



**DISTRICT OF PORT HARDY
BYLAW 1171-2024**

**A BYLAW FOR DISTRICT OF PORT HARDY
USER RATES AND FEES FOR 2024**

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

The Council of the District of Port Hardy enacts as follows:

1. TITLE

- (a) This bylaw may be cited for all purposes as the "District of Port Hardy 2024 User Rates and Fees Bylaw No. 1171-2024".

2. ENACTMENT

- (a) This bylaw is in effect January 1, 2024.
(b) District of Port Hardy Rates Bylaw 1156-2023 and all amendments are hereby repealed effective January 1, 2024.

3. SCHEDULES

- (a) Schedules A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, and Q attached to and forming part of this bylaw are hereby adopted and are the rates charged for the District of Port Hardy user rates.

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Read a first time on the 23rd of January, 2024.

Read a second time on the 23rd of January, 2024.

Read a third time on the 13th of February, 2024.

Adopted on the 27th of February, 2024.

Original signed:

Corporate Officer

Mayor

Certified a true copy of
Bylaw No. 1171-2024 as adopted.

Corporate Officer

SCHEDULE A - WATER RATES

1. Inspection, Connection, Turn Water On/Off Fees		
a)	Any property owner who requires a turn on or off of service shall notify the District office 48 hours in advance except in the case of an emergency. There will be no charge for a turn on or off during regular working hours of 8:30 a.m. – 4:30 p.m.	
b)	Any property owner who requires a turn on or off of service in the case of an emergency or outside of the regular working hours shall at the same time pay the fee for each turning on or off	\$88.00
c)	Where installation of a water connection exists the fee for inspection of a standard 18 mm (3/4") connection will be:	\$88.00
d)	Application for any water service will be subject to:	
i.	Initial application analysis fee (may be combined with sewer, storm sewer application analysis fee).	\$543.00
ii.	Estimate fees shall be charged on the basis of the actual cost of the work necessary including but not limited to all pavement, sidewalk, cut/replacement, and boulevard work.	At cost
The estimate, provided by the District of Port Hardy, of the work to be completed must be paid prior to the start of the job. Any excess charges incurred will be billed or surplus fees paid will be refunded upon completion of the job and account reconciliation.		
2. Seniors Discount Property owners who are Seniors shall receive a discount on all or any portion of current billing if paid by the quarterly due date. This applies only to the principal place of residence. Senior means a person who is 65 years of age or older and ho meets the grant eligibility requirements as defined by the Home Owner Grant Act. On application, with proof of age, discounts shall be permitted retroactively for the previous billing period and if applicable for the previous calendar year only if previously paid by the due date.		25%
3. Re-Inspection Fee An inspection fee shall be paid to the District for each additional inspection required after the first inspection because of defective materials or workmanship.		\$88.00
4. Quarterly Rates The rates reflected in this schedule are based on a flat rate billing system, unless indicated.		Rate per Quarter
1	For each single residential dwelling unit	\$127.09
2	For each <i>metered</i> multi-family residence in excess of two (2) units the <i>greater</i> of: Level 1: (Multi-unit housing generally with individual unit entry - townhouse or similar) Level 2: (Multi-unit housing generally with one common building entrance - apartment or similar)	\$1.13 per cubic meter <i>OR</i> \$100.22 per unit \$95.31 per unit
3	For each office, shop or store	\$135.75
4	For each supermarket	\$293.88
5	For each bakery	\$135.75
6	For each restaurant	\$430.89
7	For each lunch room or delicatessen	\$184.92
8	For each soda fountain or hot dog stand	\$135.75
9	For each hotel/motel - per unit	\$23.81
10	For each lounge	\$358.91
11	For each beer parlour	\$441.80
12	For each Laundromat - per washer	\$41.25
13	For each non-profit organization and hall	\$135.75

SCHEDULE A - WATER RATES
 (continued)

14	For each athletic club	\$430.89
15	For each theatre	\$135.75
16	For each school - per classroom	\$127.29
17	Light Industrial	
	5 employees or less	\$135.75
	6 - 15 employees	\$307.59
	16 - 30 employees	\$490.98
	Large water users	\$768.70
18	For each service station/garage	\$135.75
19	For each car wash	
	For 1st stall	\$281.04
	Each additional stall	\$83.94
20	For each non-residential metered user, a consumption charge of:(per cubic meter)	\$0.97/m3
21	For each non-residential metered connection, a flat fee based on meter size: (per quarter)	
	5/8" and 3/4"	\$96.89
	1"	\$129.18
	1.5"	\$193.76
	2"	\$258.35
	4" and greater	\$516.69
22	For each marina	\$382.28
23	For each campground - per stall	\$10.45
24	Other users	\$136.78
25	Hydrant use - flat fee (Damage deposit 250.00 additional)	\$173.04
	Hydrant use - water consumption charge per cubic meter	\$1.2918/m3
26	For each airport hangar	\$310.03
27	Underground sprinkling services over one acre for months of June, July & August - per sprinkler head	\$9.14
28	For each airport terminal building	\$606.66
29	Each wharf providing water to vessels	\$136.93
30	For each sawmill	\$310.03
31	For each drycleaner	\$310.03
32	Each car dealership with a non-commercial car wash stall	\$84.58
33	Seagate Pier large vessel meter	\$1.50/m3
34	Pool	\$413.12
35	Arena	\$288.44
36	Hospital - per bed	\$29.44
37	Fish Hatchery	\$115.21
38	Sani-station	\$115.21
39	For each Metered Service outside District of Port Hardy boundaries a charge which is the greater of the flat unit fee based on unit type OR \$rate per Cubic Meter (M3)	Greater of \$ Flat rate OR \$1.5001/m3

