



**DISTRICT OF 100 MILE HOUSE**  
**TO BE HELD IN DISTRICT COUNCIL CHAMBERS**  
**TUESDAY, NOVEMBER 14<sup>th</sup>, 2023, AT 6:00 PM**

	<b><u>CALL TO ORDER</u></b>  Mayor to call the Committee of the Whole meeting to order.  Mayor acknowledges that this meeting is being held on Secwepemculecw.
<b>A.</b>	<b><u>APPROVAL OF AGENDA:</u></b>
	<b>A1</b>  <b>BE IT RESOLVED THAT</b> the November 14 <sup>th</sup> , 2023, Committee of the Whole agenda <u>be approved</u> .
<b>B.</b>	<b><u>INTRODUCTION OF LATE ITEMS</u></b>
<b>C.</b>	<b><u>DELEGATIONS:</u></b>
<b>D.</b>	<b><u>UNFINISHED BUSINESS</u></b>
<b>E.</b>	<b><u>CORRESPONDENCE</u></b>
<b>F.</b>	<b><u>STAFF REPORTS:</u></b>
<b>Draft Bylaw Enforcement Policy</b>	<b>F1</b>  <b>BE IT RESOLVED THAT</b> the Bylaw Enforcement Policy be referred to the next Regular Council meeting as presented for approval.

<b>G.</b>	<b><u>BYLAWS:</u></b>
<b>Draft Fireworks Bylaw</b>	<b>G1</b> <b>BE IT RESOLVED THAT</b> the Fireworks Bylaw be referred to the next Regular Council meeting as presented for three readings.
<b>Fees &amp; Charges Bylaw Amendments</b>	<b>G2</b> <b>BE IT RESOLVED THAT</b> the Fees & Charges Bylaw be referred to the next Regular Council meeting as presented for three readings.
<b>H.</b>	<b><u>OTHER BUSINESS:</u></b>
<b>I.</b>	<b><u>QUESTION PERIOD:</u></b>
<b>J.</b>	<b><u>ADJOURNMENT:</u></b> <b>BE IT RESOLVED THAT</b> the Committee of the Whole meeting of November 14 <sup>th</sup> , 2023, adjourn: PM:



**District of  
100 MILE HOUSE**

**COUNCIL REPORT  
File No. 570-01**

**COW – Nov.14<sup>th</sup>, 2023**

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**REPORT DATE:** November 2<sup>nd</sup>, 2023  
**TITLE:** Bylaw Enforcement Policy Update  
**PREPARED BY:** T. Boulanger, Administration

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**PURPOSE:**

The purpose of this report is to provide Council with a draft Bylaw Enforcement policy.

**RECOMMENDATION:**

Recommended Resolution:

**THAT** the Bylaw Enforcement Policy be referred to the next Regular Council meeting as presented for approval.

**BACKGROUND INFORMATION:**

The District of 100 Mile House currently does not have a Bylaw Enforcement Policy in place. The proposed policy was prepared to provide direction to staff and a reference to residents on how the District will manage Bylaw complaints/concerns.

**OPTIONS:**

1. That the policy be referred to the next regular Council meeting for endorsement
2. That Council direct staff to make additional edits to the policy or request clarifications.

**BUDGETARY IMPACT:** *n/a*


**POLICY IMPLICATION:** *Yes - New Policy*



**ATTACHMENTS:** *Draft Bylaw Enforcement Policy*

**Prepared By:**   
T. Boulanger, CAO

**Date:** Nov. 3. 2023.

**Reviewed By:**   
S.Elias, Deputy Corporate Officer

**Date:** Nov 6 2023



## DISTRICT OF 100 MILE HOUSE Policy & Procedures

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### 8.1 BYLAW ENFORCEMENT AND COMPLIANCE

#### **Policy Objective**

The District of 100 Mile House will, from time to time and in accordance with this policy, take enforcement action with respect to contraventions of its bylaws. It is the goal of Council to achieve voluntary compliance through increased public education and awareness of District regulations and their rationale. To address complaints in a fair and consistent manner, a policy is required for the general enforcement of bylaws.

The purpose of this policy is to provide guidance to staff on the receipt of complaints and initiation of investigation and enforcement proceedings related to contraventions of bylaw. The District of 100 Mile House has no duty to take enforcement action with respect to every contravention of a bylaw that may occur within its jurisdiction. The District will use discretion on a case-by-case basis to evaluate contraventions, and take reasonable steps to investigate contraventions in accordance with this policy and operational guidelines of the District. Council may provide other policy guidance or direction on specific complaints or enforcement issues.

#### **DEFINITIONS**

**"Bylaw Enforcement Officer"** is a person prescribed under the *Community Charter* who is designated by a local government as a Bylaw Enforcement Officer

**"Valid Complaint"** means a complaint that describes the location and general nature of a potential bylaw contravention, which includes the complainant's name, address and telephone number, and which is not a vexatious complaint.

**"Vexatious Complaint"** means a complaint that is made for retaliatory or bad faith purposes, or otherwise forms part of a pattern of conduct by the complainant that amounts to an abuse of the complaint process.

#### **PRIORITY OF INVESTIGATIONS**

Upon receipt of a bylaw complaint, infractions will first be ordered on the basis of the date the complaint was received, and will then be assigned a priority level of:



## DISTRICT OF 100 MILE HOUSE Policy & Procedures

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**Priority #1:** the alleged bylaw violation may adversely impact the environment or public safety. These violations will be investigated and enforced as soon as possible given the availability of staff or other resources. Prior warning notices or education may not be appropriate or practical.

**Priority #2:** the alleged bylaw contravention is significantly impacting adjacent properties in a negative manner, but it generally does not pose an immediate risk to the health or public safety of the community. The District's investigation and enforcement of Priority 2 matters will most often be initiated in response to valid complaints received by the District.

**Priority #3:** the alleged bylaw contravention may be a matter that is a general community concern. These contraventions are less serious in nature and generally do not affect the health or public safety of the community. The District's investigation and enforcement of Priority #3 matter is initiated in response to complaints. Staff receiving a complaint will use discretion to determine where there is sufficient geographic or other connection between the complainant and the location of the alleged violation to constitute a valid complaint. Investigating staff will focus on education and will provide opportunities to bring the property or situation into compliance that are appropriate in the circumstances. If a confirmed violation is minor in nature and/or if it appears the complaint may be a vexatious complaint or is part of a larger neighbourhood conflict, staff may conclude it is not in the District's or community's best interest to pursue the matter.

### **COMPLAINTS**

Bylaw complaints shall be in written form and signed by the complainant. The complaint may be made by letter, email or on a form provided by the District. The District will, upon request, email/mail a complaint form to the complainant.

The complainant is to provide the name, address, telephone number, and nature of the complaint.

Complaints that fall within the scope of Priority #1 and require immediate investigation to preserve life or to address immediate health or safety violations or risks to the environment may be made verbally.



## DISTRICT OF 100 MILE HOUSE Policy & Procedures

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The District's bylaw enforcement resources are prioritized to ensure the timely receipt and investigation of complaints. It is not the District's practice to proactively provide follow-up information to complainants. Staff will respond to specific requests for information (subject to confidentiality requirements) as time permits.

Upon receipt of a complaint, the District staff will:

- Provide acknowledgment of receipt of the complaint;
- Conduct a preliminary review of the complaint to ensure it is a valid complaint and directly related to an enforceable bylaw;
- Log and record the complaint and assign it to the Bylaw Enforcement Officer for follow-up and investigation; and
- Direct the complainant to the appropriate agency if the complaint is outside the District's jurisdiction.

**Anonymous Complaints:** will not be investigated unless potential safety, health, or liability issues are identified.

**Vexatious Complaints** will not be acted on.

### **INVESTIGATIONS**

As the District does not have the resources to proactively ensure compliance with all bylaws at all times, bylaw contravention investigations will primarily be initiated by public complaints.

Upon receipt of an assigned valid complaint, the Bylaw Enforcement Officer will begin an investigation in accordance with the priorities described in this policy and by operational procedures developed by staff.

If during an investigation, the Bylaw Officer determines that the issue is a civil matter, any persons involved will be notified and the investigation halted.

### **ENFORCEMENT**

Where investigation reveals a contravention, the primary goal of enforcement action is to achieve voluntary compliance with District bylaws through communication, education and non-penalty enforcement, including providing a reasonable timeframe to comply.



## DISTRICT OF 100 MILE HOUSE Policy & Procedures

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Occasionally, compliance based on education or warning notices may not be appropriate or effective. In some cases, a more direct enforcement approach is required and may include immediate ticketing. In determining whether to issue a bylaw fine, the Bylaw Enforcement Officer may consider one or more of the following criteria:

- If human health, safety or security is at risk;
- If environmental safety or security is at risk;
- If the infraction is occurring on public property
- If Council has prioritized direct enforcement to address a specific issue or type of issue; and/or
- If the offence is reoccurring.

Bylaw Enforcement Notices may be issued at the discretion of the Bylaw Officer and in accordance with this Policy, the *District of 100 Mile House Municipal Ticket Information Bylaw No. 1340, 2019* and the *Local Government Act*.

The Bylaw Enforcement Officer will maintain written records of inspections and investigations undertaken and record the disposition of all complaints received. All records are to be stored at the District municipal office.

Where the District seeks to recover the expense of direct or remedial enforcement measures from a person in contravention of a bylaw, reasonable efforts will be made to provide the person with an estimate of the cost of the expense prior to undertaking the direct or remedial action.

### **CONFIDENTIALITY**

Confidentiality is necessary to ensure complainants are not exposed to retaliation or other adverse actions as a result of the complaint, and to maintain effective investigation techniques. The identity of the complainant and any identifying information will not be disclosed to the alleged offender or any member of the public, except as required by law. Likewise, the details of an investigation or enforcement steps will not be disclosed to the complainant.

Despite the foregoing, the District will not guarantee the anonymity and confidentiality of complainants and may disclose personal information in bylaw enforcement files in the following circumstances:





## DISTRICT OF 100 MILE HOUSE Policy & Procedures

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- If the complaint has been publicly disclosed by the complainant;
- If the investigation results in enforcement proceedings and disclosure is necessary to proceed with enforcement;
- If disclosure is required pursuant to the terms of the *Freedom of Information and Protection of Privacy* "Act or pursuant to an order issued by the Information and Privacy Commission under the Act; and
- Where disclosure is otherwise required by law.

### **GENERAL**

The individual members of Council will not be involved in day-to-day bylaw enforcement matters. Council may, through a formal decision of Council, direct staff to investigate or enforce with respect to a specific complaint or enforcement issue. An individual member of Council may refer a matter to the appropriate department for review by the Bylaw Enforcement Officer.

The safety of District staff is of utmost importance. If a Bylaw Enforcement Officer is verbally or physically threatened or assaulted while administering the bylaws of the District, no further action will be carried out until a written statement has been completed and forwarded to the District of 100 Mile House RCMP and appropriate security measures are taken to safeguard the Bylaw Enforcement Officer, which may include but is not limited to arranging for a police officer to accompany the Bylaw Enforcement Officer in carrying out his/her duties.

The Bylaw Enforcement Officer may enter on or into property without the consent of the owner or occupier for the purposes of bylaw enforcement in accordance with the applicable provisions of the *Community Charter*.

A decision made by a Bylaw Enforcement Officer in handling a complaint or enforcement matter is subject to review by the Officer's supervisor or management staff responsible for the Department that has conduct of the file.

**District of  
100 MILE HOUSE****COUNCIL REPORT  
File No. 570-01****COW – Nov. 14<sup>th</sup>, 2023**

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**REPORT DATE:** November 2<sup>nd</sup>, 2023  
**TITLE:** Fireworks Bylaw No. 1410, 2023  
**PREPARED BY:** T. Boulanger – Administration

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**PURPOSE:**

The purpose of this report is to provide Council with information on a draft Fireworks Bylaw, a Bylaw to replace the current Bylaw No. 576, 1992.

**RECOMMENDATION:**Recommended Resolution

**THAT** the Fireworks Bylaw No. 1410, 2023 be referred to the next Regular Council meeting as presented for three readings.

