



VILLAGE OF SAYWARD

BYLAW NO. 451 Village of Sayward Fees and Charges Bylaw, 2019 (Consolidated)

A BYLAW TO ESTABLISH SPECIFIED FEES AND CHARGES FOR MUNICIPAL SERVICES

The following is a consolidated version of Bylaw No. 451, Village of Sayward Fees and Charges Bylaw, 2019 and includes the following amendment bylaws:

Bylaw No.	Bylaw Name	Adopted	Purpose
468	Fees and Charges Bylaw, Amendment Bylaw No. 1	June 3, 2020	To replace Schedule "D", "E" and "F"
474	Fees and Charges Amendment Bylaw No. 474, 2021	May 4, 2021	To replace Schedule "D", "E", "F", and "K"
485	Fees and Charges Amendment Bylaw No. 485, 2022	May 17, 2022	To replace Schedule "D", "E", "F", and "J"
487	Fees and Charges Amendment Bylaw No. 487, 2022	July 19, 2022	To replace Schedule "A", "B", "C", "G", "H", and "K"
499	Fees and Charges Amendment Bylaw No. 499, 2023	May 2, 2023	To replace Schedule "B", "D", "E", "F", and "G"
508	Fees and Charges Amendment Bylaw No. 508, 2024	May 16, 2024	To replace Schedule "D", "E", and "F".
515	Fees and Charges Amendment Bylaw No. 515, 2025	April 17, 2025	To replace Schedule "A", "B", "C", "D", "E", "F", "J", and "K"

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VILLAGE OF SAYWARD
BYLAW NO. 451

A BYLAW TO ESTABLISH SPECIFIED FEES AND CHARGES FOR MUNICIPAL SERVICES

WHEREAS the Council for the Village of Sayward is authorized pursuant to section 194 of the Community Charter to impose fees and charges with respect to services provided by the Village of Sayward.

WHEREAS the Council for the Village of Sayward deems it necessary to provide for such fees and services.

NOW THEREFORE the Council of the Village of Sayward, in open meeting assembled, enacts as follows:

1. REPEAL

That “**Fees and Charges Bylaw No. 445, 2019**” is repealed in its entirety.

2. CITATION

This bylaw may be cited as “**Fees and Charges Bylaw No. 451, 2019**”.

3. SEVERABILITY

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 decision shall not affect the validity of the remaining portions of this bylaw.

4. CONSEQUENTIAL AMENDMENTS

The following Bylaws are hereby amended:

- (a) Solid Waste Collection Regulations and Rates Bylaw No. 440, 2018 is hereby amended by deleting Schedule A in its entirety and adding the following as Section 5: “Fees and charges that may be or are provided under this Bylaw shall be payable as set out in the Village of Sayward Fees and Charges Bylaw”.
- (b) Water Rate Bylaw No. 438, 2018 is hereby amended by deleting Schedule A in its entirety and adding the following as Section 10: “Fees and charges that may be or are provided under this Bylaw shall be payable as set out in the Village of Sayward Fees and Charges Bylaw”.
- (c) Sewer Rate Bylaw No. 439, 2018 is hereby amended by deleting Schedule A in its entirety and adding the following as Section 10: “Fees and charges that may be or are provided under this Bylaw shall be payable as set out in the Village of Sayward Fees and Charges Bylaw”.

- (d) Building Bylaw No. 334, 2005 is hereby amended by deleting Appendix A, Appendix B, Appendix C and Appendix D in their entirety and adding the following as Section 14.6: “Fees and charges that may be or are provided under this Bylaw shall be payable as set out in the Village of Sayward Fees and Charges Bylaw”.
- (e) Animal Control Bylaw No. 418, 2015 is hereby amended by deleting Schedule A and adding the following as Section 4.10 and Section 6.13: “Fees and charges that may be or are provided under this Bylaw shall be payable as set out in the Village of Sayward Fees and Charges Bylaw”.
- (f) Business License Bylaw No. 242, 1992 is hereby amended by deleting Schedule A and adding the following as Section 3(9): “Fees and charges that may be or are provided under this Bylaw shall be payable as set out in the Village of Sayward Fees and Charges Bylaw”.
- (g) Fire Protective Services Bylaw No. 383, 2010 is hereby amended by deleting Schedule A Schedule B and Schedule D in their entirety and adding the following as Section 82: “Fees and charges that may be or are provided under this Bylaw shall be payable as set out in the Village of Sayward Fees and Charges Bylaw”.

