



FEES AND CHARGES FOR VARIOUS MUNICIPAL SERVICES BYLAW

2456, 2019

Adopted March 11, 2019

**CONSOLIDATED VERSION
FOR CONVENIENCE ONLY**

Includes Amendment Bylaw Number:

2539, 2021

Adopted January 25, 2021

2548, 2021

Adopted April 26, 2021

This Consolidated Version includes the following amending bylaws:

Bylaw Number	Type of Amendment	Date Amending Bylaw was adopted
2539, 2021	Schedule C – RCMP Fees and Charges	January 25, 2021
2548, 2021	Schedule A- Administration and Finance Fees and Charges Repealed and Replaced	April 26, 2021

CITY OF FORT ST. JOHN

BYLAW NO. 2456, 2019

A Bylaw to Establish Fees and Charges for Various Municipal Services

WHEREAS, Section 194 of the *Community Charter* provides authorization to municipalities to impose fees for all or part of a service that a municipality may provide and to impose fees for the use of municipal property,

AND WHEREAS, the City of Fort St. John deems it necessary to establish fees and charges for various municipal services,

NOW THEREFORE, the City of Fort St. John in open meeting assembled, enacts as follows:

TITLE

1. This bylaw may be cited as “Fees and Charges for Various Municipal Services Bylaw No. 2456, 2019”.
2. The following Schedules are attached to and form part of this bylaw:
 - Schedule A – Administration and Finance Fees and Charges
 - Schedule B – Planning and Engineering Fees and Charges
 - Schedule C – RCMP Fees and Charges
 - Schedule D – Memorial Policy Fees and Charges
 - Schedule E – Pavement Degradation Fees and Charges
 - Schedule F – Fire Department Service Information Request Fees and Charges
3. If any section, subsection sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.

FEES AND CHARGES

4. That Fees and Charges for Various Municipal Services Bylaw No. 2369, 2017 and Fees and Charges for Various Municipal Services Amendment Bylaw Numbers 2406, 2017 and 2432, 2019 be repealed.

READ FOR THE FIRST THREE TIMES THIS 25th DAY OF February, 2019

ADOPTED THIS 11th DAY OF March, 2019

LILIA HANSEN
ACTING MAYOR

JANET PRESTLEY
DIRECTOR OF LEGISLATIVE AND
ADMINISTRATIVE SERVICES

This section
was repealed
and replaced
by Bylaw
No. 2548,
2021

SCHEDULE A

Business Licence listing	\$25.00
Bylaws – Printed and Bound: Zoning, Official Community Plan, Building Subdivision and Development Servicing	\$40.00
Tax certificates – paper copy	\$35.00
Tax certificates – online copy	\$15.00
Tax Notice Reprint (includes paper copies, emailed copies, faxed copies)	\$5.00
Convenience Fee on Credit Card Payment Transactions (non-refundable)	3.5%
NSF cheques and returned items	\$30.00
Photocopies:	
Letter – black – one sided/per page	\$0.25
Letter – colour – one sided/per page	\$1.00
Legal – black – one sided/per page	\$0.30
Legal – colour – one sided/per page	\$1.75
11 x 17 – black – one sided/per page	\$0.35
11 x 17 – colour – one sided/per page	\$2.00
Double sided copies add 50% of the one sided cost/per page	
Plan Scans / Copies	\$10.00/sheet
Long Distance Fax/per page	\$1.00
Special Event Licence for Beer Garden (application and site inspection)	\$50.00
Liquor Licence or Change to Liquor Licence	cost of advertising