**BACKGROUND INFORMATION:**

The current District of 100 Mile House Fireworks Bylaw No. 576, 1992 is outdated and will be repealed and replaced with the new proposed Fireworks Bylaw No. 1410, 2003.

The new Bylaw includes housekeeping changes, current terminology, legislation, and regulations surrounding the sale and exploding of fireworks within the District of 100 Mile House.

Permit applicants will be required to hold a valid Fireworks Supervisor Certificate, secure and maintain a comprehensive general liability insurance policy, and obtain written approval from the property owner of the proposed discharge location.

The Municipal Ticket Information Bylaw will be updated to reflect fines associated with the sales or discharging of fireworks.

**OPTIONS:**

1. That the Fireworks Bylaw No. 1410, 2003 be referred to the next Regular Council meeting as presented for three readings.



2. That Council direct staff to make additional edits to the bylaw.
3. That Council repeal Fireworks Bylaw No. 576, 1992 and further, that Council direct staff to prepare a policy prohibiting the sale and use of fireworks within the District of 100 Mile House.

**BUDGETARY IMPACT:** n/a

**POLICY IMPLICATION:** Yes – New bylaw in addition Municipal Ticket Information Bylaw will require amendments.

**ATTACHMENTS:**

- District of 100 Mile House Fireworks Bylaw No. 576, 1992
- District of 100 Mile House Fireworks Bylaw No, 1410, 2023

Prepared By:

  
T. Boulanger, CAO

Date:

Nov 2 2023

Reviewed By:

  
D. Bissat, Fire Chief

Date:

Nov 6 2023

## **DISTRICT OF 100 MILE HOUSE**

### **BYLAW NO. 1410**

A Bylaw to regulate and prohibit the sale and exploding of fireworks.

WHEREAS pursuant to the provisions contained in Section 8(3)(d) of the Community Charter, Council may, by Bylaw, prohibit and impose requirements in relation to firecrackers, fireworks and explosives;

AND WHEREAS pursuant to the provisions contained in Section 8 of the Community Charter, Council may, by Bylaw, regulate, prohibit and impose requirements in relation to the protection and enhancement of the well-being of its community in relation to noise, vibration, odor, dust, illumination or any other matter that is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public;

NOW THEREFORE the Council of the District of 100 Mile House in open meeting assembled enacts as follows:

#### **SECTION 1 – TITLE**

This bylaw may be cited for all purposes as District of 100 Mile House ***“Fireworks Bylaw No. 1410, 2023”***.

#### **SECTION 2 - DEFINITIONS**

In this Bylaw:

**“Consumer Fireworks”** means low-hazard firework articles designed for recreational use by the public and includes, but is not limited to, firework articles referred to as roman candles, sparklers, fountains, wheels, volcanoes, mines and snakes.

**“Council”** shall mean the Municipal Council of the District of 100 Mile House.

**“Display Fireworks”** means high-hazard firework articles designed for use by professionals and includes, but is not limited to, firework articles referred to as aerial shells, cakes, roman candles, waterfalls, lances and wheels.

**“District”** means the District of 100 Mile House.

**“Explosive Act”** means the Explosives Act, R.S.C. 1985, c E-17, as may be amended from time to time and includes all regulations thereunder.

**“Fire Chief”** means the person appointed by Council as Fire Chief for the District of 100 Mile House.

**“Fireworks Supervisor”** means a person who holds a valid fireworks supervisor certificate from Natural Resources Canada – Explosives Regulatory Division.

**“Officer”** means any employee of the District appointed by resolution of Council as a Bylaw Enforcement Officer of the District for the purpose of enforcing this Bylaw and any member of the Fire Department appointed from time to time to the positions of Fire Chief, Deputy Fire Chief and Assistant Chief.

**“Pyrotechnic Special Effects”** means high-hazard pyrotechnic articles designed for use by professionals and includes, but is not limited to, pyrotechnic articles described as gerbs, mines, comets and crossettes and special purpose pyrotechnics manufactured for live performances and the film and television industry.

**“Sell”** includes offer for sale, cause or permit to be sold, trade, give, donate or to otherwise dispose of in any quantity; and to possess for the purpose of sale; and the words “selling” and “sold” have a similar meaning.

**“Special Function”** means the observance or celebration of a special event or festival where a permit may be issued to allow the discharge of fireworks.

### **SECTION 3 – AGE REQUIREMENT**

- a) No person under the age of 18 years shall light, hold or explode any fireworks at any time.
- b) No person under the age of 18 years shall possess any fireworks in the District of 100 Mile House.
- c) No person shall sell, give or dispose of any fireworks of any class or description to a person who is under the age of 18 years.

### **SECTION 4 – CONSUMER FIREWORKS SALES PERMIT**

The *Fire Chief* or designated *Officer* is authorized to issue a permit to sell *Consumer Fireworks* from a place of business within the District of 100 Mile House, subject to the following terms:

- a) all applications to sell *Consumer Fireworks* shall be in writing addressed to the *Fire Chief* or a designated *Officer* and on a form prescribed for that purpose by the *Fire Chief*;
- b) an applicant to sell *Consumer Fireworks* must have a valid Business License issued by the municipality;

- c) the property where the Consumer Fireworks will be dispensed must be inspected and approved by the Fire Department in advance;
- d) all storage areas must meet the requirements set out in the Natural Resources Canada “Consumer Fireworks Retail Package”, as amended;
- e) *Consumer Fireworks* may only be dispensed from the location specified in the permit.
- f) the permit will expire after one year.

## **SECTION 5 – AUTHORIZED DATES OF SALES**

No person shall sell or dispose of *Consumer Fireworks* or *Display Fireworks* except between:

- a) the twenty-fifth (25<sup>th</sup>) day of June and the first (1<sup>st</sup>) day of July in each calendar year;
- b) the twenty-fourth (24<sup>th</sup>) day of October and the thirty-first (31<sup>st</sup>) day of October in each calendar year;
- c) the twenty-seventh (27<sup>th</sup>) day of December and the thirty-first (31<sup>st</sup>) day of December in each calendar year.

## **SECTION 6 – RESTRICTION ON USE OF FIREWORKS**

No person shall discharge, propel, point or throw *Consumer Fireworks* or *Display Fireworks* at any person, animal, vehicle, building or structure.

## **SECTION 7 – RESTRICTED AREAS FOR FIREWORKS**

No person shall explode any *Consumer Fireworks* or *Display Fireworks* on any highway, street, park, playground, school grounds or any other public place within the District of 100 Mile House without the express written consent of the owner of the highway, street, park, playground, school grounds or other public place.

## **SECTION 8 – LIGHTING OF FIREWORKS ONLY PERMITTED ON SPECIFIED DATES**

Except as authorized by a permit issued pursuant to Section 9 or Section 12, no person shall light or explode any fireworks within the District of 100 Mile House at any time except on:

- a) the first (1<sup>st</sup>) day of July each calendar year;
- b) the thirty-first (31<sup>st</sup>) day of October in each calendar year;
- c) the thirty-first (31<sup>st</sup>) day of December in each calendar year.

## **SECTION 9 – CONSUMER FIREWORKS PERMITS**

- 9.1 *The Fire Chief* or designated *Officer* is authorized to issue a permit to light or explode *Consumer Fireworks* to:
- a) a person who is 18 years of age or older, or
  - b) an organization represented by a person who is over the age of 18 years, for the purpose of the observance or celebration of a special event or festival.
- 9.2 An application for a permit issued pursuant to this Section 9, shall be in writing on a form prescribed for that purpose by the *Fire Chief* and addressed to the *Fire Chief* or a designated *Officer*.

## **SECTION 10 – LIGHTING OF DISPLAY FIREWORKS OR PYROTECHNIC SPECIAL EFFECTS**

No person shall explode, light, or activate *Display Fireworks* or *Pyrotechnic Special Effects* unless authorized to do so by a permit issued pursuant to Section 12.

## **SECTION 11 – SALE OF DISPLAY FIREWORKS OR PYROTECHNIC SPECIAL EFFECTS**

No person shall sell, give or dispose of *Display Fireworks* or *Pyrotechnic Special Effects* to any other person unless that other person is a holder of a permit issued pursuant to Section 12.

## **SECTION 12 – DISPLAY FIREWORKS AND PYROTECHNICS SPECIAL EFFECTS PERMITS**

- 12.1 *The Fire Chief* or designated *Officer* is authorized to issue a permit to light or explode *Display Fireworks* or *Pyrotechnic Special Effects* to a person who is over the age of 18 years and has a valid certification as required by the Explosives Regulatory Division of Natural Resources Canada, provided that the applicant meets all the requirements of this Bylaw and first:
- a) submits a copy of the Explosives Regulatory Division event approval;
  - b) submits a fire safety plan in a form acceptable to the *Fire Chief*;
  - c) submits an event and site plan detailing how the *Display Fireworks* or *Pyrotechnic Special Effects* will be used and all appropriate safety measures for the event and all persons in attendance;
  - d) submits proof that the applicant meets the insurance requirements as laid out in Schedule “B “ of this Bylaw: and

- e) submits proof acceptable to the Fire Chief or designated Officer, that the applicant holds either a valid *Fireworks Supervisor Level 1* card, or for unconventional sites as defined by the Explosives Regulatory Division, a valid *Fireworks Supervisor Level 2* card, issued by the Explosives Regulatory Division or Department of Natural Resources Canada.

12.2 Every permit issued pursuant to this Section 12 shall:

- a) specify the *Display Fireworks* and *Pyrotechnic Special Effects* that the permit holder is authorized to light or explode; and
- b) specify the date on which and the hours during which the *Display Fireworks* and *Pyrotechnic Special Effects* may be discharged and used, and the description of the property or place where the *Display Fireworks* and *Pyrotechnic Special Effects* may be discharged and used.

12.3 Every holder of a permit under this Section 12 shall:

- a) present the permit to the seller of *Display Fireworks* or *Pyrotechnic Special Effects*;
- b) light or explode only those *Display Fireworks* and *Pyrotechnic Special Effects* specified in the permit;
- c) light or explode the *Display Fireworks* and *Pyrotechnic Special Effects* only in accordance with the terms of the permit;
- d) light or explode the *Display Fireworks* and *Pyrotechnic Special Effects* only in accordance with the fire safety plan;
- e) ensure that the *Display Fireworks* and *Pyrotechnic Special Effects* are only lit or exploded under their direct supervision and responsibility; and
- f) ensure that the use, handling, discharge, sale, possession and storage of the *Display Fireworks* and *Pyrotechnic Special Effects* shall comply with the regulations made pursuant to the *Explosives Act*, R.S.C., 1985, c. E-17, the fireworks manual published by the Explosives Regulatory Division, and this Bylaw.

### **SECTION 13 – FIRE PROTECTION FOR PYROTECHNIC SPECIAL EFFECTS**

Fire protection may be provided for *Pyrotechnic Special Effect* displays at a rate approved by the *Fire Chief*.



## **SECTION 14 - OFFENCE**

- 6.1 Every person who violates a provision of this Bylaw or who consents, allows or permits any Act or thing to be done in violation of a provision or neglects to or refrains from doing anything required to be done by a provision of this bylaw, is guilty of an offence and is liable on summary conviction, to a fine of not less than \$2,500.00 and not exceeding \$10,000.00 and is guilty of a separate offence each day that a violation continues to exist.
- 6.2 Every person who commits an offence is liable on summary conviction to a fine or to imprisonment, or to both a fine and imprisonment, not exceeding a maximum allowed by the *Offence Act*.

## **SECTION 15 – ENFORCEMENT**

Any officer as described in Section 2, may enforce this Bylaw pursuant to the District of 100 Mile House Ticket Information Bylaw.

## **SECTION 16 - SEVERABILITY**

- 8.1 If any section, paragraph or phrase of this bylaw is for any reason held to be invalid by a decision of a Court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

## **SECTION 9 - REPEAL**

- 9.1 The District of 100 Mile House Fireworks Bylaw No. 576, 1992, and all amendments thereto are hereby repealed.

