to non-conforming use	\$100.00/hour
5.4	Inspect and issue an occupancy permit for a change of occupancy	\$100.00/hour
5.5	Special Inspection Fee by request of property owner	\$100.00/hour

6.0 Miscellaneous Fees

6.1	Transfer an existing permit to a new owner	\$100.00
6.2	Plan Check Fee – for review of revised drawings where more than two plan checks have been submitted or substantial changes to the approved design during construction that requires additional building code or zoning review	\$100.00
6.3	Six Month Extension to an existing permit	\$100.00
6.4	Building File Requests	\$25.00 plus applicable copy fees

**Note: 15% Administrative Fee on Recoverable Costs
(unless noted otherwise) taxes as applicable**

Schedule 3 Business Licence Fees

1.0 Business Licencing Fees

1.1	Standard Business Licence	\$100.00
1.2	Seasonal Business Licence	\$50.00
1.3	Despite Sections 1 & 2, the following fees apply:	
	i) bed and Breakfast operation	\$200.00
	ii) cannabis dispensary	\$200.00
	iii) eating and drinking establishment	\$150.00
	iv) hotel or motel	\$200.00
	v) hotel or motel with eating and drinking establishment	\$350.00
	vi) home industry or home occupation	\$75.00
	vii) office, comprising six (6) or more professionals	\$200.00
	viii) retail establishment, major (including liquor sales)	\$200.00
	ix) service industry establishment (major & minor)	\$150.00
	x) vacation rental	\$200.00
	xi) mobile business (mobile vending unit)	\$50.00/7 day \$150.00/year
1.4	Itinerant Show or Entertainment	\$100.00/event
1.5	Business Owner Change	\$15.00
1.6	Business Location Change	\$15.00

2.0 Inter-Community Licence

2.1	The Participating Municipality issues the Inter-Community licence separate in addition to the Municipality Business Licence	\$150 pro-rated monthly
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**Note: 15% Administrative Fee on Recoverable Costs
(unless noted otherwise) taxes as applicable**

Schedule 4 Development Services Fees

1.0 Land Use Bylaw Amendment

1.1	OCP Amendment Application Fee	\$2,000.00
1.2	Zoning Amendment Application Fee	\$2,000.00
1.3	OCP and Zoning Amendment Application Fee	\$3,000.00
1.4	Costs associated with the postponement of a Public Hearing, either at the request of the applicant, or due to the failure of the applicant to comply with the requirements of the zoning Bylaw	All costs

2.0 Temporary Use Permit

2.1	Application Fee	\$1,000.00
2.2	Renewal Fee	\$500.00

3.0 Development Permit

3.1	Non-delegated development permit	\$1,000.00
3.2	Delegated development permit	\$500.00
3.4	Development Permit Amendment	\$500.00

4.0 Development Variance Permit

4.1	Application Fee	\$750.00
4.2	The fees prescribed in Schedule 4 apply to each parcel of land for which the application is made, as follows: xiv) if an application involves two or more contiguous parcels of land, they shall be treated as one proposal; xv) if an application involves two or more parcels of land that are not contiguous, they will be treated as separate applications and the fee prescribed above applies to each parcel of land for which the application is made.	

**Note: 15% Administrative Fee on Recoverable Costs
(unless noted otherwise) taxes as applicable**

Schedule 4 Development Services Fees - continued

5.0 Board of Variance Appeal

5.1	Application Fee	\$750.00
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6.0 Floodplain Exemption

6.1	Application Fee	\$400.00
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7.0 Strata Title Conversion

7.1	Application Fee	\$150.00
7.2	Plus: for each proposed strata unit	\$150.00

8.0 Manufactured Home Park (MHP) Permit

8.1	Application Fee	\$250.00
8.2	Plus: for each proposed manufactured home space	\$25.00

9.0 Subdivisions

9.1	Application Fee	\$1,000.00
	xvi) For each additional parcel proposed	\$100.00
	xvii) For each parcel line to be adjusted	\$50.00
9.2	Servicing Agreement	\$500.00
9.3	Phased Strata – Phasing Approval Fee	\$500.00
9.4	Phased Strata – Form P Approval Fee	\$150.00
9.5	Preliminary Statement of Conditions (PSC) Renewal or Amendment	\$200.00

