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# THE CORPORATION OF THE DISTRICT OF KENT

## BYLAW NO. 1717.02

### *“A Bylaw to amend the Fees and Charges Bylaw No. 1717, 2024”*

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WHEREAS pursuant to Section 194 of the *Community Charter*, Council may, by bylaw, impose a fee payable in respect of all or part of a service of the municipality;

NOW THEREFORE the Council of the Corporation of the District of Kent, in open meeting assembled, enacts as follows:

#### 1. CITATION:

This Bylaw may be cited for all purposes as “Fees and Charges Bylaw Amendment No. 1717.02, 2024” and comes into effect on the date of adoption unless otherwise specified.

#### 2. FEES AND CHARGES:

That the “Fees and Charges Bylaw No. 1717, 2024” be amended by replacing the following schedules as attached hereto and forming part of this bylaw:

Schedule A – Development Applications, Permits and Fees

Schedule B – Bylaw Permits and Fees

Schedule D – Parks and Recreation Fees

Schedule E – Office Administration and Miscellaneous Fees

#### 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 invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this bylaw.

READ A FIRST TIME this 13<sup>th</sup> day of November, 2024.

READ A SECOND TIME this 13<sup>th</sup> day of November, 2024.

READ A THIRD TIME this 13<sup>th</sup> day of November, 2024.

FINALLY PASSED AND ADOPTED this 25<sup>th</sup> day of November, 2024.

  
\_\_\_\_\_  
Sylvia Pranger, Mayor

  
\_\_\_\_\_  
Wallace Mah, Chief Administrative Officer

**Certified a TRUE AND CORRECT COPY**  
of "Fees and Charges Bylaw Amendment  
No. 1717.02, 2024" adopted on this 25<sup>th</sup> day of  
November, 2024.

  
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Clair Lee, Director of Corporate Services

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## THE CORPORATION OF THE DISTRICT OF KENT

### BYLAW No. 1717

#### Schedule A Development Applications, Permits and Fees

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*A schedule of application fees for all Development related permits and fees.*

#### **1. Official Community Plan**

- |      |   |             |
|------|---|-------------|
| (i)  | Application to amend the text of an Official Community Plan | \$1,500.00* |
| (ii) | Application to amend the map of an Official Community Plan  | \$1,000.00* |

#### **2. Zoning Bylaw**

- |      |   |             |
|------|---|-------------|
| (i)  | Application to amend the text of a Zoning Bylaw | \$2,500.00* |
| (ii) | Application to amend the map of a Zoning Bylaw  | \$2,000.00* |

#### **3. Land Use Contract**

- |     |  |            |
|-----|--|------------|
| (i) | Application to amend an existing Land Use Contract | \$2,000.00 |
|-----|--|------------|

#### **4. Development Permit**

- |       |  |            |
|-------|--|------------|
| (i)   | Application for issuance of a Development Permit excluding façade improvements within the Downtown Revitalization Development Permit Area (DPA 4) valued at less than \$10,000 verified contract price | \$1,200.00 |
| (ii)  | Application for issuance of a Development Permit for façade improvements within the Downtown Revitalization Development Permit Area (DPA 4) valued at less than \$10,000 verified contract price       | \$ 300.00  |
| (iii) | Application to amend or redraft a Development Permit   | \$ 600.00  |

#### **5. Development Variance Permit**

- |       |  |             |
|-------|--|-------------|
| (i)   | Application for the issuance of a Development Variance Permit        | \$ 1,000.00 |
| (ii)  | Application for issuance of a Development Variance Permit for a Sign | \$ 200.00   |
| (iii) | Application to amend or redraft a Development Variance Permit        | \$ 300.00   |

\*A refund of 50% can be provided if the application is withdrawn prior to public hearing advertisement.

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**THE CORPORATION OF THE DISTRICT OF KENT****BYLAW No. 1717****Schedule A (continued)  
Development Applications, Permits and Fees**

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**6. Temporary Commercial Permit**

- |      |  |            |
|------|--|------------|
| (i)  | Application for the issuance of a Temporary Commercial/Industrial Permit | \$2,000.00 |
| (ii) | Application to extend a Temporary Commercial/Industrial Permit           | \$1,500.00 |

**7. Notification Sign (public hearing)**

- |     |                                     |           |
|-----|-------------------------------------|-----------|
| (i) | Sign Deposit (see Bylaw 1397, 2008) | \$ 600.00 |
|-----|-------------------------------------|-----------|

**8. Board of Variance**

- |     |                                      |            |
|-----|--------------------------------------|------------|
| (i) | Application to the Board of Variance | \$1,500.00 |
|-----|--------------------------------------|------------|

**9. Subdivision and Development Application Fees**

- |      |   |            |
|------|---|------------|
| (i)  | Application for a Subdivision with 3 lots or less | \$1,500.00 |
| (ii) | for each additional parcel over and above 3 lots  | \$ 50.00   |

**10. Bareland Strata Development**

- |       |   |            |
|-------|---|------------|
| (i)   | Application for a Bareland strata development with 3 bareland parcels or less | \$1,500.00 |
| (ii)  | For each additional parcel over and above 3 bareland lots                     | \$ 50.00   |
| (iii) | For each phase in the bareland development                                    | \$ 100.00  |

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**THE CORPORATION OF THE DISTRICT OF KENT**

**BYLAW No. 1717**

**Schedule A (continued)  
Development Applications, Permits and Fees**

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**11. Phased Strata Development**

|       |  |           |
|-------|--|-----------|
| (i)   | Application fee                              | \$ 535.00 |
| (ii)  | For each unit within the Strata Development  | \$ 50.00  |
| (iii) | For each phase within the Strata Development | \$ 100.00 |
| (iv)  | For Form P Approving Officer Signature       | \$ 55.00  |

**12. Administration and Inspection Fees**

Where the subdivision requires construction of services or where development requires construction of off-site services

|                              |                   |  |
|------------------------------|-------------------|--|
| <b><u>Estimated Cost</u></b> | - up to \$300,000 | 4% (minimum \$500)                         |
|                              | - over 300,000    | 4% on first \$300,000 then 2% on remainder |

|  |   |
|--|---|
| (i) security deposit for the construction of required works and services | <b>Maximum<br/>125% of estimated<br/>construction costs</b> |
|--|---|

**13. Subdivision and Development Warranty Deposit**

|   |                    |
|---|--------------------|
| 10% of the estimated cost of the works and services | Minimum of \$3,000 |
|---|--------------------|

**14. Contaminated Sites Package (Site Profile)**

A fee for administering a Contaminated Sites Package (Site Profile) as required under the Provincial Waste Management Act and Regulations, as amended.

|  |           |
|--|-----------|
| (i) Contaminated Sites Package (Site Profile) administration fee | \$ 100.00 |
|--|-----------|

**15. Administration**

Administration and Inspection review fee for applications under Sections 1 to 7 of Schedule A after 3 months of issuance. \$50.00/hr.

