

**THE CORPORATION OF THE DISTRICT OF SAANICH**

**BYLAW NO. 10229**

**TO ESTABLISH THE FEES AND CHARGES BYLAW**

---

The Municipal Council of The Corporation of the District of Saanich in open meeting enacts as follows:

1. The charges set out in Schedule “A” attached hereto and forming part of this bylaw are hereby imposed.
2. The fees set out in Column 2 of all subsequent schedules to Schedule “A”, attached hereto and forming part of this bylaw are hereby imposed upon every person obtaining a service or making an application listed under Column 1 of those schedules.
3. All schedules attached form part of this bylaw.
4. Bylaw No. 8798, being the “Land Use and Development Application Fee Bylaw, 2006”, including all amendments, is hereby repealed except insofar as it repeals any other bylaw.
5. Bylaw No. 9582, being the “Fees Bylaw, 2010”, including all amendments, is hereby repealed except insofar as it repeals any other bylaw.
6. Bylaw No. 8919, being the “Document Copying Fee Bylaw, 2008”, including all amendments, is hereby repealed except insofar as it repeals any other bylaw.
7. This Bylaw shall come into force on January 2, 2026.
8. This Bylaw may be cited for all purposes as the **"FEES AND CHARGES BYLAW, 2025, NO. 10229"**

Read a first time this 1<sup>st</sup> day of December, 2025.

Read a second time this 1<sup>st</sup> day of December, 2025.

Read a third time this 1<sup>st</sup> day of December, 2025.

Adopted by Council, signed by the Mayor and Corporate Officer and sealed with the Seal of the Corporation on the 8<sup>th</sup> day of December, 2025.

“Angila Bains”

---

Corporate Officer

“Dean Murdock”

---

Mayor

**SCHEDULE "A"**

**CHARGES**

<b>Item</b>	<b>Date to take effect</b>	<b>Charge</b>	<b>Unit/Description</b>
Account receivable- interest charges on any invoices, where no other interest amount or penalty is set by law, regulation, court order, bylaw or written agreement."	Invoices outstanding over 30 days from end of month billed	1.00%	Per month
Returned Cheques	At time of NSF notification	\$20.00	Each occurrence

## SCHEDULE "B"

### LEGAL INSTRUMENT PREPARATION FEES

<u><b>COLUMN 1</b></u> <b>SERVICE</b>	<u><b>COLUMN 2</b></u> <b>FEE</b>  (plus any necessary disbursements including Land Title Office fees)
<b>Covenant:</b> Preparation <ul style="list-style-type: none"> <li>• Subdivision</li> <li>• Building conversion</li> <li>• Council/Development</li> <li>• Other</li> </ul> Modification Discharge	\$500.00 \$500.00 \$1,000.00 \$500.00 \$500.00 \$100.00
<b>Agreements:</b> Housing Agreements Heritage Revitalization Agreements	\$500.00 \$500.00
<b>Statutory Right-of-Way:</b> Preparation Additional document related to same project Modification Discharge	\$500.00 \$200.00 \$500.00 \$100.00
<b>Road Closures</b>	\$1,000.00
<b>Local Government Act Notice on Title</b>	\$75.00
<b>Signal Light timing report</b>	\$365.00

## SCHEDULE “C”

### LAND USE AND DEVELOPMENT APPLICATION FEES

<b><u>COLUMN 1</u></b> <b>APPLICATION<sup>1</sup></b>	<b><u>COLUMN 2</u></b> <b>FEE<sup>2</sup></b>
Pre-application review - minor <sup>3</sup> developments	\$750 credited against full application fee at time of application for an application on the same matter initiated within 6 months of the conclusion of the preapplication.
Pre-application review – major <sup>4</sup> developments	\$1,500 credited against full application fee at time of application for an application on the same matter initiated within 6 months of the conclusion of the preapplication.
Amendment to Official Community Plan	\$2,000.00
Amendment to Zoning Bylaw	\$3,000.00 flat fee, plus additional \$0.50 for each square metre of gross floor area
Temporary Use Permit	\$1,800.00
Temporary Use Permit Renewal	\$500.00
Issuance of Development Permit, unless otherwise set forth in this fee schedule	\$1,200.00 flat fee, plus additional \$1.00 for each square metre of gross floor area
Renewal of Development Permit (time extension only)	\$300
Discharge of Development Permit	\$500
Major amendment to existing Development Permit, unless otherwise set forth in this fee schedule	\$1,200.00 flat fee, plus additional \$1.00 for each square metre of gross floor area
Minor amendment <sup>5</sup> to existing Development Permit, unless otherwise set forth in this fee schedule	\$600.00

---

<sup>1</sup> For greater certainty, advertising fees are separate and apart from application fees.

<sup>2</sup> All fees shall increase by 3% annually for five years, rounded down to the nearest \$5.00, commencing on January 1, 2027, with the final increase occurring on January 1, 2031.

<sup>3</sup> A minor development is a residential development with 20 or fewer housing units.

<sup>4</sup> A major development for the purpose of pre-application reviews is one or more of: residential with 21 housing units or more, commercial, industrial, institutional, or any development requiring an OCP amendment.

<sup>5</sup> A minor amendment means: (a) a change in the siting of a building or structure that does not encroach into a setback of the Zoning Bylaw, or (b) an amendment to a development permit that does not affect the overall building and/or landscape design of the proposed development.

Issuance or amendment to: <ol style="list-style-type: none"> <li>Existing Development Permits in lands located in (P) zones;</li> <li>Streamside Development Permit; or</li> <li>Rural Saanich Interface Fire Hazard Development Permit</li> </ol>	\$500.00
Council-issued Development Variance Permit	\$1,000.00 flat fee for first four variances, plus \$250.00 for each additional variance.
Delegated Development Variance Permit	\$500.00 flat fee for first four variances, plus \$250.00 for each additional variance.
Heritage Alteration Permit	\$750.00
Heritage Designation	\$500.00
Removal of Heritage Designation	\$3,000.00
Heritage Revitalization Agreement	\$3,000.00
Phased Development Agreement	\$10,000.00 flat fee, plus additional \$0.50 for each square metre of gross floor area
Strata conversion	\$500.00
Board of Variance application	\$1,000.00
Board of Variance request for time extension	\$50.00
Liquor and Cannabis licence referral (issuance or amendment)	\$2,000.00
ALC Use and Subdivision Applications and ALR Exclusion Applications by Prescribed Bodies (as defined in the <i>Agricultural Land Reserve General Regulation</i> BC Reg 187/2023)	Fees as set by the <i>Agricultural Land Reserve General Regulation</i> BC Reg 187/2023, as amended or replaced from time to time.
ALR Exclusion Applications	\$2,000.00
Additional ALR Application Fee (exclusion applications to the ALC)	any fee the District incurs for submission to the ALC of an ALR Exclusion application on the applicant's behalf
Modification or discharge of a covenant registered on title to land to the benefit of the District of Saanich.	\$1,000.00
Antenna application with Council referral	\$1,000.00
Letter of Zoning Confirmation Request	\$ 200.00
Contaminated Site Disclosure Statement	\$100.00

Fee	
Advertising Fee	\$2,000.00

**Schedule “D”**  
**SUBDIVISION APPLICATIONS**

<b><u>COLUMN 1</u></b> <b>APPLICATION</b>	<b><u>COLUMN 2</u></b> <b>FEE<sup>6</sup></b>
Subdivision of lands	\$1,500.00 flat fee, plus additional \$300.00 for each proposed additional lot.
Airspace parcel subdivision	\$9,000.00 flat fee, plus additional \$450.00 for each proposed additional airspace parcel.
Resubmission of subdivision application before conditional approval expiration	\$400.00
Examination fee per stage and/or plan	\$50.00

---

<sup>6</sup> All fees shall increase by 3% annually for five years, rounded down to the nearest \$5.00, commencing on January 1, 2027, with the final increase occurring on January 1, 2031.

**Schedule “E”**

**SIGN PERMIT FEES**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>
<b>APPLICATION</b>	<b>FEE<sup>7</sup></b>
Sign permit	\$200 for each sign to be erected or altered

---

<sup>7</sup> All fees shall increase by 3% annually for five years, rounded down to the nearest \$5.00, commencing on January 1, 2027, with the final increase occurring on January 1, 2031.