10.0 Liquor and Cannabis Regulation Branch (LCRB) Referrals

10.1	Liquor Licence Application Fee	\$500.00
	i) if public consultation is required	\$500.00
10.2	Cannabis Licence Application Fee	\$1,000.00

11.0 Other

11.1	A public information meeting required by Council	All costs
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**Note: 15% Administrative Fee on Recoverable Costs
(unless noted otherwise) taxes as applicable**

Schedule 4 Development Services Fees - continued

12.0 Refund of Application Fees

12.1	Where an Amendment Application is withdrawn by the applicant prior to the amendment being considered by Council for first reading.	Refund 50% of application fee
12.2	Where an Amendment Application is refused by Council or withdrawn by the applicant prior to notification of a public hearing.	No Refund
12.3	Where Council proceeds with a public hearing or a notification for an Amendment Application pursuant to Section 467 of the <i>Local Government Act</i> .	No Refund
12.4	Where a Development Permit Application is withdrawn by the applicant prior to being considered by Council or Chief Administrative Officer.	Refund 50% of application fee
12.5	Where a Development Variance Permit or Temporary Use Permit Application is withdrawn by the applicant prior to public notification of the application.	Refund 50% of application fee
12.6	Where Council adopts a resolution on a cannabis licence application referral from the LCRB without undertaking any public consultation	\$500
12.7	If an application is incomplete or withdrawn prior to formal assessment by staff.	Refund 80% of application fee

13.0 Signage

13.1	Public Notification Signage	Actual Cost
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**Note: 15% Administrative Fee on Recoverable Costs
(unless noted otherwise) taxes as applicable**

Schedule 5 Animal Control Fees

1.0 Licence Fee

1.1	Annual	\$30.00
1.2	After February 1 st	\$35.00
1.3	Not spayed or neutered	Plus \$20.00
1.4	Declared aggressive	Plus \$50.00

2.0 Other Fees

2.1	Lost Licence *no charge for first lost licence per calendar year		\$5.00
2.2	Impound – Not Aggressive	First	\$50.00
		Second	\$100.00
		Third	\$250.00
		Fourth	\$500.00
2.3	Impound - Aggressive		\$1,000.00
2.4	Boarding Fee (per 24 hours)		\$50.00
2.5	Not Licenced		\$50.00
2.6	Not Wearing Licence		\$25.00
2.5	Fee to Destroy		Actual Cost

**Note: 15% Administrative Fee on Recoverable Costs
(unless noted otherwise) taxes as applicable**

Schedule 6 Good Neighbor Bylaw Fees

1.0 Vacant Building Registration Permit

1.1	Residential Application	\$150.00
1.2	Commercial Application	\$150.00
1.3	Special Safety Inspection prior to registration permit	\$200.00
1.4	Subsequent Inspection not related to Vacant Building Registration Permit	\$100.00/inspection
1.5	Vacant building Registration Permit (12 month maximum) for each building or structure located on a single and two family zoned properties	\$1,000.00
1.6	Vacant building Registration Permit (24 month maximum) for each building or structure located on all other zoned properties	\$2,000.00
1.7	Additional Vacant Building Registration (12 month maximum)	\$200.00
1.8	Attendance of Town of Oliver Fire Services - costs incurred by the Town for related labour materials and equipment	Actual Cost
1.9	Refund if remediated or demolished within first six (6) months of registration	75% of Vacant Building Permit Fee

2.0 Explosive and Fireworks

2.1	Fireworks Permit	\$25.00
2.2	Blasting Permit	\$25.00

3.0 Excessive Nuisance Abatement Fees

3.1	RCMP Nuisance Service Call	\$200.00
3.2	Fire Services Nuisance	Actual Cost
3.3	Other Town Staff Nuisance Service Calls	\$200.00
3.4	Vacant Building Un-Maintained	Actual Cost plus 25%

4.0 Administrative Fee

4.1	Unightly Premise	Actual Cost plus 25%
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Note: 15% Administrative Fee on Recoverable Costs (unless noted otherwise) taxes as applicable