5. SCHEDULES

- Schedule A – General Administration
- Schedule B – Sayward News
- Schedule C – Kelsey Centre
- Schedule D – Solid Waste Collection
- Schedule E – Water Rates
- Schedule F – Sewer Rates
- Schedule G – Building Fees and Charges
- Schedule H – Animal Control
- Schedule I – Business Licenses
- Schedule J – Fire Protective Services
- Schedule K – Municipal Campground

Read a first time on the 16th day of April 2019.

Read a second time on the 16th day of April 2019.

Read a third time on the 16th day of April 2019.

Adopted on the 7th day of May 2019.

Original signed by “John MacDonald”
Mayor

Original signed by “Lisa Clark”
Chief Administrative Officer

Bylaw 515,
2025

SCHEDULE A
GENERAL ADMINISTRATION

DESCRIPTION	FEE
Cheque returned as Not-Sufficient Funds	\$50.00
Property tax certificate	\$30.00
Photocopies – Colour	\$1.50/page
Photocopies – Black and White	\$0.50/page
Faxes	\$2.00 first page \$0.75 each additional page
Scan and email	\$0.50/page
Processing fee to issue refunds on accounts	\$25.00
Cost to reissue a lost cheque (except those lost in the mail)	Stop payment fee plus \$15.00
Deposit for keys and fobs	\$25.00

Bylaw 515, 2025

**SCHEDULE B
 SAYWARD NEWS ***

DESCRIPTION	FEE
Copy Ready Ads and Articles per Issue	
Full page	\$65.00
½ page	\$45.00
¼ page	\$30.00
1/8 page	\$20.00
Business card (3.75" x 2.5")	\$12.50
Ads and Articles placed in multiple issues	
2x – 10% discount on total	
3x to 5x – 20% discount on total	
More than 5x – 30% discount	
Set-up Charges (if applicable) **	
Full page	\$60.00
½ page and ¼ page	\$45.00
1/8 page and business card	\$35.00
Business Directory	
Business listing which includes name, logo, contact information and a brief description of business. Published 12 times a year plus feature business ad once a year (1/4 page)	\$90.00/year
Classified Ads	
25 words or less	\$15.00
Additional words	\$0.25/each
Community/Family announcements, Memorials, Thank You's or non-Profit Groups	
1. Individual – 1/8 page free	N/A
2. Non-profit – ¼ page free	N/A
* Content must conform to Newsletter Policy	
* Rates include GST	
** Set-up charges include any non-copy ready work the Village is asked to create or modify to fit the newsletter. Content/Formatting requests that require third-party expertise subject to additional charges.	

Bylaw 515,
 2025

**SCHEDULE C
 KELSEY CENTRE**

EQUIPMENT RENTAL *	PRICE	SECURITY DEPOSIT
Party tent(s) pending availability and costs from third party providers	varied	varied
Tables - 6 foot rectangular	\$10.00 each	N/A
Chairs (folding)	\$4.00 each	N/A
Popcorn machine - includes popcorn and bags (4 hour rental)	\$75.00/day	\$100.00
Coffee urn rental (coffee not included)	\$25.00/day	\$20.00

*** All Items are to remain on property for an event (the Kelsey Centre does not do off site rentals unless approved by Permit or Council)**

ROOM RENTAL *	PRICE	SECURITY DEPOSIT
Bar rental (renter responsible for own supplies and permit)	\$150.00 half day	\$75.00
Gym - Adult Activities-	\$175.00 half day \$350.00/day	\$250.00
Gym - Child/Youth/Senior Activities	\$150.00 half day \$300.00/day	\$250.00
Gym - Commercial Use	\$200.00 half day \$400.00/day	\$350.00
Kitchen and bar rate	\$200.00 half day \$300.00/day	\$350.00
Kitchen - use of all existing equipment (paper plates/cups and napkins excluded)	\$150.00 half day \$250.00/day	\$350.00
Multipurpose room <i>See Recreation Manager for customized options</i>	\$150.00 half day \$250.00/day	\$75.00
Labour-Set Up/breakdown or other	\$30.00 Hour per person	N/A
Labour-Bartender/Server	\$35.00 Hour per person	N/A

*** For Customized space rental options please contact the Recreation Manager directly.**

FACILITY USE	SINGLE	10-PACK
After School Program	\$8.00	\$72.00
Child 0-12 years	\$4.00	\$36.00
Youth 13-18 years	\$5.00	\$45.00
Adult 19-59 years	\$6.00	\$54.00
Senior 60+ years	\$4.25	\$40.00
Family (maximum of 2 parents and 4 children under the age of 18, additional members pay regular rate)	\$20.00	\$180.00

