



DISTRICT OF BARRIERE
DRAFT - BYLAW NO. 275

A BYLAW TO AMEND FEES AND CHARGES BYLAW NO.73

WHEREAS pursuant to the provisions of the Community Charter, Council may by Bylaw impose fees and other charges to recover the cost of a service:

NOW THEREFORE the District of Barriere in open meeting assembled, enacts as follows:

1. CITATION

This Bylaw may be cited as “*Fees and Charges Bylaw No. 73, Amendment Bylaw No. 275.*”

2. Bylaw No. 73, as amended, is hereby further amended by:

- a. removing “*Composter*” and its corresponding fee from “*Schedule 1 – General Administration and Freedom of Information Requests*”; and
- b. replacing its existing ‘**Schedule 2**’ with the new “*Schedule 2 – Building Document Services*” attached to this Bylaw; and
- c. adding the following to ‘*Schedule 3 – Business License Fees*’:

3202	Independent Healthcare Aid	\$105.00
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; and

- d. replacing its existing ‘**Schedule 4**’ with the new “*Schedule 4 – Public Works and Services*”; and
- e. adding the following to “*Schedule 5 – Road Right-of-Way Usage Fees & Permits*”

Temporary Residential Usage Security Deposit	\$300.00* <i>*Refundable once temporary use removed</i>
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; and

- f. replacing its existing ‘**Schedule 6**’ with the new “*Schedule 6 – Planning Land & Development*’ attached to this Bylaw; and
- g. replacing its existing ‘**Schedule 7**’ with the new “*Schedule 7 – Municipal Property Rentals*” attached to this Bylaw; and
- h. replacing its existing ‘**Schedule 9**’ with the new “*Schedule 9 – Building Inspection Department Fee Schedule*” attached to this Bylaw; and

- i. replacing its existing '**Schedule 12**' with the new "*Schedule 12 – Louis Creek Industrial Park Water System Fee Schedule*" attached to this Bylaw; and
- j. replacing its existing '**Schedule 13**' with the new "*Schedule 13 – Ridge Gym Rental Fee Schedule*" attached to this Bylaw.

3. EFFECTIVE DATES

- a. The fee amendments in this bylaw shall come into force and effective immediately upon bylaw adoption.

READ A FIRST TIME this **23rd** day of **February, 2026**.

READ A SECOND TIME this **23rd** day of **February, 2026**.

READ A THIRD TIME this **23rd** day of **February, 2026**.

ADOPTED this day of , 2026.

Mayor Rob Kerslake

Tasha Buchanan, Corporate Officer

SCHEDULE 2 – Building Document Services

Cancel Notice on Title		\$200.00 \$500.00
Property Title Search		\$25.00
Building Inspection Report Request (BIR)	Bylaw No. 238	\$50.00 per property

SCHEDULE 4 – Public Works and Services

Note: A 5% late payment fee will be automatically levied on all fees not paid by the said due date.

Solid Waste Disposal Services:

Occupied dwelling unit - For weekly pickup of one (1) regulation garbage container		\$18.71/mo \$19.65/mo
Pensioners 65 years of age and older – For weekly pickup of one (1) regulation garbage container		\$13.14/mo \$13.80/mo
Additional residential garbage bags each		\$1.50/ea \$2.00/ea
Trade Premises - For twice weekly pick-up of five (5) regulation garbage containers and 1.50 for each additional container		\$36.17 \$37.98
Hydraulic Container Rental		\$88.20 \$92.61
Hydraulic Container Pick-up		\$11.76 \$12.35 per lift
Hydraulic Container Start-up Deposit		\$200.00 \$210.00 one-time fee

Street Lighting:

Dwelling Unit		\$5.78/month
Trade Premises		\$7.04/month

Water System Base Rates:

*Single & Secondary Dwelling Residential - based on usage from 0- 25 cubic meters/month or 0-75 cubic meters/quarter

*Residential Multi-Family 3+ units – based on usage from 0-200 cubic meters/month or 0-600 cubic meters/quarter

*Commercial, Industrial & other enterprise – based on usage from 0-100 cubic meters/quarter

Single & Secondary Residential / Per dwelling unit		\$ 37.96/mo \$40.81/mo
Residential Multi-Family – first 3-5 units each		\$ 37.96/mo \$40.81/mo
Residential Multi-Family – each additional unit: 6 and up		\$ 48.99/mo \$20.41/mo
Schools		\$ 46.93/mo \$50.45/mo
Post Office		\$ 54.52/month \$58.61/mo
Police Detachment building		\$ 134.11/month \$144.17mo
Hotels and Motels		\$37.25 \$40.04 /per meter/month
Commercial & Industrial/Per Business		\$46.92/month \$50.45/mo
Vacant Lot (*serviceable by existing, adjacent waterline)		50% of applicable water system base rate
Unmetered Connection		\$322.50/month \$346.69/mo