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**THE CORPORATION OF THE DISTRICT OF KENT****BYLAW No. 1717****Schedule A (continued)  
Development Applications, Permits and Fees**

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**16. Highway Access Permit**

- |      |   |           |
|------|---|-----------|
| (i)  | Application fee with Building Permit    | \$ 90.00  |
| (ii) | Application fee without Building Permit | \$ 150.00 |

**17. Off-street Parking Space (Payment in Lieu)**

- |      |                    |                         |
|------|--------------------|-------------------------|
| (i)  | Each parking space | \$25,000.00             |
| (ii) | Loading Facility   | \$760.00/m <sup>2</sup> |

**18. Securities for all Developments with the Exception of Single Family and Duplex**

- |      |  |                           |
|------|--|---------------------------|
| (i)  | Onsite Parcel grading, drainage and landscaping  | 115% of<br>estimated cost |
| (ii) | Off-street parking and access paving security<br>Includes associated drainage, oil grit separator, curbing,<br>line painting and lighting. | 115% of<br>estimated cost |

**19. Telecommunication Antenna Structure**

- |     |                 |           |
|-----|-----------------|-----------|
| (i) | Application fee | \$ 500.00 |
|-----|-----------------|-----------|

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## THE CORPORATION OF THE DISTRICT OF KENT

### BYLAW No. 1717

#### Schedule B Bylaw Permits and Fees

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#### Building Bylaw 1116, 1997

*A schedule of fees for construction and/or alteration of buildings.*

|  |  |
|--|--|
| 1. (a) Application fee (non-refundable – applied to Building Permit fee)   | \$150.00   |
| (b) Minimum Building Permit fee  | \$150.00   |
| (c) Non-refundable portion of permit fee greater than \$300  | \$300.00   |
| 2. (a) Moving a building within the District (non-residential)   | \$200.00   |
| (b) Moving a residential building within the District (inspection only)  | \$150.00   |
| 3. Moving a building into the District from outside the District   | \$450.00   |
| 4. Inspections at Manufactured Building Plant (each)   | \$125.00   |
| Note* - BC Bldg Code inspections only  |  |
| 5. For work the value of construction which is determined in accordance with this schedule to be:                                  |  |
| a. up to a minimum of \$2000   | \$150.00   |
| b. for each additional \$1000 or part thereof to a max. \$100,000  | \$ 11.00   |
| c. for each additional \$1000 or part thereof in excess of \$100,000 to a maximum of \$250,000                                     | \$ 9.50  |
| d. for each additional \$1000 or part thereof in excess of \$250,000   | \$ 8.75  |
| 6. Where no changes are proposed in design or siting, for a re-application for a building permit which has lapsed                  | \$150.00<br>or 10% of the building permit fee, whichever is greater  |
| 7. Building requiring specialized technical knowledge (includes Commercial, Industrial, Institutions and Multiple Family Dwelling) | All applicable fees listed in this schedule plus all consultants' professional fees incurred by the District |
| 8. For a permit to install plumbing  |  |
| a. for any number of fixtures up to ten  | \$150.00   |
| b. for each additional fixture in excess of ten  | \$ 10.00   |
| 9. For a permit to install a chimney to serve a solid fuel or oil burning appliance  | \$150.00<br>with BP \$100.00   |
| 10. For a permit to install a fireplace includes gas fired fireplaces, masonry or factory-built chimney                            | \$150.00<br>with BP \$100.00   |
| 11. For a permit to install a solid fuel or oil burning appliance  | \$150.00/unit  |
| 12. For a permit to situate a factory-built or Modular home or mobile home (excluding mobile home park)                            | See item #30   |
| 13. For a permit to situate a mobile home in a mobile home park  | \$150.00   |
| 14. For a permit to situate a building less than 150 sq. ft. (14m <sup>2</sup> )   | \$150.00   |

## THE CORPORATION OF THE DISTRICT OF KENT

### BYLAW No. 1717

#### Schedule B (continued) Bylaw Permits and Fees

#### Building Bylaw 1116, 1997 (cont'd)

|   |  |
|---|--|
| 15. For a permit to erect fencing around a swimming pool in accordance with section 18.01   | \$ 150.00  |
| 16. For recall fee (which inspector is called to site prematurely)  | \$ 100.00  |
| 17. Demolishing a structure (minimum 2 inspections)   | \$ 200.00  |
| 18. For a permit where the property is not accessible by a highway maintained by the Ministry of Transportation and Highways (MoT) and where the owner requests a permit  | All applicable costs listed in this Schedule and in addition costs of travel to and from the site from the nearest access to a highway maintained by MoT |
| 19. Where professional design and review is required for a project under Section 15.01, the total fee shall be reduced by 5% except that this reduction shall not apply to items 1,2,3,21,22,23,24,25,27,28,29,30,32 listed in Schedule A |  |
| 20. Water meter installation  | \$ 200.00  |
| 21. Sanitary connection (separate inspection)   | \$ 250.00  |
| 22. Storm connection (separate inspection)  | \$ 250.00  |
| 23. Water connection (separate inspection)  | \$ 250.00  |
| 24. Sanitary / Storm / Water / with Building Permit (\$200+\$200+\$200)   | \$ 600.00  |
| 25. Driveway Access Permit (separate)   | See Schedule A<br>Item 12  |

