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

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

This bylaw may be cited for all purposes as the **Fees and Charges Bylaw**.

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 APPENDIX A, attached hereto and forming part of this bylaw.

3. Repeal

Comox Fees and Charges Bylaw No. 2016 is hereby repealed.

4. Adoption

READ a FIRST time this	4 th day of March, 2026
READ a SECOND time this	4 th day of March, 2026
READ a THIRD time this	4 th day of March, 2026
ADOPTED this	18 th day of March, 2026



MAYOR



CORPORATE OFFICER



APPENDIX A

SCHEDULE A – GENERAL FEES AND CHARGES	
Description	Fee or Charge
General Photocopying	\$0.55 per page plus GST
Copy of Tax notice or Assessment information <ul style="list-style-type: none"> - current or previous year - other than current or previous year 	\$5.50 per folio per 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 <ul style="list-style-type: none"> - Zoning/OCP (full size) - all others (full size) - custom maps 	\$22.00 colour \$22.00 colour plus GST \$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
Application to Discharge a Section 57 <i>Community Charter</i> Notice	\$500 per folio
Subdivision Bylaw	\$27.50 plus GST
Subdivision Specifications	\$38.50 plus GST
Building Permit Reports <ul style="list-style-type: none"> - One month report - Monthly reports - Weekly reports 	\$11.00 plus GST \$110.00 per year plus GST \$137.50 per year plus GST
Business Licence List	\$55.00 plus GST
Legal Plan Request <ul style="list-style-type: none"> - Up to Tabloid size - Greater than Tabloid size 	\$0.55 per plan plus GST \$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
Copies of Development and/or Building Permits <ul style="list-style-type: none"> - 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
Property Information Request	\$150 per parcel
Copies of covenants, ROWs or easements	\$0.55/page or \$5.00, whichever is higher plus GST



SCHEDULE A – GENERAL FEES AND CHARGES	
Description	Fee or Charge
Ordering covenants, ROWs or easements from the Land Title Office (only in conjunction with building permit or development application)	At cost + 10% administrative fee
Routine Release	\$50 per parcel
Public Art Application Fee	\$50 per application
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
Request for custom data or research	\$100 per hour



**SCHEDULE B – SOLID WASTE COLLECTION FEES
(Solid Waste Management Bylaw No. 2027)**

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 Tables 1 to 3 opposite the applicable type of Collection Carts supplied to the Automated Service Property.

Table 1: Automated Garbage Cart Fees

Size	2026	2027	2028	2029	2030
120 L	\$129.54	\$137.32	\$145.55	\$154.29	\$163.54
240 L	\$397.50	\$421.35	\$446.63	\$473.43	\$501.83

Table 2: Automated Recycling Cart Fees

Size	2026	2027	2028	2029	2030
240 L	\$27.77	\$29.44	\$31.20	\$33.08	\$35.06
360 L	\$34.50	\$37.92	\$40.20	\$42.61	\$45.17
Additional 240 L *	\$58.62	\$62.14	\$65.86	\$69.81	\$74.00
Additional 360L *	\$64.81	\$68.70	\$72.82	\$77.19	\$81.82

*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.

Table 3: Automated Organic Cart Fees

Size	2026	2027	2028	2029	2030
120 L	\$145.00	\$153.70	\$162.92	\$172.69	\$183.06
240 L	\$156.85	\$166.26	\$176.23	\$186.81	\$198.02
360 L	\$177.58	\$188.24	\$199.53	\$211.50	\$224.19

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 section 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 4, opposite the applicable Fee Type in Column 1:

Table 4: 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

1.5 Contamination Fees

Where waste, recycling, or organics are found to be contaminated due to improper sorting or the inclusion of prohibited materials, the property owner, or commercial entity responsible shall pay a penalty of \$100 for each such occurrence.