Additional Water Meter Rates:

Tier 1	
Residential: Between 76 – 90 cubic meters per quarter	\$0.54. 58 /per cubic meter
Residential Multi-Family 3+ units Between 201 – 400 cubic meters per quarter	\$0.54. 58 /per cubic meter
Commercial & Industrial/Per Business Between 101 – 300 cubic meters per quarter	\$0.54. 58 /per cubic meter
Hotels & Motels Between 101 – 300m3 per quarter	\$0.54. 58 /per cubic meter
Tier 2	
Residential: Between 91 - 120 cubic meters per quarter	\$0.84. 87 /per cubic meter
Residential Multi-Family 3+ units Between 401 – 550 cubic meters per quarter	\$0.84. 87 /per cubic meter
Commercial & Industrial/Per Business: Between 301 – 450 cubic meters per quarter	\$0.84. 87 /per cubic meter
Hotels & Motels: Between 301 – 450 cubic meters per quarter	\$0.84. 87 /per cubic meter
Tier 3	
Residential: Greater than 121 cubic meters per quarter	\$1.03 1.11 /per cubic meter
Residential Multi-Family 3+ units Greater than 551 cubic meters per quarter	\$1.03 1.11 /per cubic meter
Commercial and Industrial/Per Business: Greater than 451 cubic meters per quarter	\$1.03 1.11 /per cubic meter
Hotels & Motels: Greater than 451 cubic meters per quarter	\$1.03 1.11 /per cubic meter

Water Connection and Turn ON/OFF Connection Fees:

Turn ON / Service Call – Scheduled (>48hrs) during regular hours	\$53.75 \$57.78
- Unscheduled (<48hrs) during regular hours	\$69.88 \$75.12
- after hours & statutory holidays	\$150.50 \$161.79
Turn OFF/ Service Call – Scheduled (>48hrs) during regular hours	\$53.75 \$57.78
- Unscheduled (<48hrs) during regular hours	\$69.88 \$75.12
- after hours & statutory holidays	\$150.50 \$161.79
Application to Connect	\$483.76 \$520.04 + any applicable earthworks at actual cost
Water Meter & Associated Parts	Actual Cost + tax
Water Meter Install Confirmation Deposit <i>(*to be refunded once install is confirmed by Water Department)</i>	\$50.00
Final Meter Read with >24hour (on Regular Business Day) notice	\$26.88 \$28.90
Final Meter Read with <24 hour notice	\$53.75 \$57.78
Water Meter Service – Potential Warranty Repair <i>(*if work is determined to be covered under warranty, deposit fee is be reimbursed to property owner)</i>	50% of cost of Water Meter

Temporary Water Use Permit Fees:

Connection (non-refundable)	\$ 483.75 \$520.04
Refundable Deposit	\$1,000.00
Tier 1 – Cost of Water (0-25 m3)	\$ 3.23 3.47 /per m3
Tier 2 – Cost of Water (26+ m3)	\$ 5.38 5.65 /per m3
Turn On/Off Fee (normal business hours only)	\$ 53.75 57.78 each

Fire Hydrant Use Permit Fees:

Connection (non-refundable)	\$ 483.75 \$520.04
Refundable Deposit	\$1,000.00
Tier 1 - Cost of Water (0-25 m3)	\$ 3.23 3.47 /per m3
Tier 2 – Cost of Water (26+ m3)	\$ 5.38 5.65 /per m3

Sewer/Wastewater User Rates:

Single & Secondary Residential	
Each Dwelling Unit (Birch Lane Wastewater Plant - Bylaw No.50)	\$ 80.96 \$85.01 /month
Each Dwelling Unit (Downtown Solar Aquatics Plant – Bylaw No. 50)	\$ 53.55 \$56.23 /month
Each Dwelling Unit (Clary Subdivision Plant – Bylaw No. 50)	\$ 53.55 \$56.23 /month
Residential Multi-Family 5+ Dwelling Units – Each Dwelling Unit (Downtown & Siska Systems)	\$ 31.50 \$33.08 /month
Senior’s Care Facility – Base Rate -- + Per Dwelling Unit	\$ 53.55 \$56.23 /month \$ 26.25 \$26.25 /month
Commercial & Institutional	
Commercial Business/Office	\$ 53.55 \$56.23 /month
Grocery Store	\$ 63.00 \$66.15 /month
Laundromat – per washer	\$ 21.00 \$22.05 /month
Service Centre	\$ 78.75 \$82.69 /month
Restaurant	\$105.00 \$110.25 /month
Hotel/Motel – Base Rate -- Per Room	\$ 61.25 \$64.31 /month \$ 8.40 \$8.82 /month
Schools	\$157.50 \$165.38 /month
Place of Worship (Downtown & Siska Systems)	\$ 53.55 \$56.23 /month
Medical Centre	\$ 63.00 \$66.15 /month
Unconnected building fee where wastewater connection is available without eligible exemption	Applicable Connection Monthly Base Rate

Sewer Connection Fees: *all systems

Application to Connect	\$ 300.00 \$315.00
Applicable Earthworks	Actual Cost
Wastewater Disposal Fee (not septage)	\$ 34.65 \$36.38 /per cubic meter

SCHEDULE 6 – Planning Land & Development

Subdivision Application Fees:

Preliminary Layout Application	\$350.00 \$500.00	Per Conventional Subdivision Lot or Proposed Strata Lot	Application
Final Conventional Plan Exam	\$50.00 \$100.00	Per examination Per lot on the final plan	Final Subdivision Plan Submission
Final Strata Plan Examination	\$100.00	Per examination	
Other Strata Fees	\$100.00	To examine Form E for any phased development	Application
	\$100.00	To issue a Certificate of Approval for each phase of a building strata development.	Certificate Issuance
PLA Extension or Modification	\$275.00		

Development Approval Charges & Fees:

Official Community Plan Amendment Application Fee	\$1200 \$1500
Zoning Amendment Application Fee	\$1200 \$1500 -supplementary charge of \$5.00 for each parcel or dwelling unit in excess of 3 parcels or dwelling units as prescribed in the parcel size and/or density provisions of the respective zone
Land Use Contract Amendment Application Fee that requires a public hearing	\$1200
Official Community Plan Amendment in conjunction with an application for amendment to the Zoning Bylaw and/or a Land Use Contract	\$1500 \$1800
Development Variance Permit Application Fee	\$ 500
Board of Variance Application Fee	\$ 250
Development Permit Application	\$ 500
Temporary Commercial or Industrial Use Permit Application Fee	\$1200 \$1500

SCHEDULE 7 – Municipal Property Rentals (for exclusive/reserved use)

Facility Description:	Fee:
Security Deposit	\$200.00
Beer Garden	\$100/day (non refundable) <i>*additional charges may be imposed by RCMP</i>
Ball Fields	\$25.00/per field, per day
User Fees: Adult League - Minor League -	\$200/team per season \$5/player per season
Concession	\$100.00/day
BID Office	\$420.00/month or as negotiated in lease
“Old Chamber” Building	\$70.00/day (Hydro included) \$1000.00/month (+ Hydro)
Barriere Business Centre (BBC) Units – Long Term (12 months +) Units – Short Term* <i>*CAO may authorize reduced rate for non-profit, community benefit use.</i>	As negotiated through lease agreement Daily: \$ 75/Units 4A & 4B - \$100/Unit 4C Weekly: \$200/Units 4A & 4B - \$250/Unit 4C Monthly: \$400/Units 4A & 4B - \$500/Unit 4C
Community Hall	As negotiated through lease agreement
Heavy Equipment Description: <i>*includes Operator</i>	Hourly Fee:
Backhoe*	\$ BC Blue Book Value + 10% Administration fee
Single-Axel Dump Truck*	\$ BC Blue Book Value + 10% Administration fee
Tool-Cat* <i>with or without attachments</i>	\$ BC Blue Book Value + 10% Administration fee
Water Tender*	\$ BC Blue Book Value + 10% Administration fee
Other available equipment <i>without operator</i>	\$ BC Blue Book Value + 10% Administration fee + \$500.00 Refundable Security Deposit

SCHEDULE 9 – Building Inspection Department Fee Schedule

A. For the purpose of calculating the fee for *permits* under the Building Regulation Bylaw, the value of *construction* shall be the total contract price for the work including all subcontracts or the value of *construction* as determined by the *Building Official* on the basis of plans, specifications and information available to him, whatever value shall be greater.

B. BUILDING PERMIT APPLICATION FEES

A non-refundable *permit* application fee shall be charged for all *permits*. The building *permit* fee shall include this non-refundable application fee.

C. BUILDING PERMIT

FEE

(1) **Construction Value**

- (a) \$1.00 to \$1,000.00; \$55.00
- (b) \$55.00 - plus for each \$1,000.00 or part thereof by which the value exceeds the sum of \$1,000.00 up to a maximum value of \$400,000.00 as additional fees; and \$ ~~8.50~~ **\$10**
- (c) ~~\$644.00 plus~~ for each additional \$1,000.00 or part thereof by which the value exceeds the sum of \$400,001.00 as additional fees. \$ 6.50

D. PLUMBING PERMIT

FEE

- (a) Minimum fee for any plumbing *permit* or first fixture \$~~60.~~ **\$75**
- (b) *Permit* fee for each fixture after the first fixture \$ ~~8.50~~ **\$10**
- (c) *Permit* fee for an interceptor or catch basin \$16.00
- (d) *Permit* fee for the installation of a backflow prevention device in any plumbing system \$16.00
- (e) *Permit* fee for any fire sprinkler system
 - i. First 25 sprinkler heads \$55.00
 - ii. Each additional sprinkler head after the first 25 \$ 1.00

E. PERMIT FEE SURCHARGE

- (1) In addition to other fees payable in accordance with this Appendix at the time of *permit* issuance, a surcharge will apply to all building *permits* as follows:
 - (a) \$100.00 where the *construction* value is less than \$10,000;
 - (b) ~~\$300.00~~ **\$ 500.00** where the *construction* value is from \$10,000 to \$50,000 or;
 - (c) ~~\$1000.00~~ **\$1,500.00** where the *construction* value is in excess of \$50,000.
 - (d) **\$2,500.00 Multi-Family (4+units), Commercial and Industrial *construction* where the value is in excess of \$50,000.**
- (2) When all work associated with a building *permit* is completed within twenty four (24) months of the date of issue, the *Building Official* shall rebate the surcharge fee paid at the time of permit.

F. SPECIAL INSPECTION

FEE

Voluntary inspection to establish conformance or status of a building \$ 80.00

G. MOBILE/~~MANUFACTURED~~ HOMES OR BUILDING RELOCATION

- (1) *Permit* fee for mobile/~~manufactured~~ homes \$~~325-~~**\$500**

- (2) ~~Permit fee for mobile/manufactured homes or relocated buildings placed on permanent foundations extending below ground level will be \$325.00 plus an additional fee based on the value of the foundation as determined by the Building Official.~~ Permit fee for mobile homes, combination or relocated buildings on permanent foundations will be \$500 plus an additional fee based on the value of the foundation and site-constructed components, as determined by the Building Official but shall total no less than \$150 per required inspection.
- H. RENEWAL PERMIT FEE**
The fee for a renewal *permit* shall be \$150.00 for each renewal period of twelve (12) months
\$150.00
- I. TEMPORARY BUILDING**
For a *permit* to construct, place or occupy a temporary building for one (1) year or part thereof
\$ 50 \$200
- J. CHIMNEY / SOLID FUEL APPLIANCE**
Fee for the installation of a chimney, fireplace or solid fuel-burning appliance* \$200.00
(* without proof of valid WETT Inspection Certificate; no fee with proof of WETT Inspection Cert.)
- K. REMOVAL OF NOTICE ON LAND TITLE**
Fee for the removal of a land title notice. \$200 \$500
- L. DEMOLITION ~~OR RELOCATION~~**
The fee for a *permit* to demolish a building \$ 50 \$100
Demolition Debris Removal Security Deposit \$1,500.00
- M. REINSPECTION FEE**
A re-inspection carried out as a result of faulty/incomplete work and a subsequent inspection is thereby made necessary. Each subsequent inspection shall be: \$ -50 \$100
- N. DOUBLE PERMIT FEE**
Where work for which a *permit* is required by the bylaw has been commenced prior to issuance of a *permit*, the applicant shall pay to the District of Barriere double the fee prescribed in this Schedule. ~~provided that the additional fee shall not exceed \$2,000.00.~~
- O. PERMIT FEE REFUND**
Where no *construction* has commenced within six (6) months of building *permit* issuance, should the *permit* holder apply in writing to cancel the *permit*, the *Building Official* may refund the *permit* fee less \$50.00 or 30% of the *permit* fee whichever is greater.
- P. FEE REDUCTION FOR PROFESSIONAL SUPERVISION**
Where a professional engineer or architect is retained by the *owner* and an undertaking is provided to coordinate the design and field reviews of the project, the building *permit* fee will be reduced by five (5%) percent to a maximum reduction of \$500.00.
- Q. BUILDING INFORMATION REQUEST**
The fee for researching building *permit* files \$50.00
- R. PROVISIONAL OCCUPANCY CERTIFICATE FEE**
Where the Building Inspector approves a provisional occupancy certificate prior to final completion of permit where the Building Inspector deems the provision and/or its extension is reasonable.
- (1) Six (6) month Provisional Occupancy Certificate \$100.00
- (a) Three (3) month extension of expired 6 month Provisional Occupancy Certificate \$150.00
- (b) Additional (3) month extension of expired Provisional Occupancy Certificate \$200.00

