

THE TOWN OF COMOX

BYLAW 2016

(Consolidated to October 22, 2025)

A BYLAW OF THE TOWN OF COMOX TO ESTABLISH AND REGULATE STATUTORY FEES AND CHARGES FOR SERVICES CARRIED OUT BY THE TOWN OF COMOX

Please note: This is a consolidated bylaw prepared for Convenience only and is not a certified copy.

Consolidated to include the following bylaws:

Bylaw No.	Adopted	Name	Purpose
2016.01	Dec 13, 2023	Fees and Charges Amendment Bylaw No. 2016.01	To amend Fees and Charges to include solid waste collection fees
2016.02	Feb 21, 2024	Fees and Charges Amendment Bylaw No. 2016.02	To set a 10% penalty for all outstanding utilities if left unpaid for more than 120 days and for all other outstanding accounts receivable if left unpaid for more than 60 days
2016.03	Mar 20, 2024	Fees and Charges Amendment Bylaw No. 2016.03	To amend Fees and Charges to include Application to Discharge a Section 57 Community Charter Notice
2016.04	May 8, 2024	Fees and Charges Amendment Bylaw No. 2016.04	By replacing Schedule B section 2: Container Collection Service Fees with Section 2: Container Collection Service Fees in APPENDIX A, attached to and forming part of this bylaw
2016.06	Feb 5, 2025	Fees and Charges Amendment Bylaw No. 2016.06	To add as Schedule C, fees in relation to the Comox Dog Licence and Pound Bylaw 1999
2016.07	Apr 16, 2025	Fees and Charges Amendment Bylaw No. 2016.07	To add as Schedule D, Business Licence Fees, the amounts as included in APPENDIX A, attached to and forming part of this Bylaw
2016.08	May 21, 2025	Fees and Charges Amendment Bylaw No. 2016.08	By replacing the Banner Station Advertising in SCHEDULE "A" to

			add a fee for parks field advertising applications
2016.09	Oct 22, 2025	Fees and Charges Amendment Bylaw No. 2016.09	To add fees for development applications and property file requests.

WHEREAS under Section 194 of the Community Charter, a Council may, by bylaw, impose fees with respect to all or part of a service of the municipality, the use of municipal property, or the exercise of authority to regulate, prohibit or impose requirements;

NOW THEREFORE the Council of the Town of Comox in open meeting assembled, enacts as follows:

1. Title

(Title replaced, Bylaw 2016.02, Feb 21, 2024)

This bylaw may be cited for all purposes as the Fees and Charges Bylaw No. 2016.

2. Fees and Charges

Fees charged by the Town of Comox for applications received, services rendered and goods supplied shall be in accordance with the requirements of Schedule A, attached hereto and forming part of this bylaw.

3. Repeal

Comox Fees and Charges Bylaw No. 2012, 2023 is hereby repealed.

4. Adoption

READ a FIRST time this 3rd day of May, 2023

READ a SECOND time this 3rd day of May, 2023

READ a THIRD time this 3rd day of May, 2023

ADOPTED this 5th day of July, 2023

MAYOR

CORPORATE OFFICER

APPENDIX A

(Schedule A replaced, Bylaw 2016.02, Feb 21, 2024)

(Banner Station Advertising in Schedule A replaced to add Parks Field Advertising Application, May 21, 2025)

("Comfort Letters" & "Copies of covenants, ROWs or easements" replaced, October 22, 2025)

SCHEDULE "A"	
TOWN OF COMOX SCHEDULE OF FEES AND CHARGES	
Description	Fee or Charge
General Photocopying	\$0.55 per page plus GST
Copy of Tax notice or Assessment information	
- current or previous year	\$5.50 per folio per year
- other than current or previous year	\$16.50 per folio per year
Tax Account Status	\$16.50
Late Fee Penalty – Utilities unpaid after 120 days from the date the service is rendered (includes water, sewer, garbage, recycling, and yard waste fees)	10% penalty applied to outstanding balance
Late Fee Penalty – Other Accounts receivable unpaid after 60 days from the date the service is rendered	10% penalty applied to outstanding balance
Mortgage Company Listings	\$10 per folio
Mortgage Company Refunds	\$5 per folio
Title Search/Registry Search (only in conjunction with building permit application)	\$15 per search
Collection Agency Fee	30% of items sent to collections
Freedom of Information Requests	\$10 – non-refundable
Maps	
- Zoning/OCP (full size)	\$22.00 colour
- all others (full size)	\$22.00 colour plus GST
- custom maps	\$22.00 plus \$60.00/hour plus GST (\$50.00 min)
Official Community Plan Bylaw	\$38.50
Zoning Bylaw	\$27.50
Building Bylaw	\$22.00 plus GST
(Section added, Bylaw 2016.03, March 20, 2024)	\$500 per folio
Application to Discharge a Section 57 <i>Community Charter</i> Notice	
Subdivision Bylaw	\$27.50 plus GST
Subdivision Specifications	\$38.50 plus GST
Building Permit Reports	
- One month report	\$11.00 plus GST
- Monthly reports	\$110.00 per year plus GST
- Weekly reports	\$137.50 per year plus GST
Business Licence List	\$55.00 plus GST
Legal Plan Request	
- Up to Tabloid size	\$0.55 per plan plus GST
- Greater than Tabloid size	\$11.00 plus \$5.00 per copy plus GST
Application for Boundary Extension	\$1,100.00 per application
Non-Sufficient Funds Cheque	\$20.00 per cheque