#### Securities Deposit

**ANY SECURITY DEPOSITED UNDER PROVISIONS OF THIS BYLAW MAY BE IN THE FORM OF; CASH, CERTIFIED CHEQUE, IRREVOCABLE LETTER OF CREDIT DRAWN ON ANY CANADIAN CHARTERED BANK OR CREDIT UNION FOR A TERM AND IN A FORM SATISFACTORY TO THE DISTRICT OF KENT**

|  |   |
|--|---|
| 26. Demo Permit Security all Buildings over 50m <sup>2</sup>   | \$1000.00   |
| a. Except when occupying an existing house (to be demolished) while constructing a new house on the same lot.                | \$5000.00   |
| 27. Project completion and/or Damage to Municipal Property Security  |   |
| a. for SFD under \$10,000  | \$ 500.00   |
| b. for SFD \$10,000 and over   | \$1000.00   |
| c. for all other types of buildings  | \$1000.00   |
| 28. Moving buildings: Security to ensure the clean-up of both the former site and exterior finish of foundation at new site  | \$1000.00   |
| 29. a. Parcel grading, parcel drainage, & landscaping (to complete onsite parcel grading, drainage & landscaping areas); AND | \$12.00   |
| b. Paving security (to complete the paving of off-street parking, site drainage, curbing, making and lighting)               | For each square metre of parcel grading, landscaping, & drainage area |

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## THE CORPORATION OF THE DISTRICT OF KENT

### BYLAW No. 1717

#### Schedule B (continued) Bylaw Permits and Fees

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#### Building Bylaw 1116, 1997 (cont'd)

30. Valuation for permit purposes shall be calculated as follows (or declared value, whichever is greater)

| TYPE OF CONSTRUCTION  | Rate / 0.093m <sup>2</sup> |
|---|----------------------------|
| Dwellings including single and multi-family; duplex; townhomes; factory built (mobile homes) built to CSA standards |                            |
| • first floor and unfinished basement   | \$150.00                   |
| • first storey with no basement   | \$100.00                   |
| • each additional storey  | \$ 87.00                   |
| • to finish basement or existing building renovation  | \$ 20.00                   |
| • garages and accessory buildings:  | Declared Value             |
| • decks, open with no roof  | Declared Value             |
| • carports and decks with roof  | Declared Value             |
| Apartments:   |                            |
| • parking garages or basements  | Declared Value             |
| • first floor, with no basement   | Declared Value             |
| • each additional floor   | Declared Value             |
| Farm buildings or structures with roof – each storey  | Declared Value             |
| • uncovered structure   | Declared Value             |
| • add a roof type cover to a structure  | Declared Value             |
| Pole building   | Declared Value             |
| Assembly, commercial, industrial, institutional and all other construction not identified above                     | Declared Value             |

#### Zoning Bylaw 1219, 2001

#### Kennel Licence **One time non-transferable**

|  |          |
|--|----------|
| Application for Kennel Licence   | \$100.00 |
| Kennel Licence for boarding and/or breeding dogs or cats for profit                | \$500.00 |
| Kennel Licence for boarding and/or breeding dogs or cats registered not-for-profit | Waived   |

*See the Fraser Valley Regional District for fees related to control, licensing and impounding of domestic animals.*

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## THE CORPORATION OF THE DISTRICT OF KENT

### BYLAW No. 1717

#### Schedule B (continued) Bylaw Permits and Fees

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#### Business Licence and Regulation Bylaw 1485, 2012

*A schedule of fees for all persons wishing to conduct business in the District.*

| Businesses   | Column A  | Column B  | Column C  |
|--|---|---|---|
|  | Fee   | Fee   | Fee   |
|  | New Licences and Licence Renewals                                     | Licence Renewals Paid Before Dec. 15 <sup>th</sup> of Year Preceding Commencement of the Licence Year | Licence Renewals Paid After Jan. 31 <sup>st</sup> of the Licence Year |
| Agri-Tourism   | \$125   | \$112.50  | \$137.50  |
| Bed and Breakfast  | \$125   | \$112.50  | \$137.50  |
| Carnival / Circus  | \$200 per operating day   |   |   |
| Cannabis Operations in the Agricultural Land Reserve   | \$500 + \$1.00 per m <sup>2</sup> of building gross floor area        | 10% discount to Column A fee  | 10% increase to Column A fee  |
| Farm Retail where less than 100% of agricultural products are produced on the farm on which the retail sales are taking place.   | \$125   | \$112.50  | \$137.50  |
| Farmers Market Society   | \$125   | \$112.50  | \$137.50  |
| Home Occupation conducted within or partially within a building other than the single family residence.  | \$500 + \$1.00 per m <sup>2</sup> accessory building gross floor area | 10% discount to Column A fee  | 10% increase to Column A fee  |
| Non-Farm Business within the ALR conducted within or partially within a building other than the single family residence.   | \$500 + \$1.00 per m <sup>2</sup> accessory building gross floor area | 10% discount to Column A fee  | 10% increase to Column A fee  |
| Farm Equipment & Repair, Watercraft Maintenance & Repair, Mobile Mechanic, Mobile Welder, and Construction Contractor*, Transport Truck Owner/Operator Home Occupations<br>*Construction Contractor with a business vehicle(s) in excess of 3,900 kg curb weight or with business vehicles that exceed what is permitted for a Construction Contractor | \$500 + \$1.00 per m <sup>2</sup> accessory building gross floor area | 10% discount to Column A fee  | 10% increase to Column A fee  |

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## THE CORPORATION OF THE DISTRICT OF KENT

### BYLAW No. 1717

#### Schedule B (continued) Bylaw Permits and Fees

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#### Business License and Regulation Bylaw 1485, 2012 (cont'd)

|   |   |                              |                              |
|---|---|------------------------------|------------------------------|
| Home Occupation with a business vehicle(s) in excess of 3,900 kg. curb weight   | \$500 + \$1.00 per m <sup>2</sup> accessory building gross floor area | 10% discount to Column A fee | 10% increase to Column A fee |
| Non Resident  | \$110   | \$99.00                      | \$121                        |
| Construction Contractor with one (1) business vehicle under 3,900 kg curb weight and one trailer under 4.88 m in length   | \$125   | \$112.50                     | \$137.50                     |
| Kennel  | \$125   | \$112.50                     | \$137.50                     |
| Liquor Primary Licensed Establishments  | \$125   | \$112.50                     | \$137.50                     |
| Liquor Retail Store   | \$125   | \$112.50                     | \$137.50                     |
| All other Businesses not listed above   | \$125   | \$112.50                     | \$137.50                     |
| Only in the initial year of application, licence fee (with the exception of administration fee) shall be reduced by 50% if the application is made after July 31 <sup>st</sup> of that year.<br><br>Licence fee (with the exception of administration fee) may be refunded by 50% only if the licence application is withdrawn prior to issuance of the licence or if issuance of the licence is refused. |   |                              |                              |