SCHEDULE B

PLANNING AND ENGINEERING FEES AND CHARGES

OCP Amendment	\$1,000.00 plus advertising
Zoning Amendment	\$1,000.00 plus advertising
OCP and Zoning Amendments	\$1,500.00 plus advertising
Temporary Use Permits	\$1,500.00 plus advertising and security deposit
Development Permits:	
• New Construction/Additions Over 101sq.m.	\$1,500.00
• Renovations/Additions 100 sq.m or less	\$750.00
• Façade Only	\$250.00
• Minor Works (change of paint colour)	\$100.00
Development Variance Permit	\$1,500.00 plus advertising
Street/Lane Closures	\$1,500.00 plus advertising and surveying costs
Environmental Reports	\$200.00
Subdivision Applications	
• Up to 3 lots/units	\$500 + \$100 per lot/unit
• More than 3 lots/units	\$500 + \$200 per lot/unit
Building Comfort Letter (Letter of Compliance)	\$200.00
Secondary Suites	
• Inspection Fee	\$200.00
• Charge on Title (remove or change)	\$400.00
Maps (colour) (32 x 32) 1:10,000	\$30.00
• Municipal street map	
• Zoning map	
• Official Community Plan map	
• 8.5 x 11	\$10.00
• 11 x 17	\$15.00
Air Photo – 36" x 24" full colour	\$50.00
Custom mapping:	
Dependent on available staff time	\$60.00/hr (minimum \$30.00)
Colour printing for large scale custom maps	\$8.33/sq. ft (minimum \$30.00)

<p>This section amended by Bylaw 2539, 2021</p>

SCHEDULE C

RCMP FEES AND CHARGES

Special Occasion Licence for Beer Garden (application and site inspection)	\$50.00
Application for Police Information Checks (PIC) for Employment, Adoption/Fostering landlord/tenant	\$50.00
Application for Police Information Check – volunteers (have to provide written confirmation from non-profit)	\$10.00
Application for Police Information Check for enrollment in educational institution	\$25.00
Records Suspensions, Visa travel document applications, Canadian Police Certificate	\$50.00
Insurance inquiries/police reports (includes motor vehicle per accidents, break and enters, etc.)	\$35.00 + \$1.00 per page
Reports for Court Orders	\$35.00 + \$1.00 per Page
Requests for any of the documents above that take longer than two hours in duration to complete	\$25.00 per half hour
Fingerprinting:	
<ul style="list-style-type: none"> For those residing/owning property within City of Fort St. John boundaries 	\$35.00
<ul style="list-style-type: none"> For those residing outside City of Fort St. John boundaries 	\$45.00
Fingerprinting – Missed Appointments that aren't cancelled 24 hours in advance:	
<ul style="list-style-type: none"> For those residing/owning property within City of Fort St. John boundaries 	\$15.00
<ul style="list-style-type: none"> For those residing outside City of Fort St. John boundaries 	\$20.00
Collison Reconstructionist Technical Report	\$300.00
Mechanical Inspection Report	\$125.00
DVD/CD/Audio copy of information	\$35.00 per copy

All fees are subject to GST where applicable

SCHEDULE D

MEMORIAL POLICY FEES AND CHARGES

In accordance with Memorial Council Policy No. 125/12, the following is the fee schedule for memorials:

Tree Memorial: Tree purchased as part of the City's tree program (includes administration fee and GST)

- Dogwood (10 gallon) - \$250.00
- Mayday (15 gallon) - \$270.00

Bench Memorial - \$1,500

Concrete Picnic Table Memorial - \$1,700

Donor Recognition:

Donors may also elect to have a 2" x 12" plaque included on the memorial at the sole cost of the donor. The cost is an additional \$200, which includes a plaque with an inscription, installation and GST.

SCHEDULE E

Pavement Degradation Fees

These fees will apply to a company who has entered into a Municipal Access Agreement with the City of Fort St. John.

These fees reflect the fact that once pavement has been cut, the strength and longevity of the pavement cannot be restored. The cut edges lead to cracks and ultimately potholes and other defects that require ongoing maintenance and premature replacement. The fee reflects that ongoing maintenance and loss of pavement life.

Where the a Company excavates, breaks up or otherwise breaches the surface of any ROW, the Company will, in addition to its obligation to restore the ROWs, contribute to the cost of the pavement degradation based on the total area of pavement excavated, and such amount will be payable within thirty (30) days of completing the restoration of the applicable ROW, on a one-time project basis, in accordance with the following table:

Age of Street in Years Since Last Paved as determined by the City of Fort St. John	Fee Per Square Metre of Excavation (Calculations will be made using a Minimum width of 1 metre)
0 – 5 Years	\$70.00
6 – 10 Years	\$50.00
11- 15 Years	\$40.00
16 – 20 Years	\$30.00
21 Years or greater	\$20.00

SCHEDULE F

FIRE DEPARTMENT SERVICE INFORMATION REQUESTS FEES AND CHARGES

Incident/investigation reports and photos if applicable	\$150.00
Dispatch recording application fee (for records up to November 23, 2017 only. Contact Campbell River Dispatch for records after this date)	\$200.00