SCHEDULE "A"	
TOWN OF COMOX SCHEDULE OF FEES AND CHARGES	
Description	Fee or Charge
Copies of Development and/or Building Permits - Up to Tabloid size - Greater than Tabloid size	\$22.00 plus GST plus \$0.55 per page plus GST \$10.50 plus \$5.00 each plus GST
<i>(Section replaced, Bylaw 2016.09, October 22, 2025)</i> Property Information Request	\$50 per parcel
<i>(Section replaced, Bylaw 2016.09, October 22, 2025)</i> Copies of covenants, ROWs or easements Ordering covenants, ROWs or easements from the Land Title Office (only in conjunction with building permit or development application)	\$0.55/page or \$5.00, whichever is higher plus GST At cost + 10% administrative fee
<i>(Section added, Bylaw 2016.09, October 22, 2025)</i> Routine Release	\$50 per parcel
<i>(Section added, Bylaw 2016.09, October 22, 2025)</i> Public Art Application Fee	\$50 per application
<i>(Section replaced, Bylaw 2016.08, May 21, 2025)</i> Advertising: - Banner Station – Registered provincial or federal non-profit society - Banner Station – Other - Parks Field Advertising Application	\$0 \$50 per day or \$300 per week \$50 per application
Banner Station Installation/Removal	\$100 for both
Community Link on Town Website: - Registered provincial or federal non-profit society - Other	\$0 \$100 per month

SCHEDULE B

Solid Waste Collection Fees

(Schedule B added, Bylaw 2016.01, December 13, 2023)

Effective January 1, 2024

1. AUTOMATED COLLECTION SERVICE FEES:

1.1 Basic Annual Fees

For the purpose of section 20(1) [Basic Annual Fees] of the Solid Waste Management Bylaw No. 2027, the Basic Annual Fee is set out in Columns 2, 3 and 4 of Table 1, opposite the applicable type of Collection Carts supplied to the Automated Service Property in Column 1:

Table 1 – Basic Annual Fees

Column 1 Cart Type	Column 2 120L Cart	Column 3 240L Cart	Column 4 360L Cart
Garbage Cart	\$122.21	\$375.00	N/A
Recycling Cart*	\$22.01	\$26.20	\$33.75

Additional Recycling Carts*	\$53.36	\$55.30	\$61.14
Organics Cart	\$136.79	\$147.97	\$167.53

**Recycle BC provides the Town of Comox with a monthly financial incentive to collect recycling on their behalf. 75% of the financial incentive has been allocated back to households, thereby reducing the basic annual fees for the first recycling cart. The incentive will apply first to the cost of the cart, with any remainder applying to the cost of the service. Any additional recycling carts requested will be at full cost.*

1.2 Cart Exchange Application Fees

For the purpose of section 20(4) [Cart Exchange Application Fee] of the Solid Waste Management Bylaw No. 2027, the Cart Exchange Application Fee is \$35 for each Collection Cart that is exchanged to a different size.

1.3 Additional Cart Application Fees

For the purpose of section 20(5) [Additional Cart Application Fee] of the Solid Waste Management Bylaw No. 2027, the Additional Cart Application Fee is \$35 for each additional Collection Cart that is supplied to an Automated Service Property.

1.4 Assisted Set-Out Service Fee

For the purpose of sections 20(6) and 20(7) [Assisted Set-Out Service Fees] of the Solid Waste Management Bylaw No. 2027, the annual Assisted Set-Out Service Fees are set out in Column 2 of Table 2, opposite the applicable Fee Type in Column 1:

Table 2: Assisted Set-Out Service Fees

Column 1 Fee Type	Column 2 Annual Fee
Assisted Set-Out Service Fee	N/A
Assisted Set-Out Service Fee Subsidy* (per Automated Service Property)	\$4.50

**The annual Assisted Set-Out Service Fee Subsidy is charged to all Automated Service Properties.*

(SCHEDULE B Section 2 replaced, Bylaw 2016.04, May 8, 2024)

Effective May 8, 2024

2. CONTAINER COLLECTION SERVICE FEES:

2.1 Container Fees

For the purpose of section 21 [Container Collection Service Fees] of the Solid Waste Management Bylaw No. 2027, the Container Fees are set out in Columns 2, 3, 4, and 5 of Table 3 and 4, opposite the applicable type of Waste collected under the Container Service Property in Column 1:

Table 3: Commercial Container Collection Fees

Column 1 Waste Type	Column 2 Bin Fee per yd³ per pick up	Column 3 Compactor Disposal Fee per tonne	Column 4 Compactor Fee per pick up	Column 5 Receptacle and Toter Fee per pickup
Garbage	\$15.50	\$229.69	\$224.07	\$15.50
Recycling	\$8.82	\$178.94	\$224.07	\$8.25