#### Event Type

|  |                           |
|--|---------------------------|
| Carnival / Circus                          | \$200 (per operating day) |
| Gathering in the Agricultural Land Reserve | \$275 (per event)         |

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**THE CORPORATION OF THE DISTRICT OF KENT**

**BYLAW No. 1717**

**Schedule B (continued)  
Bylaw Permits and Fees**

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| <b>Short-term Commercial<br/>Accommodation Class</b> | <b>Column A</b>                         | <b>Column B</b>   | <b>Column C</b>   |
|--|---|---|---|
|  | <b>Fee</b>                              | <b>Fee</b>  | <b>Fee</b>  |
|  | New Licences<br>and Licence<br>Renewals | Licence Renewals<br>Paid Before Dec.<br>15 <sup>th</sup> of Year<br>Preceding<br>Commencement<br>of the Licence<br>Year | Licence<br>Renewals Paid<br>After Jan. 31 <sup>st</sup><br>of the Licence<br>Year |
| Guest Unit   | \$125                                   | \$112.50  | \$137.50  |
| Principal  | \$500                                   | \$450   | \$550   |
| Non-Principal  | \$700                                   | \$630   | \$770   |

| <b>Retail Cannabis Sales</b> | <b>Column A</b>                         | <b>Column B</b>   | <b>Column C</b>   |
|------------------------------|---|---|---|
|                              | <b>Fee</b>                              | <b>Fee</b>  | <b>Fee</b>  |
|                              | New Licences<br>and Licence<br>Renewals | Licence Renewals<br>Paid Before Dec.<br>15 <sup>th</sup> of Year<br>Preceding<br>Commencement<br>of the Licence<br>Year | Licence<br>Renewals Paid<br>After Jan. 31 <sup>st</sup><br>of the Licence<br>Year |
| Business Licence Fee         | \$5000                                  | \$4500  | \$5500  |

| <b>Agri-Tourism Accommodation<br/>Use</b>             | <b>Column A</b>                         | <b>Column B</b>   | <b>Column C</b>   |
|---|---|---|---|
|   | <b>Fee</b>                              | <b>Fee</b>  | <b>Fee</b>  |
|   | New Licences<br>and Licence<br>Renewals | Licence Renewals<br>Paid Before Dec.<br>15 <sup>th</sup> of Year<br>Preceding<br>Commencement<br>of the Licence<br>Year | Licence<br>Renewals Paid<br>After Jan. 31 <sup>st</sup><br>of the Licence<br>Year |
| 1 Agri-Tourism Unit or 2 Agri-Tourism<br>RV Campsites | \$125                                   | \$112.50  | \$137.50  |
| 2 or more Agri-Tourism Sleeping Units                 | \$500                                   | \$450   | \$550   |

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## THE CORPORATION OF THE DISTRICT OF KENT

### BYLAW No. 1717

#### Schedule B (continued) Bylaw Permits and Fees

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#### Civic Address Numbering Bylaw 1574, 2017

*A schedule to set a fee for a change to a civic address requested by a property owner.*

|                 |          |
|-----------------|----------|
| Application Fee | \$500.00 |
|-----------------|----------|

#### False Alarm Bylaw 1449, 2009

*A schedule of fees to reduce false alarms in the District.*

##### False Alarm fees

- |  |          |
|--|----------|
| 1. First three (3) false alarms in any consecutive 12 month period     | No Fee   |
| 2. Fourth (4) false alarm in any consecutive 12 month period           | \$100.00 |
| 3. Fifth (5) false alarm in any consecutive 12 month period            | \$150.00 |
| 4. Sixth (6) and subsequent false alarm in consecutive 12 month period | \$300.00 |

#### Fire Prevention and Protection Bylaw 1448, 2009

*A schedule of annual fees for acquisition of a burning permit in the District.*

|   |          |
|---|----------|
| Permit Fee for a Camp Fire or Cooking Fire  | \$ 25.00 |
| Permit Fee for Small Ceremonial or Religious Fire<br><small>*See Section 5(3) of Bylaw 1448</small>                 | Waived * |
| Permit Fee for Hand Piled Yard Clean-up Debris,<br>larger than a Camp Fire but not more than 2.5 m x 2.5 m          | \$ 60.00 |
| Permit Fee for Industrial and Land Clearing Purposes, burn<br>larger than 2.5 m x 2.5 m but not more than 6 m x 6 m | \$150.00 |

#### Highways, Traffic and Parking Regulations Bylaw 1321, 2005

*A schedule to set a fee for a highway use permit in the District.*

|                            |          |
|----------------------------|----------|
| Permit Fee for Highway Use | \$ 60.00 |
|----------------------------|----------|

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## THE CORPORATION OF THE DISTRICT OF KENT

### BYLAW No. 1717

#### Schedule B (continued) Bylaw Permits and Fees

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#### **Holding Tank Bylaw 1042, 1994**

*A schedule to set a fee for the inspection of all holding tank construction in the District.*

|   |          |
|---|----------|
| Inspection of all holding tank construction | \$250.00 |
|---|----------|

#### **Inter-Municipal Business Licence Scheme 1533, 2015**

*A schedule to set a fee for a mobile business to carry on business within the jurisdictional boundaries of any or all of the participating municipalities.*

|            |          |
|------------|----------|
| Annual Fee | \$250.00 |
|------------|----------|

#### **Sign Bylaw 1710, 2022**

*A schedule of fees to regulate the placement of signs in the District.*

|   |                    |
|---|--------------------|
| Regular Sign (or Base Rate)                         | \$60               |
| First \$1,000                                       | \$60 + \$6/\$1,000 |
| Signs over District Property (Liability Agreements) | \$75               |
| Promotional   | \$40               |
| Billboard   | \$100              |
| Billboard Renewal                                   | \$50               |
| Security Deposit                                    | \$500              |

