



# **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

**2604, 2025**

Adopted January 27, 2025

**2627, 2026**

Adopted February 23, 2026

This Consolidated Version includes the following amending bylaws:

<b>Bylaw Number</b>	<b>Type of Amendment</b>	<b>Date Amending Bylaw was adopted</b>
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2548, 2021	Schedule A- Administration and Finance Fees and Charges Repealed and Replaced	April 26, 2021
2604, 2025	Schedule A, B, C & F Repealed and Replaced Addition of Section 5	January 27, 2025
2627, 2026	Schedule A and B Repealed and Replaced	February 23, 2026

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No. 2369, 2017 and Fees and Charges for Various Municipal Services Amendment Bylaw Numbers 2406, 2017 and 2432, 2019 be repealed.
5. That all fees are subject to GST where applicable.

READ FOR THE FIRST THREE TIMES THIS 25<sup>th</sup> DAY OF February, 2019

ADOPTED THIS 11<sup>th</sup> DAY OF March, 2019

\_\_\_\_\_  
LILIA HANSEN  
ACTING MAYOR

\_\_\_\_\_  
JANET PRESTLEY  
DIRECTOR OF LEGISLATIVE AND  
ADMINISTRATIVE SERVICES

This section was repealed and replaced by Bylaw 2604, 2025

This schedule was repealed and replaced by Bylaw 2548, 2021, Bylaw 2604, 2025, and Bylaw 2627, 2025

**SCHEDULE A**

**ADMINISTRATION AND FINANCE FEES AND CHARGES**

Business Licence listing	\$25.00
Bylaws – Printed and Bound: Zoning, Official Community Plan, Building Subdivision and Development Servicing	\$40.00
Tax certificates – online copy	\$15.00
Tax Notice Reprint (includes paper copies, emailed copies, faxed copies)	\$5.00
Refund fee per account (initiated by account holder)	\$10.00
Transfers between accounts (initiated by account holder)	\$5.00
Convenience Fee on Credit Card Payment Transactions (non-refundable). Excluding external programs such as Activenet, Simcom, UMO	3.5%
NSF cheques and returned items	\$30.00
Administration collection fee	30% of overdue balance
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 Occasion License for Beer Garden (application and site inspection)	\$50.00
Liquor Licence or Change to Liquor Licence	cost of advertising

This schedule was repealed and replaced by Bylaw 2604, 2025 and Bylaw 2627, 2026

SCHEDULE B

**DEVELOPMENT SERVICES 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
• Commercial EV Charger Only	\$250.00
Amendments to Development Permits will be charged 50% of the original permit fee.	
Development Variance Permit	\$1,500.00 plus advertising
Street/Lane Closures	\$1,500.00 plus advertising and surveying costs
Excavation and Soil Deposit Permit	\$200.00
Subdivision Applications	
• Up to 3 lots/units	\$500 + \$100 per lot/unit
• More than 3 lots/units	\$500 + \$200 per lot/unit
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)
Revitalization Tax Exemption Applications	\$100.00

This schedule was repealed and replaced by Bylaw 2539, 2021, and Bylaw 2604, 2025

SCHEDULE C

RCMP FEES AND CHARGES

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:	
• For those residing/owning property within City of Fort St. John boundaries	\$35.00
• For those residing outside City of Fort St. John boundaries	\$45.00
Fingerprinting – Missed Appointments that aren't cancelled 24 hours in advance:	
• For those residing/owning property within City of Fort St. John boundaries	\$15.00
• 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

**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

This section amended  
by Bylaw 2604, 2025

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

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](mailto: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](mailto: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](mailto:legislativeservices@fortstjohn.ca).

<b>OFFICE USE ONLY</b>	
Received date:	Received by:

