

## BYLAW NO. 5421, 2024

A Bylaw to Establish Fees and Charges for City Services and Information

WHEREAS:

- A. Section 194 of the *Community Charter*, S.B.C. 2003, c.26 authorizes municipalities, by bylaw, to impose fees and charges for the provision of various services and information;
- B. Council deems it necessary and desirable to exercise the authority provided by the *Community Charter* to cover costs of providing various services and information;

NOW THEREFORE, the Council of the City of Coquitlam, in open meeting lawfully assembled, ENACTS AS FOLLOWS:

### Part 1: Interpretation

#### 1. Name of Bylaw

This Bylaw may be cited for all purposes as the Fees and Charges Bylaw No. 5421, 2024.

The City hereby imposes fees for the provision of services and information as specified in Schedules "A", "B", "C", "D", "E", "F", "G", "H", "I", "J", "K", "L", "M", "N", "O" attached to this Bylaw.

#### 2. Repeal

Fees and Charges Bylaw No. 5348, 2023 is hereby repealed.

#### 3. Effective Date

This Bylaw shall come into force on January 1, 2025 except for Schedules "E" and "K" which come into effective April 1, 2025.

#### 4. Severability

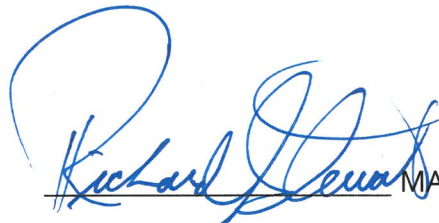
If any section, subsection, clause or phrase of this Bylaw is, for any reason, held to be invalid by a court of competent jurisdiction, it will be deemed to be severed and the remainder of the Bylaw will remain valid and enforceable in accordance with its terms.


READ A FIRST TIME this 2<sup>nd</sup> day of December, 2024.

READ A SECOND TIME this 2<sup>nd</sup> day of December, 2024.

READ A THIRD TIME this 2<sup>nd</sup> day of December, 2024.

FINAL ADOPTION and the Seal of the Corporation affixed this 9<sup>th</sup> day of December, 2024.

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
CORPORATE OFFICER



# **SCHEDULE OF BYLAW NO. 5421, 2024**

## **2025 Fees & Charges**

**SCHEDULE "A" TO BYLAW NO. 5421, 2024**  
***General Administration Fees & Charges***

## Schedule "A" to Bylaw No. 5421, 2024

### General Administration Fees & Charges

General Documents and Services	Fees	Incl. GST 5%
<b>All Departments</b>		
Request for routine information in writing where research is necessary in order to provide a response specifically involving the following:		
<ul style="list-style-type: none"> <li>the search of City records for information routinely available where it is determined by the Department Head that research could involve staff time in excess of 15 minutes but not exceeding one hour</li> </ul>	\$ 75.00	exempt
<ul style="list-style-type: none"> <li>an additional charge payable for each additional 15 minutes or portion thereof, required to research records or information (see Note 1)</li> </ul>	\$ 7.50	exempt
Photocopies, Miscellaneous, per page	\$ 0.55	\$ 0.58
Declined Payment Charge (NSF)	\$ 25.00	exempt
<b>City Clerks Office</b>		
Lists of Electors:		
First copy	Free	
Each additional copy, hard copy	\$ 30.00	exempt
Each additional copy, encrypted USB Drive*	\$ 40.00	exempt
*(Available only to official Candidates as declared by the Chief Election Officer in accordance with Section 97 of the Local Government Act)		
Meeting recordings, Miscellaneous, per USB	\$ 5.00	\$ 5.25
<b>Human Resources</b>		
Requests for wage loss or earnings information initiated by or on behalf of any past or present employee of the City, <b>with the exception of the following:</b>	\$ 84.80	exempt
Workers' Compensation Board information requests		
Revenue Canada/Canada Pension Plan/Unemployment Commission information requests		
Employment Verification/Confirmation requests		
City Contracted Employee Benefit Plan Carrier information requests		
Mortgage Application Attestation information requests		
Municipal Superannuation (Pension) Plan information requests		



## Schedule "A" to Bylaw No. 5421, 2024

### General Administration Fees & Charges

General Documents and Services	Fees	Incl. GST 5%
<b>Legal Fees</b>		
Administration fee to prepare or review a discharge of any registered notation or charge in favour of the City of Coquitlam, including statutory rights of way, restrictive covenants, highway reservations and development permit notices		
(i) initial review	\$ 180.00	exempt
(ii) each subsequent review	\$ 90.00	exempt
Preparation or review of development/building-related documents:		
(a) templates supplied by the City and plans, agreements and other documents not otherwise listed herein:		
(i) initial review	\$ 180.00	exempt
(ii) each subsequent review	\$ 90.00	exempt
(b) documents requiring custom drafting		
(i) initial review	\$ 250.00	exempt
(ii) each subsequent review	\$ 125.00	exempt
(c) housing agreements, phased strata easements and other development/building agreements of similar complexity		
(i) initial review	\$ 1,000.00	exempt
(ii) each subsequent review	\$ 250.00	exempt
(d) air space parcel agreements, master development agreements and other development/building agreements of similar complexity	cost recovery	exempt
Legal expenses related to agreements, plans and other documents prepared or reviewed by external legal counsel	cost recovery	exempt
Registration expenses associated with land documents (including plans, agents, filing fees)	cost recovery	exempt
Review of City records for the purpose of claims, insurance claims or court actions where it is determined by the City Solicitor that the research could exceed 15 minutes of staff time:		
(a) first hour	\$ 80.00	exempt
(b) each additional hour	\$ 30.00	exempt
Search, review and preparation of City records in response to a court order in a matter in which the City is not a party:		
(a) staff time - fee per hour or part thereof	\$ 90.00	exempt
(b) photocopies-standard format and size - fee per page	\$ 0.50	\$ 0.53
(c) other copies-irregular format/size photocopying, electronic formats	cost recovery	GST Applicable
Court attendance of City employee under subpoena or summons		
(a) preparation - fee per hour	\$ 55.00	\$ 57.75
(b) attendance in Court - fee per half day	\$ 225.00	\$ 236.25



## Schedule "A" to Bylaw No. 5421, 2024 General Administration Fees & Charges

General Documents and Services	Fees	Incl. GST 5%
<b>Finance</b>		
Request for routine information in writing where research is necessary in order to provide a response specifically involving the following:	\$ 75.00	exempt
• Taxation and other financial information where it is determined by the Department Head that research could involve staff time in excess of 15 minutes but not exceeding one hour.	-	-
• an additional charge payable for each additional 15 minutes or portion thereof, required to research records or information (Note 1)	\$ 7.50	exempt
Real Estate Tax Levy Reports	\$ 300.00	exempt
Tax/Utility Refund Fee (initiated by customer)	\$ 25.00	exempt
Tax Certificates and related tax information - manual or obtained through the web tax certificate system	\$ 35.00	exempt
Tax Registration / De-registration Fee	\$ 110.00	exempt
Property Apportionment Fee (per child parcel)	\$ 35.00	exempt
Properties included on mortgage listings (charged to mortgage companies) - fee per property	\$ 12.00	exempt

### General Documents and Service Notes:

**Note 1:** Where it is determined that a fee may be assessed, the Applicant will be provided with a fee estimate prior to the requested work being initiated.

BC Online Usage Fees	Fees	Incl. GST 5%
<b>Business Licenses</b>		
Search Fee	\$ 20.00	exempt
Request	\$ 49.50	exempt
Priority Request	\$ 147.60	exempt

### Fees for Freedom of Information Requests

Fees for Freedom of Information requests are as established by the Schedule of Maximum Fee Regulation (B.C. Reg. 323/93).

**SCHEDULE "B" TO BYLAW NO.5421, 2024**  
***Planning and Development Fees & Charges***

## Schedule "B" to Bylaw No. 5421, 2024

### Planning and Development Fees & Charges

Services	Fees	Incl. GST 5%
Custom Work for documents, rate per hour (charged in 15 minute increments)	\$ 58.00	\$ 60.90
Survey Certificate Copies, each	\$ 46.10	exempt
Photocopies, per page (plus additional cost of custom work, as required)	\$ 0.60	\$ 0.63
Comfort Letter		
•Single-family/two-family	\$ 213.60	exempt
•Multi-family/Commercial/Industrial/Institutional	\$ 367.00	exempt
Requests for written confirmation related to Bylaw inquiries	\$ 122.30	\$ 128.42
Financial Administration Fee - Letters of Credit Acceptance, and Replacement, or Drawdown	\$ 2,547.00	exempt
Liquor License Consultation Fee - fee plus the actual cost of postage	\$ 1,129.70	\$ 1,186.19
Mailing Fee	cost recovery	GST applicable
Development Permit (DP) Plans review (after 2 resubmissions) - per hour	\$ 226.40	exempt
Additional Site Inspection for Release of Security	\$ 283.30	\$ 297.47
Latecomer Agreements	\$ 3,738.00	exempt
Latecomer Interest Rate - <i>As per Municipal Finance Authority of BC (MFABC) 15-year rate at time of agreement</i>		
Subdivision Bond Fee	\$ 2,005.80	exempt
Other Services as required	cost recovery	exempt
MOECCS - Site Profile for Contaminated Sites	\$ 112.70	exempt
Change of Owner, Applicant and/or Agent	\$ 250.00	exempt
Enquiry (ENQ) Meetings (Fee per meeting)	\$ 107.30	\$ 112.67
Board of Variance Application	\$ 536.60	exempt



## Schedule "B" to Bylaw No. 5421, 2024

### Planning and Development Fees & Charges

Development Applications	Fees	Incl. GST 5%
<b>Standard Projects includes the following Zone: A, RS, RT, RTM, RMH, RM-1, RM-2, RM-3, C-1, C-2, C-3, CS, SS, M, B, P zones and CD zones based on any of these parent zones.</b>		
Pre-Application Review	\$ 1,403.80	exempt
Master Development Plan (land over 25,000m <sup>2</sup> ) - Basic Fee	\$26,398.00	exempt
Master Development Plan (land over 25,000 m <sup>2</sup> ) plus Zone Fee per 100 m <sup>2</sup> of land	\$ 351.40	exempt
Rezoning Land - Base Fee	\$ 5,568.90	exempt
Plus Zone Fee per 100 m <sup>2</sup> of land:		
A, RS, RMH, M, P or (CD based on these zones)	\$ 37.60	exempt
RT, RTM, RM-1, RM-2, RM-3, C-1, C-2, C-3, CS, SS, B, or (CD based on these zones)	\$ 95.50	exempt
Delegated Zoning Bylaw Amendment Time Extension	\$ 847.80	exempt
Non-Delegated Zoning Bylaw Amendment Time Extension	\$ 2,784.50	exempt
Zoning Bylaw Text Amendment - see Note 1	\$ 5,790.00	exempt
Citywide Official Community Plan Amendment (text or map)	\$10,007.70	exempt
Citywide Official Community Plan Amendment Time Extension	\$ 640.70	exempt
All Public Hearing & Additional Public Hearing	\$ 1,472.50	exempt
Regional Growth Strategy Amendments	\$ 5,124.60	exempt
<b>Subdivision</b>		
Conventional, Site Configuration, Bare land Strata (three or fewer lots)	\$ 5,568.90	exempt
Plus lot fee for every lot to be created beyond three (3)	\$ 205.00	exempt
Air Space Parcel (Basic Fee - Two Parcels or less)	\$ 6,686.10	exempt
Plus fee for every parcel created beyond two (2)	\$ 401.40	exempt
Strata Title Conversion (two units or less)	\$ 4,752.20	exempt
Strata Title Conversion (more than two units)	\$ 6,652.90	exempt
Phased Strata Title - Basic fee	\$ 5,568.90	exempt
Plus Phase fee for every phase beyond two (2)	\$ 486.20	exempt
Form "P" Amendment	\$ 475.40	exempt
Road cancellation	\$ 5,227.60	exempt
Lot line adjustment, Consolidation, RT-1 Site Configuration	\$ 949.80	exempt



## Schedule "B" to Bylaw No. 5421, 2024 Planning and Development Fees & Charges

Development Applications	Fees	Incl. GST 5%
Subdivision re-approval application (any subdivision type):		
First PLA Extension	\$ 2,175.40	exempt
Subsequent PLA Extension	50% of relevant subdivision fee	exempt
City Land Valuation (Cash-in-Lieu Option)	\$ 751.30	exempt
Development Permit (DP)		
Non-delegated DPs - Base Fee	\$ 4,315.40	exempt
Plus additional fee per unit and non-residential GFA fee per 100m <sup>2</sup> of GFA	\$ 110.50	exempt
Variance to Bylaws within a DP	as per DVP Fees below	exempt
Delegated DPs	\$ 2,947.00	exempt
DP Amendment (Major)	\$ 2,210.80	exempt
DP Amendment (Minor)	\$ 736.20	exempt
Non-delegated Development Variance Permit (DVP) - see Note 2		
A-3 Zone or RS zones	\$ 1,922.10	exempt
All other zones (RT, RTM, RM-1, RM-2, RM-3, C-1, C-2, CS, SS, M, B and P zones.)	\$ 4,050.30	exempt
Non-delegated Variances to the Sign Bylaw or Subdivision & Development Servicing Bylaw	\$ 1,922.10	exempt
Delegated Development Variance Permit (DVP)		
A-3 Zone or RS zones	\$ 1,922.10	exempt
All other zones (RT, RTM, RM-1, RM-2, RM-3, C-1, C-2, CS, SS, M, B and P zones.)	\$ 2,310.80	exempt
Delegated Variances to the Sign Bylaw or Subdivision & Development Servicing Bylaw	\$ 1,922.10	exempt
Heritage Revitalization Agreement	\$ 3,753.00	exempt
Heritage Revitalization Agreement Amendment	\$ 1,281.40	exempt
Heritage Alteration Permit (HAP)	\$ 1,024.90	exempt
Development Agreement	cost recovery	exempt
Development Agreement Amendment	\$ 2,561.80	exempt
Housing Agreement (including amendments)	\$ 1,500.00	exempt
Temporary Use Permit	\$ 3,124.10	exempt
Temporary Use Permit Renewal	\$ 1,562.60	exempt
Agricultural Land Commission Application		
Non-Adhering Residential Use	\$ 462.20	exempt
Soil Use to Place Fill and/or Remove Soil	\$ 770.30	exempt
Non-Farm Use	\$ 770.30	exempt
Subdivision	\$ 770.30	exempt
Exclusion	\$ 770.30	exempt
Inclusion	-	exempt
Transportation, Utility and Recreational uses	-	exempt
Notice of Intent	-	-



## Schedule "B" to Bylaw No. 5421, 2024

### Planning and Development Fees & Charges

	Fees	Incl. GST 5%
<b>Major Projects includes the following Zone: RM-4, RM-5, RM-6, C-5, C-6, C-7, and CD zones based on these parent zones.</b>		
Pre-Application Review	\$ 2,506.00	exempt
Master Development Plan (land over 25,000m <sup>2</sup> ) - Basic Fee	\$38,329.80	exempt
Plus Zone Fee per 100 sq. metres of land	\$ 499.40	exempt
Rezoning Land - Major Projects Base Fee	\$11,800.00	exempt
Plus Zone Fee per 100 sq. metres of land	\$ 221.10	exempt
Delegated Zoning Bylaw Amendment Time Extension	\$ 1,512.20	exempt
Non-Delegated Zoning Amendment Time Extension	\$ 5,900.00	exempt
Zoning Bylaw Text Amendment - see Note 1	\$10,335.10	exempt
Citywide Official Community Plan Amendment (text or map)	\$17,862.60	exempt
Citywide Official Community Plan Amendment Time Extension	\$ 1,144.00	exempt
All Public Hearing & additional Public Hearing	\$ 1,472.50	exempt
Regional Growth Strategy Amendments	\$ 5,853.30	exempt
Subdivision		exempt
Conventional, Site Configuration, Bareland Strata (three or fewer lots)	\$ 9,939.00	exempt
Plus lot fee for every lot to be created beyond three (3)	\$ 364.90	exempt
Air Space Parcel (Basic Fee - Two Parcels or less)	\$11,934.20	exempt
Plus fee for every parcel created beyond two (2)	\$ 715.80	exempt
Strata Title Conversion (two units or less)	\$ 8,481.60	exempt
Strata Title Conversion (more than two units)	\$11,875.10	exempt
Phased Strata Title - Basic fee	\$ 9,939.00	exempt
Plus Phase fee for every phase beyond two (2)	\$ 868.00	exempt
Form "P" Amendment	\$ 847.80	exempt
Road cancellation	\$ 5,971.40	exempt
Lot line adjustment, Consolidation	\$ 1,696.80	exempt
First PLA Extension	\$ 2,484.50	exempt
Subsequent PLA Extension	50% of relevant subdivision fee	exempt



## Schedule "B" to Bylaw No. 5421, 2024 Planning and Development Fees & Charges

	Fees	Incl. GST 5%
<b>Development Permit (DP)</b>		
Non-delegated DPs - Base Fee	\$ 7,703.50	exempt
Plus additional fee per unit and non-residential GFA fee per 100m <sup>2</sup> of GFA	\$ 197.50	exempt
Variance to Bylaws within a DP		
Delegated DPs	\$ 5,258.80	exempt
DP Amendment (Major)	\$ 3,944.10	exempt
DP Amendment (Minor)	\$ 1,313.60	exempt
Non-delegated Development Variance Permit (DVP) - see Note 2	\$ 4,627.70	exempt
Non-delegated Variances to the Sign Bylaw or Subdivision & Development Servicing Bylaw	\$ 2,195.80	exempt
Delegated Development Variance Permit (DVP)	\$ 2,310.80	exempt
Delegated Variances to the Sign Bylaw or Subdivision & Development Servicing Bylaw	\$ 1,922.10	exempt
Heritage Revitalization Agreement	\$ 4,287.50	exempt
Heritage Revitalization Agreement Amendment	\$ 1,463.90	exempt
Heritage Alteration Permit (HAP)	\$ 1,170.90	exempt
Development Agreement	cost recovery	exempt
Development Agreement Amendment	\$ 4,573.00	exempt
Housing Agreement (including amendments)	\$ 1,500.00	exempt
Temporary Use Permit	\$ 3,568.40	exempt
Temporary Use Permit Renewal	\$ 1,784.80	exempt

**Notes for All Development Applications:**

1. Text Amendment application fee is for all text amendments to the Zoning Bylaw, including creating a new CD zone.
2. The Development Variance Permit application fee shall be applied to each lot subject to the requested variance up to a maximum of five (5) lots.
3. If the Development Application is proposing mixed zones, the application fee will be based on the highest proposed zone.

**Refund Policy:**

- a. Where an application for an amendment to the Zoning Bylaw or the OCP Bylaw is withdrawn by the applicant prior to Council's First Reading, or if Council declines the application prior to referral to the Public Hearing, the Public Hearing fee paid at application submission by the applicant shall be refunded within 90 days of receipt of the applicant's written request for such refund.
- b. Where an application for an amendment to the Zoning Bylaw or the OCP Bylaw is withdrawn by the applicant prior to Council's First Reading, or if Council declines the application prior to referral to the Public Hearing, the Public Hearing fee paid at application submission by the applicant shall be refunded within 90 days of receipt of the applicant's written request for such refund.

## Schedule "B" to Bylaw No. 5421, 2024 Planning and Development Fees & Charges

Sign Permit Fees	Fees	Incl. GST 5%
Time Limited Sign	\$ 115.90	exempt
Signs and Comprehensive Sign Plan (alterations only)	\$ 115.90	exempt
Signs and Comprehensive Sign Plan (under \$1,000 value)	\$ 115.90	exempt
Signs and Comprehensive Sign Plan (\$1,001-\$5,000 value)	\$ 127.70	exempt
Signs and Comprehensive Sign Plan (\$5,001-\$10,000 value)	\$ 243.60	exempt
Signs and Comprehensive Sign Plan (\$10,001-\$20,000 value)	\$ 320.90	exempt
Signs and Comprehensive Sign Plan (\$20,001+ value)	\$ 410.00	exempt
For each additional inspection	\$ 127.70	exempt
Signs requiring Council Authorization	\$ 1,921.10	exempt
Construction Hoarding Signs	\$ 127.70	exempt

**Notes for Sign Permit Applications:**

1. Fees shown are per sign.
2. Double fees charged if sign(s) installed prior to Sign Permit being issued.
3. Sign value is based on installed cost to customer (may require documentation).

**Refund Policy:**

Sign permit fees are non-refundable and do not guarantee approval of the Sign Permit Application.

Conservation Permit Fees & permit Renewal Fees	Fees	Incl. GST 5%
<b>Conservation Permit Fees</b>		
Minimum non-refundable permit fee	\$ 96.60	exempt
plus additional fee per \$1,000 of construction value in excess of \$1,000 up to a maximum of:	\$ 9.70	exempt
	\$ 960.50	exempt
<b>Conservation Permit Renewal Fees</b>		
Minimum permit renewal fee, or 50% of the above permit fees, whichever is greater	\$ 93.40	exempt

**SCHEDULE "C" TO BYLAW NO.5421, 2024**  
***RCMP Fees & Charges***



## Schedule "C" to Bylaw No. 5421, 2024 RCMP Fees & Charges

RCMP Services	Fees	Incl. GST 5%
Visa Application, per application	\$ 70.00	exempt
Police Information Check, per request	\$ 70.00	exempt
Fingerprints, per request	\$ 70.00	exempt

Report Requests Taxable	Fees	Incl. GST 5%
Information Requests: Lawyers, ICBC, Government Agencies, Hydro, Telus, etc.	\$ 66.67	\$ 70.00
Audio/DVD/CD Copy, per request	\$ 66.67	\$ 70.00
Primary Collision Analyst Report, per request	\$ 66.67	\$ 70.00
Vehicle Mechanical Inspection, per inspection	\$ 238.10	\$ 250.00
Scale Diagrams (Traffic Analyst)	\$ 180.95	\$ 190.00
Field Diagrams (Traffic Analyst)	\$ 238.10	\$ 250.00
Field Measurements, cost per page	\$ 42.86	\$ 45.00
ICARS/Collision Reconstructionist Technical Report	\$ 666.67	\$ 700.00
Crash Data Retrieval Report, per request	\$ 180.95	\$ 190.00
Scene Sketch/Diagram	\$ 33.33	\$ 35.00
File Synopsis	\$ 66.67	exempt
R.C.M.P. Security Clearance, per request	\$ 180.95	exempt
Fingerprint based criminal record checks for reclaiming Indigenous name	-	-

Controlled Substance Property Bylaw/Movies-Film Industry	Fees	Incl. GST 5%
<b>RCMP Member's Labour</b>		
Regular Hours - fee per hour, per member	\$ 100.00	\$ 105.00
1.5 Overtime - fee per hour, per member	\$ 150.00	\$ 157.50
2.0 Overtime - fee per hour, per member	\$ 200.00	\$ 210.00

**Member cancellation procedure:**

- If a member is cancelled when at the office/or work site, a minimum 3 hours call-out plus private vehicle mileage/meal will be applied;
- If a member is called at home within 24 hours of the scheduled overtime and cancelled, a 3-hour overtime charge will be applied;
- 3-hour overtime charge will be applied for the Traffic Non Commissioned Officer's time to arrange/cancel scheduled members.

Exhibit Custodian's Labour	Fees	Incl. GST 5%
<b>Drug /Equipment Disposal</b>		
Regular Hours - fee per hour, per employee	\$ 47.97	\$ 50.37
Overtime Hours - fee per hour, per employee	\$ 95.94	\$ 100.74

**Note:** An Administration fee of 10% will be added to the total Labour costs to a maximum of \$100.

**SCHEDULE "D" TO BYLAW NO.5421, 2024**  
***Building Bylaw Fees & Charges***



## Schedule "D" to Bylaw No. 5421, 2024

### **Building Bylaw Fees & Charges**

*(All references in this Schedule to Parts, Articles, Sections or Paragraphs are to the City of Coquitlam Building Bylaw No. 3598, 2003, as amended from time to time)*

Document & Services	Fees	Incl. GST 5%
Photocopies, Miscellaneous, per page ( size 8 1/2 X 11)	\$ 0.60	\$ 0.63
Photocopies, Miscellaneous, per page (size 11 X 17)	\$ 3.10	\$ 3.26
Photocopies, large format scan/plot per sheet	\$ 20.80	\$ 21.84
Address Change	\$ 596.70	exempt
Wireless Communication Facility Fee	\$ 745.90	exempt
DP/BP Compliance Meeting Checklist Fee	\$ 610.90	exempt
Plan recheck Fee ( <i>changes or addition subject to a recheck</i> )	\$ 239.70	exempt
Scanning/USB of Plans/Files for all Building Permit Types	\$ 15.90	\$ 16.70
<b>Application for a Building Permit (non-refundable application fees)</b>		
Building Permit or 50% of the issuance fee for the building permit for which the application is made.	\$ 104.40	exempt
Building Permit (new Single/Two family dwelling)	\$ 665.10	exempt
Demolition Permit	\$ 104.40	exempt
Temporary Building Permit	\$ 104.40	exempt
Solid Fuel Appliance Permit	\$ 104.40	exempt
Retaining Wall Permit	\$ 104.40	exempt
Pool Construction Permit	\$ 104.40	exempt
Certified Professional Program (The Certified Professional permit issuance fee is the total of the base fee plus the fee per \$1,000 of estimated construction values shown in the following table minus \$500)	\$ 104.40	\$ 109.62
Plumbing Permit	-	-
Building Permit Extension - (6 months extension)	\$ 300.00	exempt
Building Permit Re-issuance - (30 day)	0.5% of total permit fee	exempt
Building Permit Resubmission - ( <i>significant changes to the permit application before or after issuance</i> )	5% of total permit fee	exempt
Alternative Solution Review Fee ( <i>for each new Alternative Solution</i> )	\$ 500.00	exempt
Alternative Solution Recheck Fee ( <i>for each Alternative Solution</i> )	\$ 350.00	exempt



## Schedule "D" to Bylaw No. 5421, 2024

### Building Bylaw Fees & Charges

*(All references in this Schedule to Parts, Articles, Sections or Paragraphs are to the City of Coquitlam Building Bylaw No. 3598, 2003, as amended from time to time)*

Document & Services	
Building Permits	
Temporary Building Permit	<i>See Table 1 or Table 2</i>
Building Move Permit	<i>See Table 1 or Table 2</i>
Retaining Wall Permit	<i>See Table 3</i>
Pool Construction Permit	<i>See Table 1 or Table 2</i>
Certified Professional Program Permit	<i>See Table 2</i>

Value of Construction	Fees	Fee per \$1,000 of Estimated Construction	Incl. GST 5%
<b>Table 1. Building Permit Fee (without Registered Professional)</b>			
\$0 to \$5,000	-	\$ 34.80	exempt
\$5,001 to 20,000	\$ 45.40	\$ 26.10	exempt
\$20,001 to \$50,000	\$ 174.20	\$ 20.00	exempt
\$50,001 to \$500,000	\$ 499.70	\$ 13.40	exempt
\$500,001 and greater	\$ 1,044.70	\$ 12.10	exempt
<b>Table 2. Building Permit Fee (with Registered Professional)</b>			
\$0 to \$5,000	-	\$ 33.40	exempt
\$5,001 to 20,000	\$ 42.40	\$ 25.00	exempt
\$20,001 to \$50,000	\$ 166.60	\$ 19.00	exempt
\$50,001 to \$500,000	\$ 475.40	\$ 12.90	exempt
\$500,001 and greater	\$ 996.20	\$ 11.50	exempt
<b>Table 3. Building Permit Fee for Retaining Wall (with Registered Professional)</b>			
\$0 – \$10,000	\$ 415.60	\$ 69.30	exempt
\$10,001 – \$50,000	\$ 692.70	\$ 41.50	exempt
\$50,001 to \$500,000	\$ 2,078.00	\$ 13.80	exempt
\$500,001 and greater	\$ 5,541.30	\$ 6.90	exempt

## Schedule "D" to Bylaw No. 5421, 2024

### Building Bylaw Fees & Charges

*(All references in this Schedule to Parts, Articles, Sections or Paragraphs are to the City of Coquitlam Building Bylaw No. 3598, 2003, as amended from time to time)*

Value of Construction (based on project total)	Fees	Incl. GST 5%
<b>Excavation Permit</b>		
\$0 to \$9.99 million	\$ 3,219.60	exempt
\$9.99 million to 19.99 million	\$ 6,439.30	exempt
\$20 million and greater	\$ 8,585.70	exempt
<b>Foundation Permit</b>		
\$0 to \$9.99 million	\$ 3,219.60	exempt
\$9.99 million to 19.99 million	\$ 7,512.50	exempt
\$20 million and greater	\$10,732.20	exempt
<b>Building Permit for Demolition</b>		
Accessory Building	\$ 117.00	exempt
Swimming Pool In-Ground	\$ 211.40	exempt
All Other	\$ 330.60	exempt
<b>Transfer Fee</b>		
Fee for transfer of a permit is 25% of the original permit fee to a maximum of	\$ 223.80	exempt
<b>Re-inspection Fees</b>		
Minimum Fee	\$ 106.10	\$ 111.41
Each additional hour or part thereof	\$ 126.10	\$ 132.41
<b>Special Inspection Fees</b>		
Minimum Fee	\$ 106.10	\$ 111.41
Each additional hour or part thereof	\$ 126.10	\$ 132.41
<b>Permit Reactivation Fee (Flat Fee)</b>		
Minor Permits (Single Family, Two -Family)	\$ 205.40	exempt
Major Permits (Commercial, Multi-Family, Industrial, Institutional)	\$ 410.80	exempt



## Schedule "D" to Bylaw No. 5421, 2024

### **Building Bylaw Fees & Charges**

*(All references in this Schedule to Parts, Articles, Sections or Paragraphs are to the City of Coquitlam Building Bylaw No. 3598, 2003, as amended from time to time)*

Plumbing Permit Fees	Fees	Incl. GST 5%
<b>Plumbing System Permit Issuance Fee</b>		
The minimum plumbing system permit fee is \$77.30. This fee includes two fixtures. Three or more additional fixtures will be charged as per the table below:		
Fixtures roughed in (Note 1) - fee each fixture	\$ 35.60	exempt
Oil and grease interceptors - fee per interceptor	\$ 77.30	exempt
Installation of new water lines to an existing building or replacement of an existing water service - fee per 30 metres or part thereof	\$ 77.30	exempt
Installation of new underground drainage lines - fee per 30 metres or part thereof	\$ 77.30	exempt
Installation of new underground sanitary lines - fee per 30 metres or part thereof	\$ 77.30	exempt
Underground fire service lines - fee per 30 metres or part thereof	\$ 166.20	exempt
Fire sprinkler heads - fee per head for first 50 heads	\$ 7.20	exempt
Fire sprinkler heads - fee per head in excess of 50 heads	\$ 2.50	exempt
Installation, alternations or remodeling of soil, waste or drainage piping where no fixtures are installed - fee per 30 metres piping or part thereof	\$ 56.50	exempt
Drainage lines, including backflow preventer, sump and sewer branch line	\$ 132.50	exempt

**Note 1:** Fixtures include, but is not limited to, hot water storage tanks, automatic dishwashers, built-in dishwashers, roof, floor or area drains, backflow preventers, storm water sump, catch basins, manholes, sewage pump, fire hose outlets

**Refunds:**

A portion of the Application Fee may be refundable

50% of the full permit is eligible for refund on Permits Ready for issue, before construction is underway.

Initiated or completed construction/inspections are non-refundable, as well as permits past their expiration date.