READ A FIRST, SECOND AND THIRD TIME this \_\_\_\_ day of \_\_\_\_\_, 2023.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2023.

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Mayor

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Clerk

**SCHEDULE "A"**  
**FIREWORKS BYLAW NO. 1410, 2023**  
**APPLICATION FOR PERMIT TO SELL, PURCHASE, POSSESS & DISCHARGE**  
**FIREWORKS**

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Fireworks Supervisor Card No. \_\_\_\_\_  
(attach photocopy)

THE APPLICANT HEREBY applies to Sell \_\_\_\_ Discharge \_\_\_\_ fireworks on property within the District of 100 Mile House as follows:

Sale or Discharge Location: (circle one)

\_\_\_\_\_

Date: \_\_\_\_\_ Time: (Start) \_\_\_\_\_ Time: (End) \_\_\_\_\_

Description of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Number of Spectators: \_\_\_\_\_

Type and quantity of Fireworks: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contact name and phone for organizer or sponsor Special Public Event:

\_\_\_\_\_  
\_\_\_\_\_

Contact name and phone for property owner: \_\_\_\_\_

**READ CAREFULLY**

THE APPLICANT CERTIFIES that the applicant understands and will be guided by the provisions of the District of 100 Mile House Fireworks Bylaw No. 1410, 2023, as amended from time to time, and all applicable Provincial and Federal laws and regulations, as amended from time to time, and any conditions or restrictions imposed in this permit by the Fire Chief.

THE APPLICANT FURTHER CERTIFIES that the applicant is authorized to the appropriate level by Natural Resources Canada to possess and fire, set off or explode Fireworks of the class specified within this application.

IN CONSIDERATION of being granted this permit, the applicant covenants that the applicant will indemnify and save harmless the District of 100 Mile House and its elected officials, employees, officers, agents and contractors from and against any and all manner of actions or cause of action, damages, costs, loss or expenses of whatever kind (including, without limitation, legal fees) which the District or its elected officials, employees, officers, agents or contractors may sustain, incur, or be put to by reason of or arising out of:

- a. the issuance of this permit;
- b. the Fireworks event, including, without limitation, the handling, storage, firing or setting off, exploding or other use of Fireworks in connection with this permit;
- c. the applicant's use or occupation of the location upon which the consumer Fireworks Event; or
- d. any act or omission of the applicant or any person for whom the applicant is at law, responsible, including, without limitation, the non-observance or non-performance of any obligation imposed by Federal or Provincial law.

The applicant agrees to pay a fee to the District of 100 Mile House equivalent to any costs incurred by the District for fire fighting or remediation work, materials and resources expended as a result of a fire caused by fireworks used during the event authorized by this permit.

Signature of Applicant:

Date:

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PERMISSION IS GRANTED to the above applicant to fire, set off or explode Fireworks at the location and on the date and time(s) as set out above, subject to Fireworks Bylaw No. 1410, 2023, as amended from time to time, and to the following conditions and restrictions:

- a. This permit is not transferable. Only the applicant is authorized under this permit to fire or set off or explode Fireworks.
- b. The applicant may only fire or set off or explode the type and quantity of Fireworks described in the application.
- c. The applicant must ensure that all debris and litter related to a consumer Fireworks Event or display Fireworks Event that occurs on District property, including any litter left by the spectators, is removed from the location at the conclusion of the Special Public Event.
- d. The applicant, except where the applicant is District of 100 Mile House Fire Department, must obtain a Comprehensive General Liability insurance policy with an inclusive limit of not less than \$ 5,000,000.00 per occurrence for bodily injury or property damage and provide evidence of the same to the Fire Chief no later than fourteen (14) days prior to the Special Public Event.

Other conditions:

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Fire Chief or Designated Officer: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

**SCHEDULE "B"**  
**FIREWORKS BYLAW NO. 1410, 2023**  
**INSURANCE REQUIREMENTS**

1. A display permit holder shall, at his or her own expense, for the duration of the fireworks event, secure and maintain a Comprehensive General Liability insurance policy with an inclusive limit of not less than \$5,000,000.00 per occurrence for bodily injury and property damage.
2. The Comprehensive General Liability insurance policy shall:
  - a) include all premises and operations necessary or incidental to the fireworks event;
  - b) include "Broad Form" Property Damage coverage on an occurrence basis, including loss of use of property;
  - c) include, but not necessarily be limited to, the following coverages:
    - i) Contingent Employers Liability;
    - ii) Owners and Contractors Protective Liability;
    - iii) Contractual Liability assumed with respect to the event;
    - iv) Non-Owned and Hired Auto; and
    - v) Personal Injury Liability;
  - d) include the District, its elected officials, officers, agents and employees and contractors acting on behalf of the District, as additional insureds;
  - e) be primary and non-contributing with respect to any insurance carried by the District;
  - f) not include a deductible greater than \$5,000.00 per occurrence (unless the District advises in writing that it has determined that a greater deductible is acceptable) or any exclusions or restrictions with respect to the use of explosives.
  - g) include a Cross Liability/Severability of Interests clause;
  - h) preclude subrogation claims by the insurer against any of the insureds;
  - i) include a provision requiring the insurer to give the District 30 days' prior written notice before making any material change to the insurance coverage, or the termination or cancellation thereof;

- j) provide that the District, its elected officials, officers, agents and employees, and contractors acting on behalf of the District are protected notwithstanding any act, neglect or misrepresentation of the display permit holder which might otherwise result in the avoidance of a claim and that such policy is not affected or invalidated by any act, omission or negligence of any third party which is not within the knowledge or control of the insureds; and
  - k) be underwritten by a responsible insurance company or companies licensed to do business in the Province of British Columbia and that meet with the reasonable approval of the District.
3. Seven days prior to the fireworks event and upon the District's written request from time to time, the display permit holder shall furnish the District with a certificate or certificates of insurance as evidence that the required insurance is in force.
  4. Maintenance of the insurance required herein and the performance by the display permit holder of his or her obligations under this clause shall not relieve the display permit holder from liability under any covenant to indemnify the District.
  5. It shall be the sole responsibility of the display permit holder to determine his or her own additional insurance coverages, if any, including workers' compensation, that are necessary and advisable for his or her own protection or to fulfil his or her obligations with respect to the fireworks event. Any such additional insurance shall be secured and maintained by the display permit holder at his or her own expense.
  6. The foregoing insurance provisions shall not limit the insurance the display permit holder is required to secure and maintain by provincial or federal law.
  7. If the display permit holder fails to secure or maintain insurance as required herein, then the District shall have the right, but not the duty or obligation, to secure and maintain such insurance and give evidence thereof to the display permit holder. The display permit holder shall pay the cost thereof to the District on demand or the District may deduct such cost from any amount that is due or may become due to the display permit holder from the District.

**SCHEDULE "C"**

**FIREWORKS BYLAW NO. 1410, 2023**

**AGREEMENT OF PROPERTY OWNER FOR FIREWORKS EVENT**

Name of Applicant: \_\_\_\_\_

Name of Organizer or Sponsor of Fireworks Event: \_\_\_\_\_

Location of Fireworks Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Contact Name (if any) \_\_\_\_\_

The Property Owner has agreed and consented to the Organizer/Sponsor holding and the Applicant performing a fireworks event on the date and at the location and time described above. The Applicant has applied to the District of 100 Mile House for a permit to perform such fireworks event.

In consideration of \$1.00 and other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged by the Property Owner), the Property Owner hereby remises, releases and forever discharges the District of 100 Mile House and its elected officials, employees, officers, agents and contractors of and from any and all matter of actions, damages, causes of action, suits, debts, claims, demands and damages of any nature or kind whatsoever which the Property Owner may at any time have against the District of 100 Mile House or its elected officials, employees, officers, agents or contractors arising out of any cause, matter or thing in respect of or arising out of:

- (1) the issuance of the permit to the Applicant;
- (2) the fireworks event, including, without limitation, the handling, storage, firing, setting off, exploding or other use of fireworks in connection therewith;
- (3) the use or occupation of the location upon which the fireworks event is to occur; or
- (4) any act or omission of the Applicant or Organizer/Sponsor or any persons for whom either is, at law, responsible, including, without limitation, the non-observance or non-performance of any obligation imposed by federal or provincial law.

The Property Owner acknowledges that he or she has had the opportunity to seek independent legal advice as to the contents of this agreement and that he or she is not under any legal disability.

\_\_\_\_\_  
Signature(s) of Property Owner

\_\_\_\_\_  
Date

**SCHEDULE "D"**

**FIREWORKS BYLAW NO. 1410, 2023**

**AGREEMENT OF ORGANIZER OR SPONSOR OF PUBLIC FIREWORKS EVENT**

Name of Applicant: \_\_\_\_\_

Location of Fireworks Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Organizer or Sponsor of Fireworks Event: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Contact Name (if any): \_\_\_\_\_

The Organizer/Sponsor has engaged the Applicant to perform a fireworks event on the date and at the location and time described above. The Applicant has applied to the District of 100 Mile House for a permit to perform such fireworks event.

In consideration of \$1.00 and other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged by the Organizer/Sponsor), the Organizer/Sponsor hereby covenants to indemnify and save harmless the District and its elected officials, employees, officers, agents and contractors from and against any and all manner of actions or causes of action, damages, costs, loss, or expenses of whatever kind (including, without limitation, legal fees) which the District or its elected officials, employees, officers, agents or contractors may sustain, incur, or be put to by reason of or arising out of:

- (1) the issuance of the permit to the Applicant;
- (2) the fireworks event, including, without limitation, the handling, storage, firing, setting off, exploding or other use of fireworks in connection therewith;
- (3) the use or occupation of the location upon which the fireworks event is to occur; or
- (4) any act or omission of the Organizer/Sponsor or Applicant or any persons for whom either is, at law, responsible, including, without limitation, the non-observance of non-performance of any obligation imposed by federal or provincial law.

The Organizer/Sponsor acknowledges that he or she has had the opportunity to seek independent legal advice as to the contents of this agreement and that he or she is not under any legal disability.

\_\_\_\_\_  
Signature(s) of Organizer/Sponsor

\_\_\_\_\_  
Date



## DISTRICT OF 100 MILE HOUSE

### BYLAW NO. 576

#### A Bylaw to regulate and prohibit the sale and exploding of fireworks.

WHEREAS pursuant to Section 932(e) of the Municipal Act, R.S.B.C. 1979, c. 290, the Council of the District of 100 Mile House may by Bylaw subject to the Fireworks Act, R.S.B.C. 1979, C 135, regulate or prohibit the sale or disposal to any person of firecrackers and other fireworks of every nature or kind;

AND WHEREAS pursuant to Section 933(1)(a) of the Municipal Act, R.S.B.C 1979, C. 290, the Council of the District of 100 Mile House may by Bylaw applicable throughout the District or any defined area of it, regulate or prohibit, and the regulations may be different for different areas, the exploding of firecrackers or other fireworks and, notwithstanding any regulation or prohibition in this Bylaw, the Council of the District of 100 Mile House may authorize the issuance of a permit to a person or organization for the purpose of the observance or celebration of a special event or festival by the use of firecrackers or other fireworks of any kind, and may specify terms and conditions;

NOW THEREFORE the Council of the District of 100 Mile House in open meeting assembled enacts as follows:

#### INTERPRETATION

(1) In this Bylaw:

**"Council"** means the Council of the District;

**"District"** means the District of 100 Mile House;

**"federal regulations"** means the Explosives Regulations, C.R.C. 1978, C.599, as of the date of the adoption of this Bylaw;

**"high hazard fireworks"** means any pyrotechnic devices for recreational use which produce light, sound or smoke effects by combustion which are classed as high hazard fireworks in the federal regulations as of the date of adoption of this Bylaw, including firecrackers, rockets, serpents, shells, bombshells, tourbillions, maroons, large wheels, bouquets, barrages, bombardos, waterfalls, batteries, illumination, set pieces and pigeons;

**"low hazard fireworks"** means any pyrotechnic devices for recreational use which produce light, sound or smoke effects by combustion which are classed as low hazard fireworks in the federal regulations as of the date of adoption of this Bylaw, including fireworks showers, fountains, golden rain, lawn lights, pin wheels, Roman candles, and volcanoes, but excluding sparklers, Christmas crackers and caps for toy guns;

**“Member in Charge, R.C.M.P.”** means the member of the Royal Canadian Mounted Police in charge of the Royal Canadian Mounted Police detachment for the District;

**“officer”** means any employee of the District appointed by resolution of Council as a Bylaw Enforcement Officer of the District for the purpose of enforcing this Bylaw and any member of the Royal Canadian Mounted Police detachment for the District.

### **SALE OR DISPOSAL OF FIREWORKS**

- (2) No person shall sell or dispose of low hazard fireworks or high hazard fireworks to any person in the District except in accordance with this Bylaw.
- (3) No person shall sell or dispose of low hazard fireworks or high hazard fireworks to any person who is under the age of 18 years.
- (4) Subject to this Bylaw, a person may sell or dispose of low hazard fireworks or high hazard fireworks to any person who is the holder of a permit which has been issued by the Member in Charge, R.C.M.P. pursuant to Section 8 of this Bylaw.
- (5) No person shall sell or dispose of any high hazard fireworks to any person unless such person meets the qualifications set out in the federal regulations for an approved purchaser of high hazard fireworks.

### **EXPLODING OF FIREWORKS**

- (6) No person shall explode any low hazard fireworks or high hazard fireworks in the District except in accordance with this Bylaw.
- (7) No person shall explode any low hazard fireworks or high hazard fireworks in the District unless that person is the holder of a valid permit in the form set out in Schedule “A” of this Bylaw which has been issued by the member in Charge, R.C.M.P. pursuant to Section 8 of this Bylaw.
- (8) The Member in Charge, R.C.M.P. may issue a permit to any person who is 18 years or older for the exploding of low hazard fireworks or high hazard fireworks for the purpose of the observance or celebration of the special events or festivals set out in Schedule “B” of this Bylaw.
- (9) Where the Member in Charge, R.C.M.P. issues a permit under Section 8, he or she shall include in the permit:
  - (a) the name of the person to whom the permit is issued;
  - (b) the name of the person under whose direct supervision the low hazard fireworks or high hazard fireworks shall be exploded;
  - (c) the special event or festival in respect of which the low hazard fireworks or high hazard fireworks shall be exploded;
  - (d) the location, date and time at which the low hazard fireworks or high hazard fireworks shall be exploded; and
  - (e) the type of fireworks which are permitted to be exploded.

## **TERMS AND CONDITIONS**

(10) Every person to whom a permit has been issued under Section 8 shall:

- (a) ensure that the low hazard fireworks or high hazard fireworks are exploded at the date and time set out in the permit;
- (b) ensure that the low hazard fireworks and high hazard fireworks are exploded under the direct supervision of the person named in the permit pursuant to Section 9(a) of this Bylaw, or of another person approved in writing by the Member in Charge, R.C.M.P.;
- (c) ensure that only the type of a low hazard fireworks and high hazard fireworks set out in the permit pursuant to Section 9(e) of this Bylaw are exploded;
- (d) ensure that the low hazard fireworks and high hazard fireworks are exploded
  - (i) safely and so as to avoid any personal injury, death and property or other loss or damage, and
  - (ii) in accordance with all safety procedures set out in the Fireworks Manual as published by the Explosives Branch of the Department of Energy, Mines and Resources (Canada) as of the date of the adoption of this Bylaw;
- (e) remove all unexploded low hazard fireworks and high hazard fireworks and low hazard fireworks and high hazard fireworks debris immediately after the exploding of the low hazard fireworks and high hazard fireworks and safely dispose of them; and
- (f) release the District from, and indemnify and hold harmless the District from and against, all liability, damage (including property damage), injury (including personal injury and death), loss, cost, expense, actions and causes of action, which the person to whom the permit has been issued, the District, or anyone else, has or has incurred or suffered in connection with the exploding of the low hazard fireworks and high hazard fireworks or any special event or festival in connection with the low hazard fireworks and high hazard fireworks are exploded.

- (11) If low hazard fireworks and high hazard fireworks are exploded in a public park, every person to whom a permit is issued pursuant to Section 8 of this Bylaw shall:
- a) Leave all lands, buildings and structures in the public park in a neat, clean, tidy and undamaged condition; and
  - b) Comply with all instructions of the Member in Charge, R.C.M.P., or any representative of the District designated for that purpose by resolution of the Council of the District, with respect to use of the public park for the exploding of the low hazard fireworks and high hazard fireworks and any matters set out in Section 11(a) of this Bylaw.

### **DUTY TO PRODUCE PERMIT**

- (12) Every person to whom a permit has been issued under Section 8 shall produce that permit upon demand by an officer.

### **OFFENCE**

- (13) Every person who violates any provision of this Bylaw commits a summary offence and on conviction is liable for each offence to a fine not exceeding \$2,000.00, and the cost of prosecution or to imprisonment for a period not exceeding six months, or both. Each day that an offence continues constitutes a separate offence.

### **ENFORCEMENT**

- (14) The Member in Charge, R.C.M.P., or any officer may enforce this Bylaw pursuant to the District of 100 Mile House Ticket Information Bylaw.
- (15) The enforcement of this Bylaw pursuant to Section 14 shall not preclude the District from taking enforcement proceedings under the Offence Act (British Columbia) or otherwise for violations of this Bylaw.

### **SEVERABILITY**

- (16) If any Section, subsection or clause of this Bylaw is held invalid by a court of competent jurisdiction, then that invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the invalid and severed Section, subsection or clause.

### **REPEAL OF EXISTING BYLAW**

- (17) District of 100 Mile House Fireworks Bylaw No. 504, 1990, is repealed.

**TITLE**

(18) This Bylaw may be cited as **“District of 100 Mile House Fireworks Bylaw No. 576, 1992.”**

READ A FIRST TIME this 28<sup>th</sup> day of July, 1992.

READ A SECOND TIME this 28<sup>th</sup> day of July, 1992.

READ A THIRD TIME this 28<sup>th</sup> day of July, 1992.

RECONSIDERED, PASSED AND ADOPTED this 11<sup>th</sup> day of August, 1992.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**SCHEDULE "A"**

**TO DISTRICT OF 100 MILE HOUSE FIREWORKS BYLAW NO. 576, 1992**

**FIREWORKS PERMIT**

DISTRICT OF 100 MILE HOUSE FIREWORKS BYLAW NO. 576, 1992

\_\_\_\_\_  
PERMIT NUMBER

1. APPLICANT: Name \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Organization: \_\_\_\_\_

2. FIREWORKS TYPES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. EVENT: Description of special event/festival: \_\_\_\_\_  
\_\_\_\_\_  
Date and Time of Display: \_\_\_\_\_  
Location of Display: \_\_\_\_\_  
\_\_\_\_\_  
Name of Person Supervising Exploding of Fireworks: \_\_\_\_\_

4. RELEASE AND INDEMNITY: The applicant, and any organization named above in time number 1, hereby agree(s) to release the District from, and indemnify and hold harmless the District from and against, all liability, damage (including property damage), injury (including personal injury and death), loss, cost, expense, actions and causes of action, which the person to whom the permit has been issued, the District, or anyone else, has or has incurred or suffered in connection with the exploding of low hazard fireworks and high hazard fireworks or any special event or festival in connection with which the low hazard fireworks and high hazard fireworks are exploded.

The applicant agrees to be bound by the terms set out above in item number 4 in consideration of the District of 100 Mile House granting this fireworks permit.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

The applicant is hereby permitted:

1. to purchase low hazard fireworks and high hazard fireworks of the type specified, and
2. to explode low hazard fireworks and high hazard fireworks of the type specified, at the place and time specified, and under the supervision of the person named.

---

Member in Charge,  
District of 100 Mile House, R.C.M.P.

---

Date

SCHEDULE "B"

TO DISTRICT OF 100 MILE HOUSE FIREWORKS BYLAW NO. 576, 1992

SPECIAL EVENTS OR FESTIVALS

NEW YEARS DAY

CANADA DAY

HALLOWEEN

MIDNIGHT MADNESS



District of 100 Mile House Fireworks Bylaw No. 576, 1992

Fireworks Permit – 2006

06-

Permit Number

1. Applicant: Name: \_\_\_\_\_  
Physical Address \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Organization: \_\_\_\_\_

2. Event: Description of Special Event/Festival: \_\_\_\_\_  
\_\_\_\_\_  
Date and Time of Display: \_\_\_\_\_  
Location of Display: \_\_\_\_\_  
Name of Person(s) Supervising Exploding of Fireworks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **RELEASE AND INDEMNITY:** The applicant, and any organization named above in item number 1, hereby agree(s) to release the District from, and indemnify and hold harmless the District from and against, all liability, damage (including property damage), injury (including personal injury and death), loss, cost, expense, actions and causes of action, which the person to whom the permit has been issued, the District, or anyone else, has or has incurred or suffered in connection with the exploding of low hazard fireworks and high hazard fireworks or any special event or festival in connection with the exploding of low hazard fireworks and high hazard fireworks or any special event or festival in connection with which the low hazard fireworks and high hazard fireworks are exploded.

**High Hazard Fireworks** means any pyrotechnic devices for recreational use which produce light, sound or smoke effects by combustion which are classed as high hazard fireworks in the Federal regulations as of the date of adoption of the Bylaw.

**Low Hazard Fireworks** means any pyrotechnic devices for recreational use which produce light, sound or smoke effects by combustion which are classed as low hazard fireworks in the Federal regulations as of the date of adoption of the Bylaw.

The applicant agrees to be bound by the terms set out above in item number 3 in consideration of the District of 100 Mile House granting this fireworks permit.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

The applicant is hereby permitted:

1. To purchase low hazard fireworks and high hazard fireworks of the type specified, and
2. To explode low hazard fireworks and high hazard fireworks of the type specified, at the place and time specified, and under the supervision of the person named.

\_\_\_\_\_  
Member in Charge (OR Designate)  
District of 100 Mile House, RCMP

RCMP 100 Mile House

\_\_\_\_\_  
Date

Phone: (250) 395-2456  
Fax: (250) 395-3605

**SCHEDULE "E" F**

**DISTRICT OF 100 MILE HOUSE FIREWORKS**  
**BYLAW NO. 576, 1992**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>	<b><u>COLUMN 3</u></b>
<b><u>Offence</u></b>	<b><u>Bylaw Section</u></b>	<b><u>Fine</u></b>
Sale of low or high hazard fireworks to a person who does not hold a Permit	2	\$ 75.00
Selling fireworks to person under 18 years of age	3	\$ 75.00
Exploding fireworks without Permit	7	\$ 75.00

**District of  
100 MILE HOUSE****COUNCIL REPORT  
File No. 570-01****COW: Nov. 14<sup>th</sup>, 2023**

**TITLE:** Fees & Charges Bylaw No. 1409, 2023

**PREPARED BY:** T. Boulanger - Administration

**PURPOSE:** To seek Councils approval of the revised District of 100 Mile House Fees and Charges Bylaw.

*Information provided to Committee of the Whole for discussion; further direction at the discretion of Council.*

**BACKGROUND INFORMATION:**

The District of 100 Mile House Fees & Charges Bylaw No. 1303, 2016 has been amended to include housekeeping changes, incorporating all applicable bylaw amendments since 2016, rate changes and addition of new rates. Due to the many changes, a new bylaw has been created.

**Schedule A – Animal Control**

The Animal Control and Pound Operations Bylaw was amended at the May 11<sup>th</sup>, 2021 regular meeting of Council, changing pet licencing from annual licenses to lifetime licenses.. All references to annual licences have been removed from the Fees & Charges Bylaw.

**Schedule B – Administration****2. Deleted - Building Permit Information \$10.00/each**

Due to increased requests for property information, staff have found that research of District records is necessary, which is a time consuming process. The "Information Requiring Research" item #11 is more applicable to this process

**15 (f) Oversized documents (maps) - changed fee from \$20/page to \$10/page**

<b>15 (h) Added: Scanning of Electronic Documents</b>	
Letter/Legal/Ledger size	<b>\$ 1.00/page</b>
Oversized (plotter)	<b>\$ 5.00/page</b>

Currently, there is no fee for scanning of documents. The preferred method for consumers is to email documents and have us scan them instead of paying \$20.00 per page for copies. By lowering the copying fee and added a scanning fee, the District can recoup some of the cost of producing copies.



#### **17. Event & Municipal Building Rental Rates has been deleted.**

The District has not charged for building rental in many years and there is no provision in the Policy & Procedure Manual for this charge.

#### **18. Electric Vehicle Rental Rates    Damage Deposit \$300.00**

Added "**Refundable**" as per Policy & Procedure Manual

#### **Schedule C – Building Permits**

The current building permit fees have been in place since 2006-2007 and require updating to meet today's cost of doing business. The Cariboo Regional District has recently reviewed their building fees and staff has incorporated the rates applicable to the District.

#### **Schedule # - Business Licenses**

##### **1. & 2.– License Fees**

**Deleted** " The full fee is to be paid at the time of the initial application is submitted to the License Inspector; 50% shall be returned to the applicant if such application is rejected."

The payment is required once the application has been approved, and a license is issued thru Business License system.

- 3.     Adult Services
- 4.     Buskers
- 6.     Canvassers (Door to Door Sales)
- 9.     Gambling/Gaming Establishments

Specific Businesses listed above have been deleted as amended in the Business License Bylaw.

##### **10.    Mobile/Street Vendor**

Rate increased from \$200 to \$250 as per Council

#### **Schedule E – Community Service**

- 2.     Airport Fees
  - (a)    Hanger Fees - changed from \$360/annually to \$1000.00/annually plus an additional \$4.00/square metre as per Council.
- 4.     Garbage/Recycling Collection
  - (a)    Deleted "and who are in possession of a garbage container and recycling container". This fee is charged on all class 1 properties regardless of having totes or not.



## 5. Memorials

### (a) Memorial Tree Program Deleted due to the following reasons:

- The program has resulted in many trees already planted;
- Chosen species and locations are not always ideal for the best chance of the trees surviving;
- Between deer, hard winters and the Cariboo being a difficult climate for trees, many of the trees end up being replaced at the District's expense, which is also very difficult for the donor to experience.

(b) Memorial Bench Program	\$1690.00/bench
Bench Armrests (optional)	\$ 140.00/bench

The memorial bench program has been very popular with many new benches being installed throughout the Municipality. The pre-existing locations identified by the District are not being used as the customers are requesting that the bench be installed at different locations. Costs have substantially increased, requests for armrests are more frequent and there have been requests for additional plaques to be added to the bench.

Estimated costs incurred for the installation of (1) bench with armrests is approximately \$3,000 which includes the bench, freight, plaque installation, labour & materials. There could be savings on freight by ordering multiple benches at a time.

Options for Council's consideration are as follows:

- 1) Increase the price of the bench while offering one style of bench including the armrest and establish a fee for an additional plaque. New fees would be:

Bench (with armrests)	\$ 3,000/bench
Additional Plaque	\$ 400/each

- 2) Keep the fee the same and have benches installed in all pre-existing concrete pads, then allow only older non-memorial benches be replaced. No groundwork and concrete install would be required, although the increased cost of the bench and additional plaque would not be covered.
- 3) Discontinue or put a hold on the program.

**Council's direction is requested.**

## **Schedule F – Finance**

2. Non-Sufficient Funds (NSF) Cheques and Returned Cheques	
Added (c) NSF Pre-Authorized Payment (per occurrence)	\$ 20.00/each



#### **Schedule H – Land Use and Development**

- 7 (d) Site Profile Fee changed to read "Site Disclosure Statement Fee"
- 7 (e) Inspection Fee – added new wording (applicable to the works that will become owned by the District), to clarify when the inspection fee is applicable.

#### **Schedule J – Parks (includes ballfields & soccer fields)**

Removed "includes ballfields & soccer fields" from the title as these fields are not booked by the District.

- (b) Sports Events: Private/Commercial Public Use (eg: volleyball, T-Ball, soccer, races, league games) - deleted
- (c) Sports Tournaments: Per field day (Use-All) - deleted.  
These items were deleted as they relate to the ballfields and soccer fields as well as organized sports are not allowed in the park.

#### **Schedule K – Utilities**

- 2. Sewer Rates – Quarterly Billing
- 4. Water Rates – Quarterly Billing

Increased rates at 5% for one year only. A Complete rate review to be done in 2024 for Council's consideration.

#### **ALTERNATIVES:**

- 1. That the Bylaw be brought forward to the next regular Council meeting to be read a first, second and third time.
- 2. That Council direct staff to make additional edits to the bylaw.

**BUDGETARY IMPACT:** n/a

**POLICY IMPLICATION:** Creates a new bylaw

**ATTACHMENTS:**

#### **District of 100 Mile House Fees & Charges Bylaw No. 1409, 2023**

Prepared By: T. Boulanger  
T. Boulanger, CAO

Date: Nov. 3. 2023

Reviewed By: S. Elias  
S. Elias, Director of Finance

Date: Nov 6 2023

## DISTRICT OF 100 MILE HOUSE

### Bylaw No. ~~1303~~1409

---

Being a bylaw to establish fees and charges for goods and services provided by the District of 100 Mile House.

---

That the Council of the District of 100 Mile House, in open meeting assembled, enacts as follows:

- (1) This bylaw may be cited as ***"Fees and Charges Bylaw No. ~~1303~~, 2016."***  
**1409,2023**
- (2) That the fees and charges for goods and services provided by or conducted by the District of 100 Mile House be established as outlined in the attached Schedules A through L, attached to and forming part of this Bylaw and that the following District of 100 Mile House bylaws are amended as follows:

#### **Amended Bylaw**

#### **Repealed Section**

Animal Control and Pound Operation Bylaw  
No. 1131, 2008

Part 2 Subsection 2.4,2.5,2.9  
Part 8 Subsection 8.7(a) & (b)  
Part 8 Subsection 8.10(a)

Building Bylaw No. 695, 1996

Schedule "A" & "B"  
Part 5 Subsection 5.3(f)

Business License Bylaw No. 1252, 2013

Section 3 (3.12)(3.16)&(3.17)  
Section 5 (5.4) (5.7) (5.32)  
Section (5.37) (5.38) (5.40)  
Section (5.46) (5.50) (5.61)  
Section (5.66)

Fire Services Bylaw No. 959, 2005

Schedule "A"

Land Use and Development Application  
Procedures and Fees Bylaw No. 1275, 2014

Schedule "A"

Road Right of Way Usage Bylaw No. 804, 1999

Schedule "A"  
Division Five Subsection 502  
Division Eight Subsection 804  
Div. Twelve Subsection 1203

Sewer Rates & Regulations Bylaw  
No. 1204, 2011

Schedule "A" & "B"

Sign Bylaw No. 1121, 2008

Division 6 Subsection 6.5

Solid Waste and Recyclables Regulation  
Bylaw No. 1284, 2015

Section 11(a) & (b)



**Amended Bylaw**

**Repealed Section**

Storm Sewer Bylaw No. 693, 1996

Schedule "A"

Use of Municipal Building Bylaw No. 757, 1998

Schedule "B"

Water Rates & Regulations Bylaw No. 1202, 2011

Schedule "A" & "B"  
Part 7 Subsection 12  
Part 12 Subsection 2

- (3) Any person requesting or receiving a good or service by category outlined in the attached Schedules shall pay a fee as outlined in Schedules A through L, attached to and forming part of this Bylaw:

<u>Type of Good or Service by Category</u>	<u>Fees and Charges Schedule</u>	<u>Page#</u>
Animal Control	A	4
Administrative	B	5
Building Permits	C	8
Business Licenses	D	12
Community Service	E	14
Financial	F	17
Fire Services	G	18
Land Use and Development	H	19
Liquor & Cannabis License	I	21
Parks	J	22
Utilities	K	25
Community Hall	L	31

- (4) All applicable taxes will be added to each goods and service.
- (5) All fees and charges must be paid in cash, by cheque, or by debit card in advance of the service or delivery of goods.
- (6) District of 100 Mile House Fees and Charges Bylaw No. ~~1297~~, **1303**, 2016 and all amendments thereto are hereby repealed.
- (7) Wherever this Bylaw sets out fees and charges with respect to other District Bylaws and such other Bylaws containing similar fees and charges, this Bylaw is deemed to prevail.



READ A FIRST, SECOND AND THIRD TIME this 29<sup>th</sup> day of November, 2016  
23.

ADOPTED this 13<sup>th</sup> day of December, 2016 23.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

## DISTRICT OF 100 MILE HOUSE Schedule "A" – Animal Control

### 1. ~~Annual~~ License Fee

- |  |          |
|--|----------|
| (a) Each neutered male or spayed female dog    | \$ 30.00 |
| (b) Each male dog other than a neutered male   | 50.00    |
| (c) Each female dog other than a spayed female | 50.00    |

An application for a license ~~or a renewal license~~ received on or before February 28<sup>th</sup> in a licensing year will be issued at no cost to the applicant.

Where a dog is not four months old until after the 30<sup>th</sup> day of June in the current calendar year, or a dog has been moved into the District after the 30<sup>th</sup> day of June, the license fee shall be as follows:

- |  |          |
|--|----------|
| (d) Each neutered male or spayed female dog    | \$ 20.00 |
| (e) Each male dog other than a neutered male   | 35.00    |
| (f) Each female dog other than a spayed female | 35.00    |

### 2. Impoundment Fees

Fees for impounding any animal shall be:

- |  |          |
|--|----------|
| (a) First impoundment  | \$ 25.00 |
| (b) Second impoundment   | 50.00    |
| (c) Third impoundment  | 150.00   |
| (d) Fourth and subsequent impoundments plus applicable license fees if the dog is unlicensed | 250.00   |

#### **Plus Maintenance Fees**

- |                                     |              |
|-------------------------------------|--------------|
| (e) Maintenance fees for any animal | \$ 15.00/day |
|-------------------------------------|--------------|

**Plus** a license fee where the impounded animal is a dog and the dog is unlicensed.

**Plus** any fine or penalty imposed under the most current Animal Control and Pound Operation Bylaw.

### 3. Replacement License

- |  |         |
|--|---------|
| (a) Issuance of a replacement license or license tag | \$ 2.50 |
|--|---------|

### 4. Destruction of Animals at Owner's Request

- (a) \$ 25.00 plus the veterinarian fee

## **DISTRICT OF 100 MILE HOUSE Schedule "B" – Administration**

### **1. Annual Tax Notices (copy)**

(a) Owner	No charge
(b) Owner – Each Previous Year requested	No charge
(c) Non-Owner	\$ 5.00/each
(d) Non-Owner Faxed	\$ 5.00/each (plus fax fee)

### ~~**2. Building Permit Information**~~ ~~\$ 10.00/each~~

### **3. Business License Directory** \$ 15.00/each

### **4. Certified copies of records in District files request** \$ 25.00/each (plus other fees that may apply)

### **5. Certification by Commissioner for Taking Affidavits** No charge

### **6. Collector's Certificate for Transport Purposes** \$ 25.00/each **Accompanies the application to Transport (Relocate)** **a mobile home**

### **7. Comfort Letter** \$ 100.00/each

### **8. District Pins** \$ 1.00/each

### **9. Faxes**

(a) Outgoing – In Province	\$ 1.00/page
(b) Outgoing – Out of Province	\$ 2.00/page

### **10. Freedom of Information**

- (a) Request for information under the Freedom of Information and Protection of Privacy Act will be charged out as per the schedule of fees as set out in the Freedom of Information and Protection of Privacy Act and Regulation.

### **11. Information Requiring Research**

- (a) A fee of \$40.00 per hour (plus applicable taxes) calculated in 15 min. increments, will be charged for a written response to a written request for information where research of District records is necessary in order to provide a response specifically involving confirmation of such items of, but not limited to, zoning, official community plan, charges, building or fire. Additional fees will be charged out accordingly for on-site inspections.