SCHEDULE A - WATER RATES
(continued)

5.	Backflow Preventers	
	Hose connection vacuum breaker	\$32.29
	Double check valve assembly (3/4 inch)	\$193.76
	Reduced pressure type assembly (3/4 inch)	\$258.34
	All other sizes at cost	at cost

6. Multi-Meter Rider - Where tiered water metered rates apply.
- a) Applicable: This Rider is available to those customers who have more than one water meter and water service supplying their water demand.
 - b) Price: This will consist of a discount generated by totaling all water meters annual consumption and treating the consumption as one, for purposes of calculating the metered water charge.
 - c) Regulations: To be eligible, customers must submit a request in writing. The District of Port Hardy reserves the right to accept or deny any request. The amount and duration of this Rider will be at the District's discretion. Only one Rider will be applied to any one customer at any time.
 - (i) All water meters must supply the same or adjoining building or non-adjoining buildings located on the same property (same legal description).
 - (ii) All water meters must be in account to the same customer.
 - (iii) Water meter bank installations associated with one water service will not be considered.
 - (iv) All water meters must be associated with a separate water service.

SCHEDULE B - SEWER RATES

<p>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 agent shall make application to the office of the District, 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 shall pay to the District a sewer inspection/connection fee as follows:</p>		
<p>a) Where installation of a sewer connection exists, for standard 100 mm (4") connection an inspection/connection fee of:</p>		\$104.00
<p>b) Application for any sewer service will be subject to:</p> <p style="padding-left: 20px;">i. Initial application analysis fee (may be combined with water, storm sewer application analysis fee).</p> <p style="padding-left: 20px;">ii. Estimate fees shall be charged on the basis of the actual cost of the work necessary including but not limited to all pavement, sidewalk, cut/replacement, and boulevard work.</p> <p>The estimate, provided by the District of Port Hardy, of the work to be completed must be paid prior to the start of the job. Any excess charges incurred will be billed or surplus fees paid will be refunded upon completion of the job and account reconciliation.</p>		\$540.80 At cost
<p>2. Seniors Discount Property owners who are Seniors shall receive a discount on all or any portion of a current billing if paid by the quarterly due date. This applies only to the principal place of residence. Senior means a person who is 65 years of age or older and who meets the grant eligibility requirements as defined by the Home Owner Grant Act. On application, with proof of age, discounts shall be permitted retroactively for the previous billing period and if applicable for the previous calendar year only if previously paid by the due date.</p>		25%
<p>3. Re-Inspection Fee An inspection fee shall be paid to the District for each additional inspection required after the first inspection because of defective materials or workmanship.</p>		\$104.80
<p>4. Quarterly Rates - The rates reflected in this schedule are based on a flat rate billing system, unless indicated.</p>		Rate per quarter
1	For each residential dwelling unit	\$132.71
2	For each office, shop or store	\$146.32
3	For each supermarket	\$317.34
4	For each bakery	\$146.32
5	For each restaurant	\$465.00
6	For each lunchroom or delicatessen	\$199.05
7	For each soda fountain or hot dog stand	\$146.32
8	For each hotel/motel - per unit	\$26.53
9	For each lounge	\$388.07
10	For each beer parlor	\$477.78
11	For each Laundromat - per washer	\$44.67
12	For each non-profit organization and hall	\$146.45
13	For each civic swimming pool	\$1,321.25
14	For each arena	\$928.54
15	For each athletic club	\$465.00
16	For each theatre	\$146.32
17	For each hospital - per bed	\$93.38
18	For each school - per classroom	\$132.31
19	Light Industrial	
	5 employees or less	\$146.32
	6 - 15 employees	\$332.66
	16 - 30 employees	\$530.94
	Large water users	\$876.22

SCHEDULE B - SEWER RATES
 (continued)

		Rate per quarter
20	For each service station/garage	\$146.32
21	For each car wash	
	For 1st stall	\$242.11
	Each additional stall	\$75.81
22	For each cannery	\$890.21
23	For each marina	\$144.00
24	For each campground - per stall	\$11.37
25	Metered sewage per cubic meter	\$1.80
26	Other users	\$146.32
27	For each airport hangar	\$332.66
28	For each airport terminal building	\$824.73
29	Fish Hatchery	\$153.39
30	Sani Station	\$142.15
31	Tipping Fee for Trucked Waste \$ Rate per gallon. If an Operator is not currently at the plant a call out fee based on Operations labour and equipment rates will apply.	\$0.2217

SCHEDULE C - STORM SEWER RATES

- 1) 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:	\$95.00
b) Re-inspection of connection and each subsequent connection	\$95.00
c) Application for any storm sewer service, including perimeter/drain tile connection, will be subject to:	
i. Initial application analysis fee (may be combined with water, sewer application analysis fee).	\$545.00
ii. Estimate fees shall be charged on the basis of the actual cost of the work necessary including but not limited to all pavement, sidewalk, cut/replacement, and boulevard work.	At cost
The estimate, provided by the District of Port Hardy, of the work to be completed must be paid prior to the start of the job. Any excess charges incurred will be billed or surplus fees paid will be refunded upon completion of the job and account reconciliation.	

SCHEDULE D - GARBAGE COLLECTION RATES

Rates do not include applicable taxes

1. Garbage Rates	
The rates reflected in this schedule are based on a flat rate billing system, unless indicated. Residential dwelling unit - based on a maximum of two regulation garbage cans per pickup every two weeks and recycling pickup on the alternate week.	
	Rate Per Quarter
Residential dwelling unit	\$39.33
2. Recycling Rates	
Residential dwelling unit	\$16.01
3. Transfer Station - residential waste	
The following fees apply to the Transfer Station: (Rates per item)	(a) \$ 1.37 per garbage container or bag (b) \$ 27.77 per level pickup truck (c) \$ 6.98 per tire
4. Tag A Bag sticker	
The fee for tag-a-bag sticker will be (each)	\$2.58
5. Residential Maintenance Service Operators Permit	
Commercial maintenance service operators permit allowing the operator to dispose of yard waste removed from residential property, at the waste bin located at the Public Works yard.	Rate
Residential property, for the purpose of this permit fee, is defined in Administration Policy AP 5.5.	
Annual Permit Fee	\$270.00

Seniors Discount

Property owners who are Seniors shall receive a discount on all or any portion of a current billing if paid by the quarterly due date. This applies only to the principal place of residence. Senior means a person who is 65 years of age or older and who meets the grant eligibility requirements as defined by the Home Owner Grant Act. On application, with proof of age, discounts shall be permitted retroactively for the previous billing period and if applicable for the previous calendar year only if previously paid by the due date.

SCHEDULE E - STATUTORY RATES

Rates do not include applicable taxes

1.	List of Electors The fee per copy of a List of Electors shall be as noted, except where a candidate at an election is entitled to one free copy.	\$18.00
2.	Minutes of Council Proceedings As provided under Section 194(2) of the Community Charter the fee for copies of Minutes of Council proceedings shall be hereby established.	\$0.30 per page
3.	Copies of Bylaws Pursuant to Section 194 of the <i>Community Charter</i> the following charges shall apply for:	
	a) Zoning Bylaw (Text and Map 11" x 17")	\$40.00
	b) Zoning Bylaw (Text only)	\$17.00
	c) Official Community Plan Bylaw (Text & Maps 11"x17")	\$40.00
	d) Official Community Plan Bylaw (Text only)	\$15.00
	e) Copies of all other bylaws shall be provided for a fee of	\$0.30 per page
	f) Subdivision Bylaw	\$20.00
4.	Tax Certificate The collector shall provide tax certificates as provided under Section 249 of the <i>Community Charter</i> for the fee established.	\$25.00
5.	Request for Prior Years Taxes Levied	\$15.00
6.	Mortgage Company Listings	\$5.00 / folio
7.	Cost to issue a refund cheque	\$15.00
	Cost to reissue a lost cheque	Stop payment fee, plus \$15.00
8.	Reports	
	a) Business License Print-out	
	On paper	\$30.00
	On electronic media	\$15.00
	b) Photocopies	
	8-1/2" x 11"	\$0.30 per page
	8-1/2" x 14"	\$0.30 per page
	11" x 17"	\$0.35 per page
	c) Maps (paper copies - standard wall size)	
	Zoning Map per page	\$55.00
	Boundary Map	\$30.00
	OCP or legal map	\$30.00
	Civic Street Map	\$55.00
	Courier for all maps (or cost if higher)	\$30.00
9.	NSF cheques returned	\$45.00
10.	Council and Committee-of-the-Whole agenda	\$0.30/page or \$15.00 /agenda over 50 pages
11.	Tree Cutting permits	
	1 - 10 trees	\$30.00
	11 - 20 trees	\$60.00
	21 or more trees	\$100.00
12.	Parks and Beach permit	
	Commercial rental fee	\$30.00 per day
	Clean up / Damage deposit	\$60.00
	Special Occasion Use – Permit	Free
	Clean Up / Damage Deposit	\$250.00 per event
	Electricity	\$5.00 per day
	Group Event Camping permit, Beaver Harbour Park	\$100.00 + deposit for Key \$50.00

SCHEDULE E - STATUTORY RATES

(continued)
 Rates do not include applicable taxes

13.	Storage fees for impounded vehicles or vessels	
	Single vehicle or vessel six metres in length or less	Cost + 20%
	Single vehicle or vessel over six metres in length	Cost + 20%
	For a vehicle and trailer of any length	Cost + 20%
14.	Permit to water new lawn outside permitted days	\$20.00
15.	Commemorative Items	
	(a) Bench, bronze plaque and installation	Cost + 20%
	(b) Commemorative placing of tree or shrub and plaque (bronze plaque included)	Cost +20% Tree, shipping & plaque
	Other items (includes bronze plaque)	Cost +20% Plaque, item, concrete etc.
16.	Search for information and records, other than Freedom of Information Request	
B.C. Reg. 298/2021	Application Fee	Per Freedom of Information and Privacy Protection Regulation
	<i>*There are no application fees or processing fees for personal FOI requests</i>	
	All prescribed fees for services described in the Freedom of Information and Protection of Privacy Act	Per Freedom of Information and Privacy Protection Act
	(a) for copying records	
	(i) photocopies and computer printouts	
	8.5" x 11", 8.5" x 14"	\$0.30 per page
	11" x 17"	\$0.35 per page
	(ii) electronic media	\$15.00
	(iii) photographs	
	scanning & emailing an 8" x 10"	\$10.00
	over 8" x 10" to 11" x 17"	\$12.00 & costs
	(iv) building plans	actual cost plus \$25.00 administration fee
	Deposit for any plans that require out of office printing	\$500.00
	(v) Plotter printing	
	18" x 24"	\$15.00 per sheet
	24" x 36"	\$30.00 per sheet
	36" x 48"	\$55.00 per sheet
17.	Administration Cost for accounts sent to a collection agency. An administration fee of 33.3% will be added to the account balance of all accounts sent to a collection agency.	33.3%
18.	Land Title and Survey Authority record search	\$25.00
19.	District of Port Hardy Crest Pin	\$1.10
20.	District of Port Hardy Branding Logo Pin	\$1.19
21.	Parade Permit Fee	\$50.00
22.	Use of credit card for online payments of property taxes, accounts receivable and utility billings	Rate per transaction – 2.9% of transaction value plus \$0.30
23.	Administration cost for listing and processing multiple (more than 5) property tax folios	\$250.00

