

**DISTRICT OF METCHOSIN**

**BYLAW NO. 696**

**A B Y L A W**

**To impose fees and charges for services and information  
provided by the District of Metchosin**

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The Council of the District of Metchosin, in open meeting assembled, enacts as follows:

**CITATION**

1. This Bylaw may be cited as the District of Metchosin *Fees and Charges Bylaw 2024, No. 696*.

**FEES AND CHARGES**

2. The fees and charges as set out in Schedules 1 through 4 attached hereto and forming part of this Bylaw are hereby imposed.

**Schedules**

Schedule 1 – Administrative Charges

Schedule 2 – Animal Control

Schedule 3 - Building Bylaw Fees

Schedule 4 – Metchosin School Multi-Use Facility

3. Wherever this Bylaw sets out fees and charges with respect to other District of Metchosin Bylaws and such Bylaws contain similar fees and charges, this Bylaw is deemed to prevail.

**SEVERABILITY**

4. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the Bylaw is deemed valid.

**REPEAL**

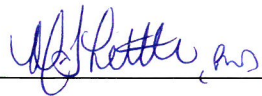
5. *Fees Bylaw 2008, No. 547* and all amendments thereto, are repealed.

Read a first time this 28<sup>th</sup> day of October 2024.

Read a second time this 28<sup>th</sup> day of October 2024.

Read a third time this 28<sup>th</sup> day of October 2024.

Adopted this 4<sup>th</sup> day of November 2024.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Corporate Officer

**SCHEDULE 1 – Administrative Charges**  
 Fees & Charges Bylaw

| <b>Mapping and Copying Charges</b><br>(all fees are subject to applicable taxes)                                                                                       |                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>Description</b>                                                                                                                                                     | <b>Fees</b>                                              |
| <b>Document Copy &amp; Print Fees</b>                                                                                                                                  |                                                          |
| Photocopies and Laser Prints, black and white,<br>28 x 43 cm (11" x 17") or less:                                                                                      | \$0.65 per page<br>\$0.85 per page (colour)              |
| Photocopies and Laser Prints, black and white,<br>greater than 28 x 43 cm (11" x 17"):                                                                                 | \$3.00 per page<br>\$6.00 per page (colour)              |
| Official Community Plan Bylaw, Land Use Bylaw<br>(not including zoning map), and Subdivision<br>Servicing Bylaw, except to declared candidates to<br>municipal office: | \$35.00 per bylaw (B&W)<br>\$70.00 per bylaw (colour)    |
| Council and Council Committee agenda packages,<br>except to media and declared candidates to<br>municipal office:                                                      | Same cost as photocopies above                           |
| List of Electors to declared candidates to municipal<br>office only:                                                                                                   | \$15.00 after first copy                                 |
| Black & White Map Prints (per copy)<br>i) 22 x 28 cm (8.5" x 11"):<br>ii) 28 x 43 cm (11" x 17"):                                                                      | \$1.00<br>\$2.00                                         |
| Colour Map Prints (per copy)<br>i) 22 x 28 cm (8.5" x 11"):<br>ii) 28 x 43 cm (11" x 17"):<br>iii) Zoning map, approximately 1 m x 1.5 m                               | \$3.00<br>\$5.00<br>\$50.00                              |
| Digital map files (delivered in "shp" format)<br>i) Cadastral/Contours:<br>ii) Colour Orthophotos:                                                                     | \$0.50 per k/byte<br>\$100.00 per tile                   |
| Image map files delivered in electronic format (jpg,<br>pdf, bmp, etc.) production fee:                                                                                | \$13.00 per ¼ hour                                       |
| <b>Documentation Charges</b>                                                                                                                                           |                                                          |
| Tax Information Certificate:                                                                                                                                           | \$20.00 per parcel, except to the owner of the<br>parcel |
| Property Information Requests (includes building<br>permit history, date of occupancy, zoning<br>information, legal description):                                      | \$25.00 per parcel, except to the owner of the<br>parcel |
| Land Use Information Letter (Comfort Letter):                                                                                                                          | \$100.00 per parcel                                      |