## DISTRICT OF 100 MILE HOUSE Schedule "B" – Administration

### 12. List of Electors (Council candidates only)

(a) 1 <sup>st</sup> copy	No Charge
(b) 2 <sup>nd</sup> copy	\$ 10.00/each

### 13. Mortgage Companies

(a) Property Listing for Mortgage Companies	\$ 1.00/folio
(b) Mortgage Company Tax Refund	\$ 5.00/folio

### 14. Municipal Flags \$ 90.00/each

### 15. Photocopies

(a) Letter size & Legal size	\$ 1.00/page
(b) Letter size – up to a maximum (80)	\$ 30.00
(c) Legal size – up to a maximum (80)	\$ 35.00
(d) Ledger size	\$ 2.00/page
(e) Ledger size – up to a maximum (75)	\$ 40.00
(f) Oversized documents (maps)	<del>\$ 20.00</del> \$ 10.00/page
(g) Scanning of Electronic Documents	
Letter/Legal/Ledger Size	\$ 1.00/page
Oversized (plotter)	\$ 5.00/page
(h) Bylaws	
1 to 20 pages	\$ 5.00
Over 20 pages	\$ 20.00
OCP Bylaw	\$ 50.00

### 16. Tax Certificates

(a) Owner – Current Year	No charge
(b) Owner – Previous Year	No charge
(c) Non-Owner	\$25.00/property

## DISTRICT OF 100 MILE HOUSE Schedule "B" – Administration

### ~~17. Event & Municipal Building Rental Rates~~

<del>(a) City Hall</del>	<del>Rental</del>	<del>Damage</del>
	<del>Rate/Day</del>	<del>Deposit</del>
<del>Private</del>	<del>\$ 75.00</del>	<del>\$ 300.00</del>
<del>Commercial</del>	<del>100.00</del>	<del>500.00</del>
<del>Public Non-Profit</del>	<del>n/c</del>	<del>n/c</del>

### 18. Electric Vehicle Rental Rates

#### Refundable Deposit

Public Non-Profit	\$ N/C	\$ 300.00
-------------------	--------	-----------

**Note:** "Charity" use is defined as an event where at least 95% of all net proceeds go to a recognized charity.

"Public" use is defined as non-profit

Damage deposit and book fee requirements may be set at a higher rate at the discretion of Council.

## DISTRICT OF 100 MILE HOUSE Schedule "C" – Building Permits

### 1. PLAN PROCESSING **CHECKING FEES**

- (a) For a permit application to construct a new One-Family Dwelling \$ 100.00
- (b) For permit applications for other than a new One-Family Dwelling:
- i. the plan processing fee shall be fifty percent (50%) of the estimated permit fee required pursuant to Section 3 below, to the nearest dollar;
  - ii. the plan processing fee shall not exceed \$2000.00 and;
  - iii. the minimum plan processing fee is \$ 50.00
- (c) For buildings exceeding 600 square metres  
Review of Proposed Alternative Solutions: \$ 1000.00 - \$3000.00

(whether approved or not the fee will be charged and depending on complexity and time required the fee will be set by the Administrator)

An Alternative Solution must be presented in a format where objective and performance is documented in a measurable, quantitative way to equal or better prescriptive B.C. Building Code standards.

- (c) **Re-Plan Checking Fee** – If an issued permit is active or application plans have been reviewed and the owner proposes significant modifications to the building whereby the design changes and the value of the work changes regardless of whether the value increases or decreases. \$100.00

### 2. APPLICATION FEES

- ~~(a) For all new construction and renovation and for all demolition~~
- (a) A non-refundable permit application fee shall be charged for all permits except for when the building permit fee is less than the application fee.  
(excluding plumbing and chimney/fireplace applications) ~~\$ 80.00~~  
\$ 200.00

### 3. BUILDING PERMIT FEES

- ~~(a) 6% of the estimated value of construction.~~
- ~~(b) Fees double if work commences prior to the issuance of a building permit.~~

#### ~~FORMULA FOR ESTIMATED VALUE OF CONSTRUCTION~~

- ~~a) Residential Buildings~~

~~\$915 per square metre~~  
~~\$140 per square foot — full basement home~~

~~\$840 per square metre~~  
~~\$120 per square foot — crawl space only~~

~~\$430 per square metre~~  
~~\$ 90 per square foot — finished second floor~~

~~\$270 per square metre~~  
~~\$ 40 per square foot — garages and workshops~~

~~\$161 per square metre~~  
~~\$ 25 per square foot — carports~~

~~\$129 per square metre~~  
~~\$ 25 per square foot — sundecks~~

~~\$215 per square metre~~  
~~\$ 35 per square foot — covered decks~~

~~\$323 per square metre~~  
~~\$ 40 per square foot — unfinished, unheated mobile home addition~~

~~\$538 per square metre~~  
~~\$ 50 per square foot — finished mobile home addition~~

Estimated Construction Values

Fee

(a) \$ 1.00 to \$ 1,000;

\$200.00

(b) \$ 1,000 to \$ 200,000

\$200 plus \$10.00 per \$1,000 up to \$200,000

(c) Exceeding \$200,000

As (b) above then \$6.00 per \$1,000 value construction of excess of \$200,000

*Building permit fees may be refunded only upon written request from the original applicant, up to six (6) months from the date of issue of the building permit, subject to the following conditions:*

- (1) No permit-related work on site has commenced, and
- (2) A reduction of \$100 or twenty percent (20%) of the *permit fee*, whichever is the greater reduction.

**b) Industrial, and Commercial, Institutional Public Buildings**

- (a) ~~Industrial and commercial buildings at~~ Fee formula applied to the contract price or if there is no contract, at the cost estimated by the Building Inspector with due regard to the contract price for the most recent work of a similar nature done in the past two years within a distance of 16 kilometres in the closest proximity to the proposed project. If the

applicant disputes the value estimated by the Building Inspector, ~~the issue is to be referred to an arbitrator pursuant to the Arbitration Act at the cost of the applicant. Then the average of two professional appraisals at the cost of the applicant, shall be used.~~

- (b) Where a professional engineer or architect is retained by the owner and an undertaking is provided to co-ordinate the design and field reviews of the project, **to certify that the project design complies with the building regulations**, the building fee will be reduced by five (5) percent to a maximum reduction of \$500.00 for any one property.

#### 4. BUILDING MOVE FEES RELOCATION

- (a) For a building that is to be moved from location within the municipality to a location outside of the municipality: **\$ 200.00**

<u>Value of the Building</u>	<u>Fee Payable</u>
Up to \$1000.00	\$ 80.00
\$1000.00 and over	\$ 120.00

- (b) For a building that is to be moved from a location within the municipality to another location within the municipality:

~~Fee: .5% of the latest appraised value of the building only.~~

**Base Fee: \$ 200.00 plus:**

**Fee formula applied to the value of the new foundation plus the value of any upgrading carried out, or required to be carried out by the Building Inspector.**

- (c) For a building ~~(except a factory built residential building calculated below in 4(d))~~ that is to be moved from a location outside the municipality to a location within the municipality:

Fee calculated as follows:

- i. \$50 per hour, plus
- ii. Normal traveling expenses for two persons, for all traveling and inspection time spent in reaching and inspecting the building at the site from which it is to be removed, **(both (a) and (b) are to be submitted with the application for permit, and are not refundable), plus**
- iii. ~~.5% of the latest appraised value for the building only~~  
**fee formula applied to value of the new foundation plus the value of any upgrading carried out, or required to be carried out, by the Building Inspector.**

- (d) Mobile or Modular Dwellings: \$50 fee plus .5% of value of foundations and additions

#### 5. OTHER BUILDING PERMIT FEES

- (a) **Demolition** or removal of a building ~~\$ 80.00~~ **\$150.00**

- (b) **Plumbing** Fixture (per plumbing fixture rough-in) ~~\$ 7.00~~  
~~(per plumbing fixture in a factory built building) \$ 4.00~~



Basic Plumbing Permit – includes 1 fixture (minimum fee) \$ 200.00  
\$ 10.00 per fixture after first fixture

**Fixture** includes domestic water heater, DWV trapped rough-in, and trapped industrial equipment.

(c) Installation of a chimney or a new solid fuel appliance \$ 95.00 — \$150.00

(d) Minimum Fee — \$ 80.00

(e) **Fire Sprinkler Systems:** fee formula applied to actual construction value

(f) Inspections due to a change of occupancy where no alterations are made \$ 80.00

## 6. TEMPORARY BUILDING PERMIT

(a) For one year or any portion thereof — \$ 300.00

Fee formula applied to the value of building (non-refundable).

## 7. RE-INSPECTION FEE

(a) Where it has been determined by the Building Inspector that due to non-compliance with the provisions of the Building Bylaw or due to unsatisfactory workmanship, more than two inspections are necessary for each type of inspection, the fee for each inspection after the second inspection shall be — \$ 50.00

For inspections subsequent to the first re-inspection, unless re-inspected  
In conjunction with another required construction inspection \$ 100.00

## 8. SPECIAL INSPECTION FEES

(a) For a special inspection during normal working hours to establish the condition of a building, or where an inspection requires special arrangements because of time, locations, or construction techniques the additional fee for each such inspection — \$ 90.00  
(in addition to other required fees)

Where a request is made for a: voluntary inspection, change of occupancy inspection (where no alternations have been made) code compliance or any other similar special inspection \$ 150.00

(b) For a required permit inspection for building bylaw compliance, which cannot be carried out during normal working hours and where there is a request to carry out such inspection **AFTER HOURS** during which

~~the offices of the municipal hall are normally open, the fee to be based on the time actually spent in making such inspection, including traveling time, with a minimum inspection fee of 4 hours, for each hour or part thereof~~

~~\$ 90.00~~  
(in addition to other required fees)

## 8. PERMIT TRANSFER OR ASSIGNMENT FEE

- ~~(a) For the transfer or assignment of a building permit or an application for a building permit, when requested in writing by the applicant pursuant to section 5.7.3 of the Building Bylaw an additional fee shall be paid of ten percent (10%) of the original permit fee or \$50.00, whichever is greater.~~ **when requested in writing by the original applicant** **\$ 200.00**

## 9. PERMIT EXTENSION FEE

- ~~(a) For the extension of a building permit when requested in writing by the applicant pursuant to section 5.9 of the Building Bylaw, an additional fee shall be paid of ten percent (10%) of the original permit fee or \$50.00, whichever is the greater.~~

**Where a building permit has expired prior to the project being completed., upon written request by the applicant, the cost of the permit extension shall be calculated based on the value of the remaining work to complete.**

**Fee** **Minimum of \$200 to a maximum of \$500**

- (b) Any permit application that was received for plan review prior to the adoption of the Building Bylaw shall pay the permit fees that existed at that time for a period not exceeding 30 days from the date the permit is ready to be issued.

## 10. WORK COMMENCED WITHOUT PERMIT

**Where work for which a permit is required by this bylaw has been commenced prior to issuance of a permit, and a stop work order has been posed on that work, the applicant shall pay double the building permit fee prescribed in this Schedule provided that the additional fee shall not exceed:** **\$ 750.00**

## 11. RESTORATION AND CLEAN-UP SECURITY

- |                              |             |
|------------------------------|-------------|
| (a) Commercial construction  | \$ 2,500.00 |
| (b) Residential construction | \$ 500.00   |

**12. Construction type and costs per square foot to determine construction value**

Type of Construction

Residential: Town/Row Houses  
Semi-detached  
Single Family  
Garage  
Carport  
Open Porch  
Enclosed Porch  
Breezeway  
Solid Wall Log Exterior Walls  
Post and Beam Frame

Cost per Square Foot

As determined by the Building Inspector through application of the RS Means "Square Foot Costs" construction cost reference publications, as amended from time to time.

