

# TOWN OF LADYSMITH



## FEES AND CHARGES BYLAW 1644

April 7, 2008

CONSOLIDATED FOR CONVENIENCE ONLY

A BYLAW TO LEVY FEES FOR THE PROVISION OF CERTAIN SERVICES

The amendment bylaws which are included in this consolidated version of the "Bylaw Title" are:

1680, 1732, 1752, 1778, 1826, 1969, 1974, 2022, 2059, 2050

as on July 30, 2021

### FEES AND CHARGES BYLAW 1644 CONSOLIDATION

This consolidation of the [name of bylaw] and amendments has been prepared exclusively for the use of the Town of Ladysmith for convenience only.

The Town of Ladysmith does not represent that this consolidation is accurate or complete and anyone using this material should confirm its content by reference to the original Bylaws.

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:
  - (a) Town of Ladysmith fees and charges – see schedule 1 attached to and forming part of this bylaw
  - (b) Public Safety (RCMP) – see schedule 2 attached to and forming part of this bylaw

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“Town of Ladysmith Fees and Charges Bylaw 2003, No. 1495” and all amendments thereto are hereby repealed.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

<b>READ A FIRST TIME</b> on the	3rd	day of	March , 2008
<b>READ A SECOND TIME</b> on the	3rd	day of	March, 2008
<b>READ A THIRD TIME</b> on the	3rd	day of	March, 2008
<b>ADOPTED</b> on the	7th	day of	April, 2008

\_\_\_\_\_  
Mayor (R. Hutchins)

\_\_\_\_\_  
Acting Manager of Corporate Services (R. Malli)

I hereby certify the above to be  
a true and correct copy of  
“Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644”.

\_\_\_\_\_  
Acting Manager of Corporate Services

## SCHEDULE "1"

### TOWN OF LADYSMITH FEES AND CHARGES BYLAW NO. 1644

Bylaw 2059

<i>Item:</i>	<i>Fee:</i>
<b>Miscellaneous Fees:</b>	
Copies of Extracts of Minutes	\$0.25/page
Copies of Bylaws and Council Minutes	\$0.25/page
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)	\$15.00/map
NSF cheques/Returned items/Stop payments	\$25.00
Refunds of overpayments for property taxes or user fees	10% of refund amount up to \$25.00
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 owner)	No charge
Previous years' property tax notice on year-specific paper (for owner)	\$25.00 per copy
Subdivision trees	\$750.00/tree
Recycling bags	\$1.25/bag
<b>Application Fees:</b>	
Official Community Plan Amendment	\$2,000.00 + Advertising and Delivery Costs
Zoning Bylaw Amendment	\$2,000.00 + Advertising and Delivery Costs
Zoning Bylaw Amendment - Coach House (R-1 Zone)	\$1000.00 + Advertising and Delivery Costs
Combined OCP/Zoning Bylaw Amendment	\$3,000.00+ Advertising and Delivery Costs
Subdivision - PLA	\$500.00 + \$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 + Delivery Costs
Board of Variance	\$750.00 + Delivery Costs
Temporary Use Permit	\$1,500.00 + Advertising and Delivery Costs
Strata Conversion	\$500.00 + \$250.00/unit
Boundary Extension Proposal	\$2,000.00 + \$50.00/hectare plus advertising and electoral approval costs
Liquor License Primary Referral Review Community Consultation	\$250.00 + \$1,500.00 + Advertising Costs
ALR Application - Subdivision/Non-Farm Use	\$600.00 + ALR Fees
ALR Application - Exclusion	\$2,000.00 + ALR Fees
Film Permit	\$250.00
Revitalization Tax Exemption Application Fee	\$250.00
Sign Permit	\$100.00
Real Estate Sign	\$20.00/agency
Temporary Sign/Banner Deposit	\$10.00 + \$100.00 performance bond per sign/banner
Ladysmith Visioning Report	\$25.00
Application for Recommendation of Cannabis Retail Licence Application/Amendment	\$2,000.00 + Advertising and Delivery Costs
<b>Note: All fees are subject to applicable taxes</b>	

## **SCHEDULE “2”**

### **TOWN OF LADYSMITH FEES AND CHARGES BYLAW NO. 1644**

#### **PUBLIC SAFETY (RCMP/Fire Department)**

<b><i>Public Safety Item:</i></b>	<b><i>Fee</i></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)	1 to 100 copies - \$35.00 charge >100 copies \$35.00 charge plus .50 per each additional 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 \$40.00 \$50.00 \$1.00 each \$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 \$50.00
RCMP /Fire Department False Alarms (per calendar year charged per RCMP/Fire call) <ul style="list-style-type: none"><li>(i) First alarm</li><li>(ii) Second alarm</li><li>(iii) Third and subsequent alarms</li></ul>	Warning \$50.00 \$100.00
Insurance Letters (certification)	\$30.00

*Note: All fees are subject to applicable taxes*

## SCHEDULE "3"

### TOWN OF LADYSMITH FEES AND CHARGES BYLAW NO. 1644

Bylaw 1680

<b>Cemetery Services:</b>	<b>Fee</b>
<b>Ground Burial Lots:</b>	
Full Burial Lot Interment Right - Resident (or former resident) Adult	\$750.00
Full Burial Lot Interment Right - Resident Child (12 & under)	\$375.00
Cremated Remains Lot Interment Right - Resident (or former resident)	\$350.00
Full Burial Lot Interment Right - Non Resident	\$1,200.00
Cremated Remains Lot Interment Right - Non Resident	\$500.00
<b>Ground Burial Services:</b>	
Open & Close for Adult Full Burial Grave Liner	\$1,000.00
Open & Close for Child Full Burial Grave Liner	\$650.00
Open & Close - Single Cremation Burial Cremation Vault (8" x 8" approx.)	\$400.00
Open & Close - Double Cremation Burial Cremation Vault (15" x 10" approx.)	\$450.00
Open & Close - Additional Interment to Double Vault	\$200.00
Exhumation or Disinterment - Full Burial	\$1,400.00
Exhumation or Disinterment - Cremated Remains	\$500.00
<b>Memorial Installation:</b>	
Install Single Marker - size up to 60x30cm (24"x12")	\$160.00
Install Double Marker - size up to 75x45cm (30"x18")	\$240.00
Removal & Re-installation of Memorial	\$160.00
<b>Administration Fees: (In addition to above Fees)</b>	
Late Arrival - after 3:00pm	\$150.00
Cremation Burial services on Saturday	\$150.00
Full Burial services on Saturday	\$300.00
Transfer or Surrender Fee for Interment Right Certificate	\$50.00
Special Services and Handling Fees	Prior arrangement with administrator.
<b>Note: All fees are subject to GST</b>	

*Note: All fees are subject to applicable taxes*

## SCHEDULE “4”

Bylaw 2050

### FILMING FEES

#### TOWN OF LADYSMITH FEES AND CHARGES BYLAW 2008, NO. 1644

<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