EXEMPTIONS: These fees shall not apply to any signs as outlined in Sections 3 and 4 of Bylaw 1710

#### **Soil Removal and Deposit Bylaw 1676, 2021**

*A schedule of fees to control and manage soil removal and deposit in the District.*

|  |          |
|--|----------|
| 1. Application Fee per permit                            | \$100.00 |
| 2. Soil Removal and Deposit Rates (per m <sup>3</sup> ): | \$0.48   |

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**THE CORPORATION OF THE DISTRICT OF KENT**
**BYLAW No. 1717**
**Schedule B (continued)  
Bylaw Permits and Fees**


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**Cemetery Bylaw No. 1664, 2021**

| <b>Grave Space – In Ground Burial</b>    | <b>General</b> | <b>Care Fund</b> | <b>Total</b> |
|--|----------------|------------------|--------------|
| <u>Resident</u>                          |                |                  |              |
| Adult                                    | \$ 1,013       | \$ 502           | \$ 1,515     |
| Child 2 – 12                             | \$ 675         | \$ 335           | \$ 1,010     |
| Infant up to 2 years                     | \$ 507         | \$ 251           | \$ 758       |
| Cremated Remains                         | \$ 563         | \$ 279           | \$ 842       |
| <u>Former Resident</u>                   |                |                  |              |
| Adult                                    | \$ 2,027       | \$ 1,003         | \$ 3,030     |
| Child 2 – 12                             | \$ 1,350       | \$ 670           | \$ 2,020     |
| Infant up to 2 years                     | \$ 1,013       | \$ 503           | \$ 1,516     |
| Cremated Remains                         | \$ 1,126       | \$ 558           | \$ 1,684     |
| <u>Non-Resident</u>                      |                |                  |              |
| Adult                                    | \$ 4,053       | \$ 2,006         | \$ 6,060     |
| Child 2 – 12                             | \$ 2,701       | \$ 1,339         | \$ 4,040     |
| Infant up to 2 years                     | \$ 2,027       | \$ 1,005         | \$ 3,032     |
| Cremated Remains                         | \$ 2,251       | \$ 1,117         | \$ 3,368     |
| <b>Grave Space – Above Ground Burial</b> | <b>General</b> | <b>Care Fund</b> | <b>Total</b> |
| <u>Resident</u>                          |                |                  |              |
| Top 2 rows, Columbaria niche, single     | \$ 2,306       | \$ 251           | \$ 2,557     |
| Middle row, Columbaria niche, single     | \$ 1,153       | \$ 126           | \$ 1,278     |
| Bottom 2 rows, Columbaria niche, single  | \$ 1,038       | \$ 113           | \$ 1,152     |
| Scatter gardens - cremation              | \$ 260         | \$ 28            | \$ 288       |
| <u>Former Resident</u>                   |                |                  |              |
| Top 2 rows, Columbaria niche, single     | \$ 3,458       | \$ 377           | \$ 3,835     |
| Middle row, Columbaria niche, single     | \$ 1,729       | \$ 188           | \$ 1,918     |
| Bottom 2 rows, Columbaria niche, single  | \$ 1,561       | \$ 170           | \$ 1,730     |
| Scatter gardens – cremation              | \$ 260         | \$ 28            | \$ 288       |
| <u>Non-Resident</u>                      |                |                  |              |
| Top 2 rows, Columbaria niche, single     | \$ 4,611       | \$ 503           | \$ 5,114     |
| Middle row, Columbaria niche, single     | \$ 2,306       | \$ 251           | \$ 2,557     |
| Bottom 2 rows, Columbaria niche, single  | \$ 2,077       | \$ 227           | \$ 2,303     |
| Scatter gardens, cremation               | \$ 260         | \$ 28            | \$ 288       |

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**THE CORPORATION OF THE DISTRICT OF KENT**
**BYLAW No. 1717**
**Schedule B (continued)  
Bylaw Permits and Fees**


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| <b>Services</b>  |                |        |                |
|--|----------------|--------|----------------|
| <u>Opening and Closing Grave for Burial</u>                                |                |        |                |
| Adult  | \$ 1,273       |        | \$ 1,273       |
| Veterans   | \$ 1,146       |        | \$ 1,146       |
| Infant   | \$ 637         |        | \$ 637         |
| Child 2 – 12   | \$ 955         |        | \$ 955         |
| Cremated Remains   | \$ 573         |        | \$ 573         |
| Niche/Cremation Wall   | \$ 297         |        | \$ 297         |
| <u>Opening and Closing Grave for Exhumation/Disinterment</u>               |                |        |                |
| Adult and Child  | \$ 2,546       |        | \$ 2,546       |
| Infant   | \$ 1,528       |        | \$ 1,528       |
| Cremated Remains   | \$ 1,528       |        | \$ 1,528       |
| Niche/Cremation Wall   | \$ 594         |        | \$ 594         |
| <u>Grave Liners*</u>   |                |        |                |
| Adult and Child  |                |        | Market Value   |
| Cremation  |                |        | Value          |
| *copy of purchase invoice to be provided to client                         |                |        | Plus 10%       |
| <u>Installation of Memorials</u>   |                |        |                |
| Single 12"x20"   | \$ 485         | \$ 112 | \$ 597         |
| Double 18"x30"   | \$ 485         | \$ 112 | \$ 597         |
| Family Memorial Marker 18" x 30"   | \$ 485         | \$ 112 | \$ 597         |
| Vertical Marker Single   | \$ 675         | \$ 155 | \$ 830         |
| Vertical Marker Double   | \$ 675         | \$ 155 | \$ 830         |
| Cremation 8" x 12"   | \$ 430         | \$ 99  | \$ 529         |
| Cremation 16" x 28"  | \$ 430         | \$ 99  | \$ 529         |
| Niche/Cremation Wall Memorial Plate  | \$ 205         | \$ 47  | \$ 252         |
| Scatter Gardens Memorial Plaque max 3" x 5"                                | \$ 205         | \$ 47  | \$ 252         |
| <u>Miscellaneous Charges</u>   |                |        |                |
| Extra Depth  | \$ 600         |        | \$ 600         |
| Burials on Saturday, Sunday or<br>Statutory Holiday or after Regular Hours | 2 times<br>fee |        | 2 times<br>fee |
| Transfer of Licence  | \$ 120         |        | \$ 120         |
| Surrender/Sell Back Administrative Fee                                     | \$ 120         |        | \$ 120         |