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 Tables 5 to 10, opposite the applicable type of Waste collected under the Container Service Property:

Table 5: Receptacle and Toter Fee per Commercial Pickup

Waste Type	2026	2027	2028	2029	2030
Garbage	\$16.43	\$17.42	\$18.46	\$19.57	\$20.74
Recycling	\$9.35	\$9.91	\$10.50	\$11.14	\$11.80

Table 6: Compactor Disposal Fee per Tonne

Waste Type	2026	2027	2028	2029	2030
Garbage	\$243.47	\$258.08	\$273.56	\$289.98	\$307.38
Recycling	\$189.68	\$201.06	\$213.12	\$225.91	\$239.46



Table 7: Compactor Fee per Pickup

Waste Type	2026	2027	2028	2029	2030
Garbage	\$237.51	\$251.77	\$266.87	\$282.88	\$299.86
Recycling	\$237.51	\$251.77	\$266.87	\$282.88	\$299.86

Table 8: Receptacle and Toter Fee per Pickup per Cubic Yard

Waste Type	2026	2027	2028	2029	2030
Garbage	\$16.43	\$17.42	\$18.46	\$19.57	\$20.74
Recycling	\$8.75	\$9.27	\$9.83	\$10.42	\$11.04

Table 9: Residential Container Collection Fees - Bin Fee per Household per Month

Waste Type	2026	2027	2028	2029	2030
Garbage	\$11.13	\$11.80	\$12.51	\$13.26	\$14.05
Recycling	\$6.89	\$7.30	\$7.74	\$8.21	\$8.70

Table 10: Residential Container Collection Fees – Receptacle & Toter Fees per Household per Month

Waste Type	2026	2027	2028	2029	2030
Garbage	\$12.46	\$13.20	\$13.99	\$14.83	\$15.72
Recycling	\$8.22	\$8.71	\$9.23	\$9.78	\$10.37



SCHEDULE C – ANIMAL CONTROL FEES (Comox Dog Licence and Pound Bylaw No. 1322)	
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



SCHEDULE D – BUSINESS LICENCE FEES (Business Regulation Bylaw No. 1822)	
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 - DEVELOPMENT APPLICATION FEES (Development Application Procedures Bylaw No. 2049)	
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
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



SCHEDULE E - DEVELOPMENT APPLICATION FEES (Development Application Procedures Bylaw No. 2049)	
Column 1 Application Type	Column 2 Application Fee
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



SCHEDULE F – SANITARY SEWER CONNECTION FEES (Sanitary Sewer Bylaw No. 2058)	
Description	Fee or Charge
CONNECTION FEES:	
Per 100 mm pipe size	\$6,350
For all pipe connections exceeding 100 mm	At Town's full cost Minimum Fee: \$2,500
ADDITIONAL COSTS	
Cost in addition to Connection Fees for repairs to curb and gutter, where curb and gutter have been installed on the street.	\$400 per lineal metre
Cost in addition to Connection Fees for concrete sidewalk repairs, where concrete sidewalk exists	\$600 per lineal metre
Cost in addition to Connection Fees for repairs to road pavement, where there is a requirement to cut existing road pavement.	\$3,000
INSPECTION FEE	
Inspection Fee, when materials, labour or equipment are not required to be supplied from the Town to make the connection.	\$50