Schedule 7 Solid Waste Services

1.0 Solid Waste Fees per Quarter

Description	2025
Single Family Curbside Garbage/Recycling/Mixed Food and Yard Waste – per quarter	\$43.75
Garbage/Recycling – per unit per quarter	\$43.75
Multi-Family Central Recycling – per unit per quarter	\$12.00
Recycle Service Only – per unit per quarter	\$12.00
Garbage Tags – each to resident	\$1.50
Garbage Tags – each to reseller	\$1.35

2.0 Additional Fees

2.1	Cart Change Administrative Fee	\$32.00
2.2	Garbage, add 1, 120 L cart to existing 120 L cart	\$60.00 annually
2.3	Garbage, upgrade to 240 L cart	\$60.00 annually
2.4	Garbage, upgrade to 120 L wildlife resistant cart	\$110.00
2.5	Yard Waste, upgrade to 360 L cart	\$23.00 annually
2.6	Yard Waste, add 1, 240 L to existing 240 L cart	\$46.00 annually
2.7	Yard Waste, upgrade to 2, 360 L carts	\$46.00 annually
2.8	Yard Waste, add 1, 360 L cart to existing 360 L cart	\$46.00 annually
2.9	Yard Waste, downgrade to a 120 L cart	No change to annual fees
3.0	Yard Waste, opt out of yard waste program	No change to annual fees
3.1	Recycle Cart Program, upgrades, add or downgrade	No additional annual fees

**Note: 15% Administrative Fee on Recoverable Costs
(unless noted otherwise) taxes as applicable**

Schedule 8 Oliver Cemetery Fees

1.0 Plots - Resident

		Rate Code	
1.1	Adult Plot – Flat Marker Section	P01	\$893.00
	Care Fund	CO1	\$241.00
	Development Fee	D01	\$178.00
1.2	Adult Plot – Upright/Pillow Marker (Memorial Section K)		\$1,050.00
	Care Fund		\$284.00
	Development Fee		\$178.00
1.3	Baby Plot	P03	\$446.00
	Care Fund	C03	\$120.00
	Development Fee	C03	\$90.00
1.4	Cremation Plot	P05	\$300.00
	Care Fund	CO5	\$81.00
	Development Fee	D05	\$61.00

2.0 Columbarium Fees - Resident

		Rate Code	
2.1	License to use/occupy Niche (maximum double occupancy)	Q01	\$825.00
2.2	Care Fund	Q03	\$223.00
2.3	Development Fee	Q05	\$825.00
2.4	Inurnment (open/close)	Q07	\$133.00
2.5	Plaque Purchase & Installation (must go through Town for purchase)	Q09	Actual Cost plus 30% (plaque + shipping)

3.0 Plots – Non-Resident

		Rate Code	
3.1	Adult Plot – Flat Marker Section	P02	\$1375.00
	Care Fund	C02	\$371.00
	Development Fee	D02	\$275.00
3.2	Adult Plot – Pillow Marker Section (Memorial Section K)		\$1,550.00
	Care Fund		\$419.00
	Development Fee		\$275.00
3.2	Baby Plot	P04	\$687.00
	Care Fund	C04	\$186.00
	Development Fee	D04	\$137.00
3.3	Cremation Plot	P06	\$462.00
	Care Fund	C06	\$125.00
	Development Fee	D06	\$93.00

Note: 15% Administrative Fee on Recoverable Costs (unless noted otherwise) taxes as applicable

Schedule 8 Oliver Cemetery Fees, continued

4.0 Columbarium Fees – Non-Resident

		Rate Code	
4.1	License to use/occupy Niche (maximum double occupancy)	Q02	\$1,271.00
4.2	Care Fund	Q04	\$343.00
4.3	Development Fee	Q06	\$1,271.00
4.4	Inurnment (open/close)	Q08	\$133.00
4.5	Plaque Purchase & Installation (must go through Town for purchase)	Q09	Actual Cost plus 30% (plaque + shipping)

5.0 Burial Opening and Closing During Regular Hours – Resident and Non-Resident

		Rate Code	
5.1	Adult Plot	B02	\$835.00
5.2	Baby Plot	B04	\$583.00
5.3	Cremation Plot	B06	\$241.00