Mobile Home Additions:

Unfinished, unheated	\$ 75.00 per square foot
Finished	\$ 100.00 per square foot

## DISTRICT OF 100 MILE HOUSE Schedule "D" – Business Licenses

### LICENSE FEES

- 1 Except where otherwise stated, the fees payable for a new Business License for the first calendar year of the application will be **One Hundred and Twenty Dollars (\$120.00)**, which fee will be reduced to **Eighty Dollars (\$80.00)** in the second and subsequent calendar years. ~~The full fee is to be paid at the time the initial application is submitted to the License Inspector; 50% shall be returned to the applicant if such application is rejected.~~
- 2 The fees payable for a Business License for the first calendar year of the application will be **Eighty Dollars (\$80.00)**, where a person submits an application and commences business after July 31<sup>st</sup> of the given calendar year. ~~The full fee is to be paid at the time the initial application is submitted to the License Inspector; 50% shall be returned to the applicant if such application is rejected.~~

License fees that remain unpaid after January 31<sup>st</sup> will be treated as a new application and the appropriate fees shall apply.

<del>3</del>	<del>Adult Services – Escort Service; Body Rub Parlor</del>	<del>\$ 1,000.00</del>
<del>4</del>	<del>Buskers</del>	<del>Seasonal License (May 1<sup>st</sup> to September 30<sup>th</sup>) \$ 15.00</del>
	<del>Temporary License (for a maximum of 3 days)</del>	<del>\$ 3.00/day</del>
5	Cannabis – Production or Retail Sales	\$ 500.00
<del>6</del>	<del>Canvassers (Door to Door Sales)</del>	<del>\$ 200.00</del>
7	Carnivals and Circuses	\$ 175.00/day
8	Farmer's Market	\$ 80.00
<del>9</del>	<del>Gambling/Gaming Establishments</del>	<del>\$ 1,000.00</del>
10	Mobile/Street Vendor	\$ 200.00
		\$ 250.00
11	Off-Premises Sales	\$ 100.00 per event
12	Rentals & Lodging	

For any person offering for rent or lease of lodging, where more than 2 rooms are available for letting or renting.

- a) Apartment Houses \$ 5.00 per unit

b) Boarding/Rooming Houses	\$ 2.00 per unit
c) Motel-Motor Hotel	\$ 5.00 per unit
d) Hotel	\$ 2.00 per room
e) Hotel-Coffee House, Dining Room, Banquet Room, Beer Parlor, Liquor Lounge	\$ 50.00 each

Minimum Business License Fee for Rentals & Lodging shall be **Eighty Dollars (\$80.00)**.

The above noted rates will apply to new or existing Business Licenses. License fees that remain unpaid after January 31<sup>st</sup> of any given year, will be cancelled and a new license will be charged out at the appropriate rates, as calculated above, plus 50%.

13 Special Events ( <del>per event</del> )	\$ 100.00
14 Transfer Fee	\$ 35.00
15 Transfer fee where only a name of a business has changed (ownership and location remains the same)	\$ 10.00

## DISTRICT OF 100 MILE HOUSE Schedule "E" – Community Service

### 1. Administration Fees

- (a) Items requiring reimbursement for municipal services rendered shall include actual cost of labor, overhead for labor, equipment machinery and material costs. An administration cost of 10% shall be added thereto.

### 2. Airport Fees

- (a) Hanger Fees \$ ~~360.00/annually~~  
\$ 1,000.00/annually plus: additional \$4.00/square metre

### 3. Culverts

- (a) Access Permit \$ 50.00
- (b) Culverts up to and including 7.0 meters in length \$ 850.00
- (c) Culverts over 7.0 meters to a maximum of 14.0 meters in length \$120.00/lineal meter

**NOTE:** Access culverts will be sized by the Director of Community Services. Flat rate applies to all diameters.

- (d) Ditch Enclosures and Construction

- i. Fees shall be estimated construction cost + 25%.
- ii. Engineering costs shall be borne by the District

### 4. Garbage/Recycling Collection

- (a) The annual charges for collection of residential garbage and recycling will be determined by way of a tax levy. This levy will be imposed on all properties assessed as "Class 1- Residential" by BC Assessment Authority and who are in possession of a garbage container and recycling container and will appear as a charge together with the annual property tax notice.
- (b) Trade Waste Container rental and pick up fees as supplied by the Contractor, will be invoiced to the property owner by the Contractor on a monthly basis, and paid directly to the Contractor.



## DISTRICT OF 100 MILE HOUSE Schedule "E" – Community Service

### 5. Memorials

<del>(a) Memorial Tree Program</del>	<del>\$ 800.00/tree</del>
(b) Memorial Bench Program (with armrests)	1,690.00/bench
	3,000.00/bench
<del>(c) Bench Armrests (optional)</del>	<del>\$ 140.00/bench</del>
Additional Plaque	\$ 400.00/each

### 6. Permit Processing Fees

(a) Signs in Road Right-of-Way	\$ 30.00
(b) Commercial Uses with the Road Right-of-Way	\$ 30.00
(c) Permit Application for Highway Excavation	\$ 20.00

### 7. Sign Permit Fees

- (a) A permit fee based on the estimated value of the sign and any supporting structure shall be paid prior to issuance of a sign permit with the amount of the fee to be calculated as follows:

<u>Estimated Value</u>	<u>Fee</u>
\$ 1.00 - \$5,000.00	1% of sign value, with a minimum fee of \$30.00
\$5,000.00 - \$20,000.00	\$50.00 plus 0.75% of sign value over \$5,000
Greater than \$20,000	\$165.00 plus 0.5% of sign value over \$20,000

- (b) No permit fee is payable when a building permit fee is paid for the sign or sign structure pursuant to the District's building regulation bylaw.

### 8. Storm Sewer Connection

- (a) The connection fee shall be:

- i. For 100mm diameter service \$ 600.00
- ii. For a service connection in excess of 150mm diameter, the fee will be the actual cost of construction with a deposit at the time of application of an amount equal to the estimated cost of construction by the Director of Community Service.
- iii. To connect a disconnected sewer connection, the fee will be the actual cost of construction with a deposit at the time of application, of an amount equal to the

estimated cost of construction, plus 10%, as determined by the Director of Community Service.

## **DISTRICT OF 100 MILE HOUSE Schedule "E" – Community Service**

(b) The administration fee shall be:

- i. For each connection irrespective of diameter \$ 60.00

### **(c) Extra Length and Deep Service Connections**

For any service connection which exceeds twenty (20) metres in length, or which has a depth in excess of 3.6 metres over more than half its length, the fee will be the actual cost of construction, plus 10%, with a deposit at the time of application in the amount equal to the estimated cost of the work as determined by the Director of Community Service.

### **(d) Disconnection Charge**

Disconnection from the sewer connection or public sewer \$ 150.00

### **(e) Building Sewer Installed by Municipality**

Where an owner fails to comply with an order to connect to the sewer connection and the work is directed to be done by the Municipality, the entire cost of the work plus a supervision and overhead charge not exceeding 20% of the total amount for labour, equipment and materials will be charged to the owner.



**DISTRICT OF 100 MILE HOUSE**  
**Schedule “F” – Financial**

**1. Accounts Receivable Interest**

General Accounts Receivable will be subject to interest being charged at 2% per month on accounts outstanding on the last day of the month following the billing date.

**2. Non-Sufficient Funds (NSF) Cheques and Returned Cheques**

(a) NSF cheque (per cheque fee)	\$ 20.00each
(b) Cheque returned for any other reason	\$ 20.00each
(c) NSF Pre-Authorized Payment (per occurrence)	\$ 20.00each

## DISTRICT OF 100 MILE HOUSE Schedule "G" – Fire Services

### COST RECOVERY

SECTION	DESCRIPTION	COST RECOVERY
Fire Protection File Searches	File searches for outstanding code violations or infractions on occupancies.	As approved by the Fire Chief.
Cost Recovery for Failure to Notify	Activation of alarm system, failure to notify of testing, repair, maintenance, adjustments or alterations.	\$300.00 per occurrence.  Failure to pay results in costs being applied to the property tax of the owner.
Failure to Provide Clearance Within Time on Notice	Failure to remove an obstruction or provide 1 metre clearance around a fire hydrant within a specified time.	Cost of removal by municipal crews or private contractors and invoiced to the registered owner.  Failure to pay results in costs being applied to the property tax of the owner.
Inspection Fee Cost Recovery	Fee charged after second re-inspection during year.	\$150.00 per occurrence.  Failure to pay results in costs being applied to the property tax of the owner.
Excessive False Alarm Incidents	More than two false alarms at an occupancy during a 1 year period where no fire or emergency situations existed, and was not a result of testing, repair, maintenance, adjustments or alterations.	\$300.00 per occurrence after initial 2 false alarms.  Failure to pay results in costs being applied to the property tax of the owner.

# **DISTRICT OF 100 MILE HOUSE** **Schedule "G" – Fire Services** **EMERGENCY SERVICES TRAINING CENTRE**

## **FACILITY RENTAL RATES**

<b>Facility Only</b>		<b>\$ 1,000/day</b>
	<b>Half day (up to 4 hrs)</b>	<b>\$ 500/session</b>

- Burn Building
- Classroom
- Washrooms>Showers
- Vehicle Extrication Pad
- Natural Gas – Fired Props
  - Car Fire
  - Flammable Liquid Fire – 100 sq. ft. pan
  - Garbage Dumpster
  - BLEVE
  - Broken Meter

**BURN BUILDING ONLY** **\$ 500/day**

**Fire practice Special – Burn Props Only** **\$ 100/session**  
(2 hr. weekday evening sessions)

**Fire Apparatus** **\$ 500/day**  
(with operator) can be supplied if required (1996 Freightliner FL80 1040gpm)

## **Classroom Only**

- Classroom (plus any requested consumables) **\$ 125/day**
- Classroom (plus any requested consumables) **\$ 75/half day**
- Meeting Night Special (2hrs, plus any requested consumables) **\$ 30/night**

**DISTRICT OF 100 MILE HOUSE  
Schedule "G" – Fire Services  
EMERGENCY SERVICES TRAINING CENTRE**

**ADDITIONAL FEES** (if required)

- |   |    |                |
|---|----|----------------|
| ➤ Instructor/Evaluator (1 to 5 ratio)   | \$ | <b>300/day</b> |
| Practice night  | \$ | <b>35/hr</b>   |
| ➤ Live Fire Tech  | \$ | <b>240/day</b> |
| Practice night  | \$ | <b>30/hr</b>   |
| ➤ Fire Extinguisher for Training Purposes @ current re-charge<br>Rates/size (must be arranged for in advance) |    |                |
| ➤ Foam @ actual replacement cost + freight<br>(must be arranged for in advance)                               |    |                |
| ➤ Lunches can be provided for on a contract basis<br>(must be arranged for in advance)                        |    |                |

All Life Fire Training must be conducted as per the ESTC Policies and all Live Fire Instructors must be qualified to instruct (NFPA 1001, Fire Service Instructor 1 and the ESTC Instructor Course or recognized by the COTR or JIBC as a live fire instructor, NFPA 1403) and approved by the District of 100 Mile House Fire Chief. Live Fire Techs must be qualified and approved by the District of 100 Mile House Fire Chief.

## **DISTRICT OF 100 MILE HOUSE**

### **Schedule “H” – Land Use and Development**

#### **1. Zoning Bylaw Amendments**

- (a) Application Fee\* \$ 800.00  
(to be paid at the time of application)
- (b) Refundable fee of \$400.00 if the application does not proceed to a public hearing and public notice.

#### **2. Official Community Plan Amendments**

- (a) Application fee\* \$ 800.00  
(to be paid at the time of application)
- (b) Refundable fee of \$400.00 if the application does not proceed to a public hearing and public notice.

#### **3. Official Community Plan and Zoning Amendment (Joint Application)**

- (a) Application fee\* \$ 1,000.00  
(to be paid at the time of application)
- (b) Refundable fee of \$400.00 if the application does not proceed to a public hearing and public notice.

#### **4. Development Permits**

Non-Refundable application fee (to be paid at the time of application)

- (a) For works up to \$100,000 value \$ 300.00
- (b) For works between \$100,000 and \$500,000 value \$ 400.00
- (c) For works greater than \$500,000 value \$ 500.00
- (d) For amendment to existing Development Permit \$ 100.00

#### **5. Development Variance Permits**

- (a) Application fee\* \$ 400.00  
(to be paid at time of application)
- (b) Refundable fee \$150.00 if application does not proceed to advertising.