- Rates to come into effect January 1, 2025
- 2026 Grave Space increase by 2% and Services increase by 3%
- 2026 Care Fund fees increase by 3%

**THE CORPORATION OF THE DISTRICT OF KENT**  
**BYLAW No. 1717**  
**Schedule D**  
**Parks and Recreation Fees**

| SERVICE  | 2025  |          |          |  |
|--|---|----------|----------|--|
| <b>SPORTS FIELDS</b>                                 |   |          |          |  |
| <b>USER FEES: LOCAL</b>                              |   |          |          |  |
| Child/Youth  | \$6.50/field/hr   |          |          |  |
| Adult  | \$11.50/field/hr  |          |          |  |
|  | <b>Agassiz Two Pitch League - \$500 deposit / tournament</b>  |          |          |  |
| Lighting   | \$11.25/hr  |          |          |  |
| <b>USER FEES: NON-RESIDENT OR COMMERCIAL</b>         |   |          |          |  |
| Diamonds   | \$14.05/field/hr  |          |          |  |
| Lighting   | \$12.25/hr  |          |          |  |
| <b>SPECIAL EVENTS AND MISCELLANEOUS RENTALS</b>      |   |          |          |  |
| <b>TENT</b>  |   |          |          |  |
| Community Groups                                     | Complimentary use for non-profit or charitable organizations that bring direct benefit to the District  |          |          |  |
|  | Additional Staff Charges  |          |          |  |
| Public Works Engineering                             | See Schedule C-Engineering/Public Works Services and Fees   |          |          |  |
| Recreation/ Administration                           | Actual Costs plus 20%   |          |          |  |
| <b>PUBLIC SPECIAL OCCASION LICENCES: BEER GARDEN</b> |   |          |          |  |
| Application Fee                                      | \$45.00/day   |          |          |  |
| <b>COMMUNITY EVENT PERMIT</b>                        |   |          |          |  |
| Application Fee                                      | \$100.00 / community event or sporting event (waived for local non-profit and charitable organizations that bring direct benefit to the District) |          |          |  |
| <b>CAMPING</b>                                       |   |          |          |  |
| Individuals (Alm Park Only)                          | \$20.40/unit/night  |          |          |  |
| Small Group (16 units or less) Permit Required       | \$14.55/unit/night for non-profit or charitable organizations that bring direct benefit to the District   |          |          |  |
| Groups (17 + units) Permit Required                  | \$233.65/night for non-profit or charitable organizations that bring direct benefit to the District   |          |          |  |
| <b>SKATEBOARD PARK</b>                               |   |          |          |  |
| Rental   | \$153.00/day  |          |          |  |
| <b>OUTDOOR EVENT ELECTRICAL</b>                      |   |          |          |  |
| Rental   | \$10.00/outlet/day  |          |          |  |
| <b>ABERDEEN HALL</b>                                 | Evening   | Half-Day | Full-Day |  |
| Rental - 2nd Flr                                     | \$25.50   | \$35.70  | \$51.00  |  |
| <b>KEY DEPOSIT</b>                                   |   |          |          |  |
| Various  | \$100 Refundable Deposit  |          |          |  |
| <b>BREAKWATER BEACH AREA</b>                         |   |          |          |  |
| Commercial Vessel                                    | \$300.00/Use including Return Trip OR \$1000.00/Month   |          |          |  |

**THE CORPORATION OF THE DISTRICT OF KENT**  
**BYLAW No. 1717**  
**Schedule D**  
**Parks and Recreation Fees**

| SERVICE   | 2025  |                |                      |
|---|---|----------------|----------------------|
| <b>Community Recreation &amp; Cultural Centre</b> |   |                |                      |
| <b>FACILITY ADMISSION (DAILY RATES)</b>           |   |                |                      |
| Tots (3 yrs and under)                            |   |                | Free                 |
| Child   |   |                | \$3.25               |
| Teen/Student                                      |   |                | \$4.90               |
| Adult   |   |                | \$6.25               |
| Older Adult                                       |   |                | \$4.90               |
| Super Senior (80 yrs +)                           |   |                | Free                 |
| Family  |   |                | \$12.50              |
| \$2 Activity Special                              |   |                | \$2.00               |
| Gymnasium Only                                    |   |                | \$4.70               |
| Specialty Fitness                                 |   |                | \$8.00/class/person  |
| Youth Summer Pass (4 - 12 years)                  |   |                | \$25 (July & August) |
| Youth Summer Pass (13 - 18 years)                 |   |                | \$35 (July & August) |
| <b>PASSES</b>                                     | <b>10 PASS</b>  | <b>20 PASS</b> | <b>1M PASS</b>       |
| Child   | \$29.25   | \$52.00        | \$37.80              |
| Teen/Student                                      | \$44.10   | \$78.40        | \$58.80              |
| Adult   | \$56.25   | \$100.00       | \$72.60              |
| Older Adult                                       | \$44.10   | \$78.40        | \$58.80              |
| Family  | \$110.25  | \$196.00       | \$147.00             |
| <b>GYM ONLY PASSES</b>                            | <b>10 PASS</b>  | <b>20 PASS</b> | <b>1M PASS</b>       |
| Child   | \$19.50   | \$34.67        | \$25.20              |
| Teen/Student                                      | \$29.40   | \$52.27        | \$39.20              |
| Adult   | \$37.50   | \$66.67        | \$48.40              |
| Older Adult                                       | \$29.40   | \$52.27        | \$39.20              |
| Family  | \$73.50   | \$130.67       | \$98.00              |
| <b>MEMBERSHIPS</b>                                | <b>3 MONTH</b>  | <b>6 MONTH</b> | <b>12 MONTH</b>      |
| Child   | \$84.50   | \$130.00       | \$243.75             |
| Teen/Student                                      | \$127.40  | \$196.00       | \$367.50             |
| Adult   | \$157.30  | \$260.00       | \$470.00             |
| Older Adult                                       | \$127.40  | \$196.00       | \$367.50             |
| Family  | \$325.00  | \$500.00       | \$937.50             |
| <b>GYM ONLY MEMBERSHIP</b>                        | <b>3 MONTH</b>  | <b>6 MONTH</b> | <b>12 MONTH</b>      |
| Child   | \$56.33   | \$86.67        | \$162.50             |
| Teen/Student                                      | \$84.93   | \$130.67       | \$245.00             |
| Adult   | \$104.87  | \$173.33       | \$313.33             |
| Older Adult                                       | \$84.93   | \$130.67       | \$245.00             |
| Family  | \$216.67  | \$333.33       | \$625.00             |
| <b>RENTALS</b>                                    |   |                |                      |
| Fitness Room                                      |   |                | \$25.50/hr           |
| Multi-Purpose A                                   |   |                | \$31.00/hr           |
| Multi-Purpose B                                   |   |                | \$26.00/hr           |
| Kitchenette                                       |   |                | \$15.50/hr           |
| Gymnasium - Half                                  |   |                | \$71.40/hr           |
| Gymnasium - Full                                  |   |                | \$127.50/hr          |
| Full Facility Rntl                                |   |                | \$204.00/hr          |
| Non-Profit  | For local non-profit and charitable organizations that are in good standing and the activity provides direct benefit to the District the rental fees will be 50 percent as listed above (discount not applied to full facility) |                |                      |
| Coffee Service                                    |   |                | \$16.00/carafe       |
| Projector & Screen                                |   |                | \$40.00/day          |