**SCHEDULE "E" TO BYLAW NO.5421, 2024**  
***Parks, Recreation, Culture and Facilities***  
***Fees & Charges***

## Schedule "E" to Bylaw No. 5421, 2024

### Parks, Recreation, Culture and Facilities Fees & Charges

#### ADMISSIONS

ONE PASS	Fees	Incl. GST 5%
<b>Single Visit</b>		
Child	\$ 3.38	\$ 3.55
Youth / Student	\$ 5.00	\$ 5.25
Adult	\$ 6.67	\$ 7.00
Senior	\$ 5.00	\$ 5.25
Super Senior	\$ 3.38	\$ 3.55
Adult & Tot (per person)	\$ 3.38	\$ 3.55
<b>10 Visit Pass*</b>		
Child	\$ 27.00	\$ 28.35
Youth / Student	\$ 40.00	\$ 42.00
Adult	\$ 53.40	\$ 56.07
Senior	\$ 40.00	\$ 42.00
Super Senior	\$ 27.00	\$ 28.35
Adult & Tot (per person)	\$ 27.00	\$ 28.35
<b>30 Day Pass</b>		
Child	\$ 31.00	\$ 32.55
Youth / Student	\$ 46.40	\$ 48.72
Adult	\$ 61.90	\$ 65.00
Senior	\$ 46.40	\$ 48.72
Super Senior	\$ 31.00	\$ 32.55
<b>Monthly Continuous Pass**</b>		
Child	\$ 21.70	\$ 22.79
Youth / Student	\$ 32.50	\$ 34.13
Adult	\$ 43.30	\$ 45.47
Senior	\$ 32.50	\$ 34.13
Super Senior	\$ 21.70	\$ 22.79
<b>365 Day Pass</b>		
Child	\$ 243.00	\$ 255.15
Youth / Student	\$ 365.00	\$ 383.25
Adult	\$ 486.00	\$ 510.30
Senior	\$ 365.00	\$ 383.25
Super Senior	\$ 243.00	\$ 255.15
<b>SEASONAL PASS</b>		
School's Out Pass***	\$ 23.81	\$ 25.00

**Notes:**

\* A 2 year expiry term applies from the date of purchase.

\*\* A minimum three month commitment is required.

\*\*\* Valid during Summer, Winter and Spring school breaks in line with School District 43 calendars.



## Schedule "E" to Bylaw No. 5421, 2024

### Parks, Recreation, Culture and Facilities Fees & Charges

#### ADMISSIONS (continued)

Arena Equipment Rentals	Fees	Incl. GST 5%
<b>Single Use</b>		
Skate Rentals	\$ 3.38	\$ 3.55
Helmet Rentals	\$ 2.14	\$ 2.25
Skate Sharpening	\$ 5.43	\$ 5.70
<b>10 Pack</b>		
Skate Rentals	\$ 27.10	\$ 28.46
Helmet Rentals	\$ 17.10	\$ 17.96

Skate and helmet rentals free of charge to children under 3.

Helmet rentals free of charge with skating lessons and to children 12 years and younger.

Ice cleats provided free of charge to adults assisting children.

Miscellaneous	Fees	Incl. GST 5%
Loonie Times (\$1 Fee per person at designated times)	\$ 1.00	exempt
Toonie Times (\$2 Fee per person at designated times)	\$ 1.90	\$ 2.00
Family Times (Fee per person at designated times)	\$ 3.38	\$ 3.55
Group rate (Fee per person for organized groups of 20 or more at aquatic centres)	\$ 2.43	\$ 2.55
Shower only	\$ 0.95	\$ 1.00
Support Person (person supporting person with a disability)	-	-

Outdoor Pools	Fees	Incl. GST 5%
<b>Single Admission</b>		
All Ages	\$ 1.90	\$ 2.00

# Schedule "E" to Bylaw No. 5421, 2024

## *Parks, Recreation, Culture and Facilities Fees & Charges*

### **GENERAL TERMS**

#### **Definitions**

Unless specifically defined in another section, the following definitions apply:

#### **Age Classifications**

Child	- up to 12 years inclusive
Youth	- 13 to 18 years inclusive with valid ID
Student	- 19 to 25 years inclusive fulltime student with valid student ID
Adult	- 19 to 64 years inclusive
Senior	- 65 to 79 years inclusive
Super Senior	- 80 years and over
Family	- 1 to 2 adults of the same household and their children

**Commercial:** Any individual, company or organization engaged in the pursuit of business for profit through the use of Parks, Recreation and Cultural facilities.

**Community Organization:** A Coquitlam based non-profit, non-restricted membership group or organization whose activities are consistent with the goals, objectives and standards of the City. Religious groups, union meetings and political meetings shall be charged fees on the basis of the Community Organization rate. Where the community group is composed of fewer than 60% Coquitlam residents, the Community Group Surcharge will also apply.

**Community Group Surcharge:** When a Community group is composed of fewer than 60% Coquitlam residents, they will be charged a surcharge amounting to the difference between the percentage of the group's members that are Coquitlam residents and 60%. A minimum surcharge of 5% will be applied, with 5% increments thereafter. A group's residency surcharge will be rounded to the nearest 5%. For Youth Community Groups, the surcharge will be limited to 10%.

**Schools K-12:** A Coquitlam based school for children from Kindergarten to Grade 12 and includes all School District 43 schools.

**Private:** Any individual or organization which does not meet the requirements of the "Community Organization" or "Commercial" definitions.

#### **LIABILITY INSURANCE**

All individuals and organizations who rent City of Coquitlam facilities must provide proof of insurance in the amount of at least \$2 million, which names the City of Coquitlam as an additional insured, at the time of booking. Individuals and organizations that cannot provide proof of insurance will be required to purchase liability insurance (minimum \$2M). The fee is determined by the insurance company and is based on the type of activity and the number of participants.

#### **COST RECOVERY**

Fees for any new services not specifically identified will be based on market value and ensure cost recovery.

#### **PENALTY FOR NON-AUTHORIZED ASSIGNMENT**

Non-authorized assignment of rental: \$100.00 per instance.

## Schedule "E" to Bylaw No. 5421, 2024

### Parks, Recreation, Culture and Facilities Fees & Charges

#### **MISCELLANEOUS**

	Fees	Incl. GST 5%
Pavilion Photocopies	\$ 0.43	\$ 0.45
<b>Administrative Fees:</b>		
Refund Service Fee	\$ 4.76	\$ 5.00
Card Replacement	\$ 4.76	\$ 5.00
Pass Suspension	\$ 4.76	\$ 5.00

#### **FINANCIAL ASSISTANCE FOR RECREATION**

Participants on the Financial Assistance for Recreation Program will receive the following which are valid for 365 days from the day they are issued:

- a) 50 free drop in admissions; and
- b) \$225 credit towards admissions, passes or programs (with some exceptions).

#### **GRADE 5 GET ACTIVE! CARD**

- eligible Grade 5 Students: Unlimited free admissions

#### **GRADE 6 GET ACTIVE! CARD**

- eligible Grade 6 Students: 12 free admissions

#### **RECREATIONAL PROGRAMS & LESSONS SETS**

Standard fees and charges for all recreation program services are established on the basis that the fees from an optimum number of program registrants will offset the direct costs of the program. Direct costs are costs that would not be incurred unless the program was provided (i.e. program planning and administration, instructor, program supplies, bus rental, food, etc.).

Subsidized program services may be provided when a specific population (i.e. people with special needs or a specific age group) is deemed to require additional support in order to participate in the program. In each case, the program offered shall be integral to achieving the goals of Parks, Recreation, Culture and Facilities and will be targeted to groups statistically in need.



## Schedule "E" to Bylaw No. 5421, 2024

### Parks, Recreation, Culture and Facilities Fees & Charges

#### RENTALS - AQUATICS

Poirier Sport & Leisure Complex	Fees	Incl. GST 5%
<b>25M Tank (6 Lanes)</b>		
Community Group	\$ 61.00	\$ 64.05
Private	\$ 154.00	\$ 161.70
Competitions (Community Group)	\$ 99.50	\$ 104.48
Commercial	\$ 213.00	\$ 223.65
Schools K-12	\$ 35.00	\$ 36.75

City Centre Aquatic Complex	Fees	Incl. GST 5%
<b>25m Tank (8 lanes)</b>		
Community Group	\$ 81.00	\$ 85.05
Private	\$ 207.00	\$ 217.35
Competitions (Community Group)	\$ 129.00	\$ 135.45
Commercial	\$ 287.00	\$ 301.35
Schools K-12	\$ 46.25	\$ 48.56
<b>50m Tank (8 lanes)</b>		
Community Group	\$ 162.00	\$ 170.10
Private	\$ 414.00	\$ 434.70
Competitions (Community Group)	\$ 258.00	\$ 270.90
Commercial	\$ 574.00	\$ 602.70
Schools K-12	\$ 92.50	\$ 97.13

Outdoor Pools	Fees	Incl. GST 5%
Community Group	\$ 48.60	\$ 51.03
Private	\$ 174.00	\$ 182.70
Commercial	\$ 209.00	\$ 219.45
Schools K-12	\$ 36.80	\$ 38.64
Coquitlam Swim Club Rate	\$ 19.00	\$ 19.95

**Notes:**

- All rates are hourly.
- Charges for instructors and/or lifeguards are additional to rental fees and are cost recovery.
- 7 days notice required for cancellations in order to qualify for a refund.

## Schedule "E" to Bylaw No. 5421, 2024

### Parks, Recreation, Culture and Facilities Fees & Charges

#### RENTALS - ARENA

Ice Rentals - Hourly Rates	Fees	Incl. GST 5%
<b>Prime</b>		
Community Youth	\$ 110.00	\$ 115.50
Private	\$ 314.00	\$ 329.70
Daytime Community Adult	N/A	N/A
<b>Non-Prime</b>		
Community Youth	\$ 92.00	\$ 96.60
Private	\$ 210.00	\$ 220.50
Daytime Community Adult	\$ 170.00	\$ 178.50
<b>Tournament</b>		
Community Youth	\$ 95.00	\$ 99.75
Private	\$ 315.00	\$ 330.75
Daytime Community Adult	N/A	N/A
Tournament Deposit Fee (Refundable unless damage occurred or less than 30 days cancellation received. Deposit refundable if rental fees, upon cancellation are not refunded.)	\$ 500.00	exempt

**Notes:**

- Prime is 4:00 p.m. - 10:30 p.m. - Mon. to Fri., and 7:00 a.m. - 10:30 p.m. on Sat., Sun. & Statutory Holidays
- Daytime Community Adult rates apply Mon. to Fri. from 8:00 a.m. - 4:00 p.m., except on Statutory Holidays
- 7 days notice required on all cancellations to qualify for a refund of rental fees
- Adult tournaments on weekdays during Spring Break will be at the Daytime Community Adult rate.
- Short notice availabilities (7 or fewer days) will be at the Daytime Community Adult rate.

Ice Rentals - Schools K-12 (8:00 a.m. - 4:00 p.m. weekdays when school in session)	Fees	Incl. GST 5%
Sports Centre or Planet Ice - per class	\$ 38.00	\$ 39.90
Safety Patrol - per hour	cost recovery	GST applicable
School Instruction Rate - per instructor per hour	cost recovery	GST applicable
Skate Rentals	\$ 2.62	\$ 2.75
Helmet Rentals (13 yrs +)	\$ 1.52	\$ 1.60

**Note:**

- 7 days notice required on all cancellations to qualify for a refund



## Schedule "E" to Bylaw No. 5421, 2024

### Parks, Recreation, Culture and Facilities Fees & Charges

#### RENTALS - ARENA (continued)

Dry Floor Rentals - Sports	Fees	Incl. GST 5%
<b>Prime</b>		
<b>Community Youth Groups</b>		
- Hourly Rental	\$ 45.75	\$ 48.04
- Junior Lacrosse Games	\$ 62.00	\$ 65.10
<b>Private</b>		
- Hourly Rental	\$ 108.00	\$ 113.40
- Tournament Hourly Rental	\$ 107.00	\$ 112.35
<b>Non-Prime</b>		
<b>Community Youth Groups</b>		
- Hourly Rental	\$ 43.75	\$ 45.94
<b>Private</b>		
- Hourly Rental	\$ 103.00	\$ 108.15
- Tournament Hourly Rental	\$ 103.00	\$ 108.15
- Daytime Community Adult	\$ 60.00	\$ 63.00
<b>Schools K-12</b>		
(8:00 a.m. - 4:00 p.m. weekdays when school in session)		
- Hourly Rental	\$ 25.00	\$ 26.25
<b>Tournament</b>		
<b>Community Youth Groups</b>		
- Hourly Rental	\$ 45.75	\$ 48.04
- Junior Lacrosse Games	\$ 62.00	\$ 65.10
<b>Tournament Deposit Fee</b>	\$ 500.00	exempt
Refundable unless damage occurred or less than 30 days cancellation received.		
Deposit refundable if rental fees, upon cancelation are not refunded.		

#### Notes:

- Prime is 6:00 p.m. - 10:30 p.m. - Mon. to Fri., and 7:00 a.m. - 10:30 p.m. on Sat., Sun. & Statutory Holidays
- Daytime Community Adult rates apply Mon. to Fri. from 8:00 a.m. - 4:00 p.m., except on Statutory Holidays
- 7 days notice required on all cancellations to qualify for a refund of rental fees
- Short notice availabilities (7 or fewer days) will be at the Daytime Community Adult rate.

Dry Floor Rentals – Shows/Special Events	Fees	Incl. GST 5%
<b>Arena 1</b>		
<b>Community Groups</b>		
Hourly Rate	\$ 167.00	\$ 175.35
Daily Rate	\$ 1,670.00	\$ 1,753.50
Damage Deposit	\$ 400.00	exempt
Set Up/Take Down (Hourly)	\$ 75.00	\$ 78.75
Daily Clean Up Fee	-	-
<b>Private</b>		
Hourly Rate	\$ 228.00	\$ 239.40
Daily Rate	\$ 2,280.00	\$ 2,394.00
Damage Deposit	\$ 600.00	exempt



## Schedule "E" to Bylaw No. 5421, 2024

### Parks, Recreation, Culture and Facilities Fees & Charges

#### RENTALS - ARENA (continued)

Dry Floor Rentals – Shows/Special Events	Fees	Incl. GST 5%
<b>Arena 1</b>		
Set Up/Take Down (Hourly)	\$ 75.00	\$ 78.75
Daily Clean Up Fee	-	-
<b>Private</b>		
Hourly Rate	\$ 228.00	\$ 239.40
Daily Rate	\$ 2,280.00	\$ 2,394.00
Damage Deposit	\$ 600.00	exempt
Set Up/Take Down (Hourly)	\$ 105.00	\$ 110.25
Daily Clean Up Fee	\$ 515.00	\$ 540.75
<b>Commercial</b>		
Hourly Rate	\$ 318.00	\$ 333.90
Daily Rate	\$ 3,180.00	\$ 3,339.00
Damage Deposit	\$ 1,000.00	exempt
Set Up/Take Down (Hourly)	\$ 139.00	\$ 145.95
Daily Clean Up Fee	\$ 515.00	\$ 540.75
<b>Arena 2 &amp; 3</b>		
<b>Community Groups</b>		
Hourly Rate	\$ 132.00	\$ 138.60
Daily Rate	\$ 1,320.00	\$ 1,386.60
Damage Deposit	\$ 400.00	exempt
Set Up/Take Down (Hourly)	\$ 59.50	\$ 62.48
Daily Clean Up Fee	-	-
<b>Private</b>		
Hourly Rate	\$ 183.00	\$ 192.15
Daily Rate	\$ 1,830.00	\$ 1,921.50
Damage Deposit	\$ 600.00	exempt
Set Up/Take Down (Hourly)	\$ 83.25	\$ 87.41
Daily Clean Up Fee	\$ 413.00	\$ 433.65
<b>Commercial</b>		
Hourly Rate	\$ 252.00	\$ 264.60
Daily Rate	\$ 2,520.00	\$ 2,646.00
Damage Deposit	\$ 1,000.00	exempt
Set Up/Take Down (Hourly)	\$ 113.00	\$ 118.65
Daily Clean Up Fee	\$ 413.00	\$ 433.65

