

CITY OF WEST KELOWNA

BYLAW NO. 0028.82

A BYLAW TO AMEND “FEES AND CHARGES BYLAW NO. 0028”

WHEREAS the Council of the City of West Kelowna desires to amend “City of West Kelowna Fees and Charges Bylaw 2009, No. 0028” under the provisions of the *Local Government Act*.

THEREFORE BE IT RESOLVED that the Council of the City of West Kelowna in open meeting assembled, hereby enacts as follows:

1. Title

This Bylaw may be cited as “CITY OF WEST KELOWNA FEES AND CHARGES AMENDMENT BYLAW NO. 0028.82, 2024.”

2. Amendments

The “Fees and Charges Bylaw No. 0028” is hereby amended as follows:

2.1 By deleting 1. Non-Refundable Preliminary Layout Review Fees, from SCHEDULE 3 SUBDIVISION, DEVELOPMENT ENGINEERING AND APPROVING OFFICER FEES, that reads:

1. Non-Refundable Preliminary Layout Review Fees (Fee Simple, Bare Land Strata, Phased Strata, and Boundary Adjustment)

The following non-refundable fees (base fee plus applicable per parcel fees) shall be charged for the submission and review of subdivision applications:

Type of Fee	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	2029 Fee	2030 Fee
Base Fee							
Base Fee (applies to all applications)	\$550.00	\$570.00	\$590.00	\$610.00	\$630.00	\$650.00	\$670.00
Per Parcel Fees (in addition to the base fee)							
2-20 Parcels (\$350.00+)	\$380.00	\$390.00	\$400.00	\$410.00	\$420.00	\$430.00	\$440.00
21- 30 Parcels (\$6650.00+)	\$280.00 in excess of 20	\$290.00 in excess of 20	\$300.00 in excess of 20	\$310.00 in excess of 20	\$320.00 in excess of 20	\$330.00 in excess of 20	\$340.00 in excess of 20
31- 40 Parcels (\$9150.00+)	\$220.00 in excess of 30	\$230.00 in excess of 30	\$240.00 in excess of 30	\$250.00 in excess of 30	\$260.00 in excess of 30	\$270.00 in excess of 30	\$280.00 in excess of 30
Over 40 Parcels (\$11,150.00+)	\$170.00 in excess of 40	\$180.00 in excess of 40	\$190.00 in excess of 40	\$200.00 in excess of 40	\$210.00 in excess of 40	\$220.00 in excess of 40	\$230.00 in excess of 40
Other Fees							
Form “P” review	\$280.00	\$290.00	\$300.00	\$310.00	\$320.00	\$330.00	\$340.00
Site Disclosure Statement review*				\$100.00			

and replacing it with:

1. Non-Refundable Preliminary Layout Review Fees (Fee Simple, Bare Land Strata, Phased Strata, and Boundary Adjustment)

The following non-refundable fees (base fee plus applicable per parcel fees) shall be charged for the submission and review of subdivision applications:

Type of Fee	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	2029 Fee	2030 Fee
Base Fee							
Base Fee (applies to all applications)	\$550.00	\$570.00	\$590.00	\$610.00	\$630.00	\$650.00	\$670.00
Fee Per Parcel Created (in addition to the base fee)							
2-20 Parcels	\$380.00	\$390.00	\$400.00	\$410.00	\$420.00	\$430.00	\$440.00
21- 30 Parcels (Fee per parcel in excess of 20)	\$280.00	\$290.00	\$300.00	\$310.00	\$320.00	\$330.00	\$340.00
31- 40 Parcels (Fee per parcel in excess of 30)	\$220.00	\$230.00	\$240.00	\$250.00	\$260.00	\$270.00	\$280.00
Over 40 Parcels (Fee per parcel in excess of 40)	\$170.00	\$180.00	\$190.00	\$200.00	\$210.00	\$220.00	\$230.00
Other Fees							
Form "P" review	\$280.00	\$290.00	\$300.00	\$310.00	\$320.00	\$330.00	\$340.00
Site Disclosure Statement review*				\$100.00			

2.2 By deleting Schedule 5 PLANNING FEES, that reads:

**SCHEDULE 5
PLANNING FEES**

Annual Fee Increase

- An annual fee increase shall be permitted until this bylaw is further amended or replaced.
- The fees and charges, as noted in Schedule 5, shall increase annually by two percent (2%) on January 1 each year.
- All fees and charges shall be rounded up to the nearest ten (10) dollars.

1. The following fees shall be charged for the review of development applications:

Application Type	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	2029 Fee	2030 Fee
Zoning Bylaw, Land Use Contract, Comprehensive Development Zone, Text Amendments							
One to three additional residential parcels.	\$1610.00	\$1650.00	\$1690.00	\$1730.00	\$1770.00	\$1810.00	\$1850.00
More than three potential additional residential parcels.	\$2670.00	\$2730.00	\$2790.00	\$2850.00	\$2910.00	\$2970.00	\$3030.00
Text amendment.	\$1610.00	\$1650.00	\$1690.00	\$1730.00	\$1770.00	\$1810.00	\$1850.00

All commercial, industrial, multiple residential zones.	\$2670.00	\$2730.00	\$2790.00	\$2850.00	\$2910.00	\$2970.00	\$3030.00
Comprehensive development zones.	\$3730.00	\$3810.00	\$3890.00	\$3970.00	\$4050.00	\$4140.00	\$4230.00
Amend a land use contract.	\$550.00	\$570.00	\$590.00	\$610.00	\$630.00	\$650.00	\$670.00
NOTE: All fees in this section include one \$500.00 fee for public hearing, or notice of first reading. Should an additional public hearing be required, an additional fee for the actual cost of the public hearing or a minimum of \$500.00 may apply.							
Official Community Plan Amendment							
Standalone amendment/ text amendment.	\$2140.00	\$2190.00	\$2240.00	\$2290.00	\$2340.00	\$2390.00	\$2440.00
In conjunction with another bylaw amendment (Zoning, Land Use Contract, Comprehensive Development Zone).	\$1610.00	\$1650.00	\$1690.00	\$1730.00	\$1770.00	\$1810.00	\$1850.00
NOTE: All fees in this section include one \$500.00 public hearing fee. Should an additional public hearing be required, an additional fee for the actual cost of the public hearing or a minimum of \$500.00 may apply.							
Development Permit							
Where land is subject to more than one Development Permit Area, the applicant will be required to pay each applicable fee.							
Minor.	\$280.00	\$290.00	\$300.00	\$310.00	\$320.00	\$330.00	\$340.00
Commercial or Industrial.	\$1610.00	\$1650.00	\$1690.00	\$1730.00	\$1770.00	\$1810.00	\$1850.00
Multiple Residential and Intensive Residential Note: Where residential and commercial would be combined to form a 'mixed-use' building, the Multiple Residential and Intensive Residential Fee shall apply.	\$2140.00	\$2190.00	\$2240.00	\$2290.00	\$2340.00	\$2390.00	\$2440.00
Sensitive Terrestrial Ecosystem and/ or Aquatic Ecosystem.	\$1080.00	\$1110.00	\$1140.00	\$1170.00	\$1200.00	\$1230.00	\$1260.00
Hillside and/ or Wildfire Interface.	\$1080.00	\$1110.00	\$1140.00	\$1170.00	\$1200.00	\$1230.00	\$1260.00
Development Variance Permit							
Development Variance Permit.	\$1080.00	\$1110.00	\$1140.00	\$1170.00	\$1200.00	\$1230.00	\$1260.00