SCHEDULE G – SANITARY SEWER USER RATES (Sanitary Sewer Bylaw No. 2058)					
Monthly Rates	2025	2026	2027	2028	2029
Single Family Residences	\$44.52	\$46.75	\$46.75	\$48.15	\$49.59
Other self-contained residential household, family or housekeeping units including (for example): halves of residential duplexes, suites within residences, and carriage houses (per unit)	\$44.52	\$46.75	\$46.75	\$48.15	\$49.59
Business and professional offices (per unit)	\$44.52	\$46.75	\$46.75	\$48.15	\$49.59
Licensed residential apartments (per apartment)	\$22.09	\$23.19	\$23.19	\$23.89	\$24.61
Hotels (per room)	\$22.09	\$23.19	\$23.19	\$23.89	\$24.61
Motels and auto courts (per unit)	\$22.09	\$23.19	\$23.19	\$23.89	\$24.61
Hospitals and long-term care facilities (per washroom)	\$28.40	\$29.82	\$29.82	\$30.71	\$31.63
Schools (per classroom)	\$26.08	\$27.38	\$27.38	\$28.20	\$29.05
Comox Valley Harbour Authority	\$86.96	\$91.31	\$91.31	\$94.05	\$96.87
Cafes and restaurants	\$110.13	\$115.64	\$115.64	\$119.11	\$122.68
Car washes (per wash bay)	\$159.39	\$167.36	\$167.36	\$172.38	\$177.55
Gas stations (including convenience stores)	\$159.39	\$167.36	\$167.36	\$172.38	\$177.55
Coin laundries	\$233.19	\$244.85	\$244.85	\$252.20	\$259.77
Licensed clubs	\$233.19	\$244.85	\$244.85	\$252.20	\$259.77
Seafood processing facilities	\$420.05	\$441.05	\$441.05	\$454.28	\$467.91
Pubs, brewpubs and beverage rooms	\$376.64	\$395.47	\$395.47	\$407.33	\$419.55
Any other customers, if not included above (per unit)	\$44.52	\$46.75	\$46.75	\$48.15	\$49.59

2. All customers, except residential, who are billed for Town water service on the basis of metered water consumption, and have a return connection to the Town of Comox sanitary sewer system, shall pay an amount equal to their water use fee also for their sanitary sewer service, when this amount exceeds the minimum flat rate fees listed above.

3. All customers, except residential, who are billed for Town water service on the basis of metered water consumption and have their water disconnected will not be charged for sanitary sewer services. Failure to have the Town disconnect the water and sewer will result in the monthly sewer charge continuing along with a \$1,000 fine for disconnecting the service without Town approval.



SCHEDULE H – STORM DRAIN CONNECTION FEES (Storm Drain Connection Bylaw No. 892)	
Description	Fee or Charge
CONNECTION FEES:	
Per 150 mm pipe size	\$6,350
For all pipe connections exceeding 150 mm	At Town's full cost. Minimum Fee: \$2,500
ADDITIONAL COSTS:	
Cost in addition to Connection Fees for repairs to curb and gutter, where curb and gutter have been installed on the street.	\$400 per lineal metre
Cost in addition to Connection Fees for concrete sidewalk repairs, where concrete sidewalk exists	\$600 per lineal metre
Cost in addition to Connection Fees for repairs to road pavement, where there is a requirement to cut existing road pavement.	\$3,000
INSPECTION FEE:	
Inspection Fee, when materials, labour or equipment are not required to be supplied from the Town to make the connection.	\$50



SCHEDULE I – WATER SERVICE INSTALLATION FEES (Fees and Charges Bylaw No. 529)	
(fees include a meter box, lid, meter setter, meter and MXU)	
Description	Fee or Charge
CONNECTION FEES:	
Per 25 mm connection	\$7,500
Per 50 mm connection	\$11,000
For all connections exceeding 50 mm	At Town's full cost. Minimum Fee: \$10,000
ADDITIONAL COSTS:	
Cost in addition to Connection Fees for repairs to curb and gutter, where curb and gutter have been installed on the street.	\$400 per lineal metre
Cost in addition to Connection Fees for concrete sidewalk repairs, where concrete sidewalk exists	\$600 per lineal metre
Cost in addition to Connection Fees for repairs to road pavement, where there is a requirement to cut existing road pavement.	\$3,000
INSPECTION FEE:	
Inspection Fee, when materials, labour or equipment are not required to be supplied from the Town to make the connection.	\$50
DISCONNECTION FEE:	
Disconnection Fee	\$10



**SCHEDULE J – WATER USER RATES
(Fees and Charges Bylaw No. 529)**

1. GENERAL RESIDENTIAL RATES

- (a) The flat rate as shown below per calendar month shall be charged for each self-contained residential household, family or housekeeping units, including (for example): single-family homes, halves of residential duplexes, suites within residences, carriage houses, and dwellings above commercial businesses (except where the business is already charged for metered water consumption that includes the dwelling).