SCHEDULE F - BUSINESS LICENCE FEES

DEFINITION	BASIS OF FEE	FEE (per annum unless otherwise stated)
Category I - Commercial/Industrial Any business permitted in the zones designated in the Zoning Bylaw	Employing up to 3 persons Employing up to 8 persons Employing over 8 persons	\$80.00 \$105.00 \$190.00
Category II - Rental units/spaces Any building containing dwelling units in any zone	Up to 25 units 26 – 50 units Over 50 units	\$80.00 \$105.00 \$190.00
Category III - Home Occupation Any business permitted in residential areas under the Zoning Bylaw	Per business	\$115.00
Category IV - Mobile Vending Any business permitted and regulated by Council	Per business	\$155.00
Category V - Miscellaneous Business Any business not based in a permanent building within the District of Port Hardy (other than Mobile Vending)	Per business	Same as Commercial per number of employees
Category VI – Marine Any vessel-based business operating from a Port Hardy marina, excluding commercial fishing boats.	Per business	\$115.00
Category VII - Seasonal Home Based Urban Agricultural	Per Home - 4 month period no 1/2 year discount	\$30.00
Category VIII – Out of Town Business-doing business in Port Hardy		Same as Commercial per number of employees
Monthly (30 consecutive days)		\$20.00
Category IX- Short Term Vacation Rental (less than 31 days per month)	Suite or Carriage Home of the principal dwelling (annually) Home rental no owner living on site (annually) <i>Note: Annual rates are not prorated</i>	\$115.00 \$310.00
Transfer fee	to those businesses making a change under section 8 of the Business License Bylaw	\$25.00

New Business licence fees will be pro-rated 50% after June 30 of each year.

SCHEDULE G - HARBOUR RATES

Rates **do not** include applicable taxes

1. Pump Out
 - a) If in the opinion of the Wharf Manager or other duly authorized personnel a vessel requires pumping out, a pump may be placed on any vessel located at the Harbour Authority Floats in Port Hardy, B.C. without fear of liability or reproach.
 - b) A minimum **\$66.40** per day fee may be levied against the owner /operator should it be necessary to pump out a vessel with or without the owner’s consent.

2. Rates

	Rate
Moorage - Commercial Fishing Vessel	
Daily/per foot	\$0.20
Monthly/per foot (prepaid)	\$3.00
Yearly/ per foot (prepaid)	\$20.10
All other Moorage	
Daily/per foot	\$1.00
Weekly/per foot (week- prepaid)	\$5.70
Monthly/per foot (prepaid)	\$9.30
Yearly /per foot (prepaid)	\$59.30
Power	
Prepaid 20 amp service/day	\$4.50
Prepaid 30 amp service/day	\$6.40
Prepaid 60 amp service/day	\$12.90
Prepaid 20 amp service/month	\$67.30
Prepaid 30 amp service/month	\$104.00
Prepaid 60 amp service/month	\$216.20
Other Rates	
Sign space rental per calendar year (16”X16”); minimum charge	\$39.20
Sign space rental per calendar year greater than 16”X16”, maximum 500 square inch	\$77.30
Overdue account interest charge per month in accordance with interest rates established under Section 11(3) of the Taxation (Rural Area) Act	
NSF Cheque	\$45.00
Other Rates (not included in the moorage rate)	
Pump out - actual labour/hour - first occurrence minimum one hour	\$69.10
Pump out - actual labour/hour - subsequent occurrence	\$138.00
Sewer pump out, all vessels	\$11.50
Clean-up Fee per hour, one hour minimum	\$64.70
Net Storage Fee – minimum charge applied every 12 hours after first 12 hours unless advance arrangements made through Harbour Office	\$115.80
Vessel left in posted loading zone beyond 4 hour maximum subject to hourly charge - Prolonged stay arrangement to facilitate repairs are to be arranged with Harbour Office	\$11.50
Grid (per tide)	\$55.50
Winch per hour. (minimum one hour charge)	\$20.10
Off-Loading – Commercial Fishing Vessel	
Minimum one hour charge	\$65.60
Each additional hour	\$48.50

SCHEDULE G - HARBOUR RATES (continued)

Rates **do not** include applicable taxes

Bear Cove Recreation Site	Rates
Moorage	
Daily/per foot	\$1.00
Weekly/per foot	\$5.70
Power - Prepaid 20amp/day	\$4.70
Launch	\$5.60

SEAGATE PIER and T-Floats

Rates **do not** include applicable taxes

Commercial Vessel Rates	Rates
Off-Loading Commercial Fishing Vessel	
On or off-loading - the greater of:	
First hour, Minimum billing	\$65.20
Each additional hour	\$48.30
Clean-up Fee	
Per hour as required (Minimum one hour)	
Net Storage Fee - minimum charge applied every 12 hours after first 12 hours unless advance arrangements made through Harbour Office	\$64.70
Vessel left in posted loading zone beyond 4 hour maximum subject to hourly charge - Prolonged stay arrangement to facilitate repairs are to be arranged with Harbour Office	\$11.40
Moorage - All vessels	
Daily/per foot per 24 hour period	\$1.00
Weekly/per foot (prepaid)	\$5.70
Moorage – Seagate Pier Leased Area	
By reservation only, per day	\$216.40
For each metered non-residential user, for consumption in the sale calendar – Quarterly (Schedule A)	\$1.00