Variances in conjunction with other applications.	\$750.00	\$770.00	\$790.00	\$810.00	\$830.00	\$850.00	\$870.00
Temporary Use Permit							
Temporary Use Permit.	\$1080.00	\$1110.00	\$1140.00	\$1170.00	\$1200.00	\$1230.00	\$1260.00
Liquor and Cannabis Licensing Applications or Referrals							
For a Liquor-Primary License.	\$1610.00	\$1650.00	\$1690.00	\$1730.00	\$1770.00	\$1810.00	\$1850.00
For a Temporary or Permanent amendment to an existing License.	\$810.00	\$830.00	\$850.00	\$870.00	\$890.00	\$910.00	\$930.00
For a Liquor License Endorsement.	\$1080.00	\$1110.00	\$1140.00	\$1170.00	\$1200.00	\$1230.00	\$1260.00
For a Special Occasion License.	\$120.00	\$130.00	\$140.00	\$150.00	\$160.00	\$170.00	\$180.00
For a Special Occasion License requiring a Council resolution.	\$550.00	\$570.00	\$590.00	\$610.00	\$630.00	\$650.00	\$670.00
Zoning Bylaw text amendment for non-medical cannabis retail store.	\$7970.00	\$8130.00	\$8300.00	\$8470.00	\$8640.00	\$8820.00	\$9000.00
Amendments to existing non-medical cannabis retail licenses.	\$1080.00	\$1110.00	\$1140.00	\$1170.00	\$1200.00	\$1230.00	\$1260.00
Comprehensive Development Plan							
Step A: Consideration and submission of a terms of reference.	\$2670.00	\$2730.00	\$2790.00	\$2850.00	\$2910.00	\$2970.00	\$3030.00
Step B: Submission of Comprehensive Development Plan (plus an additional fee per hectare of the planning area to a maximum Step B fee of \$30,000.00).	\$5320.00 plus \$100.00 per hectare	\$5430.00 plus \$110.00 per hectare	\$5540.00 plus \$120.00 per hectare	\$5660.00 plus \$130.00 per hectare	\$5780.00 plus \$140.00 per hectare	\$5900.00 plus \$150.00 per hectare	\$6020.00 plus \$160.00 per hectare
Agricultural Land Commission Applications							
Application for a Non-Adhering Residential Use.* Note: \$450.00 to be paid to the ALC if the City forwards the application to the ALC.	\$450.00						
Application for Inclusion.*	No Fee.						
Application for Non-Farm Use or Subdivision.* Note: \$750.00 to be paid to the ALC if the City forwards the application to the ALC.	\$750.00						

Soil Use for Placement of Fill or Removal of Soil.* Note: \$750.00 to be paid to the ALC if the City forwards the application to the ALC.	\$750.00						
Extensions, Renewal, Amendments							
Application extension request (prior to an application lapsing)	\$280.00	\$290.00	\$300.00	\$310.00	\$320.00	\$330.00	\$340.00
Renewal of issued development permit (no change in conditions)	\$280.00	\$290.00	\$300.00	\$310.00	\$320.00	\$330.00	\$340.00
Amendment to issued Development Permit (General Manager or Council consideration)	\$550.00	\$570.00	\$590.00	\$610.00	\$630.00	\$650.00	\$670.00
Temporary Use Permit Extension	\$550.00	\$570.00	\$590.00	\$610.00	\$630.00	\$650.00	\$670.00
Other Application Fees							
Board of variance	\$750.00	\$770.00	\$790.00	\$810.00	\$830.00	\$850.00	\$870.00
Floodplain or other exemptions	\$750.00	\$770.00	\$790.00	\$810.00	\$830.00	\$850.00	\$870.00
Site Disclosure Statement review	\$100.00						
Antenna siting and design application requiring Council resolution	\$1610.00	\$1650.00	\$1690.00	\$1730.00	\$1770.00	\$1810.00	\$1850.00
Additional title registration required	\$40.00 per document.	\$50.00 per document.	\$60.00 per document.	\$70.00 per document.	\$80.00 per document.	\$90.00 per document.	\$100.00 per document.
Development Related Report Requiring Council Resolution	\$550.00	\$570.00	\$590.00	\$610.00	\$630.00	\$650.00	\$670.00
Development Related Report Not Requiring Council Resolution	\$280.00	\$290.00	\$300.00	\$310.00	\$320.00	\$330.00	\$340.00
Legal Fees	Any additional City legal costs which are required in the processing of any of the applications listed in this Application Fee Schedule will be borne by the applicant, including but not limited to the preparation and registration of restrictive covenants, Land Use Contract Amendments, Phased Development Agreements, etc.						