SCHEDULE 12 – LOUIS CREEK INDUSTRIAL PARK WATER SYSTEM Fee Schedule

Note: A 5% late payment fee will be automatically levied on all fees not paid by the said due date.

LCIP Water System Base Rates:

(based on usage from 0- 25 cubic meters/month or 0-75 cubic meters/quarter)

Residential / Per dwelling unit	\$ 34.53 \$37.12 /month or \$103.89 \$111.68 /quarter
Commercial & Industrial/Per Business	\$ 204.00 \$219.00 /month or \$ 612.00 \$657.90 /quarter

Additional Water Meter Rates:

Tier 1 – Commercial & Industrial/Per Business/Residential Between 76 – 90 cubic meters per quarter	\$2.00 \$2.15 /per cubic meter
Tier 2 – Commercial & Industrial/Per Business/Residential Between 91 – 120 cubic meters per quarter	\$3.00 \$3.23 /per cubic meter
Tier 3 – Commercial and Industrial/Per Business Greater than 121 cubic meters per quarter	\$5.00 \$5.38 /per cubic meter
Unmetered Connection	\$1985.00/month
Non-Connected Property (vacant or under-construction)	\$100.00/month 50% of applicable water system base rate

SCHEDULE 13 – RIDGE GYM RENTAL Fee Schedule

Children & Youth Programming	\$ 10.00/hour
Adult Programming	\$ 20.00/hour
District of Barriere Subsidized Not-for-Profit Programming	No Charge
Refundable Cleaning Deposit* (*single, special event rentals)	\$100.00

*Rental classifications subject to District of Barriere Gym Rental Policy as amended from time to time.

District of Barriere
REPORT TO COUNCIL
Request for Decision

Date: February 23, 2026	File: 530.20/Rpts
To: Council	From: T. Buchanan, Corporate Officer
Re: DRAFT Fees & Charges Bylaw No. 73, Amendment Bylaw No. 275	
Recommendation: THAT Fees & Charges Bylaw No. 73, Amendment Bylaw No. 275 be given 1st, 2nd and 3rd readings.	

Purpose To amend current, applicable Fees & Charges Bylaw Schedules to reflect necessary fee increases, as well as new and projected services and products reflected in the 2026-2030 Financial Plan.

Background The last general utility fee increase occurred two years ago in May 2025 to reflect the previous year's Financial Plan. Generally, nominal increases have occurred annually to reflect operational cost increases with adopted updates in April 2023, March 2022, June 2021, and so on. In order to align with the anticipated expenses and revenues adopted in the 2026 Budget process, various fee increases are reflected in a draft Fees & Charges bylaw amendment.

Summary

The following Schedules are included in the attached Bylaw Amendment No. 275 for Council consideration (*proposed fee indicated in red with the current fee shown in ~~strike through~~*):

Schedule 1 – General Administration and Freedom of Information Requests

- ✓ Removed Composter fee as the District no longer retails this item directly.

Schedule 2 – Building Document Services

- ✓ Increase to \$500 from \$200 for Cancellation Notice on Title. This fee has not been adjusted since the District's incorporation.

Schedule 3 – Business Licence Fees

- ✓ Classification #3202 – *Independent Healthcare Aid* was missed when added within the recently adopted new Business Licence Bylaw. This fee isn't an increase, it just establishes a rate of \$105.00 for this specific classification.

Schedule 4 – Public Works and Services

- ✓ General 5% fee increases to Solid Waste rates.
- ✓ Removes Street Lighting Fees as established under the recently adopted Utility Billing Bylaw.
- ✓ 'Additional Bags' fee increase from \$1.50/ea to \$2.00/ea
- ✓ General 7.5% fee increases to Water rates and 5% to Wastewater rates.

Schedule 5 – Road Right-of-Way Usage Fees & Permits

- ✓ Added "Temporary Residential Usage Security Deposit - \$300 (refundable) – this ensures that any item authorized by the Public Works Manager to be temporarily located on the right-of-way (a flat-bed trailer for moving purposes or C-can waste disposal for renovations etc.) is removed by the scheduled date set by staff and that the R.O.W. is restored to its original condition should any disturbances be incurred by the resident.

Schedule 6 – Planning Land & Development

- ✓ Increase from \$350 to \$500 per conventional subdivision lot or proposed strata lot. This fee has not been increased to reflect costs since this fee's establishment.
- ✓ Added "PLA Extension or Modification - \$275" – this is a service that the Planning Department has seen a lot of since 2020. An amendment or extension of a PLA can incur a range of staff hours depending on the extension or amendment; ranging from 15 minutes, to 4 hours.
- ✓ OCP and Zoning Amendment Application fees increase from \$1,200 to \$1,500.
- ✓ Joint OCP/Zoning Amendment Application fee increase from \$1,500 to \$1,800.
- ✓ Temporary Use Permit Application fee increase from \$1,200 to \$1,500.

**Staff are in the process of reviewing all Planning & Development fee structures and anticipate presenting a proposed large scale revision later in the year.*

Schedule 7 – Municipal Property Rentals

- ✓ Added "Heavy Equipment" hourly rental rates. This fee is suggested to be set to the current BC Blue Book Value with a 10% administrative fee for processing the request.

Schedule 9 – Building Inspection Department Fee Schedule

- ✓ General fee increases
- ✓ Added a separate Surcharge rate for Commercial, Industrial & Multi-Family (4+units) construction applications - \$2,500.00. Incentivizing larger scale projects, often within the downtown or highway corridor, to complete their construction projects and development is a priority.
- ✓ Removing a special rate for "Manufactured" homes. Today's Manufactured homes most often require similar amount of inspections and administration to oversee compliance with the BC Building Code and municipal regulations.
- ✓ Increase of Demolition fee from \$50 to \$100 and added a refundable deposit of \$1,500 that will be reimbursed upon removal of resulting debris. This surcharge is seen more and more frequently in other municipalities to help address delays in demolition material removal.

Schedule 12 – Louis Creek Industrial Park Water System

- ✓ General 7.5% fee increase.
- ✓ Aligned the non-connected property (vacant or under-construction) rate to match the primary DoB water system rate = 50% of the applicable water system base rate. The current \$100/month fee was set as it was 50% of the LCIP system monthly rate. To ensure it aligns with future increases, re-wording this rate ensures consistency.

Schedule 13 – Ridge Gym Rental Fee Schedule

- ✓ Removed “Not-for-Profit” from District of Barriere Subsidized Programming description as this allows for flexibility in the programming the District chooses to fully subsidize.
- ✓ Added “Refundable Cleaning Deposit” for single, special event rentals. This ensures that if the gym is not swept and tidied as required in their rental contract, that the cost to carry out the work can be recouped without using tax payer dollars.

Benefits or Impact

General – Regular Fee review and adjustments reduce the risk of unexpected and likely large fee increases to correct and align actual operational costs.

Finances - Reflects Council’s 2026 Budget and the 2026-2030 Financial Plan currently in the process of consideration.

Strategic Impact

N/A

Risk Assessment

Compliance: Low

Internal Control Process: upon adoption, new fees will be uploaded through the District’s finance software and in place for the next Utility Billing cycle.

Next Steps / Communication

- Adoption scheduled for the March 30th, 2026 Council Meeting.

Attachments

- DRAFT Fees & Charges Bylaw No. 73, Amendment Bylaw No. 275
- Compiled Fees & Charges Bylaw No. 73 (showing entire bylaw plus proposed revisions)

Recommendation

THAT Fees & Charges Bylaw No. 73, Amendment Bylaw No. 275 be given 1st, 2nd and 3rd readings.

Alternative Options

1. Council could choose not to increase fees to any or all of the proposed fee schedules. This is not recommended as it would result in a revenue deficit to cover operation expenses and reserve fund contributions. These deficits would then need to be covered through taxation – requiring amendments to the Tax Rates & Financial Plan Bylaws which must be adopted by May 14, 2025.
2. Council could choose to amend proposed fees prior to 2nd reading.

Prepared by: T. Buchanan, Corporate Officer

Reviewed by: D. Drexler, Chief Administrative Officer