POOL RENTAL	PRICE
Private pool rental with lifeguards (2 hour rental - must be at a time pool is closed for regular programming) <i>See Recreation Manager for customized options</i>	\$400.00
School Board	Price negotiable

SWIMMING LESSONS	PRICE
Parent and Tot Swim Kids Ages 4 months to 24 months 6 sessions - 30 minutes each	\$30.00
Sea Otter Ages 3-6 years 8 sessions - 30 minutes each	\$40.00
Salamander & Sunfish Ages 3-6 years 8 sessions - 30 minutes each	\$40.00
Crocodile & Whale 8 sessions - 30 minutes each	\$40.00
Level 1 & 2 Ages 6 + 8 sessions - 30 minutes each	\$40.00
Level 3 & 4 Ages 6 + 8 sessions-30 minutes each	\$40.00
Level 5 & 6 8 sessions - 30 minutes each	\$50.00
Level 7 & 8 8 sessions - 45 minutes each	\$45.00
Level 9 & 10 8 sessions - 45 minutes each	\$45.00
Private lessons Level 1-10 Hourly	\$40.00
Swim Sports & Swim Strokes Adults & Teens 8 sessions - 45 minutes each	\$50.00
Classes will only be run if there is enough enrolment	
See brochure for details	

Bylaw 515,
2025

SCHEDULE D
SOLID WASTE COLLECTION

Fees for collection of solid waste from approved receptacles and excess receptacles

DESCRIPTION	FEE
Up to two approved receptacles	\$317.90 per year
Each additional receptacle	\$5.00 for each additional

Bylaw 515,
2025

SCHEDULE E WATER USER RATES

DESCRIPTION		RATE
Private Residence	per dwelling unit (equivalent to one dwelling unit)	\$485.16
Hotel, Motels	per unit	\$242.58
Apartments or Strata Units	per dwelling unit (equivalent to one dwelling unit)	\$485.16
Trailer Park	per pad	\$485.16
Cafes & Restaurants	(equivalent to 10 dwelling units)	\$4,851.60
Office, Shop, or Store	(equivalent to one dwelling unit)	\$485.16
- Plus for living quarters attached	(equivalent to one dwelling unit)	\$485.16
- Plus for Grocery	(equivalent to one dwelling unit)	\$485.16
- Plus for Butcher Shop	(equivalent to one dwelling unit)	\$485.16
Laundromat	per washing machine (equivalent to one dwelling unit)	\$485.16
Schools	(equivalent to 26 dwelling units)	\$12,614.16
Small Craft Harbour - Office and Restrooms	(equivalent to 2 dwelling units)	\$970.32
Harbour Lease	(equivalent to 10 dwelling units)	\$4,851.60
Industrial	shop, office, sort yard office (equivalent to 7 dwelling units)	\$3,396.12
Industrial	dryland sort and water tower (equivalent to 94 dwelling units)	\$45,605.04
Campground	serviced stalls times months in operation divided by 12 – times Motel rate	\$242.58
Others not specified	each	\$485.16
Connection fee for new service	Flat Fee	\$1,200.00
Connection/disconnection fee for an existing service	Flat Fee	\$75.00
Construction rate (valid building permit required)	Per month up to a maximum of 24 months	\$25.00

Bylaw 515,
 2025

SCHEDULE F
SEWER USER RATES

DESCRIPTION		RATE
Private Residence	per dwelling unit (equivalent to one dwelling unit)	\$387.50
Hotel, Motels	per unit	\$193.75
Apartments or Strata Units	per dwelling unit (equivalent to one dwelling unit)	\$387.50
Trailer Park	per pad	\$387.50
Cafes & Restaurants	(equivalent to 10 dwelling units)	\$3,875.00
Office, Shop or Store	(equivalent to one dwelling unit)	\$387.50
- Plus for living quarters attached	(equivalent to one dwelling unit)	\$387.50
- Plus for Grocery	(equivalent to one dwelling unit)	\$387.50
- Plus for Butcher Shop	(equivalent to one dwelling unit)	\$387.50
Laundromat	per washing machine (equivalent to one dwelling unit)	\$387.50
Schools	(equivalent to 26 dwelling units)	\$10,075.00
Small Craft Harbour – Office and Restrooms	(equivalent to 2 dwelling units)	\$775.00
Harbour Lease	(equivalent to 10 dwelling units)	\$3,621.50
Industrial	shop, office, sort yard office (equivalent to 7 dwelling units)	\$2,712.50
Industrial	dryland sort and water tower (equivalent to 94 dwelling units)	\$36,425.00
Campground	serviced stalls times months in operation divided by 12 – times Motel rate	\$193.75
Others not specified	each	\$387.50
Connection fee for new service	Flat Fee	\$800.00