#### **6. Board of Variance**

- (a) Non-refundable application fee \$ 400.00  
(to be paid at time of application)

## **DISTRICT OF 100 MILE HOUSE**

### **Schedule “H” – Land Use and Development**

#### **7. Land Use Application – Subdivision of Land, Conversion of Strata of Existing Building or Bare Land**

- |   |                           |
|---|---------------------------|
| (a) Non-refundable application fee  | \$ 500.00/1-4 units       |
| (to be paid at the time of application)                                   | \$ 125.00/each additional |
| (b) Preliminary Layout Review extension fee                               | \$ 250.00                 |
| (c) Substantial revision fee  | \$ 250.00/each revision   |
| (d) Site Profile <b>Disclosure Statement</b> fee                          | \$ 100.00                 |
| (e) Inspection fee  |                           |
| 2% of estimated construction costs, as determined by consulting engineer. |                           |
| (Applicable to the works that will become owned by the District)          |                           |
| (f) Servicing Agreement (Interest rate payable)                           | Prime Plus 2%             |

#### **8. Road Closure Application**

- |  |           |
|--|-----------|
| (a) Non-refundable application fee                       | \$ 100.00 |
| (to be paid at the time of application)                  |           |
| (b) Non-refundable processing fee                        | \$ 500.00 |
| (to be paid at time of submitting the Offer to Purchase) |           |

#### **9. Other Fees**

- (a) Any additional costs, including but not limited to advertising, legal survey, preparation and registration of restrictive covenants, statutory rights of way, road closure and disposition, taxes, etc. which are required in the processing of any of the applications listed in this Schedule H will be borne by the applicant.

\*includes advertising costs.

**DISTRICT OF 100 MILE HOUSE  
Schedule "I" – Liquor License**

- |  |                  |
|--|------------------|
| 1. Amendments to existing Liquor Licenses ** | \$ 1,000.00/each |
| 2. New Liquor License                        | \$ 1,000.00/each |

\*\*\*\$600 will be refunded where a "no comment" resolution is passed\*\*

- |   |                  |
|---|------------------|
| 3. New Retail Cannabis Sales License                    | \$ 1,500.00/each |
| 4. Amendments to existing Retail Cannabis Sales License | \$ 1,500.00/each |

\*\*Retail Cannabis Licensing fees are non-refundable\*\*

## DISTRICT OF 100 MILE HOUSE Schedule “J” – Parks

### 1. Municipal Campsite

- (a) Campsite fees per site \$ 15.00 per night

### 2. Parks ~~(includes ballfields & soccer Fields)~~

	Non-Refundable Booking Fee	Refundable Deposit
(a) Park Events: Private/Commercial/Public Use (eg: weddings, charity fund raising music festivities)	\$ 20.00	\$ 150.00
<del>(b) Sports Events: Private/Commercial/Public Use (eg: volleyball, T-Ball, soccer, races, league games)</del>	<del>\$ 20.00</del>	<del>\$ 150.00</del>
<del>(c) Sports Tournaments: Per field day (Use-All)</del>	<del>\$ 20.00</del>	<del>\$ 150.00</del>
(d) Multi-Authority: (Use-All)	\$ 20.00	\$ 150.00
(e) Serving of Alcoholic Beverages: (Use-All)	\$ 20.00	\$ 200.00
(f) All Other Uses: (Use-All)	\$ 20.00	\$ 150.00

**NOTE:** \* “Charity” use is defined as an event where at least 95% of all net proceeds go to a recognized charity.

**\*\* Where any vehicular traffic is used for events the Refundable Damage Deposit shall be increased to \$1,000.00.\*\***



**DISTRICT OF 100 MILE HOUSE**  
**Schedule “K” – Utilities**

**1.Sewer Connection**

**(a) Non Refundable Application Fee**

Domestic Service	\$ 20.00
Commercial Service	\$ 40.00

**(b) Connection Fee**

4” Service Connection	\$ Actual Cost
Pre-Serviced Lots	\$ 905.00 flat fee

Applied parameters are:

- a) Length does not exceed 45 feet (13.72m)
- b) Removal and replacement of concrete and asphalt at additional actual costs.

**(c) Other Connection Fees**

All other connections are to be charged out at actual cost of labour including all benefits related thereto, equipment and materials and an administration fee of ten percent (10%) of the labour, equipment, and materials, with the estimated cost being deposited with the Collector on application. Where the work involves the disruption of asphalt or other hard road or sidewalk surface, the costs shall include the removal and replacement of that surface.

AND FURTHER, the District reserves the right to refuse to make main extensions and install service pipe to a customer’s property line under frost conditions that would, in the opinion of the District, make such undertaking impractical. If the customer still requests an extension or installation under frost conditions, then, if approved by the District, the customer shall deposit with the District, in advance of construction, an amount equal to the estimated cost of the installation, and any difference between the deposit and actual costs shall be either refunded to or paid by the customer.

## 2. Sewer Rates – Quarterly Billing

	Effective <u>Jan 1, 2023</u>	Effective <u>Jan 1, 2024</u>
<b>RESIDENTIAL</b>		
Single Family	\$ 69.95	\$ 73.45
Duplex	139.90	146.90
Triplex	209.80	220.35
Fourplex	279.75	293.80
Fiveplex	349.70	367.25
Mobile Home/Apartment/Suite	69.95	73.45
Strata Unit	69.95	73.45
<b>COMMERCIAL</b>		
Arena	445.35	467.60
Barber Shop: per chair	29.05	30.50
Bank	133.55	140.25
Beauty Parlor: per chair	33.50	35.20
Beer Parlor	445.25	467.50
Business Office	60.20	63.20
Café/Restaurant: per seat	16.10	16.90
Car Wash: per bay	111.30	116.85
Church	102.30	107.40
Deli/Bakery: 1-9 seats	66.90	70.25
Deli/Bakery: 10-15 seats	84.65	88.90
Deli/Bakery: 16-20 seats	106.90	112.30
Dental Clinic	111.30	116.85
Dining/Banquet Room	133.55	140.15
Dormitories: per bed	22.20	23.30
Drive-In Café	173.70	182.40
Garage	102.30	107.40
Hall/Club/Poolroom/ Bowling Alley: per unit	133.55	140.15
Hospital: per bed	89.05	93.50
Hotels/Motels: per room	22.20	23.30
Laundries	244.95	257.20
Laundromat: per washer	26.65	28.00
Library	66.90	70.25
Licensed Club/Lounge	244.95	257.20
Medical Clinic	244.95	257.20
Public Washroom	151.60	159.20

	<b><u>Effective</u></b> <b><u>Jan 1, 2023</u></b>	<b><u>Effective</u></b> <b><u>Jan 1, 2024</u></b>
Sani-Station	222.65	233.80
Schools: per room	86.85	91.20
Service Station	244.95	257.20
Stores: per washroom	73.45	77.10
Theatre	173.85	182.55

### 3. Water Connection

#### (a) Non Refundable Application Fee

Domestic Service	\$ 20.00
Commercial Service	\$ 40.00

#### (b) Connection Fee

20m (3/4") Service Connection	\$ Actual Cost
Pre-Serviced Lots	\$ 925.00 flat fee

Applied parameters are:

- a) Length does not exceed 50 feet (15.2m)
- b) Removal and replacement of concrete and asphalt at additional actual costs.

#### (c) Other Connection Fees:

All other connections are to be charged out at actual cost of labour including all benefits related thereto, equipment and materials and an administration fee of ten percent (10%) of the labour, equipment, and materials with the estimated cost being deposited with the Collector on application. Where the work involves the disruption of asphalt or other hard road or sidewalk surface, the costs shall include the removal and replacement of that surface.

(d) Water Turn-On/Turn Off:	\$ 35.00 for each turn on or turn off
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#### (e) Service Pipes

Extra Inspection requirement due to defective service work or work not ready for inspection	\$ 30.00
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#### (f) DISCONTINUATION OF SERVICE

Reconnection as a result of disconnection for violation of the provision of the current Water Rates & Regulations Bylaw, payable in advance.	\$ 50.00
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## **4. Water Rates – Quarterly Billing**

	<b>Effective Jan 1, 2023</b>	<b>Effective Jan 1, 2024</b>
<b>RESIDENTIAL</b>		
Single Family	\$ 116.80	\$ 122.65
Duplex	233.55	245.15
Triplex	350.40	367.90
Fourplex	467.15	490.50
Fiveplex	583.95	613.15
Mobile Home (per pad)		
/Apartment(per unit)		
Suite (per unit)	93.45	98.10
Strata Unit	93.45	98.10
<b>COMMERCIAL</b>		
Barber Shop: per chair	42.50	44.60
Beauty Parlor: per chair	49.55	52.05
Bowling Alley: per alley	13.00	13.65
Coffee Shop/Restaurant		
Dining: per seat	10.75	11.30
Deli/Bakery: maximum 20 seats	120.35	126.35
Drive-In Restaurant	122.75	128.90
Garage: per washroom	42.60	44.75
Halls & Clubs: per washroom	70.90	74.45
Halls & Clubs: per kitchen	70.90	74.45
Hotel/Motel: per room	30.75	32.30
Laundries	233.65	245.35
Laundromat: per washer	61.60	64.70
Licensed Club/Lounge	10.75	11.30
Office/Store: per washroom	42.60	44.75
Pools	134.55	141.30
Pool Rooms: per table	13.00	13.65
Schools: per room	70.90	74.45
School Dormitory: per bed	30.75	32.30
Service Station: per washroom	70.90	74.45
Up to 5,000 gallons	4.75	5.00
5,001 to 30,000 gallons	4.85	5.10
over 30,000 gallons	5.25	5.50

	<b>Effective Jan 1, 2023</b>	<b>Effective Jan 1, 2024</b>
<b>COMMERCIAL METERED (MINIMUM CHARGE)</b>		
20mm meter	\$ 116.80	\$ 122.65
25mm meter	143.00	150.15
40mm meter	285.60	299.90
50mm meter	415.50	436.25
Hospital	415.50	436.25
Standpipe	30.75	32.30
Hydrants	73.25	76.90
<b>FIRE HOSE CONNECTION</b>		
1 1/2" (40mm) diameter outlet	26.25	27.55
2 1/2" (65mm) diameter outlet	52.05	54.65
<b>SPRINKLER SYSTEM CONNECTION</b>		
Up to 4" (100mm) diameter connection	106.25	111.55
6" (150)mm diameter connection	151.10	158.65
Other: per fixture	10.70	11.25

**\*\*NOTE: Full "economic rate" to be charged on all public recreation facilities (ballfields, parks, soccer fields).\*\***

## 5. BULK WATER RATES

a)	Account Access Fee	\$ 100.00
b)	Bulk Water	<del>\$ 0.01/litre</del> \$ 0.015/litre

## **DISTRICT OF 100 MILE HOUSE Schedule "L" – Community Hall**

<b>1. Day rental – 8 hours or more</b>	<b>\$ 400.00</b>
<b>2. Half day rental – 8am-3pm or 4pm – 12pm</b>	<b>\$ 250.00</b>
<b>3. Hourly rate up to 4 hours</b> -over 4 hours goes to the half day rate or full day rate	<b>\$50.00/hr.</b>
<b>4. Kitchen only</b>	<b>\$ 80.00</b>
<b>5. Bar area only</b>	<b>\$ 60.00</b>
<b>6. Damage Deposit - Hall</b>	<b>\$ 200.00</b>
<b>7. Damage Deposit – Bar and/or Kitchen</b>	<b>\$ 200.00</b>
<b>8. Key Deposit</b>	<b>\$ 35.00</b>

Deposits are due 45 days prior to the event date. Hall rental payment is due in full 30 days prior to the event. If the event is booked less than 45 days then full amount including deposit and hall rental is due.

Cancellations less than 30 days prior to event, will only receive the damage deposit back.