Table 4: Residential Container Collection Fees

Column 1 Waste Type	Column 2 Bin Fee per month per household	Column 5 Receptacle & Toter Fees per month per household
Garbage	\$10.50	\$11.75
Recycling	\$6.50	\$7.75

(SCHEDULE "C" Added, Bylaw 2016.06, Feb 5, 2025)

SCHEDULE "C"		Effective February 5, 2025
ANIMAL CONTROL FEES		
Description	Fee or Charge	
POUND FEES:		
Impound Fee – First impound in a calendar year	\$50	
Impound Fee – Second and subsequent impound in a calendar year	\$100	
Transport fee – capture and transfer of animal to pound	\$50	
Daily Fee – food/care for each day or part day	\$35	
Service Fee – vaccination, parasite control and medical costs	Actual costs incurred	
DANGEROUS DOG POUND FEES:		
Impound Fee – First impound of Dangerous Dog	\$300	
Impound Fee – Second and subsequent impound of Dangerous Dog	\$500	
Daily Fee – Dangerous Dog food/care for each day or part day	\$50	
Annual animal control service fee payable by owners of Dangerous dogs	\$50	
Service Fee – vaccination, parasite control and medical costs	Actual costs incurred	
DOG LICENCE FEES:		
Neutered or Spayed dog licence fee	\$10	
Unneutered or Unspayed dog licence fee	\$30	
Dangerous Dog licence fee	\$100	
Replacement dog licence fee	\$2	

BUSINESS LICENCE FEES

(SCHEDULE "D" Added, Bylaw 2016.76, Apr 16, 2025)

SCHEDULE "D"	
ONGOING BUSINESSES	
Terms noted in this schedule are defined in the Comox Business Regulation Bylaw No. 1882, 2018	
Column 1 Type of Business	Column 2 Annual Fee
Apartment Building Business	\$6 per residence; \$60 minimum
Bed and Breakfast Business	\$300
Cannabis-Related Establishment	\$150
Financial Institution	\$100
Home-Based Business	\$100
Hotels, Motels, Restaurant	
Not Liquor Licensed	\$100
Liquor Licensed	\$150
Intermunicipal Licence	\$150
Inter-Community Licence	\$150
Peddler	\$250 per peddler
Not for Profit Business	\$0
Recreational Cannabis Retail Store	\$150
Vacation Rental Business	\$300
Business not specified above	\$100
TEMPORARY AND SEASONAL BUSINESSES	
Type of Business	Fee
Carnival or Circus	\$200 per day
Flea Markets	\$100 per day
Trade Shows	\$100 per day
Mobile vendors	\$10 per month; \$100 maximum
BUSINESS LICENCE AMENDMENT	
Business Licence Amendment Fee	\$10

(SCHEDULE "E" Added, Bylaw 2016.09, October 22, 2025)

SCHEDULE "E" - DEVELOPMENT APPLICATION FEES	
Column 1 Application Type	Column 2 Application Fee
OFFICIAL COMMUNITY PLAN (OCP) AMENDMENT	
OCP Bylaw Amendment	\$4,000
OCP Bylaw Amendment in conjunction with Zoning Bylaw Amendment	\$2,000
ZONING BYLAW AMENDMENT	
Zoning Bylaw Amendment (to add one permitted use)	\$2,000
All other Zoning Bylaw Amendments	\$4,000
DEVELOPMENT PERMITS (DP)	
Riparian Ecosystem DP	\$500 per parcel
All other DP's	\$1,000 per parcel
Amendment to existing DP	\$750 per parcel
DEVELOPMENT VARIANCE PERMITS (DVP)	
Minor DVP (staff-issuable)	\$750
Major DVP (Council approval)	\$1,250
TEMPORARY USE PERMITS (TUP)	
Temporary Use Permit	\$1,500
LIQUOR OR CANNABIS LICENCE	
Liquor or Cannabis Licence Review	\$2,000
SUBDIVISION	
Subdivision Application	\$1,500 + \$100 per additional parcel proposed
Preliminary Layout Review Renewal or Amendment	\$500
Phased Strata Plan Approval	\$1,000
Local Area Service Bylaw	\$1,500
Latecomer agreement	\$500
Strata Conversion	\$1,000 + \$150 per strata lot
MISCELLANEOUS	
Preparation and registration of a covenant or other required legal document or legal review of a prepared document	At cost, 125% deposit required based on estimate
Third-party review of a professional report	At cost, 125% deposit required based on estimate

Ministry of Environment Site Profile Referral	\$100
Flood Plain Exemption	\$1,500
Board of Variance	\$500
Minimum Highway Frontage Exemption	\$500
Modification or Discharge of a restrictive covenant where Public Hearing is required	\$1,000
Heritage Alteration Permit	\$1,000
Heritage Designation Bylaw Adoption or Repeal	\$1,500