2. Refund of Application Fees

Step in the Process	Refund Amount
Official Community Plan, Zoning Bylaw, Land Use Contract Bylaw, Comprehensive Development Zone, Agricultural Land Commission and Text Amendment Applications	
If an application is withdrawn prior to being assigned to staff.	100%
Prior to preparation of a report to Council.	50%

Development Permit, Development Variance Permit, Board of Variance, Floodplain Exemption, Antenna Siting, Temporary Use Permit and Liquor or Cannabis License Applications (not including text amendments)	
If an application is withdrawn prior to being assigned to staff.	100%
Prior to preparation of a comprehensive response or following review by the Development Review Committee.	50%
Comprehensive Development Plan Application	
Part A - Prior to the internal referral of the Draft Terms of Reference	50%
Part B - Prior to the first public consultation session	50%
NOTE: In extenuating circumstances, Council may consider refunds of up to 100% of an application fee.	

and replacing it with:

**SCHEDULE 5
PLANNING FEES**

Annual Fee Increase

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Text amendment	\$1610.00	\$1650.00	\$1690.00	\$1730.00	\$1770.00	\$1810.00	\$1850.00
All commercial, industrial, multiple residential, urban and neighbourhood centre zones	\$2670.00	\$2730.00	\$2790.00	\$2850.00	\$2910.00	\$2970.00	\$3030.00
Comprehensive development zones	\$3730.00	\$3810.00	\$3890.00	\$3970.00	\$4050.00	\$4140.00	\$4230.00
Amend a land use contract	\$550.00	\$570.00	\$590.00	\$610.00	\$630.00	\$650.00	\$670.00

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Multiple Residential, Intensive Residential and Neighbourhood Centre Note: Where residential and commercial would be combined to form a 'mixed-use' building, the Multiple Residential and Intensive Residential Fee shall apply.	\$2140.00	\$2190.00	\$2240.00	\$2290.00	\$2340.00	\$2390.00	\$2440.00
Urban Centre	\$2700.00	\$2754.00	\$2809.00	\$2865.00	\$2922.00	\$2980.00	\$3040.00
Sensitive Terrestrial Ecosystem and/ or Aquatic Ecosystem	\$1080.00	\$1110.00	\$1140.00	\$1170.00	\$1200.00	\$1230.00	\$1260.00
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amendment to an existing License							
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Application for a Non-Adhering Residential Use* Note: \$450.00 to be paid to the ALC if the City forwards the application to the ALC.	\$450.00						
Application for Inclusion*	No Fee.						
Application for Non-Farm Use or Subdivision* Note: \$750.00 to be paid to the ALC if the City forwards the application to the ALC.	\$750.00						
Soil Use for Placement of Fill or Removal of Soil* Note: \$750.00 to be paid to the ALC if the City forwards the application to the ALC.	\$750.00						
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2. Refund of Application Fees

Step in the Process	Refund Amount
Official Community Plan, Zoning Bylaw, Land Use Contract Bylaw, Comprehensive Development Zone, Agricultural Land Commission and Text Amendment Applications	
If an application is withdrawn prior to being assigned to staff	100%
Prior to preparation of a report to Council	50%
Development Permit, Development Variance Permit, Board of Variance, Floodplain Exemption, Antenna Siting, Temporary Use Permit and Liquor or Cannabis License Applications (not including text amendments)	
If an application is withdrawn prior to being assigned to staff	100%
Prior to preparation of a comprehensive response or following review by the Development Review Committee	50%
Comprehensive Development Plan Application	
Part A - Prior to the internal referral of the Draft Terms of Reference	50%
Part B - Prior to the first public consultation session	50%
NOTE: In extenuating circumstances, Council may consider refunds of up to 100% of an application fee.	

Bylaw No. 0028.82

READ A FIRST, SECOND AND THIRD TIME THIS 10TH DAY OF DECEMBER, 2024
ADOPTED

MAYOR

CORPORATE OFFICER