**Notes:**

- Set up/take down: minimum of 4 hours and maximum of 10 hours per day of set-up/takedown

**Additional Charges**

Parking Management Fee:	cost recovery
Event Set-up Breakdown Rate:	cost recovery
Instructional Staff:	cost recovery
Safety Patrol Staff:	cost recovery

**Note:**

- 14 days notice required on all cancellations to qualify for a refund



## Schedule "E" to Bylaw No. 5421, 2024

### Parks, Recreation, Culture and Facilities Fees & Charges

#### RENTALS – COVERED DRY FLOOR FACILITIES

Rentals – Covered Dry Floor Facility (Hourly)	Fees	Incl. GST 5%
<b>Prime</b>		
Community Youth	\$ 35.50	\$ 37.28
Pavilion Activity Groups	\$ 35.50	\$ 37.28
Private	\$ 82.16	\$ 86.27
Commercial	\$ 186.00	\$ 195.30
Schools K-12	N/A	N/A
<b>Non-Prime</b>		
Community Youth	\$ 34.00	\$ 35.70
Pavilion Activity Groups	\$ 34.00	\$ 35.50
Daytime Community Adult	\$ 43.50	\$ 45.68
Private	\$ 75.50	\$ 79.28
Commercial	\$ 186.00	\$ 195.30
Schools K-12	\$ 17.25	\$ 18.11

**Notes:**

- Prime is 6:00 p.m. - 10:30 p.m. - Mon. to Fri., and 7:00 a.m. - 10:30 p.m. on Sat., Sun. & Statutory Holidays
- Daytime Community Adult rates apply Mon. to Fri. from 8:00 a.m. - 4:00 p.m., except on Statutory Holidays
- Schools K-12 rates apply 8:00 a.m. - 4:00 p.m. weekdays when school in session
- 7 days notice required on all cancellations to qualify for a refund of rental fees

Shows / Special Events	Fees	Incl. GST 5%
<b>Community Groups</b>		
Hourly Rate	\$ 98.50	\$ 103.43
Daily Rate	\$ 985.00	\$ 1,034.25
Damage Deposit	\$ 400.00	exempt
Set Up/Take Down (Hourly)	\$ 59.50	\$ 62.48
Daily Clean Up Fee	N/A	N/A
<b>Private</b>		
Hourly Rate	\$ 137.00	\$ 143.85
Daily Rate	\$ 1,370.00	\$ 1,438.50
Damage Deposit	\$ 600.00	exempt
Set Up/Take Down (Hourly)	\$ 83.25	\$ 87.41
Daily Clean Up Fee	\$ 413.00	\$ 433.65
<b>Commercial</b>		
Hourly Rate	\$ 189.00	\$ 198.45
Daily Rate	\$ 1,890.00	\$ 1,984.50
Damage Deposit	\$ 1,000.00	exempt
Set Up/Take Down (Hourly)	\$ 113.00	\$ 118.65
Daily Clean Up Fee	\$ 413.00	\$ 433.65
<b>Additional Charges</b>		
Parking Management Fee	cost recovery	GST applicable
Event Set-up / Breakdown Fee	cost recovery	GST applicable

**Notes:**

- Set up/take down: minimum of 4 hours and maximum of 10 hours per day of set-up/takedown
- 14 days notice required on all cancellations to qualify for a refund

# **Schedule "E" to Bylaw No. 5421, 2024**

## ***Parks, Recreation, Culture and Facilities Fees & Charges***

### **RENTALS – GENERAL INDOOR**

#### **1) RENTABLES FACILITIES**

- (a) Depending on the specific facility and the type of function, a scaled rental fee will be charged for all rentable City facilities for activities that are not organized by or co-sponsored by the Department.
- (b) Except for those items specified as qualifying for reduced fees in paragraph 2 below, fees will be charged for the following services:
  - facility use license, where
  - the licensee has the sole and exclusive use of the facility during the time period of the license; or
  - the activity involves the serving of meals and/or liquor; or
  - the use requires the call-out or scheduling of additional staff; or
  - the use requires the disruption of regular programs; or
  - the use is intended as a profit-making venture for personal gain.
  - public use where facilities are open for public activity use and Departmental resources are utilized for the supervision and safety of the participants, e.g. public skating; and miscellaneous services such as picnics, beer gardens, etc.

#### **2) REDUCED FEES – MEETING ROOMS**

- (a) Community groups meeting on a regular monthly or weekly basis shall be charged a nominal fee for the use of meeting rooms.
- (b) All City business-related and social-related functions conducted by the City, its various departments, the Public Library, the R.C.M.P. Detachment, the Firefighter's Union and CUPE Local 386, are considered operational expenses and will be booked at no charge, subject to availability.
- (c) All City employee groups or associations will be granted, at no charge, one (1) single room booking per calendar year, for a single day or portion thereof, subject to availability.
- (d) Business-related meeting space booked by School District #43, Evergreen Cultural Centre, Coquitlam Heritage Society or Place Des Arts will be provided on a reciprocal no charge basis, subject to availability.
- (e) Each Coquitlam community group will be granted, at no charge, one (1) room rental per calendar year for their Annual General Meeting, subject to availability, to a maximum of 3 hours.



## Schedule "E" to Bylaw No. 5421, 2024

### Parks, Recreation, Culture and Facilities Fees & Charges

#### **RENTALS – GENERAL INDOOR (continued)**

General Indoor – Hourly Rates	Fees	Incl. GST 5%
<b>Small Room Capacity (up to 29)</b>		
Community	\$ 7.25	\$ 7.61
Private	\$ 31.75	\$ 33.34
Commercial	\$ 42.00	\$ 44.10
<b>Medium Room Capacity (30 up to 59)</b>		
Community	\$ 10.25	\$ 10.76
Private	\$ 41.00	\$ 43.05
Commercial	\$ 55.50	\$ 58.28
<b>Large Room Capacity (60 up to 99)</b>		
Community	\$ 11.25	\$ 11.81
Private	\$ 44.25	\$ 46.46
Commercial	\$ 60.50	\$ 63.53
<b>Banquet Rooms (100 - 149)</b>		
Community	\$ 16.00	\$ 16.80
Private	\$ 104.00	\$ 109.20
Commercial	\$ 139.00	\$ 145.95
<b>Banquet Rooms (150+)</b>		
Community	\$ 23.50	\$ 24.68
Private	\$ 159.00	\$ 166.95
Commercial	\$ 211.00	\$ 221.55
<b>Stand Alone Halls</b>		
Community	\$ 9.75	\$ 10.24
Private	\$ 103.00	\$ 108.15
Commercial	\$ 139.00	\$ 145.95
<b>Gymnasium</b>		
Community	\$ 45.00	\$ 47.25
Private	\$ 176.00	\$ 184.80
Commercial	\$ 270.00	\$ 283.50

City Hall – Hourly Rate	Fees	Incl. GST 5%
<b>Council Chambers</b>		
Community	\$ 76.00	\$ 79.80
Private	\$ 166.00	\$ 174.30
<b>Council Committee Room</b>		
Community	\$ 24.75	\$ 25.99
Private	\$ 55.50	\$ 58.58
<b>Room 111 &amp; Room 112</b>		
Community	\$ 12.75	\$ 13.39
Private	\$ 27.75	\$ 29.14

**Note:**

- City Hall facility rentals occurring weekdays after 5:00pm or on weekends are subject to an additional hourly charge (4 hour minimum) for each Commissionaire and Building Service Worker, as required, on a cost recovery basis.



## Schedule "E" to Bylaw No. 5421, 2024

### *Parks, Recreation, Culture and Facilities Fees & Charges*

#### **RENTALS – GENERAL INDOOR (continued)**

Room Listing by Capacity	Room Name
<b>Small Rooms – Capacity up to 29 people</b>	
Dogwood Pavilion	Green Room, Jean Thomas Lounge, West Wing
Maillardville Community Centre	Child Programming Room 1, Child Programming Room 2, Flex Lounge, Multipurpose Room 4
Poirier Sport & Leisure Complex	Boardroom, Aquatic Multipurpose Room
Mundy Park Pool:	Multipurpose Room
Town Centre Park Community Centre:	Lounge, Meeting Room 1, Meeting Room 2, Multi-Purpose Room 2, Studio
<b>Medium Rooms – Capacity up to 30 to 59 people</b>	
Burke Mountain Fire Hall:	Meeting Room
Centennial Pavilion:	Centennial Lounge
City Centre Aquatic Complex:	Multipurpose Room 1, Multipurpose Room 2, Multipurpose Room 3
Discovery Centre:	Meeting Room
Dogwood Pavilion:	Crafts Room, Boulevard Café, Dogwood Room, Cards Room, North View Room, Boulevard Annex, Mike Butler Room - West w/ Stage
Glen Pine Pavilion:	Corner Pocket, Lemon Tree Room, The Studio, The Bistro, Green Room, Stage
Maillardville Community Centre	Child Programming Room 1/2 combined
Mundy Park Field House	Multipurpose Room A, Multipurpose Room B
Pinetree Community Centre	Aerobics Room, Assessment Lab, Room 3, Room 4, Room 5, Room 6, Room 7, Room 8, Room 9, Combatants Room 1, Combatants Room 2, Weight Room
Poirier Community Centre	MacDonald-Cartier Room - North, Howe Room, McGee Room
Poirier Sports & Leisure Complex	Fitness Room, Room 1, Room 3
Town Centre Park Community Centre:	Exterior Deck, Flex/Dining Space, Multi-Purpose Room 1, Multi-Purpose Room 3



## Schedule "E" to Bylaw No. 5421, 2024

### *Parks, Recreation, Culture and Facilities Fees & Charges*

#### **RENTALS - GENERAL INDOOR (continued)**

Room Listing by Capacity	Room Name
<b>Large Rooms - Capacity up to 60 to 99 people</b>	
City Centre Aquatic Complex:	Multipurpose Room 1/2 combined
Dogwood Pavilion:	Cards Room/Dogwood Room combined
Glen Pine Pavilion:	Lemon Tree Café, Great Room A, Great Room B
Maillardville Community Centre	Child Programming Room 1/Child Programming Outdoor combined, Child Programming Room 2/Child Programming Outdoor combined, Multipurpose Room 1, Multipurpose Room 2, Multipurpose Room 3
Mundy Park Field House	Multipurpose Room A/B combined
Pinetree Community Centre	Room 5/6 combined, Room 7/8 combined, Room 8/9 combined, Combatants
Poirier Community Centre	MacDonald-Cartier Room - South
Poirier Sport & Leisure Complex:	Room 2
Town Centre Park Community Centre:	Exterior Deck, Flex/Dining Space, Multi-Purpose Room 1, Multi-Purpose Room 3
<b>Banquet Rooms - capacity 100 to 149 people</b>	
Dogwood Pavilion:	Mike Butler Room - East
Glen Pine Pavilion:	Great Room
Maillardville Community Centre	Child Programming Room 1/Child Programming Room 2/Child Programming Outdoor combined
Pinetree Community Centre	Room 7/8/9 combined
Poirier Community Centre	MacDonald-Cartier Room
Poirier Sport & Leisure Complex:	Room 2/3 combined (Multipurpose Room)
Town Centre Park Community Centre:	Living Room, Flex & Dining Room combined
<b>Banquet Rooms - capacity 150 or more</b>	
Centennial Pavilion:	Centennial Room
Dogwood Pavilion:	Mike Butler Room
Maillardville Community Centre	Multipurpose Room 1/2
Poirier Sport & Leisure Complex:	Sports Hall of Fame
<b>Stand Alone Halls Kichenette/Servery:</b> Scout Hall, Victoria Hall	
Centennial Pavilion Kitchenette,	- 50% of the "Medium Room Fee" per booking
Maillardville Prep Kitchen:	
Mundy Park Field House:	- 50% of the "Small Room Fee" per booking

**Note:** Rates for any rooms not captured in this document will be based on capacity.

## Schedule "E" to Bylaw No. 5421, 2024

### Parks, Recreation, Culture and Facilities Fees & Charges

#### RENTALS - GENERAL INDOOR (continued)

Damage Deposit for Special Events	Fees	Incl. GST 5%
<b>For short functions in small meeting rooms</b>		
Deposit for short functions in small meeting rooms	\$ 75.00	exempt
Deposit for short functions in larger meeting rooms/banquet rooms/halls	\$ 200.00	exempt
Deposit for standard banquets/socials and gym use that exceeds 7 hours	\$ 350.00	exempt
<b>Penalty Charges (to be held from deposit or invoiced extra)</b>		
Damages: Administration fee	\$ 30.00	\$31.50
Plus cost of repairs	+ cost of repairs	GST Applicable
Overtime: Greater of the hourly 'private' rental rate or this fee	\$ 60.00	exempt
<b>Room Clean-up Rate</b>		
All indoor rental rooms/serveries/gymnasiums (per room):	\$ 47.25	\$ 49.61
<b>Facility Attendant</b>		
Hourly rate per attendant, with a minimum 4 hours per attendant	\$ 41.00	\$ 43.05

#### CANCELLATIONS

- 1) Regular room rentals: Full refund for cancellations made 7 or more days prior to the date of the meeting rental.
- 2) Special event rentals:

60 or more days notice: Full refund less an administrative charge (10% of total rental cost with a minimum \$10.00 charge).

Less than 60 days notice: Room rental fee not refunded.



## Schedule "E" to Bylaw No. 5421, 2024

### Parks, Recreation, Culture and Facilities Fees & Charges

#### **RENTALS – SPORTS FIELDS & OUTDOOR FACILITIES**

These hourly rates apply to rentals for sports such as soccer, football, baseball, softball, cricket, track & field and other field sports, volleyball, hard surface court sports and lacrosse boxes.

Sport Field and Court Rentals	Fees	Incl. GST 5%
<b>Artificial Turf</b>		
Community – Youth*	-	-
Community – Adult	\$ 47.00	\$ 49.35
Private	\$ 64.25	\$ 67.46
Commercial	\$ 75.75	\$ 79.54
Schools K-12**	\$ 22.75	\$ 23.89
<b>Grass Field</b>		
Community – Youth*	-	-
Community – Adult	\$ 11.00	\$ 11.55
Private	\$ 28.75	\$ 30.19
Commercial	\$ 36.25	\$ 38.06
Schools K-12**	\$ 5.50	\$ 5.78
<b>All Weather Field</b>		
Community – Youth*	-	-
Community – Adult	\$ 6.25	\$ 6.56
Private	\$ 9.75	\$ 10.24
Commercial	\$ 13.25	\$ 13.91
Schools K-12**	\$ 3.25	\$ 3.41
<b>Sports Courts</b>		
Community – Youth*	-	-
Community – Adult	\$ 7.40	\$ 7.77
Private	\$ 14.10	\$ 14.81
Commercial	\$ 36.70	\$ 38.54
Schools K-12**	\$ 3.50	\$ 3.68
<b>Track &amp; Amenities</b>		
Community – Youth*	-	-
Community – Adult	\$ 48.00	\$ 50.40
Private	\$ 69.50	\$ 72.98
Commercial	\$ 71.25	\$ 74.81
Schools K-12**	\$ 24.00	\$ 25.20

\*Rates apply to regular season games and practices for Coquitlam based youth groups. The Private rate applies to non-Coquitlam based youth group rentals.

\*\*For School District 43, rates apply to facilities not covered under the Master Joint Use Agreement.



## Schedule "E" to Bylaw No. 5421, 2024

### Parks, Recreation, Culture and Facilities Fees & Charges

#### RENTALS – SPORTS FIELDS & OUTDOOR FACILITIES (continued)

Events/Clubs	Fees	Incl. GST 5%
<b>Youth Outdoor Event*</b>		
Per hour, per field/court	\$ 4.20	\$ 4.41
Event damage deposit	\$ 500.00	exempt
Additional Services	cost recovery	GST applicable
<b>Coquitlam Tennis Club** &amp; PoCoMo Pickleball Club**</b>		
Per hour, per court	\$ 3.40	\$ 3.57

\*Applies to any use that is not for regular season games and practices such as development camps, clinics, tournaments, academies and special events.