6.0 Exhumation Opening and Closing During Regular Hours – Resident and Non-Resident

		Rate Code	
6.1	Standard Size Plot	E01	\$1,097.00
6.2	Baby Size plot	E02	\$699.00
6.3	Cremation Plot	E03	\$336.00
6.4	Premium Fee for Exhumation of Cremains	304	\$124.00
6.5	Columbarium Disinterment		\$144.00

**Note: 15% Administrative Fee on Recoverable Costs
(unless noted otherwise) taxes as applicable**

Schedule 8 Oliver Cemetery Fees, continued

7.0 Additional Fees for Burials – Plot excavation or interment on Saturday, Sunday or Statutory Holidays or Weekdays after 3:00 PM – Resident and Non-Resident

		Rate Code	
7.1	Adult Size Interment	B07	\$574.00
7.2	Baby Size Interment	B08	\$574.00
7.3	Cremains Interment	B09	\$286.00
7.4	Premium Fee for Exhumation of Cremains	E04	\$124.00

8.0 Other Fees and Charges – Resident and Non-Resident

		Rate Code	
8.1	Plot Liners:		
	Regular	L01	Actual Cost plus 15% (plus shipping)
	Oversize	L02	Actual Cost plus 15% (plus shipping)
8.2	Cremation Liners:		
	9" x 9"	L03	Actual Cost plus 15% (plus shipping)
	12" x 12"	L04	Actual Cost plus 15% (plus shipping)
8.3	Office Staff Overtime	A02	\$211.00
8.4	Emergency Interment (under 24 hours notice)	A03	\$174.00
8.5	Hourly Rate for special requests during regular hours	A04	\$60.31
8.6	Offsite rental of lowering device and green	A05	\$212.00

**Note: 15% Administrative Fee on Recoverable Costs
(unless noted otherwise) taxes as applicable**

Schedule 8 Oliver Cemetery Fees, continued

9.0 Marker Installations Resident and Non-Resident

		Rate Code	
9.1	Single Flat Marker Installation	I01	\$126.00
9.2	Single Flat Marker Care Fund	I02	\$32.00
9.3	Double Marker Installation	I03	\$152.00
9.4	Double Marker Care Fund	I06	\$38.00
9.5	Pillow Marker Installation	I05	\$152.00
9.6	Pillow Marker Care Fund	I06	\$38.00
9.7	Upright Marker Installation	I07	\$178.00
9.8	Upright Marker Care Fund	I11	\$45.00
9.9	Scattering Garden Plaque Installation	I09	Actual Cost plus 30% (plaque + shipping)
9.10	Scattering Garden Plaque Care Fund	I10	25% of actual cost of plaque
9.11	Marker Removal and Resetting Fee	I08	\$126.00
9.12	Concrete Marker Base (included grave compaction and hole(s) for vase)	I04	\$431.00

10.0 Licence to Use

10.1	Transfer of Licence		\$50.00
10.2	Scattering Garden Fee		\$69.00

**Note: 15% Administrative Fee on Recoverable Costs
(unless noted otherwise) taxes as applicable**

Schedule 9 Fire Control Fees

1.0 Oliver Fire Department

1.1	Failure to Arrive and Attend Alarm	Actual Costs
1.2	Fire Safety Plan Review or Inspection	\$100.00
1.3	Respond to incident that is the result of a contravention to one or more section/s [Section 15, 24(a) and 24(b)]	Actual Costs
1.4	Attendance at excessive false alarms after 1 false alarm within a twelve month period	Actual Costs
1.5	Permit fees: For any installation of compressed gas systems, gasoline tanks, oil tanks, diesel tanks and dispensing pumps or refueling station: 2,300 L (500 I.G.) \$15.00 2301 – 4600 L (501 - 1000 I.G.) \$20.00 4601 – 23,000 L (1001 – 5,000 I.G.) \$30.00 23,001 – 46,000 L (5,001 – 10,000 I.G.) \$40.00 46,001 – 115,000 L (10,001 – 25,000 I.G.) \$60.00 115,001 – 230,000 L (25,001 – 50,000 I.G.) \$100.00 230,001 – 460,000 L (50,001 – 100,000 I.G.) \$150.00 460,001 – 920,000 L (100,001 – 200,000 I.G.) \$200.00 920,001 – 2,300,00 L (200,001 – 500,000 I.G.) \$250.00 Each Dispensing Pump \$10.00 Inspections and installation of domestic and commercial oil burners: Each domestic installation \$5.00 Each commercial installation \$10.00	
1.6	Open Air Burning Permit Application	\$30.00
1.7	Re-inspection for requirements of an order	\$150.00/occurrence