HARBOUR IMPROVEMENT

Applies to Fisherman’s Wharf and Seine Docks Parking Areas

Rates **include** applicable taxes

Launch Fees	Rate
Non-commercial vessel, per day	\$6.00
Commercial fishing vessel***, per launch or removal	\$12.10
Local Resident Annual Pass (non commercial vessel*), includes launch, vehicle & trailer parking).	\$121.20
Commercial Fishing Vessel Annual Commercial Pass, (includes vehicle & trailer parking)	\$162.30
*** Commercial fishing vessel (CFV) is defined as: a Vessel displaying a valid CFV licence, or a licenced Local Business actively engaged in marine related services not being used for pleasure purposes.	
Vehicle or trailer (single stall) parking pass	
Daily	\$6.00
Weekly	\$22.70
Monthly	\$71.30
Annual -	\$103.90
Vehicle and trailer (double stall) parking pass	
Daily	\$12.10
Weekly	\$45.40
Monthly	\$142.80
Annual -	\$207.70
Replacement Pass	\$6.00

SCHEDULE H - RECREATION RATES

Rates do not include applicable taxes
 Unspecified recreation programs run on a cost recovery basis plus 10%.

General Recreation	Refundable Deposit	Rates Effective July 1, 2023	Rates Effective Jan. 1, 2024
Rentals, per event			
Tables, each	\$20.00	\$5.60	\$5.82
Chairs, each	\$20.00	\$0.59	\$0.61
Pavilion, Beaver Harbour Park	\$20.00	\$12.19	\$12.68
*Registration Fee Collection - non-municipal service	Cash Only	\$2.18	\$2.27
*Tumble and Play (dry floor child only)		\$3.54	\$3.68
Fitness Classes (per class)		\$5.50	\$5.72
Fitness Classes (punch card 11 classes)		\$55.14	\$57.35
Special Event		\$5.00	\$5.10
Arena Rentals (Ice-in) - Arena rental per hour			
Youth groups (must consist of at least 80% youth)		\$75.44	\$78.46
Early Ice - June 1 to Labour Day (must consist of at least 80% youth)		\$94.32	\$98.09
Adult groups		\$123.85	\$128.80
Non Prime Time (Ice in) Arena Rental per hour Rental starting after 12 a.m. and ending before 6 a.m.		\$92.23	\$95.92
Arena Admission - Single Admission			
Twoonie Skate		\$1.90	\$2.00
Child 0-12 months		Free	Free
Child 13 months-12 years		\$3.47	\$3.61
Senior 60 + years		\$3.47	\$3.61
Youth 13 -18 years		\$4.18	\$4.35
Adult 19 - 59 years.		\$5.50	\$5.72
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18		\$11.99	\$12.47
BookKing Wallet credit (11 admission passes)			
Child 13 months -12 years		\$34.54	\$35.92
Senior 60 + years		\$34.54	\$35.92
Youth 13-18 years		\$41.92	\$43.60
Adult 19 -59 years		\$55.14	\$57.35
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18		\$119.66	\$124.45
Miscellaneous Skate Fees			
Skate Rental		\$1.90	\$1.90
Skate aid		Free	Free
Skate sharpening		\$5.00	\$5.00

*GST Exempt

SCHEDULE H - RECREATION RATES

(continued)

Rates do not include applicable taxes

Unspecified recreation programs run on a cost recovery basis plus 10%.

Arena Dry Floor Rentals (Ice-out) - Arena rental per hour		Rates Effective Jul. 1, 2023	Rates Effective Jan. 1, 2024
Youth groups (must consist of at least 80% youth) - Arena surface only		\$48.92	\$50.88
Adult groups - Arena surface only		\$64.53	\$67.11
Commercial facility rental			
8:00 a.m. to 5:00 p.m.		\$869.30	\$904.07
8:00 a.m. to 12:00 midnight		\$1,184.89	\$1,232.29
5:00 p.m. to 2:00 a.m.		\$869.30	\$904.07
Each additional hour		\$98.70	\$102.65
Non-profit group facility rental			
8:00 a.m. to 5:00 p.m.		\$697.66	\$725.91
8:00 a.m. to 12:00 midnight		\$1,046.82	\$1,088.69
5:00 p.m. to 2:00 a.m.		\$697.66	\$725.57
Each additional hour		\$79.37	\$82.54
Pickle Ball - Per Person Per Hour		\$1.90	\$2.00

* GST Exempt

SCHEDULE H - RECREATION RATES

(continued)

Rates do not include applicable taxes

	Rates Effective Jul. 1, 2023	Rates Effective Jan. 1, 2024
Pool Rentals - per hour		
0-49 people	\$90.54	\$94.16
50 + people	\$150.89	\$156.93
Deck Time (45 minutes)	\$39.40	\$40.98
Single lane	\$21.58	\$22.44
Special Needs Pool rental	\$41.94	\$43.62
One-half pool, shared rental per hour	\$45.62	\$47.44
Pool Admission - Single Admission		
Infant 0 - 12 months	Free	Free
Child 13 months -12 years	\$3.47	\$3.61
Senior 60 + years	\$3.47	\$3.61
Youth 13-18 years	\$4.18	\$4.35
Adult 19-59 years	\$5.50	\$5.72
Family- Immediate family to maximum of 2 parents and 4 children under the age of 18	\$11.99	\$12.47
Twoonie Swim	\$1.90	\$2.00
Special Event	\$5.10	\$5.20
BookKing Wallet credit (11 admission passes)		
Child 13 months - 12 years	\$34.54	\$35.92
Senior 60 + years	\$34.54	\$35.92
Youth 13-18 years	\$41.92	\$43.6
Adult 19-59 years	\$55.14	\$57.35
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18	\$119.66	\$124.45
Monthly Pool Pass Good for 30 Days		
Child	\$52.81	\$54.92
Senior 60 + years	\$52.81	\$54.92
Youth	\$63.26	\$65.79
Adult	\$82.30	\$85.59
Family (Immediate family to maximum of 2 parents and 4 children under the age of 18)	\$193.54	\$201.28
Pool Lessons & Programs		
Red Cross Swimming Lessons		
* Parent & Tot levels 1-3 (includes one parent and one child)	\$61.14	\$63.59
* Preschool Levels 4-8	\$55.61	\$57.83
* Swim Kids Levels 1– 5 (10 ½ hr lessons)	\$41.96	\$43.64
* Swim Kids Levels 6–9 (10/45 minute lessons)	\$69.05	\$71.81
* Swim Kids Level 10 (medallion & certificate)	\$75.92	\$78.96
Aqua Adults Levels 1-3 (10 ½ hr lessons)	\$56.79	\$59.06
Badges & Stickers – each	\$2.60	\$2.70
* Special Needs (not School District) 10 - ½ hour lessons (one on one instruction)	\$69.05	\$71.81
* Special Needs Group Lesson (10 - ½ hour lessons)	\$41.96	\$43.64