\*\*Includes club youth tournaments and camps/clinics.

Additional Charges	Fees	Incl. GST 5%
<b>Youth Artificial Field Non-Use Fee</b>		
Per hour, per occurrence (for non-use of scheduled times or when 4 days advance notice of cancellation not received)	\$ 31.50	\$ 33.08
<b>Field, Track &amp; Court Lighting</b>		
Per hour, applies to all rentals except Community - Youth	\$ 3.40	\$ 3.57
<b>Field Lining</b>		
Lining	\$ 539.00	\$ 565.95
Removal (when required)	\$ 750.00	\$ 787.50
<b>Attendant Services</b>		
Daily, minimum 8 hours/day, per attendant	\$ 395.00	\$ 414.75
<b>Special Event Damage/Booking Deposit*</b>		
<999 Attendees	\$ 1,000.00	exempt
>=1000 Attendees	\$ 2,500.00	exempt

**\*Damage:** Cost of repairs plus administration cost.

**\*Cancellation:** Loss of deposit unless 30 days advance notice prior to event date.

**\*Deposits:** Doubled for events with a history of damaging sites or requiring unplanned staff support during the event.

#### CANCELLATION POLICY

##### **Sport Courts, Grass & All Weather Fields:**

Refund requests for rental cancellations due to rain-outs must be received by the end of the month following the month in which the rental was scheduled.

##### **Artificial Turf Fields:**

Four days advance notice of cancellation is required in order to qualify for a refund. Youth artificial field non-use fee also applies to youth cancellations where 4 days advance notice is not received.

##### **Extra Garbage/Recycling Receptacles (includes emptying):**

Cost recovery

##### **Event Set Up/Take Down:**

Event set up & take down days will be charged ½ of the regular hourly rate.

## Schedule "E" to Bylaw No. 5421, 2024

### Parks, Recreation, Culture and Facilities Fees & Charges

#### RENTALS - SPORTS FIELDS & OUTDOOR FACILITIES (continued)

Percy Perry Stadium (Exclusive Use)	Fees	Incl. GST 5%
Fee is per hour with a 2-hour minimum. Schools K-12 rentals shall be charged the Community Rate		
<b>Community</b>		
2000 or Fewer Attendees	\$ 88.00	\$ 92.40
Over 2000 Attendees	\$ 151.00	\$ 158.55
<b>Private</b>		
2000 or Fewer Attendees	\$ 174.00	\$ 182.70
Over 2000 Attendees	\$ 300.00	\$ 315.00
<b>Commercial</b>		
2000 or Fewer Attendees	\$ 236.00	\$ 247.80
Over 2000 Attendees	\$ 396.00	\$ 415.80
<b>Additional Charges:</b>		
a. Damage/Booking Deposit		
< 999 Attendees	\$ 1,000.00	exempt
1000 >Attendees	\$ 2,500.00	exempt
<ul style="list-style-type: none"> <li>- Damage: Cost of repairs plus administration cost.</li> <li>- Cancellation: Loss of deposit unless 30 days advance notice prior to event date.</li> <li>- Deposits will be doubled for events with a history of damaging sites or requiring unplanned staff support during the event.</li> </ul>		
b. Extra garbage/recycling receptacles (includes emptying)	cost recovery	exempt
c. Track & Field Equipment Rental (fee per event)	\$ 191.00	\$ 200.55
d. Field, Track & Court Lighting		
- Applies to all rentals except Community - Youth (fee per hour)	\$ 3.40	\$ 3.57
e. Field Lining:		
Lining Fee	\$ 539.00	\$ 565.95
Removal Fee (when required)	\$ 750.00	\$ 787.50
f. Attendant Services (Daily Fee), per attendant with minimum 8 hours/day	\$ 395.00	\$ 414.75



## Schedule "E" to Bylaw No. 5421, 2024

### Parks, Recreation, Culture and Facilities Fees & Charges

#### **RENTALS – SPORTS FIELDS & OUTDOOR FACILITIES (continued)**

Park Rentals for Special Events	Fees	Incl. GST 5%
<b>General (daily rates)</b>		
Apply to use of general park areas and minor facilities (e.g. Skate parks) for each event or gathering		
<b>Community</b>		
< 500 Attendees	\$ 153.00	\$ 160.65
500 to 999 Attendees	\$ 206.00	\$ 216.30
>=1000 Attendees	\$ 419.00	\$ 439.95
<b>Private</b>		
< 500 Attendees	\$ 310.00	\$ 325.50
500 to 999 Attendees	\$ 419.00	\$ 439.95
>=1000 Attendees	\$ 835.00	\$ 876.75
<b>Commercial</b>		
< 500 Attendees	\$ 464.00	\$ 487.20
500 to 999 Attendees	\$ 625.00	\$ 656.25
>=1000 Attendees	\$ 1,251.00	\$ 1,313.55
<b>Town Centre Festival Lawn (daily rates)</b>		
<b>Community</b>		
< 500 Attendees	\$ 153.00	\$ 160.65
500 to 999 Attendees	\$ 206.00	\$ 216.30
>=1000 Attendees	\$ 419.00	\$ 439.95
<b>Private</b>		
< 500 Attendees	\$ 310.00	\$ 325.50
500 to 999 Attendees	\$ 419.00	\$ 439.95
>=1000 Attendees	\$ 835.00	\$ 876.75
<b>Commercial</b>		
< 500 Attendees	\$ 464.00	\$ 487.20
500 to 999 Attendees	\$ 625.00	\$ 656.25
>=1000 Attendees	\$ 1,251.00	\$ 1,313.55
<b>Town Centre Performance Plaza (hourly rates)</b>		
<b>Community</b>		
< 500 Attendees	\$ 63.75	\$ 66.94
500 to 999 Attendees	\$ 77.00	\$ 80.85
>=1000 Attendees	\$ 89.25	\$ 93.71
<b>Private</b>		
< 500 Attendees	\$ 79.00	\$ 82.95
500 to 999 Attendees	\$ 96.50	\$ 101.33
>=1000 Attendees	\$ 112.00	\$ 117.60
<b>Commercial</b>		
< 500 Attendees	\$ 96.50	\$ 101.33
500 to 999 Attendees	\$ 116.00	\$ 121.80
>=1000 Attendees	\$ 135.00	\$ 141.75



## Schedule "E" to Bylaw No. 5421, 2024

### Parks, Recreation, Culture and Facilities Fees & Charges

#### RENTALS – SPORTS FIELDS & OUTDOOR FACILITIES (continued)

Park Rentals for Special Events cont'd	Fees	Incl. GST 5%
<b>Town Centre Performance Plaza (daily rates)</b>		
<b>Community</b>		
< 500 Attendees	\$ 509.00	\$ 534.45
500 to 999 Attendees	\$ 615.00	\$ 645.75
>=1000 Attendees	\$ 743.00	\$ 780.15
<b>Private</b>		
< 500 Attendees	\$ 640.00	\$ 672.00
500 to 999 Attendees	\$ 769.00	\$ 807.45
>=1000 Attendees	\$ 927.00	\$ 973.35
<b>Commercial</b>		
< 500 Attendees	\$ 769.00	\$ 807.45
500 to 999 Attendees	\$ 922.00	\$ 968.10
>=1000 Attendees	\$ 1,115.00	\$ 1,170.75
<b>Additional Charges</b>		
Liquor Service per license, per licensed day	\$ 332.00	exempt
Parking Lot D, per day	\$ 26.00	\$ 27.30
Extra Garbage/Recycling Receptacles (includes emptying)	cost recovery	exempt
Event Set up/takedown	½ of daily rate	GST applicable
Event Support Assistant (hourly rate per attendant, with a minimum 4 hours per attendant)	\$ 42.90	\$ 52.40
<b>Damage/Booking Deposit*</b>		
< 500 Attendees	\$ 250.00	exempt
500 to 999 Attendees	\$ 500.00	exempt
>=1000 Attendees	\$ 1,000.00	exempt

**\*Damage:** Cost of repairs plus administration cost.

**\*Cancellation:** Loss of deposit unless 30 days advance notice prior to event date.

**\*Deposits:** Doubled for events with a history of damaging sites or requiring unplanned staff support during the event.

#### Community Groups

For community special events, the requirement for the group to be "Coquitlam based" does not apply.

## Schedule "E" to Bylaw No. 5421, 2024

### *Parks, Recreation, Culture and Facilities Fees & Charges*

#### **OTHER PARK RENTALS**

	Fees	Incl. GST 5%
<b>Mundy Disk Golf/Upper Coquitlam River Park</b>		
Community Organizations, per day	\$ 16.00	\$ 16.80
Private/Commercial, per hour	\$ 10.75	\$ 11.29
Club, per month	\$ 42.90	\$ 45.05
Damage/Booking Deposit (see Note 1)	\$ 250.00	exempt
<b>Picnic Shelters - Blue Mountain Park &amp; Mundy Park</b>		
100 people or fewer	\$ 124.00	\$ 130.20
More than 100, see fees for Park Rentals for Special Events		
Damage/Booking Deposit (see Note 1)	\$ 50.00	exempt
<b>Lawn Bowling</b>		
Community Organizations, per day	\$ 27.60	\$ 28.98
Private/Commercial, per hour	\$ 14.90	\$ 15.65
Club, per month	\$ 396.00	\$ 415.80
Damage/Booking Deposit (see Note 1)	\$ 250.00	exempt
<b>Centennial Rose Garden</b>		
Still photographs - 2 hours	\$ 90.00	\$ 94.50
Social, weddings, or receptions - 4 hours	\$ 175.00	\$ 183.75

**Note 1:**

**Damage:** Cost of repairs plus administration cost.

**Cancellation:** Loss of deposit unless 30 days advance notice prior to rental date.

**Park/Facility Access Keys/Fobs**

A \$10.00 refundable deposit is required for each key/fob issued. Fee refundable upon return of key/fob.



**Schedule "E" to Bylaw No. 5421, 2024**  
***Parks, Recreation, Culture and Facilities Fees & Charges***

Tree Management Fees	Fees	Incl. GST 5%
<b>Tree Cutting Permit Fees</b>		
A Tree Cutting Permit where no supplemental documentation, planning or plan checking is required.	\$ 70.00	exempt
A Tree Cutting Permit where supplemental documentation, planning or plan checking is required.	\$ 350.00	exempt
<b>Tree Replacement Inspection Fees</b>		
Initial inspection fee for tree replacement required under the Zoning Bylaw in Northeast Coquitlam.	\$ 153.00	\$ 160.65
Re-inspection fee for tree replacement required under the Zoning Bylaw in Northeast Coquitlam.	\$ 307.00	\$ 322.35
<b>Boulevard Tree Replacement Fee</b>		
Fee to replace a boulevard tree the City allowed to be removed in relation to work carried out on an adjacent private property.	\$ 674.00	exempt



**SCHEDULE "F" TO BYLAW NO.5421, 2024**  
***Engineering & Public Works Department***  
***Fees & Charges***

## Schedule "F" to Bylaw No. 5421, 2024

### Engineering & Public Works Department Fees & Charges

Engineering Records (Hard Copy & Digital Products)	Fees	Incl. GST 5%
Single sheet photocopy 8.5"x11"	\$ 1.40	\$ 1.47
Single sheet photocopy 11"x17"	\$ 2.20	\$ 2.31
Scanned Copy	\$ 10.00	\$ 10.50
Service Connection Record - Utility Card (shows location of water/sanitary/drainage services at property line)	\$ 2.20	\$ 2.31
As-constructed or technical drawings not to scale	\$ 4.40	\$ 4.62
Various hard copy map - (colour 11"x17")	\$ 5.50	\$ 5.78
Truck route map - not to scale (colour - latest edition 11"x17")	\$ 5.50	\$ 5.78
Street map / watercourse map - not to scale (colour - latest edition 11"x17")	\$ 5.50	\$ 5.78
Various hard copy map - (colour 24" x 36" and 33" x 44")	\$ 13.40	\$ 14.07
Street map / watercourse map - 1:20,000 (colour - latest edition approx. 2"x6" or 3"x6")	\$ 13.40	\$ 14.07
Cadastral/Address Map book (black & white)	\$ 44.50	\$ 46.73
Custom Map Products / Data Preparation - hourly labour rate	\$ 47.80	\$ 50.19

Drainage Utility Services and Products	Fees	Incl. GST 5%
<b>New Drainage Service (see Note 1)</b>		
Install new drainage service connection pipe from City drainage main to private line with an inspection chamber at property line (150mm (6") diameter pvc pipe)	\$ 12,850.00	exempt
<b>Temporary Capping of Drainage Service</b>		
Temporarily disconnect drainage service connection for demolition at property line (temporarily cap and install drainage inspection chamber)	\$ 4,000.00	exempt
<b>Permanent Capping of Drainage Service</b>		
Permanently disconnect drainage service connection and cap connection at main	\$ 4,500.00	exempt
<b>Locate Drainage Service</b>		
Field locate existing drainage service connection pipe at property line and depth of service	\$ 1,019.00	\$ 1,069.95
<b>New Drainage Inspection Chamber (I/C)</b>		
Inspect existing service and install a new drainage inspection chamber on existing connection	\$ 4,000.00	exempt
<b>Install New Culverts (or equal) For Driveway in Road or Lane R.O.W.</b> (minimum length 3.0m installed to grade - concrete bag headwalls)		
Minimum 300mm diameter, per meter	\$ 1,000.00	exempt
Greater than 300mm diameter	estimate required	exempt



## Schedule "F" to Bylaw No. 5421, 2024

### Engineering & Public Works Department Fees & Charges

Sanitary Utility Services and Products	Fees	Incl. GST 5%
<b>New Sanitary Service (see Note 1)</b>		
Install new sewer service connection pipe between City sewer main and private sewer pipe with an inspection chamber at the property line		
100 mm (4") diameter pvc	\$12,850.00	exempt
150 mm (6") diameter pvc	\$12,850.00	exempt
<b>Temporary Capping of Sanitary Service</b>		
Temporarily disconnect sewer service connection for demolition at property line (temporarily cap and install sewer inspection chamber)	\$ 4,000.00	exempt
<b>Permanent Capping of Sanitary Service</b>		
Permanently disconnect sanitary sewer service connection and cap connection at main	\$ 4,500.00	exempt
<b>Locate Sanitary Service</b>		
Field locate existing sanitary service connection pipe at property line and depth of service	\$ 1,019.00	\$ 1,069.95
<b>New Sanitary Inspection Chamber (I/C)</b>		
Inspect existing service and install a new sanitary inspection chamber on existing connection	\$ 4,000.00	exempt
<b>Backhoe and Operator - Provision of a backhoe and operator (not for hire - subject to a 3 hour minimum)</b>	Actual Cost + Overhead	exempt
<b>Vector Unit &amp; Operator - Provision of a vector truck and operator, including disposal (not for hire - subject to a 3 hour minimum)</b>	Actual Cost + Overhead	exempt

Water Utility Services and Products	Fees	Incl. GST 5%
<b>New Water Service (see Note 1)</b>		
Install new water service connection pipe between City water main and valve box at property line		
19mm diameter copper c/w valve (Residential)	\$ 8,500.00	exempt
25mm diameter copper c/w valve (Residential)	\$ 8,800.00	exempt
38mm diameter copper c/w valve (Residential/Commercial/Metered)	\$11,050.00	exempt
50mm diameter copper c/w valve (Residential/Commercial/Metered)	\$11,250.00	exempt
<b>Temporary Capping of Water Service 50MM</b>		
Temporarily disconnect water service connection for demolition at property line	\$ 3,000.00	exempt
<b>Permanent Capping of Water Service 50MM</b>		
Permanently disconnect water service connection and cap connection at main	\$ 5,000.00	exempt



## Schedule "F" to Bylaw No. 5421, 2024

### Engineering & Public Works Department Fees & Charges

Water Utility Services and Products	Fees	Incl. GST 5%
<b>Locate Water Service</b>		
Field locate existing water service connection pipe at property line	\$ 1,306.00	\$ 1,371.30
<b>Install Meter and Box at Property Line</b>		
19mm meter & box	\$ 2,162.00	exempt
25mm meter & box	\$ 2,162.00	exempt
38mm meter & box	\$ 3,550.00	exempt
50mm meter & box	\$ 3,927.00	exempt
<b>New Water Service Box</b>		
Replace damaged or missing valve	\$ 1,750.00	exempt
<b>Water Valve Shut Off and Opening</b>		
Shut off water supply valve at property line for plumbing repair and restore water service after repair complete (requires 3 days notice)	\$ 287.00	exempt
<b>Scheduled Watermain Shutdown</b>	\$ 850.00	exempt
<b>Hydrant Use Permit</b>	\$ 260.00	exempt
<b>Water Use Charge</b>		
Per day - in conjunction with hydrant use permit	\$ 30.00	exempt
<b>Water Service Shut Off Key</b>		
Deposit, refundable after return of key	\$ 50.00	exempt

Transportation Infrastructure Services and Products	Fees	Incl. GST 5%
<b>Sidewalk Repair Replacement</b>		
Remove existing and install 1.5m x 1.5m x 100m concrete panel cure	actual cost + concrete/asphalt administration fee	exempt
<b>Curb Letdown</b>		
Remove existing and install 6.0m x 1.5m x 150mm concrete curb letdown (no sidewalk)	actual cost + concrete/asphalt administration fee	exempt
<b>Sidewalk Letdown</b>		
Remove existing and install min. 6.0m x 1.5m x 150mm concrete curb letdown (comes with curb)	actual cost + concrete/asphalt administration fee	exempt
<b>Asphalt / Concrete Repair</b>		
Remove existing asphalt base and install new asphalt/concrete and compact	actual cost + concrete/asphalt administration fee	exempt
<b>Concrete / Asphalt Administration Fee</b> (per location)	\$ 200.00	\$ 210.00
<b>Survey Monument Replacement Fee</b> (for monument removal/disturbance)		
Per Integrated Survey Area Monument	\$ 1,800.00	exempt
Per Integrated Survey Area Monument + First Order Levelling Network	\$ 3,300.00	exempt
Per High Precision Network Monument	\$ 7,500.00	exempt
<b>Debris Removal from Street and Property</b>		
Remove and dispose of illegal debris	actual cost + overhead + inspection fee	exempt



## Schedule "F" to Bylaw No. 5421, 2024

### Engineering & Public Works Department Fees & Charges

Transportation Infrastructure Services and Products	Fees	Incl. GST 5%
<b>New Street Sign (comes with pipe standard and concrete base), per sign</b>	\$ 420.00	exempt
<b>New Street Sign on Existing Sign, per sign</b>	\$ 160.00	exempt
<b>Temporary Street Closure (barricade/detour/signage/laning/coning traffic advisory)</b>		
Application Fee	\$ 121.20	exempt
Plus actual cost and overhead	+ actual cost + overhead	exempt
<b>Temporary Parking Regulation Sign (on existing or temporary standard)</b>		
Application Fee	\$ 128.40	exempt
Per sign	\$ 105.00	exempt
<b>Hooding Parking Regulatory Signs</b>		
Application Fee	\$ 62.60	exempt
Per Sign	\$ 37.00	exempt
<b>Road Allowance Obstruction Permit</b>		
Application Fee	\$ 62.60	exempt
Permit Fee	\$ 121.00	exempt
<b>Traffic Signal Timing Information Standard Report</b>		
Per traffic signal	\$ 250.00	\$ 262.50
<b>Modification of Traffic Signals (charge is per day and includes a road and sidewalk closure fee)</b>		
Put signal into red flash and return it to normal operation	\$ 254.50	exempt
Turn Signal off and return it to normal operation	\$ 254.50	exempt
Manipulate signal timing plan or manipulate detection	\$ 437.38	exempt
<b>Traffic Camera Video Clip - Search and Release (refer to Notes 2, 3 &amp; 4)</b>		
Per hour	\$ 240.00	\$ 252.00
<b>Video Footage - Search and Release (refer to Notes 2, 3, &amp; 4)</b>		
Per every 15 minute increments of video	\$ 65.00	\$ 68.25
<b>Road and Sidewalk Closure Permit</b>		
Initial application of proposed event	\$ 150.00	exempt
Renewal of permit fee	\$ 75.00	exempt
<b>Sidewalk Use Permit</b>		
Application fee	\$ 25.70	exempt
Small sidewalk use (maximum 3 tables and chairs)	\$ 128.40	exempt
Medium sidewalk use (maximum 6 tables and 12 chairs)	\$ 256.80	exempt
Large sidewalk use (maximum 9 tables and 18 chairs)	\$ 385.10	exempt
<b>Noise Bylaw Exemption Permit</b>		
<i>To perform work:</i>		
<i>- Before 7:00 a.m. or after 8:00 p.m. Monday to Friday; or</i>		
<i>- Before 9:00 a.m. or after 6:00 p.m. Saturday; or</i>		
<i>- Anytime on Sunday or a Statutory holiday</i>		
If application is received more than 5 business days prior to the start of proposed event	\$ 78.00	exempt
If application is received less than 5 business days prior to the start of proposed event	\$ 157.00	exempt



## Schedule "F" to Bylaw No. 5421, 2024

### Engineering & Public Works Department Fees & Charges

Transportation Infrastructure Services and Products	Fees	Incl. GST 5%
<b>Truck Route Exemption Permit</b>		
<i>For local delivery by vehicles that are otherwise restricted to truck route:</i>		
<i>- Between 6:00am and 10:00pm on Mondays to Fridays; and</i>		
<i>- 8:00am to 5:00pm on Saturday</i>		
If application is received more than 5 business days prior to the start of proposed event	\$ 161.25	exempt
If application is received less than 5 business days prior to the start of proposed event	\$ 268.05	exempt
<b>Oversize or Overweight Vehicle Permit</b>		
Single Trip	\$ 51.35	exempt
Annual (maximum 12 trips per year (notification to the City is required for each trip))	\$ 308.10	exempt
<b>BC Hydro Connection Recovery</b>		
Overhead Connection	\$ 745.00	exempt
Underground Connection	\$ 586.00	exempt
<b>Electric Vehicle Charging Stations (fee at public charging stations) *charging fee includes GST</b>		
<i>Hourly fees to charge electric vehicles at public charging outlets (Level 1 - 120V)</i>		
For first 2 hours	\$ 0.95	\$ 1.00
For each additional hour	\$ 1.90	\$ 2.00
<i>Hourly fees to charge electric vehicles at public charging stations (Level 2 - 240V)</i>		
For first 2 hours	\$ 1.90	\$ 2.00
For each additional hour	\$ 4.76	\$ 5.00
<b>Sweeper and Operator - Provision of road sweeper and operator, including disposal (not for hire - 3 hour minimum)</b>	actual cost + overhead	exempt
<b>Dump Truck and Operator - Provision of dump truck and operator, including disposal (not for hire - 3 hour minimum)</b>	actual cost + overhead	exempt
<b>Cutting of Boulevard Vegetation - Provision of truck for cutting of boulevard vegetation, including disposal (not for hire - subject to a 3 hour minimum)</b>	actual cost + overhead	exempt



## Schedule "F" to Bylaw No. 5421, 2024

### Engineering & Public Works Department Fees & Charges

Transportation Infrastructure Services and Products	Fees	Incl. GST 5%
<b>Lot Rental - Town Centre Park</b>		
Full day rate (see Note 5)	\$ 25.00	N/A
<b>On Street Parking at Metered Spaces in Town Center (North of Guildford)</b>		
Per one hour period from 8:00 a.m. to 6:00 p.m. Monday to Saturday (other than Statutory holidays) - see Note 5	\$ 1.00	N/A
<b>On Street Parking at Metered Spaces in Town Center (South of Guildford)</b>		
Per one hour period from 8:00 a.m. to 6:00 p.m. Monday to Saturday (other than Statutory holidays) - see Note 5	\$ 1.25	N/A
<b>On Street Parking at Metered Parking Spaces Indicated as "Park &amp; Ride"</b>		
Per one hour period from 8:00 a.m. to 6:00 p.m. Monday to Saturday (other than Statutory holidays) - see Note 5	daily rate	N/A
<b>Annual Residents Facility Parking Pass (for use at City owned parking and limited parking lots) - see Note 5</b>	\$ 30.00	N/A
<b>Annual Residents Facility Parking Pass Replacement or Transfer - see Note 5</b>	\$ 15.00	N/A
<b>Fraser River Boat Launch Parking (Macquabeak Park)</b>		
Payable for daily boat launch parking (see Note 5)	\$ 11.50	N/A
<b>Infrastructure Inspection Fee (related to work on City infrastructure)</b>		
Works valued less than \$3,000.00	\$ 150.00	\$ 157.50
Works valued greater than \$3,000.00	5% of the estimated value of work	GST applicable
<b>Infrastructure Inspection Fee (related to building construction)</b>		
Per house where improvements are greater than \$50,000.00	\$ 125.00	\$ 131.25
For all buildings larger than a single or two-family dwelling	\$ 200.00	\$ 210.00
<b>Erosion and Sediment Control Inspection Fee</b>		
Per house if a disruption of soil is anticipated	\$ 134.55	\$ 141.28
<b>Re-Inspection Fee</b>		
Per site for each additional inspection to City infrastructure before and/or after construction	\$ 100.00	\$ 105.00
<b>Pavement Cut Restoration Fee (initial repair by applicant)</b>		
minimum charge	\$ 300.00	exempt
charge per sq. meter	\$ 160.00	exempt
<b>Road Cut Degradation Fee</b>		
Per meter - applicable to all road cuts (degradation of roads 15 years and less in age)	\$ 14.00	exempt

## Schedule "F" to Bylaw No. 5421, 2024

### Engineering & Public Works Department Fees & Charges

Encroachments into City-Owned and/or Controlled Land and Properties	Fees	Incl. GST 5%
Application Fee - Applies to all Encroachment Agreements	\$ 100.00	exempt
<b>Agreements:</b>		
<b>Permitted, Non-Invasive</b>		
<b>Residential</b> (example: retaining walls)	Assessed property value per sq. foot x sq. feet of encroachment x 2.5%	exempt
<b>Development</b> (example: site trailers on top of sidewalk hoarding)	Assessed property value per sq. foot x sq. feet of encroachment x 5%	exempt
<b>Development</b> (example: sidewalk hoarding - benefit to public safety) - Application Fee Only	\$ 100.00	exempt
<b>Permitted, Invasive</b>		
<b>Residential</b> (example: gates/fences)	Assessed property value per sq. foot x sq. feet of encroachment x 5%	exempt
<b>Residential</b> (example: undesirable or unauthorized)	Assessed property value per sq. foot x sq. feet of encroachment x 15%	exempt
<b>Development</b> (example: site trailers, construction staging, cut excavated slope, temporary land use)	Assessed property value per sq. foot x sq. feet of encroachment x 7.5%	exempt
<b>Development</b> (example: undesirable or unauthorized)	Assessed property value per sq. foot x sq. feet of encroachment x 32.5%	exempt



## Schedule "F" to Bylaw No. 5421, 2024

### Engineering & Public Works Department Fees & Charges

Encroachments into City-Owned and/or Controlled Land and Properties	Fees	Incl. GST 5%
<b>Permits (bins on streets):</b>		
<b>Residential</b> (example: 3 weeks maximum duration, max size 20 feet long) - Application Fee Only	\$ 75.00	exempt
<b>Development</b> (example: standard size disposal, storage or site container) - Monthly Fee Only	\$ 500.00	exempt
<b>Soil Anchor Retention Fee</b>		
Required when soil anchors cannot be removed within 3.0m of finished ground as per City requirements (all zones) - Per anchor	\$ 2,500.00	exempt

Environmental Services	Fees	Incl. GST 5%
<b>Watercourse Protection Development</b>		
Complex Developments ( <i>see Note 6</i> )	\$ 1,867.10	exempt
Residential Developments ( <i>see Note 7</i> )	\$ 793.90	exempt
<b>Watercourse Protection Development Permit</b>		
Amendment Fee	\$ 665.50	exempt
<b>Drinking Water Conservation Plan Bylaw Permit Fees</b>		
Residential Single Family or Duplex	\$ 40.05	exempt
Multi-Family (townhouses and apartments) (per unit to a maximum fee of \$157)	\$ 40.05	exempt
Complex (commercial, industrial and institutional properties)	\$ 161.25	exempt

Frontage Works Program Services and Products (refer to Notes 8 & 9)	Fees	Incl. GST 5%
<b>Roadworks</b>		
Road (per m. - 8.5M width, typical)	\$ 460.00	exempt
Curb and Gutter (per m. - MMCD C5, typical)	\$ 290.00	exempt
Sidewalk (per m. - 1.5m to 1.8m width)	\$ 147.00	exempt
Driveway Letdown (per m. - 4.5m to 6m width)	\$ 4,975.00	exempt
Boulevard (per m. 2.2m - curb to sidewalk, typical)	\$ 215.00	exempt
Trees (per m. - as specified by Parks, Recreation Culture & Facilities)	\$ 152.00	exempt
Street Lighting (per m. - LED, typical)	\$ 200.00	exempt
<b>Service Connections Installed as part of Frontage Works projects</b>		
Drainage Service Connection - 150mm diameter (each)	\$ 5,800.00	exempt
Sanitary Service Connection - 100mm diameter (each)	\$ 8,000.00	exempt
Sanitary Service Connection - 150mm diameter (each)	\$ 8,000.00	exempt
Water Service Connection - 19mm diameter (each)	\$ 6,696.00	exempt
Water Service Connection - 38mm diameter (each)	\$ 6,820.00	exempt
<b>Laneworks</b>		
Asphalt Lane (per m. - 3.7m width)	\$ 188.00	exempt
Rollover Curb (per m. - MMCD C4, typical)	\$ 225.00	exempt
Gravel Shoulder (per m.)	\$ 35.00	exempt
Drainage (per m. - culvert and catch basins)	\$ 350.00	exempt

## **Schedule "F" to Bylaw No. 5421, 2024**

### ***Engineering & Public Works Department Fees & Charges***

#### **Notes for New Drainage/Sewer/Water Service Connections:**

**Note 1:** Available to lots on street with mains; during working hours, apply at Customer Service Section. Note that payment of the new service connection fee does not guarantee the City will undertake the installation/construction of the works. If the Engineer determines the value of the service connection work exceeds the Fees and Charges Bylaw rate, then the owner shall pay the additional amount before the work would be completed. Alternatively, the owner can choose to hire a private contractor to complete this work subject to the City's requirements (which includes the utility system work and the associated road, sidewalk, and/or boulevard restoration).

#### **Notes for Traffic Camera Video Clip - Search and Release and Video Footage - Search and Release:**

**Note 2:** In exceptional cases that require substantial staff time, the actual cost will be charged.

**Note 3:** Police agencies are exempt from Traffic Camera Video fees.

**Note 4:** File will be provided in M4V format. City staff do not provide technical support.

#### **Notes for Transportation Infrastructure Services and Products (Parking Bylaw):**

**Note 5:** The parking fee includes GST and TransLink Parking Tax with the exception of those parking fees collected from parking on public streets.

#### **Notes for Watercourse Protection Development Permit:**

**Note 6:** Watercourse Protection Development Permit application fee is initially 50% of the fee set out above with the balance to be paid if a Development Permit is required.

**Note 7:** The initial 50% of the application fee is non-refundable if through the review process a Development Permit is not required.

#### **Notes for Frontage Works Program Services and Products:**

**Note 8:** Applies to subdivisions and building permits for single family and neighbourhood attached residential developments in the Southwest Coquitlam Area Plan only, refer to Bylaw No. 4751, 2017 and Bylaw No. 4752, 2017.

**Note 9:** These fees are recalculated each year and are similarly applied to works completed and works yet to be completed.



**SCHEDULE "G" TO BYLAW NO.5421, 2024**  
***Fire/Rescue Department Fees & Charges***

## Schedule "G" to Bylaw No. 5421, 2024

### Fire/Rescue Department Fees & Charges

*The following fees and charges apply to the services indicated under Fire Prevention & Life Safety Bylaw No. 3712, 2005*

Section Reference	Description of service	Fees	Incl. GST 5%
8.8	Burning permit - fee per permit	\$ 25.68	exempt
9.7	a) Low Hazard Fireworks	\$ 51.35	exempt
	b) High Hazard Fireworks	\$ 114.00	exempt
	c) Pyrotechnics	\$ 205.40	exempt
11	Use of Fire Training Facilities, equipment and grounds - Current rates for personnel, equipment, consumables and administration plus overhead plus GST, one hour minimum		
11.1	Minimum Fee (fee per hour, per inspector)	\$ 95.51	\$ 100.29
	Fire Inspection, regular working hours, prorated in 15 minute intervals	\$ 116.05	\$ 121.85
	Fire inspection, after hours, prorated in 15 minute intervals	\$ 173.56	\$ 182.24
11.2	Minimum Fee (fee per hour, per inspector)	\$ 95.51	\$ 100.29
	Fire Inspection, regular working hours, prorated in 15 minute intervals	\$ 116.05	\$ 121.85
	Fire inspection, after hours, prorated in 15 minute intervals	\$ 173.56	\$ 182.24
	Comfort letter, per building, first hour (fee per letter)	\$ 119.13	\$ 125.09
	Comfort letter, per building, subsequent hours, or part thereof, prorated in 15 minute intervals (fee per letter)	\$ 116.05	\$ 121.85
11.3	a) first two hours of investigation	-	-
	b) every subsequent hour or part thereof to a maximum of 10 additional hours of investigation (fee per hour)	\$ 161.24	\$ 169.30
11.4	a) first re-inspection in a calendar year	-	-
	b) second and subsequent re-inspection(s) in a calendar year:		
	Minimum Fee (fee per hour, per inspector)	\$ 95.51	\$ 100.29
	Fire Inspection, regular working hours, prorated in 15 minute intervals	\$ 116.05	\$ 121.85
	Fire Inspection, after hours, prorated in 15 minute intervals	\$ 173.56	\$ 182.24
11.5	Controlled substances incident response - Current rates for personnel and equipment plus overhead, one hour minimum		
11.6	Hazardous material or dangerous goods clean-up or safe disposal	Incurred costs	exempt
11.7	Fireworks and/or Pyrotechnics incident response - Current rates for personnel and equipment plus overhead, one hour minimum		



## Schedule "G" to Bylaw No. 5421, 2024

### Fire/Rescue Department Fees & Charges

*The following fees and charges apply to the services indicated under Fire Prevention & Life Safety Bylaw No. 3712, 2005*

Section Reference	Description of service	Fees	Incl. GST 5%
11.7	Fire Filming Fees:		
	Fire Pumper Truck hourly standby fee (fee per hour, with 3 hour minimum)	\$ 821.60	\$ 862.68
11.8	Damaged or contaminated equipment repair or replacement	Incurred cost	GST Applicable
11.9	Fire extinguisher training costs, 10 persons minimum (fee per person)		
	a) Owner/occupier site, regular working hours	\$ 44.00	\$ 46.20
	b) Training Grounds, regular working hours	\$ 23.00	\$ 24.15
	c) Training Grounds, after hours	\$ 44.00	\$ 46.20
11.10	Minimum Fee (fee per hour, per inspector)	\$ 95.51	\$ 100.29
	Fire Inspection, regular working hours, prorated in 15 minute intervals	\$ 116.05	\$ 121.85
	Fire inspection, after hours, prorated in 15 minute intervals	\$ 173.56	\$ 182.24
	Secure vacant building or structure	Incurred cost	GST Applicable
11.11	Use of third party equipment and/or services	Incurred cost	GST Applicable
11.12	Vacant building incident response (fee per event) - Current rates for personnel and equipment plus materials, administration, and overhead, one hour minimum.		
12.2	a) first excessive false fire alarm	\$ 215.67	exempt
	b) second excessive false fire alarm	\$ 282.43	exempt
	c) third and subsequent excessive false fire alarms	\$ 410.80	exempt
13.3	Standby fee when Contact Person fails to arrive within 45 minutes of notification (fee per hour)	\$ 359.45	\$ 377.42
16.1	Secure fire damaged building or structure	Incurred cost	exempt
16.4	Secure vacant building or structure	Incurred cost	exempt
17.1	a) High-rise buildings (7 storeys and up) Fire Safety Plan review and approval - fee per plan	\$ 333.78	\$ 350.46
	b) All other buildings (less than 7 storeys) Fire Safety Plan review and approval - fee per plan	\$ 166.37	\$ 174.69
	c) Construction Fire Safety Plan review & approval - fee per plan	\$ 159.19	\$ 167.14
	d) Amendment to Fire Safety Plan review & approval - fee per amendment	\$ 107.84	\$ 113.23
17.9	Install lock box cover - fee per cover	\$ 25.00	\$ 26.25

**SCHEDULE "H" TO BYLAW NO.5421, 2024**  
***Fire Security Alarms***



## Schedule "H" to Bylaw No. 5421, 2024 *Fire Security Alarms*

### Description of service

In this Schedule each capitalized word or phrase has the meaning ascribed to it in Section 2 of the False Security Alarm Fees Bylaw no. 3093, 1997.

The EXCESSIVE FALSE ALARM FEE will be as follows.

a) for the third FALSE ALARM, the fee will be \$150.00

b) for each FALSE ALARM after the third FALSE ALARM, the fee will be \$300.00

**SCHEDULE "I" TO BYLAW NO.5421, 2024**  
***Animal Services & General Bylaw Fees & Charges***



## Schedule "I" to Bylaw No. 5421, 2024 Animal Services & General Bylaw Fees & Charges

*Fees under the Animal Care and Control Bylaw No. 4240, 2011  
Impoundment, Custodial and Disposition Charges*

1. Impoundment of domestic animals	Fees	Incl. GST 5%
<b>(a) for a licensed dog other than an aggressive or vicious dog</b>		
(i) first impoundment	\$ 63.67	exempt
(ii) second impoundment	\$ 101.67	exempt
(iii) third impoundment	\$ 164.32	exempt
(iv) fourth impoundment	\$ 338.91	exempt
(v) all subsequent impoundments	\$ 452.91	exempt
<b>(b) for a unlicensed dog other than an aggressive or vicious dog</b>		
(i) first impoundment	\$ 124.27	exempt
(ii) second impoundment	\$ 186.91	exempt
(iii) third impoundment	\$ 248.53	exempt
(v) all subsequent impoundments	\$ 441.61	exempt
<b>(c) for an aggressive dog whether licensed or unlicensed</b>		
(i) first impoundment	\$ 256.75	exempt
(ii) second impoundment	\$ 513.50	exempt
(iii) third and all subsequent impoundment	\$ 1,027.00	exempt
<b>(d) for a vicious dog whether licensed or unlicensed</b>		
(i) first impoundment	\$ 513.50	exempt
(ii) second impoundment	\$ 1,027.00	exempt
(iii) third and all subsequent impoundment	\$ 2,054.00	exempt
<b>(e) for any cat or livestock</b>		
(i) first impoundment	\$ 65.73	exempt
(ii) second impoundment	\$ 73.94	exempt
(iii) third and all subsequent impoundment	\$ 142.75	exempt
<b>(f) for small animals (rats, rabbit, etc)</b>		
(i) first impoundment	\$ 27.73	exempt

### Notes

Plus the actual cost incurred by the Animal Control Manager to obtain the equipment and vehicle or either of them necessary to effect the impoundment



## Schedule "I" to Bylaw No. 5421, 2024 Animal Services & General Bylaw Fees & Charges

*Fees under the Animal Care and Control Bylaw No. 4240, 2011  
Impoundment, Custodial and Disposition Charges*

2. Detainment of domestic animals at Animal Centre - Custodial Fees	Fees	Incl. GST 5%
a) for any dog or cat other than an aggressive or vicious dog - fee per day	\$ 19.51	exempt
b) for any animal described as livestock - fee per day plus the actual cost to board such animal in private facilities	\$ 28.76	exempt
c) for any other domestic animal - fee per day	\$ 12.32	exempt
d) for an aggressive dog - fee per day	\$ 28.76	exempt
e) for a vicious dog - fee per day	\$ 42.11	exempt
f) for a Sec 49 dangerous dog - fee per day	\$ 56.49	exempt
maximum of:	\$ 2,054.00	exempt

3. Disposition charges for Pathological Waste	Fees	Incl. GST 5%
a) for the disposal by an Owner of each animal - Drop-off Fee	\$ 47.24	exempt
- Pick-up Fee	\$ 77.03	exempt
b) for all disposals of pathological wastes, including the dead bodies of any animals - fee per pound with minimum charge of \$10 per disposal	\$ 2.05	exempt

Annual Licensing Fees for Dogs	Fees	Incl. GST 5%
<b>1. All dog licences are due and payable on January 1st for each licence year. For all dog licence fees that are received by the City on or before Feb 1st in any given licence year the following fees will apply:</b>		
(a) dog less than 6 months of age	\$ 31.84	exempt
(b) unspayed or unneutered dogs	\$ 64.70	exempt
(c) spayed or neutered dogs	\$ 31.84	exempt
(d) aggressive unspayed or unneutered dogs	\$ 154.05	exempt
(e) aggressive spayed or neutered dogs	\$ 102.70	exempt
(f) vicious unspayed or unneutered dogs	\$ 256.75	exempt
(g) vicious spayed or neutered dogs	\$ 205.40	exempt
(h) special needs assistant dogs	-	exempt
<b>2. For licences applied for after February 1st an \$18.00 late payment charge will be assessed in addition to the fees prescribed above, provided that the late payment charge will not apply where:</b>		
(a) the dog for which the licence is sought is under 6 months of age;		
(b) satisfactory evidence is provided to confirm that the owner only established residency in the City within 30 days of the application date; or		
(c) satisfactory evidence is provided to confirm that the dog for which the licence is sought was acquired by the Owner within 30 days of the application date.		
<b>3. Replacement fee for a lost or defaced dog licence tag</b>	\$ 6.00	exempt



## Schedule "I" to Bylaw No. 5421, 2024

### Animal Services & General Bylaw Fees & Charges

*Fees under the Animal Care and Control Bylaw No. 4240, 2011  
Impoundment, Custodial and Disposition Charges*

Annual Licensing Fees for Dogs	Fees	Incl. GST 5%
<b>Kennel Licence Fees (per year)</b>	\$ 493.99	exempt
<b>Adoption Fees</b>		
(a) mature dogs	\$ 282.43	\$ 296.55
(b) puppies	\$ 333.78	\$ 350.46
(c) mature cats	\$ 174.59	\$ 183.32
(d) kittens	\$ 205.40	\$ 215.67
(e) rabbits	\$ 61.62	\$ 64.70
(f) budgies, finches, canary, dove and other small birds	\$ 32.86	\$ 34.51
(g) cockatiel, lovebirds, parrotlets and other medium size birds	\$ 65.73	\$ 69.01
(h) rodents	\$ 25.68	\$ 26.96
(i) other animals and birds	market value	GST Applicable
(j) bonded pair of animals (applicable to each of "a" to "h")	50% of the regular fee	GST Applicable
(k) senior/special needs animals (applicable to each of "a" to "h")	50% of the regular fee	GST Applicable
<b>Private Boarding Fee</b>		
daycare	\$ 31.84	\$ 33.40
overnight	\$ 37.40	\$ 39.30
<b>RCMP/PoMo Police Service Fee</b>		
animal needs to be impounded on behalf of the police	\$ 70.86	exempt
<b>Return of Impounded Sign</b>		
fee per sign	\$ 27.73	exempt
<b>Amplified Noise Permit</b>		
	\$ 112.97	exempt
<b>Owner Surrender</b>		
dogs and cats	\$ 112.97	\$ 118.62
small animal	\$ 22.59	\$ 23.72

**SCHEDULE "J" TO BYLAW NO.5421, 2024**  
***Filming Fees & Charges***



## Schedule "J" to Bylaw No. 5421, 2024

### Filming Fees & Charges

*All productions are required to obtain a film permit whether on private or public lands within the City of Coquitlam*

RCMP related costs (see schedule "C" to the current bylaw)
Operations related costs (see schedule "F" to the current bylaw)
Fire Department related costs (see schedule "G" to the current bylaw)
Parks, Recreation & Culture (see schedule "E" to the current bylaw)

	Fees	Incl. GST 5%
<b>Permits</b>		
Business Licence – Refer to schedule K –Business Licenses		
Film Permit	\$ 300.00	exempt
Additional Film Permit Multiple Locations	\$ 100.00	exempt
Fire Hydrant Permit – Refer to Schedule F - Operations		
Noise Exemption Permit – Refer to Schedule F - Operations		
Pyrotechnics Permit – Refer to Schedule G - Fire		
Street Use Permit – Refer to Schedule F – Operations		
<b>Location Fees</b>		
Main Arterial Route (closure for location) - fee per day	\$ 1,500.00	\$ 1,575.00
Destination Park* - fee per day	\$ 800.00	\$ 840.00
All Other Parks - fee per day	\$ 600.00	\$ 630.00
Prep, Wrap & Hold Days	50% of location	GST Applicable
Use of Civic Facilities - Refer to schedule E - PRCF	fee per day	
<b>Location Roads &amp; Parking</b>		
City Block Parking - fee per block per day	\$ 200.00	\$ 210.00
City Lot Parking (rates vary for metered parking lots) - fee per day	\$ 800.00	\$ 840.00
Gravel Road Maintenance - fee per permit	\$ 800.00	exempt
Signage – Refer to Schedule F – Operations		
<b>Administration Fees</b>		
Film Office Administration	15% of total fees charged	GST Applicable
Cancellation Fee	15% of total fees charged	GST Applicable
<b>Damage Deposit</b>		
Varies Depending on Scope of Filming on City Property	\$ 2,000.00 – \$20,000.00	exempt
<b>Other Fees</b>		
Film Coordinator Daily Inspection - fee per day	\$ 100.00	\$ 105.00
Fire Truck & Staff - Refer to schedule G - Fire		
RCMP (scheduling included) - Refer to schedule C - RCMP		
Other Municipal Service Staff - fee per hour	\$ 100.00	\$ 105.00

\*Destination Parks - Blue Mountain Park, Como Lake, Coquitlam Crunch, Mackin Park, Mundy Park, Town Centre Park, Upper Coquitlam River Park

**SCHEDULE "K" TO BYLAW NO.5421, 2024**  
***Business Licence Fees & Charges***



## Schedule "K" to Bylaw No. 5421, 2024

### Business Licence Fees & Charges

The definitions set out in Business Licence Bylaw No. 4344, 2013 apply to this Schedule.

The following fees are payable in respect of a licence issued under Business Licence Bylaw No. 4344, 2013:

Part 1: General Services	Fees	Incl. GST 5%
<b>A. Level One</b>		
<i>Includes but is not limited to: consultant without commercial office space in City; residential daycare; private teacher without commercial office space; bed and breakfast; Christmas tree sales (licence valid December only); home occupation (unless nature of home occupation business otherwise listed); personal grooming services</i>		
(a) general	\$ 98.59	exempt
(b) personal grooming services:		exempt
1st employee	\$ 98.59	exempt
PLUS each additional employee	\$ 27.73	exempt
<b>B. Level Two</b>		
<i>Includes but is not limited to: automobile parking lot; business office; cleaning/dying/laundry plant; consultant with commercial office space in City; patrol/security service; photography studio/mobile unit; service/repair shop; mobile service/repair; towing service without storage facility in City; primary producer; travel agency; commercial daycare; commercial school/training; film production</i>		
(a) general	\$ 185.89	exempt
<b>C. Level Three</b>		
<i>Includes but is not limited to: equipment/personal property rentals; residential building management; professionals</i>		
(a) general	\$ 243.40	exempt
(b) professionals:		
1 <sup>st</sup> professional	\$ 243.40	exempt
PLUS each additional professional (up to total of 30)	\$ 27.73	exempt
to a maximum	\$ 1,063.97	exempt
<b>Part 2: Financial Institutions</b>		
(a) general	\$ 1,738.71	exempt



## Schedule "K" to Bylaw No. 5421, 2024

### Business Licence Fees & Charges

Part 3: Industrial Services	Fees	Incl. GST 5%
<b>A. General</b>		
<i>Includes but is not limited to: auto wrecker; used auto parts sales; commercial/industrial building management; quarry; gravel pit; towing service with storage facility in City</i>		
(a) general	\$ 348.15	exempt
<b>B. Contractors</b>		
(a) with commercial office in City		
1st employee	\$ 185.89	exempt
each additional employee (up to total of 30)	\$ 27.73	exempt
to a maximum	\$ 1,005.43	exempt
(b) without commercial office in City	75% of (a) to nearest \$1.00	
(c) without commercial office in City (six month licence only)	75% of (b) to nearest \$1.00	
<b>C. Manufacturer</b>		
(a) general		
1st employee	\$ 185.89	exempt
PLUS each additional employee (up to total of 30)	\$ 27.73	exempt
to a maximum	\$ 1,005.43	exempt
<b>D. Warehouse</b>		
(a) general		
up to 200 m <sup>2</sup> of floor space	\$ 185.89	exempt
PLUS for each 100 m <sup>2</sup> of floor space in excess of 200 m <sup>2</sup> (up to total of 12,000 m <sup>2</sup> )	\$ 34.92	exempt
to a maximum	\$ 4,359.62	exempt

Part 4: Sales	Fees	Incl. GST 5%
<i>Includes but is not limited to: retail, wholesale, vehicle sales (including boat and RV), restaurants</i>		
(a) general		
up to 30 m <sup>2</sup> indoor floor space	\$ 98.59	exempt
PLUS each additional 10 m <sup>2</sup> indoor floor space (up to 2,000 m <sup>2</sup> )	\$ 19.51	exempt
PLUS each 10 m <sup>2</sup> outdoor space (up to 500 m <sup>2</sup> )	\$ 6.16	exempt
to a maximum	\$ 4,525.99	exempt
(b) food take-out/delivery (up to 30 m <sup>2</sup> )	\$ 98.59	exempt
(c) direct seller (per seller)	\$ 185.89	exempt
(d) liquor add-on for businesses holding a Provincial liquor licence	\$ 117.08	exempt



## Schedule "K" to Bylaw No. 5421, 2024

### Business Licence Fees & Charges

Part 5: Recreation & Entertainment	Fees	Incl. GST 5%
(a) bowling alley; billiard hall each lane or table	\$ 76.00	exempt
(b) casino	\$ 3,594.50	exempt
(c) circus/show/carnival base rate (fee per day plus)	\$ 489.88	exempt
each riding device or game (fee per day)	\$ 11.30	exempt
(d) recreation/entertainment/health/wellness facilities or services service provider with no facility in City	\$ 185.89	exempt
facility with up to 100 m <sup>2</sup> floor space accessible to public (fee plus)	\$ 185.89	exempt
PLUS each additional 1,000 m <sup>2</sup> floor space accessible to public	\$ 34.92	exempt
(e) golf course	\$ 487.83	exempt
(f) theatre; concert hall each seat	\$ 1.03	exempt

Part 6: Rentals	Fees	Incl. GST 5%
(a) living unit rental each hotel or motel room (no kitchen)	\$ 13.35	exempt
each studio unit	\$ 24.65	exempt
each 1 bedroom unit	\$ 38.00	exempt
each 2 bedroom unit	\$ 49.30	exempt
each 3 bedroom unit	\$ 62.65	exempt
each 4 bedroom unit	\$ 74.97	exempt
<i>to a maximum</i>	\$ 3,733.15	exempt
(b) private hospital (each bed)	\$ 16.43	exempt
(c) mobile home park each pad (up to 100)	\$ 33.89	exempt
<i>to a maximum</i>	\$ 3,393.21	exempt
(d) rental vehicles Each vehicle (up to 50)	\$ 73.94	exempt
<i>To a maximum</i>	\$ 3,676.66	exempt

Part 7: High Impact Business	Fees	Incl. GST 5%
(a) massage parlour	\$11,311.38	exempt
(b) pawnshop	\$11,311.38	exempt
(c) scrap metal dealer	\$11,311.38	exempt
(d) nightclub	\$ 3,959.09	exempt

## Schedule "K" to Bylaw No. 5421, 2024

### Business Licence Fees & Charges

Part 8: Portable Vending Businesses and Special Events	Fees	Incl. GST 5%
Mobile Vendor	\$ 164.32	exempt
Street Vendor operating a Street Vending Cart on Private Property		
(a) Annual Licence	\$ 107.84	exempt
(a) One Day Licence	\$ 17.46	exempt
Street Vendor operating a Street Vending Vehicle on Private Property		
(a) Annual Licence	\$ 124.27	exempt
(a) One Day Licence	\$ 17.46	exempt
Street Vendor operating a Street Vending Cart on City Property	\$ 1,130.73	exempt
Street Vendor operating a Street Vending Vehicle on City Property (fee plus lost parking revenues, if any)	\$ 1,130.73	exempt
Special Event	\$ 85.24	exempt
PLUS additional fee for each vendor stall unless that vendor is already licensed by the City as a portable vendor	\$ 17.46	exempt

Part 9: Miscellaneous Fees	Fees	Incl. GST 5%
(a) automatic vending machine		
each machine (up to 150)	\$ 27.73	exempt
<i>to a maximum</i>	\$ 4,194.27	exempt
(b) ATM		
each machine (excluding ATMs located within a financial institution)	\$ 93.46	exempt

1. The fee for a licence amendment application under section 12.3 of Business Licence Bylaw No. 4344, 2013 is \$33.89.



**SCHEDULE "L" TO BYLAW NO.5421, 2024**  
***Vehicle for Hire Fees & Charges***

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**Schedule "L" to Bylaw No. 5421, 2024**  
***Vehicle for Hire Fees & Charges***

	Fees	Incl. GST 5%
1. Any person who offers vehicle for hire described as a cab, for each vehicle available for hire.	\$ 95.00	exempt
2. Any person who offers drive-self vehicles for rent and operating from premises within the City, for each vehicle available for rent.	\$ 65.00	exempt



**SCHEDULE "M" TO BYLAW NO.5421, 2024**  
***Cemetery Service Fees & Charges***

## Schedule "M" to Bylaw No. 5421, 2024

### Cemetery Service Fees & Charges

Item	Fees	Incl. GST 5%	% Fees going into Perpetual Care Fund
<b>Full Burial Right of Interment</b>			
Double depth lawn crypt/headstone - full caskets - Resident	\$16,805.00	\$17,645.25	25%
Double depth lawn crypt/headstone - full caskets - Former	\$25,215.00	\$26,475.75	25%
Double depth lawn crypt-full caskets - Resident	\$10,980.00	\$11,529.00	25%
Double depth lawn crypt-full caskets - Former	\$16,420.00	\$17,241.00	25%
Traditional single burial lot - full casket - Resident	\$ 8,580.00	\$ 9,009.00	25%
Green Burial with marker - resident	\$10,980.00	\$11,529.00	25%
Green Burial with marker - former resident	\$16,420.00	\$17,241.00	25%
Tiered Green Burial with common marker - resident	\$ 3,660.00	\$ 3,843.00	25%
Tiered Green Burial with common marker - former resident	\$ 5,475.00	\$ 5,748.75	25%
Children's plot - traditional	\$ 625.00	\$ 656.25	25%
<b>Cremation Right of Interment</b>			
Cremation in Ground with Wall Marker - resident	\$ 3,725.00	\$ 3,911.25	25%
Cremation in Ground with Wall Marker - former resident	\$ 4,645.00	\$ 4,877.25	25%
Cremation in Ground with Wall Marker - non resident	\$ 5,575.00	\$ 5,853.75	25%
Granite Wall Niche (Single, 2 Urns) - resident	\$ 4,180.00	\$ 4,389.00	10%
Granite Wall Niche (Single, 2 Urns) - former resident	\$ 5,225.00	\$ 5,486.25	10%
Granite Wall Niche (Single, 2 Urns) - non resident	\$ 6,275.00	\$ 6,588.75	10%
*Granite Wall Niche (Side by Side, 4 Urns)	\$ 6,320.00	\$ 6,636.00	10%
Cremation plot (traditional lawn plot) - resident	\$ 2,165.00	\$ 2,273.25	25%
Cremation plot (traditional lawn plot) - former resident	\$ 2,710.00	\$ 2,845.50	25%
Cremation plot (traditional lawn plot)- non resident	\$ 3,250.00	\$ 3,412.50	25%
Boulder Memorial - cremation plot - resident	\$ 3,725.00	\$ 3,911.25	25%
Boulder Memorial - cremation plot - former resident	\$ 4,645.00	\$ 4,877.25	25%
Boulder Memorial - cremation plot - non resident	\$ 5,575.00	\$ 5,853.75	25%
Children's plot - any option above ground	\$ 625.00	\$ 656.25	10%
Children's plot - any option below ground	\$ 625.00	\$ 656.25	25%
Family Cremation Estate with Tree - 8 urns - resident	\$29,745.00	\$31,232.25	25%
Family Cremation Estate with Tree - 8 urns - former resident	\$37,190.00	\$39,049.50	25%
Family Cremation Estate with Tree - 8 urns - non resident	\$44,625.00	\$46,856.25	25%
Family Cremation Estate with Tree - 6 urns - resident	\$22,310.00	\$23,425.50	25%
Family Cremation Estate with Tree - 6 urns - former resident	\$27,895.00	\$29,289.75	25%
Family Cremation Estate with Tree - 6 urns - non resident	\$33,475.00	\$35,148.75	25%
*Family Cremation Estate - 16 Urns	\$11,005.00	\$11,555.25	
*Boulder Niche Cremation Plot	\$ 2,600.00	\$ 2,730.00	



## Schedule "M" to Bylaw No. 5421, 2024 Cemetery Service Fees & Charges

Item	Fees	Incl. GST 5%	% Fees going into Perpetual Care Fund
<b>Interment Permits</b>			
Interment permit - full casket burial (ie: open/close)	\$ 1,100.00	exempt	
Interment permit - cremation interment, wall niche (ie: o/c)	\$ 600.00	exempt	
Interment permit - cremation interment, in ground (ie: o/c)	\$ 680.00	exempt	
Interment permit - children's any option (ie: open/close)	\$ 545.00	exempt	
Interment permit - Traditional lawn plot (ie: open/close)	\$ 680.00	exempt	
Interment Permit - Cremated remains on occupied plot	\$ 1,025.00	exempt	25%
Interment Permit - Boulder Memorial	\$ 580.00	exempt	
Interment Permit - Family Cremation Estate	\$ 710.00	exempt	
Interment permit - Scattering with common marker - resident	\$ 540.00	exempt	10%
Interment permit - Scattering with common marker - former	\$ 670.00	exempt	10%
Interment permit - Scattering with common marker - non resident	\$ 805.00	exempt	10%
Interment permit - Scattering with no marker - resident	\$ 235.00	exempt	10%
Interment permit - Scattering with no marker - former resident	\$ 295.00	exempt	10%
Interment permit - Scattering with no marker - non resident	\$ 360.00	exempt	10%
Disinterment Permit - Cremated Remains	\$ 1,150.00	exempt	
Disinterment - Full Casket	\$ 2,300.00	exempt	
<b>Other Products and Services</b>			
Marker permit - per permit	\$ 225.00	exempt	\$ 10.00
Cremated remains container/urn vault	\$ 115.00	\$ 120.75	
Urn Sachet	\$ 10.25	\$ 10.76	
Vase M70/8	\$ 105.00	\$ 110.25	
Admin Fee	\$ 135.00	\$ 141.75	
Memorial Circle Wall inscription	\$ 1,760.00	\$ 1,848.00	10%
Memorial Bench	\$ 4,120.00	\$ 4,326.00	
Memorial Tree	\$ 3,290.00	\$ 3,454.50	
Marker Installation	\$ 200.00	\$ 210.00	
Base Installation	\$ 1,125.00	\$ 1,181.25	
Saturday Cremation - 1	\$ 600.00	\$ 630.00	
Saturday Cremation - 2	\$ 680.00	\$ 714.00	
Liner / Vault from outside supplier	\$ 830.00	\$ 871.50	
Saturday Full Burial	\$ 1,100.00	\$ 1,155.00	
Interment outside regular hours	\$ 160.00	\$ 168.00	

### Notes

\* Product is not currently sold. Prices exist to facilitate surrender of historically purchased Right of Interment

Fees are discounted by 50% for veterans should the Federal Government discontinue a subsidy program supporting cemetery services for veterans.

Full burial Rights of Interment sold to non-resident family members (as defined in Bylaw No. 5000) are charged former resident fees.

**SCHEDULE "N" TO BYLAW NO.5421, 2024**  
***Cannabis Fees & Charges***



## Schedule "N" to Bylaw No. 5421, 2024

### Cannabis Fees & Charges

1. The definitions set out in Business Licence Bylaw No. 4344, 2013 apply to Part 3 of this Schedule.
2. In addition to the applicable fees in Schedule "K", the fees set out in Part 3 of the Schedule are payable in respect of a licence issued under Business Licence Bylaw No. 4344, 2013.

Part 1: Services	Fees	Incl. GST 5%
Cannabis Retail Licence Referral Fee - fee plus actual cost of postage	\$ 1,244.30	exempt
Mailing Fee	cost recovery	GST Applicable

Part 2: Development Applications	Fees	Incl. GST 5%
Cannabis Retail Zoning Bylaw Text Amendment	\$ 9,047.20	exempt
All Public Hearing & Additional Public Hearing	\$ 1,472.50	\$ 1,546.13

Part 3: Add-on for Business Licences	Fees	Incl. GST 5%
Cannabis add-on for businesses holding a licence under the Cannabis Act or Cannabis Control & Licensing Act:		
(a) Cannabis Production-Processing Business	\$ 1,131.20	exempt
(b) Cannabis Retail Store	\$ 1,131.20	exempt

**Refund Policy:**

- a. Where an application for a Cannabis Retail Zoning Bylaw Text Amendment is withdrawn by the applicant prior to Council's First Reading, a refund of 50% of the Cannabis Retail Zoning Bylaw Text Amendment fee paid at the application submission by the applicant shall be refunded within 90 days of receipt of the applicant's written request for such refund.
- b. Where an application for a Cannabis Retail Zoning Bylaw Text Amendment is withdrawn by the applicant prior to the Public Hearing or declined first reading by Council prior to referral to the Public Hearing, the Public Hearing fee paid at the application submission by the applicant shall be refunded within 90 days of receipt of the applicant's written request for such refund.

**SCHEDULE "O" TO BYLAW NO.5421, 2024**  
***Credit Card Payment Service Fees & Charges***



## Schedule "O" to Bylaw No. 5421, 2024

### *Credit Card Fees & Charges*

#### Credit Card Fee

**1.**

Except as set out in Schedule "O" Section 2 of this Bylaw, when a credit card or a mobile device is used to pay for fees and charges payable to the City of Coquitlam in both card-present and card-not present environments, a service charge of 2% of the final transaction amount, net of all discounts and rebates, shall be assessed and charged to the payor in addition to the final transaction amount.

**2.**

The service charge imposed under Schedule "O" Section 1 of this bylaw does not apply to the following exempt fees or charges:

- a) Recreation program registrations and services processed via the City's Parks & Recreation system.
- b) Dog licenses
- c) Business Licenses
- d) Bylaw fines & charges
- e) Utility payments

**3.**

The service charges assessed and charged under Schedule "O" of this Bylaw are non-refundable.