Fees indicated are per incident

All fees are subject to GST where applicable

SCHEDULE F

FIRE DEPARTMENT SERVICE INFORMATION REQUEST APPLICATION FORM



City of Fort St. John
 10631 100 Street | Fort St. John, BC | V1J 3Z5
 (250) 787 8150 City Hall
 (250) 787 8181 Facsimile

Request For Fort St. John Fire Service Records

Date of Request: _____

REQUESTOR'S INFORMATION

 Name:

 Mailing Address:

 Phone: _____ Fax: _____

 E-mail: _____ File Number: _____

 Company:

AUTHORIZATION

Are you requesting access to another person's personal information? **YES** or **NO**

If you answered yes, please note: Section 22 of the *Freedom of Information and Protection of Privacy Act* requires the City to remove personal information unless the individual has consented in writing for it to be disclosed to you. You will not receive someone else's personal information if you do not include authorization to release from that person.

INFORMATION REQUESTED

Name of Record	Fees Listed are per Incident plus GST	✓
Incident Report and photos (if applicable)	\$150.00	<input type="checkbox"/>
Dispatch recording	\$200.00	<input type="checkbox"/>

SCHEDULE F

FIRE DEPARTMENT SERVICE INFORMATION REQUEST APPLICATION FORM

MOTOR VEHICLE INCIDENT: FEE \$150.00

DISPATCH RECORDING: FEE \$200.00

Address or Intersection: _____

Incident date: _____ Incident time: _____

Please indicate who you are or who you represent and your vehicle (or your client's) (if applicable):

Driver Vehicle Make/Model/Colour/Plate No.: _____

Passenger Vehicle Make/Model/Colour/Plate No.: _____

Pedestrian _____

Any additional comments: _____

MEDICAL CALL: FEE \$150.00

Address or Intersection: _____

Incident date: _____ Incident time: _____

STRUCTURE FIRE: FEE \$150.00

DISPATCH RECORDING: FEE \$200.00

Address or Intersection: _____

Incident date: _____ Incident time: _____

MOTOR VEHICLE FIRE: FEE \$150.00

DISPATCH RECORDING: FEE \$200.00

Address or Intersection: _____

Incident date: _____ Incident time: _____

Personal information is collected for the purposes of processing your request for records. The City of Fort St. John is collecting this information under s.26(c) of the Freedom of Information and Protection of Privacy Act. For questions regarding the collection of personal information, please contact City Hall c/o FOI Coordinator at 10631 – 100 Street, Fort St. John, BC V1J 3Z5, call 250-787-8150 or email legislativeservices@fortstjohn.ca.

Return this form with payment to:

City Hall: 10631 100 Street, Monday to Friday, 8:30 am – 4:30 pm

Contact Fire Department: 250 785 4333 | 250 787 0080 facsimile | fire@fortstjohn.ca

OFFICE USE ONLY

Received date:

Received by:

SCHEDULE F

FIRE DEPARTMENT SERVICE INFORMATION REQUEST CONSENT FORM



City of Fort St. John
10631 100 Street | Fort St. John, BC | V1J 3Z5
(250) 787-8150 City Hall
(250) 787-8181 Facsimile

Authorization For The City Of Fort St. John To Release

I authorize you to release any and all information concerning a Fire Incident Report, Motor Vehicle Accident Incident Report, or Medical Assistance Incident Report including photographs (if applicable) at their request to: _____

Address and Contact Information for the above noted: _____

Client's Name: _____

Client's Address: _____

Client's Phone Number: _____

Date of Incident: _____

Incident Location: _____

This authorization will remain effective from the date of signature until _____

I understand that the information will be handled by the City in compliance with all applicable privacy laws. I understand that I may revoke the authorization at any time by written, dated communication delivered to the City of Fort St. John. I have read and understand this authorization.

Signature: _____ Date: _____

Personal information is collected for the purposes of authorizing the release of incident report information to a third party. The City of Fort St. John is collecting this information under s.46 (c) of the Freedom of Information and Protection of Privacy Act. For questions regarding the collection of personal information on this form please contact us at 250-787-8150 or by email at legislativeservices@fortstjohn.ca.

OFFICE USE ONLY	
Received date:	Received by:

