



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"
524	Fees and Charges Amendment Bylaw No. 524, 2026	April 28, 2026	To replace Schedule "A", "C", "D", "E", "F", "I", and "J" and repeal Schedule "B".

CONSOLIDATED COPY FOR CONVENIENCE PURPOSES ONLY. This version of the bylaw may not be complete due to pending updates or revisions and therefore is here for reference purposes only. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please come into the Village office to view the complete bylaw when required.



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That "**Fees and Charges Bylaw No. 445, 2019**" is repealed in its entirety.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 524,
2026

SCHEDULE A
GENERAL ADMINISTRATION

DESCRIPTION	FEE
Cheque returned as Not-Sufficient Funds	\$50.00
Property tax certificate	\$50.00
Photocopies – Colour (single-sided)	\$1.50/page
Photocopies – Black and White (single-sided)	\$0.50/page
Scan and email	\$2.00 first page \$0.75 each additional 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 \$25.00
Deposit for fobs	\$25.00
Deposit for Community Garden keys	\$10.00

**Bylaw 524,
2026**

**SCHEDULE B
SAYWARD NEWS ***

Repealed

Bylaw 524,
2026

SCHEDULE C
KELSEY CENTRE

ROOM RENTAL *	FEE	SECURITY DEPOSIT
Bar (renter responsible for own supplies and permit) <i>available only in conjunction with a Gym rental</i>	\$100.00 flat fee	\$100.00
Gym	\$50.00/hour minimum two hours	\$200.00
Kitchen - use of all existing equipment <i>available only in conjunction with a Gym rental</i>	\$100.00 flat fee	\$100.00
Multipurpose room	\$25.00/hour minimum two hours	\$100.00

* Tables and chairs included in room rental. Renter responsible for table and chair set up & tear down.

* Facility Rental Agreement and Event Insurance required. Contact the Village Office for more details.

Bylaw 524,
2026

SCHEDULE D
SOLID WASTE COLLECTION

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

DESCRIPTION	FEE
Up to two approved receptacles per dwelling unit per week	\$333.80 per year
Each additional receptacle - garbage tag fee	\$5.00 for each additional receptacle (maximum two additional receptacles per pick up)

Bylaw 524,
 2026

SCHEDULE E
WATER USER RATES

DESCRIPTION		FEE
Private Residence	per dwelling unit (equivalent to one dwelling unit)	\$582.20
Hotel, Motels	per unit	\$291.10
Apartments or Strata Units	per dwelling unit (equivalent to one dwelling unit)	\$582.20
Trailer Park	per pad	\$582.20
Cafes & Restaurants	(equivalent to 2 dwelling units)	\$1,164.40
Office, Shop, or Store	(equivalent to one dwelling unit)	\$582.20
-Plus living quarters attached	(equivalent to one dwelling unit)	\$582.20
- Plus Grocery	(equivalent to one dwelling unit)	\$582.20
- Plus Butcher Shop	(equivalent to one dwelling unit)	\$582.20
Laundromat	per washing machine (equivalent to one dwelling unit)	\$582.20
Schools	(equivalent to 26 dwelling units)	\$15,137.20
Small Craft Harbour –Office and Restrooms	(equivalent to 2 dwelling units)	\$1,164.40
Small Craft Harbour Lease	(equivalent to 10 dwelling units)	\$5,822.00
Industrial – General	(equivalent to 7 dwelling units)	\$4,075.40
Industrial - Dryland Sort	(equivalent to 94 dwelling units)	\$54,726.80
Campground	serviced stalls times months in operation divided by 12 – times Hotel/Motel rate	\$291.10
Others not specified	each	\$582.20
Connection fee for new service	Flat Fee	\$1,200.00 plus applicable water user fee prorated for the remainder of the year the connection is made
Connection/disconnection fee for an existing service	Flat Fee	\$75.00
Initial temporary connection to fire hydrant	Flat Fee	\$250.00
Temporary water usage at a fire hydrant – daily rate	Flat Fee	\$250.00

Bylaw 524,
 2026

SCHEDULE F
SEWER USER RATES

DESCRIPTION		FEE
Private Residence	per dwelling unit (equivalent to one dwelling unit)	\$406.88
Hotel, Motels	per unit	\$203.44
Apartments or Strata Units	per dwelling unit (equivalent to one dwelling unit)	\$406.88
Trailer Park	per pad	\$406.88
Cafes & Restaurants	(equivalent to 2 dwelling units)	\$813.76
Office, Shop or Store	(equivalent to one dwelling unit)	\$406.88
-Plus living quarters attached	(equivalent to one dwelling unit)	\$406.88
- Plus Grocery	(equivalent to one dwelling unit)	\$406.88
- Plus Butcher Shop	(equivalent to one dwelling unit)	\$406.88
Laundromat	per washing machine (equivalent to one dwelling unit)	\$406.88
Schools	(equivalent to 26 dwelling units)	\$10,578.88
Small Craft Harbour Office and Restrooms	(equivalent to 2 dwelling units)	\$813.76
Small Craft Harbour Lease	(equivalent to 10 dwelling units)	\$4,068.80
Industrial - General	(equivalent to 7 dwelling units)	\$2,848.16
Industrial – Dryland Sort	(equivalent to 94 dwelling units)	\$38,246.72
Campground	serviced stalls times months in operation divided by 12 – times Motel rate	\$203.44
Others not specified	each	\$406.88
Connection fee for new Service	Flat Fee	\$800.00 plus applicable sewer user fee prorated for the remainder of the year the connection is made

**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

**Bylaw 524,
2026**

**SCHEDULE I
 BUSINESS LICENSES**

DEFINITION	DESCRIPTION	FEE <small>(per annum unless otherwise stated)</small>
<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 - Annual</u> Any business permitted and regulated by Council	Per mobile unit	\$300.00
<u>Mobile Vending - Monthly</u> Any business permitted and regulated by Council	Per mobile unit	\$100.00
<u>Mobile Vending - Daily</u> Any business permitted and regulated by Council	Per mobile unit	\$50.00
<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 business – per month of operation (including partial month)	Per business	\$25.00
Any business not listed	Per business	\$100.00

Bylaw 524,
2026

SCHEDULE J
FIRE PROTECTIVE SERVICES

DESCRIPTION	FEE
Burning Permit	\$75.00
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

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.