2.0 Oliver Fire Department Equipment Fees¹

2.1	Engine 181, Engine 182, Tender 181, Tender 182, Rescue 181, Bush 181, Duty 181, Hyab, Utility 181, and C181	See Footnote 1
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Note: 15% Administrative Fee on Recoverable Costs (unless noted otherwise) taxes as applicable

¹ As outlined in the current Inter-Agency Operational Procedures & Reimbursement Rates between Office of the Fire Commissioner and Fire Chiefs Association of BC, BC Wildfire Service

Schedule 11 Oliver Airport Fees

1.0 Oliver Airport

1.1	Annual paved tie-down spot	\$1,000.00/year
1.2	Annual grass tie-down spot	\$500.00/year
1.3	Tie-down or parking of any aircraft in any parking spot for 8 – 20 days. Staying more than 20 days reverts to annual charge.	\$25.00/day up to a maximum of \$500.00
1.4	Release of impounded aircraft	\$100.00/incident
1.5	Tie-down or parking of any aircraft first 7 days	Free
1.6	New Airport Lease Agreement	\$500.00
1.7	Airport Lease Transfer	\$150.00

**Note: 15% Administrative Fee on Recoverable Costs
(unless noted otherwise) taxes as applicable**

Schedule 12 Freedom of Information & Protection of Privacy Act Fees

1.0 Application

1.1	Application Fee (non-refundable)	\$10.00
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2.0 Retrieval and Handling for Non-commercial Applicants

2.1	For locating and retrieving a record	\$7.50 per ¼ hour after first 3 hours
2.2	For producing a record manually	\$7.50 per ¼ hour
2.3	For producing a record from a machine readable record from a server or computer	\$7.50 per ¼ hour for developing a computer program to produce the record
2.3	For preparing a record for disclosure and handling a record	\$7.50 per ¼ hour
2.4	For shipping and handling of copies	actual cost

3.0 Copying Records

3.1	Scanned electronic copy of a paper record	\$0.10 per page
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4.0 Retrieval and Handling for Commercial Applicants

4.1	For each service listed above	Actual cost of service
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**Note: 15% Administrative Fee on Recoverable Costs
(unless noted otherwise) taxes as applicable**

Schedule 13 Legal Documents

1.0 Land Title Documents

1.1	State of Title Certificate where a current Certificate (within 30 days) is not submitted with a permit application	Actual Cost
1.2	Copy of each easement, covenant, right-of-way or other document required to process a permit application, whereas copy of the document is not submitted with permit application	Actual Cost
1.3	Removal of Section 57 Legal Notice from Land Title	\$500.00

2.0 Covenants

12.1	Preparation of Discharge of Statutory Covenant or right-of-way	Actual Cost
12.2	Preparation or Amendment of a Statutory Covenant or right-of-way	Actual Cost
12.3	Legal Review of Statutory Covenant or right-of-way	Actual Cost

3.0 Comfort Letters (for compliance with land use bylaws)

13.1	Comfort Letter Request	\$150.00 per parcel
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**Note: 15% Administrative Fee on Recoverable Costs
(unless noted otherwise) taxes as applicable**

Schedule 14 False Alarm Bylaw Fees

1.0 False Alarm Fees

1.1	First False Alarm	No Charge
1.2	Second False Alarm to the same real property during a calendar year	\$50.00
1.3	Third False Alarm to the same real property during a calendar year	\$150.00
1.4	Fourth False Alarm to the same real property during a calendar year	\$400.00
1.5	Fifth False Alarm to the same real property during a calendar year	\$600.00
1.6	Sixth, and for each subsequent False Alarm to the same real property during a calendar year	\$900.00

**Note: 15% Administrative Fee on Recoverable Costs
(unless noted otherwise) taxes as applicable**