**THE CORPORATION OF THE DISTRICT OF KENT  
 BYLAW No. 1717  
 Schedule D  
 Parks and Recreation Fees**

| SERVICE   | 2025  |                 |
|---|---|-----------------|
| <b>FACILITY ADMISSION (DROP-IN RATES) per day</b>       |   |                 |
| <b>Tots</b> (3 yrs and under)                           | <b>Free</b>   |                 |
| <b>Child</b>  | <b>\$2.85</b>   |                 |
| <b>Teen/Student</b>                                     | <b>\$4.35</b>   |                 |
| <b>Adult</b>  | <b>\$5.50</b>   |                 |
| <b>Older Adult</b>                                      | <b>\$4.35</b>   |                 |
| <b>Super Senior</b> (80 yrs +)                          | <b>Free</b>   |                 |
| <b>Family</b>   | <b>\$11.00</b>  |                 |
| <b>Specialty and Aquatic Fitness</b>                    | <b>\$8.00</b>   |                 |
| <b>PASSES</b>   | <b>10 PASS</b>  | <b>20 PASS</b>  |
| <b>Child</b>  | <b>\$25.65</b>  | <b>\$45.60</b>  |
| <b>Teen/Student</b>                                     | <b>\$39.15</b>  | <b>\$69.60</b>  |
| <b>Adult</b>  | <b>\$49.50</b>  | <b>\$88.00</b>  |
| <b>Older Adult</b>                                      | <b>\$39.15</b>  | <b>\$69.60</b>  |
| <b>Family</b>   | <b>\$99.00</b>  | <b>\$176.00</b> |
| <b>MEMBERSHIPS</b>                                      | <b>SEASON</b>   |                 |
| <b>Child</b>  | <b>\$91.20</b>  |                 |
| <b>Teen/Student</b>                                     | <b>\$139.20</b>   |                 |
| <b>Adult</b>  | <b>\$176.00</b>   |                 |
| <b>Older Adult</b>                                      | <b>\$139.20</b>   |                 |
| <b>Family</b>   | <b>\$352.00</b>   |                 |
| <b>PRIVATE RENTALS</b>                                  | <b>Includes up to three staff - additional staff required will be billed at \$34.00/staff/hr (Minimum 2 hr callout)</b> |                 |
| <b>Local Non-Profit - Per Lane</b>                      | <b>\$20.25/hr</b>   |                 |
| <b>Private - Per Lane</b>                               | <b>\$24.00/hr</b>   |                 |
| <b>Commercial - Per Lane</b>                            | <b>\$28.25/hr</b>   |                 |
| <b>Non-Resident - Per Lane</b>                          | <b>\$28.25/hr</b>   |                 |
| <b>SCHOOLS</b>  | <b>Includes up to three staff - additional staff required will be billed at \$34.00/staff/hr (Minimum 2 hr callout)</b> |                 |
| <b>School District #78</b>                              | <b>As per Joint Use Policy</b>  |                 |
| <b>Private School - Per Lane</b>                        | <b>\$20.25/hr</b>   |                 |
| <b>SWIM CLUB</b>  | <b>Includes two staff - additional staff required will be billed at \$34.00/staff/hr (Minimum 2 hr callout)</b>         |                 |
| <b>Practice - Per Lane</b>                              | <b>\$15.00/hr</b>   |                 |
| <b>Practice Selfguarded (No DOK Staff, Entire Pool)</b> | <b>\$25.00/hr</b>   |                 |
| <b>Swim Meet (DOK Staff)</b>                            | <b>50% of practice exclusive rate/hr + applicable fees for maintenance swim meet set up and take down</b>               |                 |

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## THE CORPORATION OF THE DISTRICT OF KENT

### BYLAW No. 1717

#### Schedule E Office Administration and Miscellaneous Fees

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##### Fees for Respective Services

(Applicable taxes to be added as required)

- i. Current copy of Official Community Plan or Zoning Bylaw      \$100.00
- ii. Current copy of Subdivision and Development Bylaw      \$ 25.00
- iii. Copies, Maps, Air Photos and GIS Services

|   |                                     |
|---|-------------------------------------|
| Black & White Photocopies, letter size to 11"x17" | \$ 0.50                             |
| > 11"x17"   | \$ 3.00                             |
| Colour Photocopies, letter size to 11"x17"        | \$ 2.00                             |
| > 11"x17"   | \$ 5.00                             |
| <u>Custom Size Colour Prints</u>                  |                                     |
| Letter size to 11"x17"                            | \$ 5.00                             |
| >11"x17" up to E Size                             | \$ 10.00                            |
| (i.e cadastral map, extra data)                   |                                     |
| <u>Air Photos</u>                                 |                                     |
| Letter size to 11"x17"                            | \$ 7.00                             |
| >11"x17" up to E Size                             | \$ 23.00                            |
| <u>Air Photos with extra data</u>                 |                                     |
| Letter size to 11"x17"                            | \$ 8.75                             |
| >11"x17" up to E Size                             | \$ 28.75                            |
| Custom map orders (1 hour minimum)                | \$100.00/hour                       |
| Digital Cadastral Information                     | \$ 60.00/mb or<br>minimum of \$5.00 |
| Digital Air Photo (per sheet from map grid)       | \$150.00                            |
| Scanned Copies up to 11" x 17"                    | \$ 0.50                             |
| Scanned Copies greater than 11" x 17"             | \$ 5.00                             |

