

## SUMMARY:

The Fees and Charges Bylaw imposes a fee payable in respect of all or part of a service of the municipality, the use of municipal property, or the exercise of authority to regulate, prohibit or impose requirements.

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**CITY OF KELOWNA**  
**BYLAW NO. 9381**  
**REVISED: April 24, 2023**

<b>CONSOLIDATED FOR CONVENIENCE TO INCLUDE BYLAWS NO. 9798, 10361, 10368, 10556, 10684, 11070, 11200, 12024 and 12513</b>
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**A Bylaw to Establish Miscellaneous Fees and Charges**

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WHEREAS pursuant to the *Community Charter*, City Council may, by bylaw, impose a fee payable in respect of all or part of a service of the municipality, the use of municipal property, or the exercise of authority to regulate, prohibit or impose requirements;

AND WHEREAS Council is desirous of setting fees to defray certain administrative costs and services;

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

1. Pursuant to Section 194 of the *Community Charter*, there is hereby levied a fee for administrative services provided as set out in Schedule "A" attached to and forming part of this bylaw.
2. Pursuant to Section 194 of the *Community Charter*, there is hereby levied a fee for police services provided as set out in Schedule "B" attached to and forming part of this bylaw.

BL9798 added Section 2.1 as follows:

- 2.1 Pursuant to Section 194 of the *Community Charter*, there is hereby levied a fee for services provided at City of Kelowna Composting Operations as set out in Schedule "D" attached to and forming part of this bylaw.
3. All fees and charges must be paid in advance of the service or delivery of goods, with the exception of recognized Kelowna Residents Associations in good standing who may receive one free copy each of bylaws and documents listed in Schedule "C" attached to and forming part of this bylaw.
4. "Fees and Charges Bylaw, 1994, No. 7315", and all amendments thereto, is hereby repealed.
5. This bylaw may be cited for all purposes as "Miscellaneous Fees and Charges Bylaw No. 9381".

Read a first, second and third time by the Municipal Council this 3<sup>rd</sup> day of October, 2005.

Adopted by the Municipal Council of the City of Kelowna this 17<sup>th</sup> day of October, 2005.

\_\_\_\_\_  
"Walter Gray"

Mayor

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"Stephen Fleming"

City Clerk

**Schedule "A"**

BL10361, BL10556, BL10684 and BL12024 amended Schedule "A":

**Fees for Administrative Services**

<b><u>Services Provided</u></b>	<b><u>Fees</u></b>
1. Minutes of Council and Committee Meetings (other than closed meeting minutes)	\$0.25 per page (single sided) \$0.50 per page (doubled sided)
2. Zoning Bylaw Text	\$40.00
3. Official Community Plan Bylaw Entire Document (including maps)	\$180.00
Maps (Large)	\$9.00 each
(Small)	\$7.00 each
4. Subdivision Bylaw	\$70.00
5. All other Bylaws	\$0.25 per page (single sided) \$0.50 per page (doubled sided)
6. Tax Certificate (Electronic)	\$15.00
7. Tax Certificate (Manual)	\$25.00
8. Returned Payment Fee	\$25.00 per returned item item
8.1 For the period of April 20, 2020 to August 31, 2020, the Returned Payment Fees in Section 8 shall be waived.	
9. Property Roll Refund	\$25.00
10. Tax Roll Fee for Mortgage Co.	\$10.00
11. Title Search	\$20.00
12. Photocopying - 8 ½" x 11"	
Black and White	\$0.25 per page (single sided) \$0.50 per page (doubled sided)
Colour	\$1.00 per page (single sided) \$2.00 per page (doubled sided)
Microfiche - 8 ½" x 11"	\$1.00 per page
11" x 17"	\$2.00 per page
13. Building Department Records Search Comfort Letter (Confirming building and zoning bylaw compliance or non-compliance with respect to existing buildings)	\$100.00
14. Business Licence Information (disc)	\$50.00 per disc
15. Researching Historical Information	\$30.00 per hour \$30.00 minimum

**Schedule “A”** (Con’t)

**Fees for Administrative Services**

**Services Provided**

**Fees**

16. Fees for Human Resource Records Search

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.

Request from Solicitors	\$100.00
Request from ICBC	\$50.00
Request from others not listed	\$50.00 (max)

Photocopying Fees Additional	\$0.25 per page. \$0.50 per page (doubled sided)
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BL12513 added Fee No.17

17. Non-Refundable Credit Card Processing Fee for Property Tax Payments	2.3 % of transaction amount
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\*Plus applicable taxes.

## **Schedule “B”**

BL10361, BL10368 and BL10684 amended Schedule “B”:

### **Fees for Police Services**

<b><u>Services Provided</u></b>	<b><u>Fees</u></b>
1. Criminal Record Searches for Profit (Business) Organizations	\$45.00 per search
Not-for-Profit, Volunteer Organizations or Practicum Students	\$20.00 per search
2. Chauffeurs Permits	\$40.00 per application
3. Police Reports	\$45.00 per incident
4. Accident Reports	\$40.00 per incident
5. Traffic Analyst Reports (Booklet)	\$65.00 per incident
6. Traffic Analyst Reports (1 page)	\$15.00 per incident
7. Mechanical Inspection Reports	\$10.00 per vehicle inspection
8. Audio Tapes	\$30.00 per call
9. Video Tapes	\$30.00 per incident
10. Photographs	\$0.75 each
11. Statement Fees	\$10.00 up to first 40 pages, each page \$0.25 per side
12. Polygraph Examination Report (1 page)	\$40.00 per incident
13. Photocopy Fees	\$0.50 per side
14. Administration Fee (For Special request such as courier and postage other than regular mail)	\$15.00
15. CD of Photos	\$10.00 for CD and \$0.25 per photo.
16. CD of Documents	\$200.00 plus \$25.00 per ¼ hour after the first 2.0 hours.
17. Request for Fingerprints	\$30.00

\*Plus applicable taxes.

## **Schedule “C”**

### **List of Bylaws and Documents Provided to Resident Associations**

1. Where a recognised Kelowna Residents Association, in good standing, requests a copy of major City bylaws or documents to assist the association to provide informed comment on relevant issues, one free copy of the following will be provided:

Official Community Plan

Zoning Bylaw

Subdivision Bylaw

Traffic Bylaw

Transportation Plan

Sector Plan or Plans relative to the geographic area of the requesting Resident Association

BL9798 added a new Schedule “D”:

## **Schedule “D”**

### **Services Provided at City of Kelowna Composting Operations**

#### **Services**

**Biosolids Processing**  
(biosolids - wastewater  
treatment plant residuals)

**Organics Processing**  
(septage or materials from  
food processing facilities)

#### **Fees**

\$90.00 per tonne

\$90.00 per tonne

BL11070 added Schedule “E”

**Schedule “E”**

**Fees for Dark Optical Fibre Service**

**Service Provided**

**Fees**

Dark fibre service administration fee

\$800 per lease contract

Point-to-point dark fibre connection

\$500 per strand per month



BL11200 added Schedule “F”

## **Schedule “F”**

### **Fees for Transportation Engineering Service**

**Service Provided**

1. Traffic count data

**Fees**

\$300 per location

\*Plus applicable taxes.