Year	2025	2026	2027	2028	2029
Monthly rate	\$42.49	\$43.76	\$45.07	\$46.42	\$48.28

- (b) The minimum fee for residential consumers, including strata corporations, who have directed that they pay an amount based on metered readings, shall be charged an amount as shown below per residential household, family or housekeeping unit per calendar month (including at no additional cost up to 15 cubic metres of water use per unit per calendar month) plus a rate per cubic metre for water use over 15 cubic metres per calendar month as shown below.

Year	2025	2026	2027	2028	2029
Minimum fee	\$18.88	\$19.45	\$20.03	\$20.63	\$21.46
Rate over 15 cubic metres per month	\$1.44	\$1.48	\$1.52	\$1.57	\$1.63

- (c) In addition to the rates set out in (a) and (b), where metered water consumption for these customers equals or exceeds 450 cubic meters per calendar year, the customer shall be charged as follows:

- (i) for residential customers paying a flat rate fee, an additional amount per cubic metre as shown below for all consumption over 450 cubic metres per calendar year; and

Year	2025	2026	2027	2028	2029
Rate per cubic metre over 450 cubic metres per year (flat rate user)	\$1.90	\$1.96	\$2.02	\$2.08	\$2.16

- (ii) for residential customers who have directed that they pay an amount based on metered readings, an additional amount per cubic metre for all consumption over 450 cubic metres per calendar year as shown below.

Year	2025	2026	2027	2028	2029
Rate per cubic metre over 450 cubic metres per year (metered user)	\$0.45	\$0.46	\$0.47	\$0.48	\$0.50

- (d) In addition to the rates set out in (a), (b) and (c), fifty dollars (\$50.00) for the Town to obtain a meter reading and compute a pro-rated billing, between scheduled meter readings, at the request of a customer.



**SCHEDULE J – WATER USER RATES
(Fees and Charges Bylaw No. 529)**

2. METERED RATES FOR OTHER CUSTOMERS

- (a) Each and every commercial, industrial, or institutional water consumer, who receives metered water from the Town’s water mains, shall be charged an amount as shown below per commercial, industrial or institutional unit (including, at no additional cost, up to 15 cubic metres of water use per unit per calendar month) plus a rate per cubic metre for all water consumption as shown below, and

Year	2025	2026	2027	2028	2029
Minimum fee	\$18.88	\$19.45	\$20.03	\$20.63	\$21.46
Rate over 15 cubic metres per month	\$1.44	\$1.48	\$1.52	\$1.57	\$1.63

- (b) Where this metered consumption is for a strata-titled property, each strata unit is deemed to have consumed the amount calculated by dividing the total metered consumption by the total unit entitlement for the strata, multiplied by unit entitlement for the strata unit.

3. DISCOUNTED RATES FOR LEAK REPAIRS

For consumers who detect and subsequently permanently repair a water leak on the buried portion of their service, a discounted rate equal to the Town’s bulk purchase rate per cubic meter shall be charged for the estimated volume of water leaked during either the billing period in which the leak was repaired or the one immediately prior. The Town’s Director of Finance is authorized to estimate the amount of water leaked for the purposes of this section, along with determining when the leak was repaired and deciding which one billing period is to be discounted.

If a property has a leak that carries over from one fiscal year billing period to the next and is repaired, The Town’s Director of Finance is authorized to provide relief for both billing periods.

If repairs are completed by the owner of the property and valid invoices are provided to the Town, the Director of Finance is authorized to provide leak relief equivalent to the cost of the repair which may result in a nil bill. No credit will be provided to the account for any repair costs that exceed the excess water bill

4. GENERAL UNMETERED RATES

The flat rate as shown below per calendar month shall be charged for each un-metered non-residential unit, including (for example): individual offices, businesses, and store fronts.

Year	2025	2026	2027	2028	2029
Monthly rate	\$42.49	\$43.76	\$45.07	\$46.42	\$48.28