Unspecified recreation programs run on a cost recovery basis plus 10%.

SCHEDULE H - RECREATION RATES

(continued)

Rates do not include applicable taxes

	Rates Effective Jul. 1, 2023	Rates Effective Jan. 1, 2024
Private Lessons -per half-hour		
* Children and youth – Individual	\$14.20	\$14.20
* Additional person	\$8.84	\$9.19
Adult – Individual	\$16.23	\$16.88
Additional person, each	\$12.37	\$12.86
School District classes - per hour		
* Up to 3 instructors	\$110.80	\$115.23
* Additional instructors, each	\$29.15	\$30.32
Swim Team – Monthly per person	\$36.69	\$38.16
Tumble, Play, and Swim (Adult and Child) 10 sessions	\$84.62	\$88.00
Tumble, Play, and Swim (Additional Child) 10 sessions	\$32.14	\$33.43
Tumble, Play, and Swim drop in (Adult and Child)	\$9.37	\$9.74
Tumble, Play, and Swim drop in (Additional Child)	\$3.54	\$3.68
Fitness Classes (per class)	\$5.50	\$5.72
Fitness Classes (punch card 11 classes)	\$55.14	\$57.35
Aquafit Classes Senior 60 + years	\$3.47	\$3.61
Aquafit Classes Senior 60+ years (punch card 11 classes)	\$34.54	\$35.92
Advanced Aquatic Courses		
Junior Lifeguard Club	\$112.06	\$116.54
Scuba Rangers	\$151.96	\$158.04
Bronze Cross	\$230.35	\$239.56
Bronze Cross Recertification.	\$98.86	\$102.81
Bronze Medallion/Senior Resuscitation	\$211.07	\$219.51
Bronze Medallion/Senior Resuscitation Recertification	\$65.89	\$68.53
National Lifeguard Standards Award	\$475.74	\$494.77
National Lifeguard Standards Award Recertification	\$131.76	\$137.03
Life Saving Camp (Bronze Medallion/Bronze Cross/Sr. Resuscitation)	\$335.63	\$349.06
Royal Lifesaving Instructor Award	\$361.48	\$375.94
Assistant Water Safety Instructor	\$328.56	\$341.70
Water Safety Instructor Recertification	\$109.77	\$114.16
Water Safety Instructor Award	\$395.13	\$410.94
B.O.A.T Certification - Manual	\$16.03	\$16.67
B.O.A.T. Certification - Exam	\$45.62	\$47.44
First Aid Programs		
CPR	\$76.06	\$79.10
CPR Recertification	\$60.72	\$63.15
Child Safe	\$80.63	\$83.86
Child Safe Recertification	\$67.06	\$69.74
Standard First Aid	\$164.72	\$171.31
Standard First Aid Recertification	\$67.06	\$69.74
Emergency First Aid	\$89.81	\$93.40
*Babysitter’s Course – 8 hours 11-15 year old	\$70.32	\$73.13

*GST Exempt

SCHEDULE I - BUILDING BYLAW FEES AND DEPOSITS

1. Building Fees	
a) Value of construction up to \$1,000.00	\$ 75.00
b) For each additional \$1,000.00 of value of construction, or fraction thereof, over \$1,000.00 but not exceeding \$100,000.00.	\$ 8.00
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	\$ 4.00
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) Building Permit fees for Non-Profit Organizations where the building is being overseen by an engineer, architect or registered professional, may be exempted from Building Permit fees as prescribed except for the damage deposit upon application to the District of Port Hardy.	
h) The fee for a permit to demolish or remove a building	\$ 150.00
i) The fee for a permit to authorize the moving of a building to a new site	50% fee for new construction
j) Solid fuel burning appliance, maximum 2 inspections	\$ 100.00
(1) Review of installation plans	\$ 50.00
k) 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	\$ 150.00 single wide \$ 200.00 double wide
l) The fee for inspection of a Bed & Breakfast operation	\$ 75.00
m) The fee for inspection following request of property owner to close a secondary suite	\$ 75.00
n) The fee for inspection of a Daycare operation	\$ 75.00
2. Plumbing Permits	
a) The charge for permits under this bylaw for plumbing fixtures shall be calculated as follows:	
i) minimum fee for any plumbing permit	\$ 75.00 if no building permit
ii) fee for installation of fixtures:	
a) first fixture	\$ 10.00
b) each additional fixture, per fixture	\$ 7.50
3. Refund of Fees	
a) An applicant for a Building, Building Moving, Demolition or Plumbing 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) Where construction or work has begun or an inspection has been made.	No refund
iii) No refund shall be made for less than	\$ 100.00
iv) No refund shall be issued if a section 57 – Notice on title is required.	

4. Re-inspection Charge

a) A re-inspection fee where more than two inspections are necessary.	\$75.00												
5. Application or Permit Transfer Fee													
a) 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												
6. Permit Extension Fee													
An additional non-refundable permit extension fee applies when an extension is requested in writing by the owner.	\$50.00												
7. Letter Advising of Status of Property and Improvements	\$50.00 per hour												
8. Building File Review	\$50.00 per hour												
9. Fire Protection Equipment - Resubmission of plans	\$100.00 each submission												
10. Damage Deposits													
a) Demolition Permit i) Residential demolition ii) Commercial/industrial demolition	\$1,000.00 \$4,000.00												
b) Building or Moving Permit	<table border="0"> <thead> <tr> <th>Construction Value (\$)</th> <th>Deposit (\$)</th> </tr> </thead> <tbody> <tr> <td>0 – 30,000</td> <td>500</td> </tr> <tr> <td>30,001 – 80,000</td> <td>700</td> </tr> <tr> <td>80,001 – 200,000</td> <td>1000</td> </tr> <tr> <td>200,001 – 2,000,000</td> <td>2,000</td> </tr> <tr> <td>2,000,001 and over</td> <td>4,000</td> </tr> </tbody> </table>	Construction Value (\$)	Deposit (\$)	0 – 30,000	500	30,001 – 80,000	700	80,001 – 200,000	1000	200,001 – 2,000,000	2,000	2,000,001 and over	4,000
Construction Value (\$)	Deposit (\$)												
0 – 30,000	500												
30,001 – 80,000	700												
80,001 – 200,000	1000												
200,001 – 2,000,000	2,000												
2,000,001 and over	4,000												
c) Refund of Damage Deposit – Where a damage deposit has been paid to the District with respect to a Building, Demolition or Moving Permit, the balance of said deposit shall be refunded after: i) An occupancy permit has been issued by the District with respect to the works that the Building or Moving Permit was issued; and, ii) The District has inspected adjacent highways, public utilities and District property which are found to be in a satisfactory condition.													

SCHEDULE J - CEMETERY RATES
 Rates do not include applicable taxes

	Care Fund (included)	Total Fee
Grave Space	\$121.75	\$487.00
Cremated Remains Size	\$36.00	\$144.00
Services - Opening and Closing grave for burials		
Monday - Friday 8:00 a.m. - 2:00 p.m.		\$704.00
Monday - Friday after 2:00 p.m.		\$947.00
Saturday, Sunday 8:00am – 2:00pm		\$1,271.00
Statutory Holidays 8:00am – 2:00pm		\$1,623.00
Services - Opening and Closing grave for Cremated Remains		
Monday - Friday 8:00 a.m. – 2:00 p.m.		\$185.00
Monday - Friday after 2:00 p.m.		\$401.00
Saturday, Sunday 8:00am – 2:00pm		\$479.00
Statutory Holidays 8:00am – 2:00pm		\$649.00
Services - Opening and Closing grave for Exhumation		
Monday - Friday 8:00 a.m. - 2:00 p.m.		\$713.00
Transfer of License		\$28.00
Installation of Memorials	\$35.00	\$140.00
Goods		
Grave Liners		Cost plus 20%
Oversize Grave Liners		Cost plus 20%
Cremation Vaults		Cost plus 20%

SCHEDULE K - FREEDOM OF INFORMATION AND PRIVACY RATES

Rates do not include applicable taxes
 Provided for convenience only.

Any person wishing to inspect or obtain copies of correspondence or other information, pursuant to the Freedom of Information Bylaw in force from time to time, shall pay to the District the fees and charges as set out in the Regulations to the *Freedom of Information and Protection of Privacy Act*, in force from time to time.

B.C. Reg. 297/2021 Sch3, S.5

Schedule 1

Schedule of Maximum Fees

Item	COLUMN 1	COLUMN 2
	Description of Services	Management Fees
1	For applicants other than commercial applicants:	
	(a) for locating and retrieving a record	\$7.50 per 1/4 hour after the first 3 hours
	(b) for producing a record manually	\$7.50 per 1/4 hour
	(c) for producing a record from a machine readable record from a server or computer	\$7.50 per 1/4 hour for developing a computer program to produce the record
	(d) for preparing a record for disclosure and handling a record	\$7.50 per 1/4 hour
	(e) for shipping copies	actual costs of shipping method chosen by applicant
	(f) for copying records	
	(i) floppy disks	\$2 per disk
	(ii) CDs and DVDs, recordable or rewritable	\$4 per disk
	(iii) computer tapes	\$40 per tape, up to 2 400 feet
	(iv) microfiche	\$3 per fiche
	(v) microfilm duplication	\$25 per roll for 16 mm microfilm, \$40 per roll for 35 mm microfilm
	(vi) microfiche or microfilm to paper duplication	\$0.50 per page (8.5" x 11")
	(vii) photographs, colour or black and white	\$5 to produce a negative \$12 each for 16" x 20" photograph \$9 each for 11" x 14" photograph \$4 each for 8" x 10" photograph \$3 each for 5" x 7" photograph
	(viii) photographic print of textual, graphic or cartographic record, black and white	\$12.50 each (8" x 10")
	(ix) dot matrix, ink jet, laser print or photocopy, black and white	\$0.25 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
	(x) dot matrix, ink jet, laser print or photocopy, colour	\$1.65 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
	(xi) scanned electronic copy of a paper record	\$0.10 per page
	(xii) photomechanical reproduction of 105 mm cartographic record/plan	\$3 each
	(xiii) slide duplication	\$0.95 each
	(xiv) audio cassette tape (90 minutes or fewer) duplication	\$5 per cassette plus \$7 per 1/4 hour of recording
	(xv) video cassette recorder (VHS) tape (120 minutes or fewer) duplication	\$5 per cassette plus \$7 per 1/4 hour of recording
2	For commercial applicants for each service listed in Item 1	the actual cost to the public body of providing that service

SCHEDULE L - BURNING PERMIT RATES

<p><i>Category A:</i> <i>Category A Open Fire</i> means an open fire that burns piled material no larger than 1 m in height and 1 m in diameter but does not include a campfire or recreational fire.</p>	<p>No charge</p>
<p><i>Category B:</i> <i>Category B Open Fire</i> means 1-2 concurrently burning piles, at least 10 metres between piles, in which burn material is piled larger than 1 metre by 1 metre in diameter but not greater than 2 metres high and/or 3 metres in width and may include land clearing waste.</p>	<p>\$ 25.00 (1-3 days)</p>

SCHEDULE M – ANIMAL CONTROL RATES

Annual license fee for spayed/neutered dog over eight (8) months old	\$17.50
Annual license fee for not spayed/neutered dog over eight (8) months old	\$56.00
Annual license fee for dangerous dog	\$82.50
Replacement tags	\$10.50
Impoundment - Dogs & Cats	
First impoundment (Plus Annual Dog License Fee if applicable)	\$56.00
Second impoundment	\$86.50
Third impoundment	\$112.50
Fourth impoundment and subsequent impoundment	\$142.50
Impoundment - UNLICENCED Dogs & Cats	
First impoundment (Plus Annual Dog License Fee if applicable)	\$112.50
Second impoundment	\$168.50
Third and subsequent impoundment	\$337.00
Impoundment of Dangerous or Restricted	\$449.50
Impoundment - Livestock - Large	
First impoundment	\$112.50
Second impoundment	\$142.50
Third impoundment	\$168.50
Fourth and subsequent impoundment	\$224.50
Miscellaneous	
Care and feeding fee per day for animals other than large livestock	\$30.00
Care and feeding fee per day for livestock	Cost plus 10% admin fee
Parasite Control	At cost
Breeders License	\$112.50
Drop off Fee	
Drop off fee - per adult animal (non-resident)	\$108.00
Drop off fee - adult female with litter (non-resident)	\$108.00
Drop off fee (residents)	No charge
Adoption Fees - per animal	
Dogs (neutered by District)	
Under 10 kg	At Cost
10-20 kg	At Cost
Over 20 kg	At Cost
Dogs over 1 year (neutered by District)	
Under 10 kg	At Cost
10-20 kg	At Cost
Over 20 kg	At Cost
Dogs (spayed by District)	
Under 10 kg	At Cost
10-20 kg	At Cost
20.1-40 kg	At Cost
Over 40 kg	At Cost
Dogs over 1 year (spayed by District)	
Under 10 kg	At Cost
10-20 kg	At Cost
20.1-40 kg	At Cost
Over 40 kg	At Cost
Cats (spayed/neutered by District)	
Neuter	At Cost
Spay	At Cost
Pregnant spay	At Cost
Cats/Dogs (spayed/neutered prior to impound)	\$59.50
Veterinary expenses	At cost

Drop off dog that has bitten within 14 days ; includes minimum 10 days care and feeding, administration costs to deal with Communicable Disease Nurse and euthanasia at end of term.	\$ 247.50
Quarantine	\$ 171.50

**SCHEDULE N - LIQUOR AND CANNABIS REGULATION BRANCH
 RATES FOR LICENSING APPLICATIONS AND OCCUPANCY CAPACITY**

For applications to the Liquor and Cannabis Regulation Branch requiring the local government’s recommendation as to whether the application should be approved or rejected.	\$750
For inspections necessary for Liquor and Cannabis Regulation Branch applications for capacity increase.	\$150
For calculation of the occupant load to meet the requirements of the code for health and life safety.	\$150
For public hearing advertising that may be required in conjunction with the processing of applications for licensing to the Liquor and Cannabis Regulation Branch application.	\$800

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

1. Any application for an amendment to the Official Community Plan and/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	\$800.00*
Mapping the amendment on Zoning or Official Community Plan Maps	\$200.00**
<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	\$800.00*
Mapping the amendment on Zoning or Official Community Plan Maps	\$400.00**
<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 with the notice and the mailing or delivery of the notice	\$250.00 First and \$100.00 each
plus Land Title and Survey Authority Fees	Additional
plus electronic filing costs	At cost
3. Any Board of Variance Application	\$250.00
4. Sign application, processing and inspection	\$75.00
5. Temporary Land Use Permit	\$1,000.00
6. Registration of DVP with land titles charged at time of application, refunded if refused.	\$40.00

SCHEDULE P - 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
Mapping	\$400.00
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:	
Processing and inspection of application	\$600.00
Per unit/parcel	\$200.00*
*Up to 50% reimbursed if Council refuses strata and planning/engineering costs have not been incurred by the District.	
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 Q – PROPERTY BYLAW INFRACTION / REMEDIATION RATES

Initial investigation and inspection of property, including attendance by Inspector	Actual costs incurred for related labour, materials or equipment plus 20% administration costs
Inspection Contractor/Professional, including attendance by Inspector	Actual costs incurred plus 20% administration costs
Subsequent inspections	\$100 plus hourly departmental charge out rate
District work if owner defaults	Actual costs incurred for related labour, materials or equipment plus 20% administration costs
Where owner does not comply with District requirement to maintain property or bring up to standards. Fee applies to either vacant or occupied parcels.	Actual costs incurred for related labour, materials or equipment plus 20% administration costs