

# TOWN OF LADYSMITH



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

*Consolidated Version as on October 4, 2024  
(This consolidation is authorized by “Bylaw Revision Bylaw 2022, No. 2090”)*

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*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.**

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**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"Town of Ladysmith Fees and Charges Bylaw 2003, No. 1495" and all amendments thereto are hereby repealed.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 3<sup>rd</sup> day of March, 2008

**READ A SECOND TIME** on the 3<sup>rd</sup> day of March, 2008

**READ A THIRD TIME** on the 3<sup>rd</sup> day of March, 2008

**ADOPTED** on the 7<sup>th</sup> day of April, 2008

*Bylaw 2151*

## SCHEDULE "1"

| <b>Item:</b>                                                                                                     | <b>Fee:</b>                                                                                    |
|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <b>Miscellaneous Fees:</b>                                                                                       |                                                                                                |
| 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 –<br>minimum \$5.00<br>maximum \$25.00<br>per refund                      |
| Transfer of online banking payments between accounts:<br>- First & second transfer<br><br>- Subsequent transfers | no charge<br><br>10% of transfer amount –<br>minimum \$5.00<br>maximum \$25.00<br>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                                                                                 |

| <i><b>Item:</b></i>                                               | <i><b>Fee:</b></i>                                                            |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <b>Application Fees:</b>                                          |                                                                               |
| 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<br>(Telecommunications Tower)                                                             | \$250.00                                                  |
|                | Application for Recommendation of Cannabis Retail Licence<br>Application/Amendment                                                 | \$2,000.00 plus advertising and<br>delivery costs         |
|                | Electric Vehicle Charging (includes idle fee)                                                                                      | \$1 per hour for first 2 hours<br>\$2 per hour thereafter |
| <i>BL 2182</i> | Notification Bond (Zoning/OCP Amendment, Temporary Use<br>Permit, Development Variance Permit or Board of Variance<br>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)**

| <b>Public Safety Item:</b>                                                                                                                                                                 | <b>Fee</b>                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| 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"> <li>the first 100 copies</li> <li>additional copies</li> </ul>                         | \$35.00<br>0.50 per page                                     |
| Name Change Application (prints)                                                                                                                                                           | \$25.00                                                      |
| Accident/Crime Scene: <ul style="list-style-type: none"> <li>Field Diagram</li> <li>Scale drawing</li> <li>Mechanical inspection reports</li> <li>Photographs</li> <li>Photo CD</li> </ul> | \$20.00<br>\$40.00<br>\$50.00<br>\$1.00 each<br>\$25.00 each |
| Motor Vehicle Accident Reports: <ul style="list-style-type: none"> <li>Investigation (primary investigator)</li> <li>Technical (i.e. Traffic Analyst)</li> </ul>                           | \$30.00<br>\$50.00                                           |
| False Alarms –<br>(per calendar year charged per RCMP/Fire call) <ul style="list-style-type: none"> <li>First alarm</li> <li>Second alarm</li> <li>Third and subsequent alarms</li> </ul>  | Warning<br>\$100.00<br>\$250.00                              |
| Insurance Letters (certification)                                                                                                                                                          | \$30.00                                                      |

**Note: All fees are subject to applicable taxes**

*Bylaw 2151*

## SCHEDULE "3"

### SCHEDULE "3"

#### Cemetery Fees

| <b>Ground Burial Lots</b>                                                | <b>Proposed Right of Interment</b> | <b>Right of Interment (Care fund)</b> |
|--------------------------------------------------------------------------|------------------------------------|---------------------------------------|
| 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)                              |

| <b>Preparation &amp; Placement</b> | <b>Preparation &amp; Placement</b> | <b>Town approved Liner</b> |
|------------------------------------|------------------------------------|----------------------------|
| Adult (over 12 yr.) Full Burial    | \$ 1,000                           | \$ 500                     |
| Child (12 & under) Full Burial     | \$ 500                             | \$ 500                     |
| Cremation (single)                 | \$ 400                             | \$ 60                      |
| Cremation (double)                 | \$ 425                             | \$ 75                      |

| <b>Memorial:</b>                                  | <b>Marker</b> | <b>Marker Care Fund</b> |
|---------------------------------------------------|---------------|-------------------------|
| 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        |                         |

| <b>Fees for services &amp; products</b>                |                                         |
|--------------------------------------------------------|-----------------------------------------|
| 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

|                                                                                                |                                                                        |
|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <b>Permit Processing and Application Fees</b>                                                  |                                                                        |
| 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                                                                |
| <b>Labour Costs</b>                                                                            |                                                                        |
| 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               |                                                                        |
| <b>Parking Lots/Spaces</b>                                                                     |                                                                        |
| On-street parking spaces                                                                       | \$3.00/space/day                                                       |
| Off-street parking spaces                                                                      | \$5.00/space/day                                                       |
| <b>Equipment Rates</b>                                                                         | Equal to annual equipment charge out rates                             |
| <b>Parks and Recreation Facilities</b>                                                         |                                                                        |
| Sports field or ball diamond                                                                   | \$225/day                                                              |
| Other parkland                                                                                 | \$0.10/m <sup>2</sup> /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                                                        |



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

*Bylaw 2191*

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

| <i><b>Item:</b></i>                                                                                                                  | <i><b>Fee:</b></i>         |
|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>Permit Fees:</b>                                                                                                                  |                            |
| 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              |
| <b>Inspection Fees:</b>                                                                                                              |                            |
| 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                   |
| <b>Sprinkler Fees:</b>                                                                                                               |                            |
| 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            |
| <b>Miscellaneous Fees:</b>                                                                                                           |                            |
| 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<br>reduction \$500.00 |
| Fee to remove Section 57 Bylaw Contravention Notice | \$400.00                                        |

**Note: All *fees* are subject to applicable taxes**