

TOWN OF LADYSMITH



“Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644”

*Consolidated Version as on October 4, 2023
(This consolidation is authorized by “Bylaw Revision Bylaw 2022, No. 2090”)*

*Consolidated for Convenience Only
This consolidation is not a legal document. Certified copies of the original bylaws should be
consulted for all interpretations and applications of the bylaws of this subject*

April 7, 2008

Includes Amendment Bylaw Nos.: 1680, 1732, 1752, 1778, 1826, 1969, 1974, 2022,
2059, 2050, 2112, 2151.2182.2191

TOWN OF LADYSMITH

BYLAW NO. 1644

A bylaw to levy fees for the provision of certain services.

WHEREAS pursuant to the *Community Charter* the Council may by bylaw provide for the level of fees to be charged for certain services;

AND WHEREAS it is deemed appropriate to establish fees to be charged for certain services;

NOW THEREFORE the Council of the Town of Ladysmith in open meeting assembled enacts as follows:

1. The following fee is hereby established for the provision of the services:

Bylaw 2112

- (a) Schedule "1" Miscellaneous Fees and Application Fees
- (b) Schedule "2" Public Safety (RCMP/Fire Department)
- (c) Schedule "3" Cemetery Fees
- (d) Schedule "4" Filming Fees

2. **REPEAL OF PREVIOUS BYLAWS**

"Town of Ladysmith Fees and Charges Bylaw 2003, No. 1495" and all amendments thereto are hereby repealed.

3. **CITATION**

This bylaw may be cited for all purposes as "Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644".

READ A FIRST TIME on the 3rd day of March, 2008

READ A SECOND TIME on the 3rd day of March, 2008

READ A THIRD TIME on the 3rd day of March, 2008

ADOPTED on the 7th day of April, 2008

Bylaw 2151

SCHEDULE "1"

Item:	Fee:
Miscellaneous Fees:	
Copies of Extracts of Minutes - per page	\$0.25
Copies of Bylaws and Council Minutes - per page	\$0.25
Certificate of Outstanding Taxes	\$20.00
Fence Line Fee	\$75.00
Topographic Maps	\$25.00
Waterfront Area Plan	\$10.00
Holland Creek Area Plan	\$10.00
South Ladysmith Area Plan	\$10.00
Official Community Plan (including Schedule A.I - DPAs)	\$35.00
Engineering Specifications	\$30.00
Comfort Letter	\$100.00
Memorial Park Bench	\$3,950.00
Zoning Bylaw	\$40.00
Official Community Plan and Zoning Bylaw Maps (Large Size) per map	\$15.00
NSF cheques/Returned items/Stop payments	\$25.00
Refunds of overpayments for property taxes or user fees	10% of refund amount - minimum \$5.00 maximum \$25.00 per refund
Transfer of online banking payments between accounts: - First & second transfer - Subsequent transfers	no charge 10% of transfer amount - minimum \$5.00 maximum \$25.00 per transfer
Mortgage listings of property taxes owing (per folio)	\$3.00
Annual Property tax levies - Vancouver Island Real Estate Board	\$450.00
Current year property tax notice after tax due date (for current owner)	No charge
Previous years' property tax notice on year-specific paper (for current owner)	\$25.00 per copy
Subdivision trees	\$750.00 per tree
Recycling bags	\$1.25 per bag

Item:	Fee:
Application Fees:	
Official Community Plan Amendment	\$2,000.00 plus advertising and delivery costs
Zoning Bylaw Amendment	\$2,000.00 plus advertising and delivery costs
Zoning Bylaw Amendment - Coach House (R-1 Zone)	\$1000.00 plus advertising and delivery costs
Combined OCP/Zoning Bylaw Amendment	\$3,000.00 plus advertising and delivery costs
Subdivision - PLA	\$500.00 plus \$250.00/lot
Subdivision- Approval, Extension, Form P	\$500.00
Development Permit - Multi-Unit, Commercial, Downtown, Industrial	\$1,000.00
Development Permit - High Street Intensive Residential	\$750.00
Development Permit - Riparian, Hazard Lands	\$250.00
Development Permit - Coach House Intensive Residential	\$250.00
Development Permit - Façade Improvement	\$100.00
Development Permit - Amendment	\$100.00
Development Variance Permit	\$750.00 plus Delivery Costs
Development Variance Permit: Minor Variance	\$500.00 plus Delivery Costs
Board of Variance	\$750.00 plus Delivery Costs
Temporary Use Permit	\$1,500.00 plus Advertising and Delivery Costs
Strata Conversion	\$500.00 plus \$250.00/unit
Boundary Extension Proposal	\$2,000.00 plus \$50.00/hectare plus advertising and electoral approval costs
Liquor License Primary Referral Review Community Consultation	\$1,750.00 plus advertising costs
ALR Application - Subdivision/Non-Farm Use	\$600.00 plus ALR Fees
ALR Application - Exclusion	\$2,000.00 plus ALR Fees
Revitalization Tax Exemption Application Fee	\$250.00
Sign Permit	\$100.00
Real Estate Sign	\$20.00 per agency
Temporary Sign/Banner Deposit	\$10.00 Application plus a \$100.00 damage deposit

BL 2182

BL 2182

	Large Event Damage Deposit	Up to \$1,000.00
	Ladysmith Visioning Report	\$25.00
	Application for Statement of Concurrence (Telecommunications Tower)	\$250.00
	Application for Recommendation of Cannabis Retail Licence Application/Amendment	\$2,000.00 plus advertising and delivery costs
	Electric Vehicle Charging (includes idle fee)	\$1 per hour for first 2 hours \$2 per hour thereafter
<i>BL 2182</i>	Notification Bond (Zoning/OCP Amendment, Temporary Use Permit, Development Variance Permit or Board of Variance Application)	\$600.00
<i>BL 2182</i>	Legal costs (legal instrument preparation or review)	At Cost

Note: All fees are subject to applicable taxes

Bylaw 2112

SCHEDULE "2"
Public Safety (RCMP/Fire Department)

Public Safety Item:	Fee
Security checks (criminal records)	\$20.00
Local Driving Record Checks	\$15.00
Fingerprinting	\$25.00
Background checks for Chauffeur's permits	\$20.00
Miscellaneous photocopies (includes court orders for documents): <ul style="list-style-type: none"> • the first 100 copies • additional copies 	\$35.00 0.50 per page
Name Change Application (prints)	\$25.00
Accident/Crime Scene: <ul style="list-style-type: none"> • Field Diagram • Scale drawing • Mechanical inspection reports • Photographs • Photo CD 	\$20.00 \$40.00 \$50.00 \$1.00 each \$25.00 each
Motor Vehicle Accident Reports: <ul style="list-style-type: none"> • Investigation (primary investigator) • Technical (i.e. Traffic Analyst) 	\$30.00 \$50.00
False Alarms - (per calendar year charged per RCMP/Fire call) <ul style="list-style-type: none"> • First alarm • Second alarm • Third and subsequent alarms 	Warning \$100.00 \$250.00
Insurance Letters (certification)	\$30.00

Note: All fees are subject to applicable taxes

Bylaw 2151

SCHEDULE "3"
SCHEDULE "3"

Cemetery Fees

	Proposed Right of Interment	Right of Interment (Care fund)
Ground Burial Lots		
Adult (over 12 yr.) Full Ground Burial Lot - Resident or former resident	\$ 900	\$ (225)
Adult (over 12 yr.) Full Ground Burial Lot - Non resident	\$ 1,400	\$ (350)
Child (12 & under) Full Ground Burial Lot - Resident or former resident	\$ 450	\$ (130)
Cremation Ground Lot - Resident or former resident	\$ 400	\$ (100)
Cremation Ground Lot - Non resident	\$ 600	\$ (150)

	Preparation & Placement	Town approved Liner
Preparation & Placement		
Adult (over 12 yr.) Full Burial	\$ 1,000	\$ 500
Child (12 & under) Full Burial	\$ 500	\$ 500
Cremation (single)	\$ 400	\$ 60
Cremation (double)	\$ 425	\$ 75

	Marker	Marker Care Fund
Memorial:		
Installation of Single Marker (up to 60cm x 30cm)	\$ 250	\$ (65)
Installation of Double Marker (up to 75cm x 45cm)	\$ 350	\$ (90)
Removal & Reinstall	\$ 450	

Fees for services & products	
Late Arrival (after 3pm) on regular business day	\$100 per hour
Disinterment/exhumation of full burial	\$ 1,800
Disinterment/exhumation of cremated remains	\$ 750
<i>Saturday Service (in addition to above fees)</i>	
Full Burial	\$ 500
Cremation Burial	\$ 300
Transfer/Surrender fee for interment right certificate	\$ 50
Special Services & Handling Fees	By prior arrangement with Administrator

Note: All fees are subject to applicable taxes

Bylaw 2050

SCHEDULE "4" FILMING FEES

Permit Processing and Application Fees	
Travel-tourism Film Permit	No charge
Student Film Permit	No charge
Documentary Film Permit	\$500
All other Film Permit applications based on film crew size:	
less than 10	\$300
11- 50	\$ 750
51- 99	\$1,000
100 +	\$1,500
Labour Costs	
Unionized staff*	Rate payable under collective agreement and employment contracts + 15%
Exempt staff*	Rate payable under employment contract + 15%
RCMP	Applicable overtime rate
* Labour costs directly related to permit processing are included in permit fees	
Parking Lots/Spaces	
On-street parking spaces	\$3.00/space/day
Off-street parking spaces	\$5.00/space/day
Equipment Rates	Equal to annual equipment charge out rates
Parks and Recreation Facilities	
Sports field or ball diamond	\$225/day
Other parkland	\$0.10/m ² /day
Trail	
Requires full closure to public	\$200/day
Does not require full closure to public	No charge
Playground, picnic shelter, outdoor sports court, horseshoe pitch, community garden or similar	\$75/day
Outdoor washroom, concession, change room or similar	\$14/day
Outdoor water park	\$100/hour
Aggie Hall	\$90/hour or \$247/day
Transfer Beach Park Amphitheatre	\$500/day
Frank Jameson Community Centre	
Gymnasium	\$60/hour or \$460/day
Meeting room or change room	\$25/hour/room or \$100/day/room
Lower program room	\$53/hour or \$212/day
Lower rec room	\$53/hour or \$462/day
Pool	\$147/pool/hour

Miscellaneous Municipal Lands and Facilities	
Undeveloped land or road allowance	\$0.08/m ² /day
Building space	\$0.52/m ² of floor area/day
Developed road allowance (e.g. sidewalk, tread way, lane)	No charge

Bylaw 2191

**SCHEDULE "5"
 Building & Plumbing Bylaw Fees**

Item:	Fee:
Permit Fees:	
Minimum Building or Plumbing Permit fee	\$150.00
• Permit fee based on percent of Value of Work	1.10%
Mobile Home/Manufactured Home Permit fee	\$250.00
• Additional fee to move a Mobile Home/Manufactured Home located within the municipality to another location within the municipality	\$150.00
Demolition Permit fee	
• Building floor area of 186.0 sq.m (2,000 sq.ft) or less	\$150.00
• Building floor area larger than 186.00 sq.m	\$250.00
Building moving Permit fee (within the municipality)	\$300.00
Driveway Access Permit fee	\$50.00
Pre-Building Permit Excavation fee	\$100.00
Double Permit fee – For any work for which a permit is required has begun before a permit has been issued.	Permit fee x2
Inspection Fees:	
Storm, Sanitary or Water Service inspection fee	\$50.00 each
Re-inspection fee or inspections under 10.50	\$200.00
Plumbing inspection fees	
• First 1-2 fixtures	\$24.00
• 3 or more fixtures	\$12.00/fixture
Inspection of building prior to Building move Permit fee	
• Building floor area of 93.0 sq.m (1000 sq.ft) or less	\$150.00
• Building floor area larger than 93.0 sq.m	\$200.00
Sprinkler Fees:	
Lawn sprinkler inspection fee	\$50.00
Building fire sprinkler installation – First head	\$36.00
Building fire sprinkler installation – 2 to 50 heads	\$1.50 per head
Building fire sprinkler installation – Each additional head	\$0.50 per head
Miscellaneous Fees:	
File review fee by a Building Official	\$75.00 per hour
Revision or amendment to an existing permit fee	\$75.00 per hour
Mobile Home/Manufactured Home Park Development fee	\$50.00 per site
Permit extension fee	\$250.00
Temporary building or structure fee	\$150.00
Occupant load review fee	\$150.00
Stop Work Order exceeding 30 days fee	\$200.00 per 30-day period

Fee reduction for certified building plans	5% of permit fee, maximum reduction \$500.00
Fee to remove Section 57 Bylaw Contravention Notice	\$400.00

Note: All fees are subject to applicable taxes