- v. Mortgage Company - property tax listings      \$ 10.00 per folio
- vi. Tax Certificate (manual)      \$ 75.00

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## THE CORPORATION OF THE DISTRICT OF KENT

### BYLAW No. 1717

#### Schedule E (continued) Office Administration and Miscellaneous Fees

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##### Fees for Respective Services (continued):

(Applicable taxes to be added as required)

|       |   |   |
|-------|---|---|
| vi.   | Letter of Compliance (when requested) per folio   | \$200.00  |
| vii.  | Request for information requiring research into the District's archival records; or for information dating back over two (2) years; or for information requiring more than fifteen (15) minutes to locate (plus applicable photocopy rates) | \$ 40.00/hr<br>(or \$10.00/15 mins<br>after the first 15<br>mins) |
| viii. | Zoning handouts   |   |
|       | i. general regulations  | \$ 5.00   |
|       | ii. all other handouts  | \$ 1.00   |
| ix.   | Agenda fees for Council Meetings, Public Hearings or Committee Meetings   |   |
|       | i. Complete Agenda packages for Council, the Library and local newspaper(s)   | no fee  |
|       | ii. Agenda Cover sheets   | no fee  |
|       | iii. Agenda including attachments up to 100 pages   | \$ 5.00   |
|       | iv. Agenda including attachments 101-200 pages  | \$ 7.50   |
|       | v. Agenda including attachments greater than 200 pages  | \$ 12.50  |
| x.    | Removal of Section 57 Notice from Title   | \$350.00  |
| xi.   | Removal of Judgment from Title  | \$350.00  |
| xii.  | Liquor Primary or Food Primary Licences   |   |
|       | i. New Applications   | \$1,500.00  |
|       | ii. Change in hours or other conditions   | \$1,000.00  |
| xiii. | Retail Cannabis Sales   |   |
|       | i. Processing a Provincial Cannabis Retail Licence Application  | \$1,500.00  |
|       | ii. Processing Changes to a Provincial Cannabis Retail Licence  | \$1,000.00  |
| xiv.  | Land title searches, documents or plans (digital file)  | \$20.00   |
| xv.   | Business Directory Signs:   |   |
|       | One Sign (per business)<br>Includes cost of lettering; installation; administration; future maintenance   | \$100.00  |
|       | Two Signs (per business)<br>Includes cost of lettering; installation; administration; future maintenance  | \$150.00  |

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## THE CORPORATION OF THE DISTRICT OF KENT

### BYLAW No. 1717

#### Schedule E (continued) Office Administration and Miscellaneous Fees

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**Fees for Respective Services (continued):**

(Applicable taxes to be added as required)

- |        |  |  |
|--------|--|--|
| xvi.   | Oaths and affidavits   | \$ 15.00   |
| xvii.  | Statutory Declaration  | \$ 20.00   |
| xviii. | Returned cheque / payment  | \$ 25.00   |
| xix.   | Postage / Courier Fees<br><small>Excludes standard letter delivered by Canada Post</small>                     | <b>Cost of Service</b><br><small>(Plus 10% Administration Fee)</small> |
| xx.    | Tipping Fees at Kent Recycling for Organic Green Waste and Clean Wood products (Effective date: March 1, 2024) |  |

| Load Size                 | Resident Fee       | Non-Resident Fee |
|---------------------------|--------------------|------------------|
| 1 bag                     | Free with Local ID | \$7.00           |
| 1 car load                | Free with Local ID | \$15.00          |
| 1 truck load              | Free with Local ID | \$20.00          |
| 1 *trailer load           | \$15.00            | \$25.00          |
| 1 truck and *trailer load | \$25.00            | \$45.00          |

\*trailer load must be 15 feet or less

- |       |  |                       |
|-------|--|-----------------------|
| xxi.  | Strata Title Conversion                        |                       |
|       | i. Application Fee                             | \$1,000.00            |
| xxii. | Agricultural Land Commission (ALC) Application |                       |
|       | i. Staff Report(s) to Council                  | \$1,000.00            |
|       | ii. Public Meeting required by Council/ALC     | \$ 500.00 per meeting |

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**THE CORPORATION OF THE DISTRICT OF KENT**

**BYLAW No. 1717**

**Schedule E (continued)  
Office Administration and Miscellaneous Fees**

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xxiii. Filming

|                               |  |
|-------------------------------|--|
| Permit Application Fee        | \$300 per application  |
| Municipal Street User Fee     | No Charge  |
| No Parking Signs              | \$75 per day / per location  |
| Business Licence              | As per Fees and Charges Bylaw No. 1717, Schedule B                                 |
| Administration Fees           | 20% of total fees (before GST)   |
| RCMP                          | \$125.00 per hour / per officer<br>(minimum 4 hours; minimum 4 hours cancellation) |
| Fire Department               | \$125.00 per hour for Fire Inspector /<br>Approving Officer                        |
| Recreation/Culture Department | \$75 per hour for Senior Staff<br>\$50 per hour for Facilities / Admin Staff       |
| Equipment                     | As per Fees and Charges Bylaw No. 1717, Schedule C                                 |
| Highways Use Permit           | As per Fees and Charges Bylaw No. 1717, Schedule B                                 |
| Municipal Property            | By quotation (starting at \$100 per hour,<br>based on space and public access)     |
| Public Works Staff            | As per Fees and Charges Bylaw No. 1717, Schedule C                                 |
| Security Deposit              | By quotation (pending on type of<br>activity and use of Municipal Property)        |
| Fire Hydrant Use              | As per Water Regulation and Rates<br>Bylaw No. 1679                                |