Bylaw 499,
 2023

SCHEDULE G
BUILDING FEES AND CHARGES

Development Category	Application Fee	GST 5%	Total Cost
OCP Amendments	\$2000.00 + \$500.00 Public Hearing Fee=\$2500.00	\$125.00	\$2,625.00
Zoning Amendments	\$2000.00 + \$500.00 Public Hearing Fee=\$2500.00	\$125.00	\$2,625.00
OCP/Zoning Combined Application	\$3200.00 +\$500 Public Hearing Fee=\$3700.00	\$185.00	\$3,885.00
Fees for Public Hearings on all applications requiring one or for additional public hearings on revised applications.	\$500.00	\$25.00	\$525.00

DEVELOPMENT PERMITS			
Major	\$2,000.00	NA	\$2,000.00
Minor	\$1,000.00	NA	\$1,000.00
Amendments, Time Extensions (renewals) to existing Permits not requiring approval by Council	\$200.00	NA	\$200.00
Amendments, Time Extensions (renewals) to existing Permits requiring approval by Council	\$1,000.00	NA	\$1,000.00
Development Variance Permits	\$1,000.00	NA	\$1,000.00
Time Extensions	\$200.00	NA	\$200.00
Amendments to Existing Development Variance Permit	\$500.00	NA	\$500.00
Registration Fee for all applications requiring a Notice on Title	\$30.00	\$1.50	\$31.50
Temporary Industrial or Commercial Permit	\$1,500.00	NA	\$1,500.00
Renewals for Temporary Industrial or Commercial Permit	\$1,500.00	NA	\$1,500.00
ALR APPLICATION LAND RESERVE COMMISSION (LRC)			
Land Owner application for Exclusion, Subdivision or Non Farm Use	LRC Fee \$300.00 and Village Fee \$300.00	NA	\$600.00
Land Owner Application for Inclusion	LRC Fee \$300.00 and Village Fee \$300.00	NA	\$600.00
Board of Variance	\$500.00	\$25.00	\$525.00
Application for a Discharge of a Charge on Title	\$50.00	\$2.50	\$52.50

SUBDIVISIONS			
Fee Simple (Preliminary Layout Approval) Base Fee	\$1000.00 for application and first lot created plus \$125.00 for each additional lot created	VARIES	VARIES
Bare Land Strata Subdivision (Preliminary Layout Approval) Base Fee	\$1000.00 for application and first lot created plus \$125.00 for each additional lot created	VARIES	VARIES
Minor Lot Line Adjustment (where no new lots are created)	\$750.00	\$37.50	\$787.50
Final Approval of Minor Lot Line Adjustment	\$200.00	\$10.00	\$210.00
Final Approvals or Revisions on Phased Strat Developments (per phase)	\$200.00	\$10.00	\$210.00
Subdivision, Bare Land Strata Final Approval	\$1,000.00	\$50.00	\$1,050.00
Time Extension or Amendment to Preliminary Layout Approval	\$1,000.00	\$50.00	\$1,050.00
LATECOMERS APPLICATION			
Application	\$500.00	\$25.00	\$525.00
LAND TITLE OFFICE SEARCHES			
Title Searches (Within the Village of Sayward jurisdiction only)	\$15.00	\$0.75	\$15.75
Plan Search (Within the Village of Sayward jurisdiction only)	\$20.00	\$1.00	\$21.00
Document Search (for charges relating to the Village of Sayward only)	\$20.00	\$1.00	\$21.00
Contaminated Site Profile	\$50.00	\$2.50	\$52.50
MAPS			
Zoning and Official Community Plan Maps (11x17)	\$5.00	\$0.25	\$5.25
Zoning and Official Community Plan Maps (8.5x11 or 8.5x14)	\$2.50	\$0.12	\$2.62

PROCESSING FEES	
DESCRIPTION	FEE AMOUNT
Building Permits	
Not exceeding \$50,000 value	\$50.00
value greater than \$50,000 but not exceeding \$200,000	\$100.00
value greater than \$200,000 but not exceeding \$500,000	\$250.00
value greater than \$500,000	\$500.00
Demolition Permits	
Complex buildings and structures	\$100.00
Standard buildings and other buildings	\$50.00