## Schedule “F”

### DOCUMENT COPYING FEE BYLAW

**Table 1: General**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>
<b>SERVICE</b>	<b>FEE</b>
Photocopies (other than copies of information otherwise listed below)	First 15 copies: Free Each page thereafter: \$0.25
Staff time for obtaining and photocopying documents	First 3 hours: Free Each ¼ hour thereafter: \$7.50
Shipping and handling	Actual cost of shipping and handling

**Table 2: Archives**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>
<b>SERVICE</b>	<b>FEE</b>
Photocopies	Each page: \$0.25
Digital image- USB drive or file transfer	Each image: \$10.00
additional charge for USB	\$5.00
Images from Saanich Archives website non-commercial <sup>8</sup>	Free
Images from Saanich Archives website *commercial <sup>9</sup>	Each image: \$100.00
Images from Saanich Archives website- merchandising use <sup>10</sup>	Each Image: \$100.00 + \$0.10 per reproduction

**Table 3: Bylaws**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>
<b>SERVICE</b>	<b>FEE</b>
Zoning Bylaw	\$15.00
Zoning Base Map 1:5000	\$50.00
Subdivision Bylaw	\$5.00

---

<sup>8</sup> Non-Commercial Use: includes use in newspaper or magazine articles, personal use, use by educational institutions for research or educational purposes, or use in local history books. The fee grants a license to use, not ownership of, the image/document.

<sup>9</sup> Commercial Use: includes any use by a commercial enterprise, display by a commercial enterprise, artists, or photographers, or publication in/on books or websites not listed above as noncommercial. The fee grants a license to use, not ownership of, the image/document.

<sup>10</sup> Merchandising use includes reproduction on or as merchandise. The fee grants a license to use, not ownership of, the image/document.

**Table 4: Engineering- Miscellaneous**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>
<b>SERVICE</b>	<b>FEE</b>
Saanich Engineering Specifications	\$25.00
Digital Mapping Data	\$0.25/kilobyte (dwg or shape file format) Minimum charge \$25.00
Digital Colour Ortho Air Photos ECW 25X compressed format, provided on CD	\$50.00 for the first 1:2500 Saanich grid sheet \$10.00 for additional grid sheets up to a maximum of \$500.00
Digital Colour Ortho Air Photos ECW 40X compressed format, provided on CD	\$50.00 for one grid sheet coverage of the whole of Saanich

**Table 5: Map Prints**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>
<b>SERVICE</b>	<b>FEE</b>
Various Sizes- Single Line Maps	\$10.00
1"=40', 1:500- Service Drawings	\$10.00
1:5000-Base Book	\$50.00
1:5000- Service Book (Water)	\$50.00
1:5000- Service Book (Drain)	\$50.00
1:5000 Service Book (Sewer)	\$50.00
1:2500- Colour Ortho Air Photos	\$50.00
1:5000- Colour Ortho Air Photos	\$25.00
1:2500- Colour cadastral, contours & buildings	\$50.00
1:5000-Colour cadastral, contours & buildings	\$25.00
1:2500- Colour Ortho Air Photos (with cadastral, contours & buildings)	\$75.00
1:10,000- Zoning Wall Map	\$30.00
Custom GIS Mapping- Dependant on staff time availability	\$100.00 per hour Minimum charge \$50.00
Colour Prints from GIS 8 ½" X 11"	\$5.00

**Table 6: Planning Reports and Plans**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>
<b>SERVICE</b>	<b>FEE</b>
Official Community Plan-Colour	\$25.00
Official Community Plan- Black and White with Colour Maps	\$15.00
Local Area Plans- Colour	\$25.00
Local Area Plans- Black and White with Colour Maps	\$15.00
Development Permit Guidelines- Colour	\$25.00

Development Permit Guidelines- Black and White	\$5.00
Miscellaneous Action Plans-Colour	\$15.00
Miscellaneous Action Plans- Black and White	\$2.50-\$5.00
Heritage Management Plan	\$5.00
Heritage Action Plan	\$10.00
Discover Saanich Heritage Structures	\$24.95
Miscellaneous Planning Studies-Colour	\$10.00
Miscellaneous Planning Studies- Black and White	\$5.00
E.S. Atlas	\$65.00