

CITY OF KELOWNA

Miscellaneous Fees and Charges Bylaw No. 12794

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts as follows:

1. Pursuant to Section 194 of the Community Charter a fee is levied for administrative services provided as set out in Schedule "A" attached to and forming part of this bylaw.
2. All fees and charges must be paid in advance of the service or delivery of goods.
3. "Miscellaneous Fees and Charges Bylaw No. 9381", and all amendments thereto, is hereby repealed.
4. This bylaw may be cited as "Miscellaneous Fees and Charges Bylaw No. 12794."
5. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first, second and third time by the Municipal Council this 12th day of January 2026.

Adopted by the Municipal Council of the City of Kelowna this 19th day of January, 2026.

Mayor

City Clerk

Schedule "A"
Fees for Administrative Services

<u>Services Provided</u>	<u>Fees (plus taxes where applicable)</u>
1. Minutes of Council and Committee meetings (other than closed meetings)	\$0.50 per page (single sided) \$1.00 per page (double sided)
2. Tax Certificate	\$30.00
3. Return Payment Fee	\$70.00
4. Property Tax Roll Refund	\$70.00
5. Tax Roll Fee for Mortgage Company	\$10.00
6. Property Tax Apportionment	\$80.00 per hour (Minimum 1 hour charge)
7. Utility Billing Refunds	\$30.00
8. Non-Refundable Credit Card Processing Fee	2.80%
9. Photocopying	
a) Black and White	\$0.50 per page (single sided) \$1.00 per page (double sided)
b) Colour	\$1.50 per page (single sided) \$3.00 per page (double sided)
10. Building Department Records Search Comfort Letter (Confirming building and zoning bylaw compliance or non-compliance with respect to existing buildings)	\$100.00
11. Researching Information & Records	\$95.00 per hour (Minimum 1 hour charge)
12. Fees for Human Resource Records Search	\$100.00

A search fee shall be charged for each written reply to requests to the Human Resources Department from ICBC, Solicitors and others for information pertaining to employment, where such disclosure is authorized. Requests from Workers' Compensation Board, Revenue Canada, Canada Pension Plan, Human Resource Development Canada, and the Pension Corporation are exempt from this fee, as well as simple employment verification/confirmation requests.

13. Property Information Report	\$55.00
14. Security Boat User Fee	\$320.00 per hour
15. Police Information Check	
a) for profit organizations	\$60.00 per search
b) not-for-profit organizations	\$30.00 per search
16. Request for Fingerprints	\$35.00
a) plus "Live Scan" fee if applicable	\$25.00
17. Police Services Report	\$55.00 per hour (Minimum 1 hour charge)
18. Police Services Media Request	\$65.00 per request
a) additional fee past 1 hour	\$45.00 per hour
19. Traffic Count Data	\$500.00 per location

Effective January 1, 2027: the fees within this Bylaw will be subject to an annual increase effective at the beginning of the calendar year which is no more than the 12 month average increase in the BC, all items consumer price index for the 12 months ended June 30 of the prior year. Annual adjustments not resulting in an amendment may be compounded for future years.