PERMIT FEES	
DESCRIPTION	FEE AMOUNT
Building Permits	
All	\$50.00 + 0.65% of the estimated value of construction
Demolition Permits	
Complex buildings and structures	\$100.00
Standard buildings and other buildings	\$50.00

EXTENSION FEES	
DESCRIPTION	FEE AMOUNT
<u>Complex buildings and structures</u>	
Where the estimated value or remaining construction is \$20,000 or less	\$100.00
For each subsequent \$1,000 of value or fraction thereof	\$3.50
<u>Standard buildings</u>	
Where estimated value of remaining construction is \$20,000 or less	\$50.00
For each subsequent \$1,000 of value or fraction thereof	\$3.50
Other permits	\$50.00

OTHER FEES	
DESCRIPTION	FEE AMOUNT
To rescind a Stop Work or Do Not Occupy Order	\$250.00
Site inspection, section 56 of the Community Charter	\$100.00
Title Search	\$10.00
To obtain copy of Restrictive Covenant	\$50.00
To process a covenant in favour of the Village of Sayward	\$100.00
To remove a Notice on Title, section 57 of Community Charter	\$500.00
To photo copy plans	\$10.00 + GST per sheet

Bylaw 487,
 2022

**SCHEDULE H
 ANIMAL CONTROL**

FEES AND CHARGES	
IMPOUNDMENT	FEES/CHARGES
Seizing and impounding any animal, for the first impoundment in a calendar year (third party call and travel)	\$250
For the second seizure and impoundment of same Animal in calendar year (third party call and travel)	\$350
For the third and subsequent seizure and impoundment of the same Animal in a calendar year (third party call and travel)	\$500
KENNELING	FEES/CHARGES
As prescribed by service provider	Actual Cost
ANIMAL LICENSING	FEES/CHARGES
For every unneutered male dog	\$30.00
For every neutered male dog, proven to be such by the production of a certificate from a qualified veterinarian	\$20.00
For every unsprayed female dog	\$30.00
For every spayed female dog, proven to be as such by the production of a certificate from a qualified veterinarian	\$20.00
For replacement license tags	\$15.00
MISCELLANEOUS	
In addition to the fees for seizure and impoundment, the actual costs incurred in capturing, and in capturing and transporting animal to secure area and all fees associated with the care of that animal as prescribed by the pound keeper	Actual Cost

**SCHEDULE I
 BUSINESS LICENSES**

DEFINITION	DESCRIPTION	FEE (per annum unless otherwise stated)
<u>Commercial/Industrial</u> Any business permitted in the zones designated in the Zoning Bylaw	Employing up to 3 persons Employing up to 8 persons Employing over 8 persons	\$100.00 \$150.00 \$200.00
<u>Rental units/spaces</u> Any building containing dwelling units or other types of rental units in any zone	Up to 20 units 20 – 40 units Over 40 units	\$100.00 \$125.00 \$165.00
<u>Home Occupation</u> Any business permitted in residential areas under the Zoning Bylaw	Per business	\$65.00
<u>Home Occupation - Artisan</u> Any business permitted in residential areas under the Zoning Bylaw Senior citizen's 65 years and older	Per business Per Business	\$30.00 Free
<u>Mobile Vending</u> Any business permitted and regulated by Council	Per business	\$300.00
<u>Miscellaneous Business</u> Any business not based in the Village of Sayward (other than Mobile Vending)	Per business	\$125.00
Any blanket yearly license for craft sales, trade shows, etc. held in the Village of Sayward (in lieu of individual license)		\$110.00
Seasonal based business	Per business	\$50.00
Any business not listed	Per business	\$100.00

**Bylaw 515,
2025**

**SCHEDULE J
FIRE PROTECTIVE SERVICES**

DEFINITION	FEE
Burning Permit	\$65.00
Fireworks Permit – Community event	\$125.00
Fireworks Permit – Film and Television event	\$250.00
Fireworks Permit – Halloween (private)	\$50.00
Fireworks Permit – New Year’s Eve (private)	\$50.00
On-site fire protection – equipment cost	\$250.00 per hour for equipment plus 10%
On-site fire protection – personnel attendance	\$65.00 per hour for each person, plus 10%

Bylaw 515,
2025

SCHEDULE K
MUNICIPAL CAMPGROUND

CAMPGROUND FEES	
DESCRIPTION	FEE AMOUNT
Unserviced sites Daily	\$25.00
Serviced sites Daily	\$35.00
Sani-Dump	\$5.00 per use

Serviced sites = water, power (30AMP), sewer.