|                                                                  |                                                                                                                  |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
|                                                                  |                                                                                                                  |
| Removal of Notice on Title:                                      | \$100.00 per parcel                                                                                              |
|                                                                  |                                                                                                                  |
| LTSA Online Title Search:                                        | \$20.00 per document                                                                                             |
|                                                                  |                                                                                                                  |
| Liens – Registration and Removal of Liens on Tax Sale Properties | \$ at cost – as per charges through BC Land Titles office                                                        |
|                                                                  |                                                                                                                  |
| <b>Miscellaneous Changes</b>                                     |                                                                                                                  |
|                                                                  |                                                                                                                  |
| Returned Cheque Fee:                                             | \$25.00 per cheque                                                                                               |
|                                                                  |                                                                                                                  |
| District of Metchosin Pin:                                       | \$3.00 each, except for one pin to each youth member of a Metchosin community organization per year upon request |
|                                                                  |                                                                                                                  |
| Fax Service, local:                                              | \$0.50 per page                                                                                                  |
|                                                                  |                                                                                                                  |
| Fax Service, long distance:                                      | \$1.00 per page                                                                                                  |
|                                                                  |                                                                                                                  |
| Interest on accounts receivable unpaid after the due date:       | 1.5% per month, compounded annually                                                                              |
|                                                                  |                                                                                                                  |
| Collection Agency Fee:                                           | \$ at cost, as charged by collection agency                                                                      |

**SCHEDULE 2 – Animal Control**  
 Animal Control Bylaw

| <b>Dog Licence Fees</b><br>(all fees are subject to applicable taxes) |          |
|-----------------------------------------------------------------------|----------|
| Description                                                           | Fees     |
| Female dog (not spayed)                                               | \$45.00  |
| Female dog (spayed)                                                   | \$25.00  |
| Male dog (not neutered)                                               | \$45.00  |
| Male dog (neutered)                                                   | \$25.00  |
| Replacement of lost licence                                           | \$5.00   |
| Late application penalty                                              | \$10.00  |
| Dangerous dog licence                                                 | \$100.00 |
| Aggressive dog licence                                                | \$75.00  |
|                                                                       |          |

| <b>Impound Fees</b><br>(all fees are subject to applicable taxes)                                                                    |                             |                             |                                                |
|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------|------------------------------------------------|
| Description                                                                                                                          | Fee                         |                             |                                                |
|                                                                                                                                      | 1 <sup>st</sup> Impoundment | 2 <sup>nd</sup> Impoundment | 3 <sup>rd</sup> &<br>Subsequent<br>Impoundment |
| Dog, seizure and impoundment                                                                                                         | \$75.00                     | \$150.00                    | \$300.00                                       |
| Penalty for unlicensed dog                                                                                                           | \$50.00                     | \$50.00                     | \$50.00                                        |
| Maintenance and sustenance charge for each 24 hour period or part thereof that the dog has remained in the pound                     | \$15.00                     | \$15.00                     | \$15.00                                        |
| Cat, seizure and impoundment                                                                                                         | \$50.00                     | \$50.00                     | \$50.00                                        |
| Maintenance and sustenance charge for each 24 hour period or part thereof that the cat has remained in the pound                     | \$15.00                     | \$15.00                     | \$15.00                                        |
| Other mammals, seizure and impoundment                                                                                               | \$75.00                     | \$75.00                     | \$75.00                                        |
| Maintenance and sustenance charge for each 24 hour period or part thereof that the animal has remained in the pound                  | \$15.00                     | \$15.00                     | \$15.00                                        |
| Bird, reptile or rodent, seizure and impoundment                                                                                     | \$25.00                     | \$25.00                     | \$25.00                                        |
| Maintenance and sustenance charge for each 24 hour period or part thereof that the bird, reptile or rodent has remained in the pound | \$15.00                     | \$15.00                     | \$15.00                                        |

**SCHEDULE 3 – Building Bylaw Fees**  
 Building Bylaw

**1. Building Permits**

| <b>Application Type</b>                                                                              | <b>Fee</b> |
|------------------------------------------------------------------------------------------------------|------------|
| Total value of work less than \$1000.00 (minimum fee per permit)                                     | \$100.00   |
| Plus for each additional \$1,000.00 or fraction thereof and not exceeding 300,000                    | \$15.00    |
| Plus for each additional \$1,000.00 or fraction thereof over \$300,000.                              | \$13.00    |
| Permit Application Review Fees (non-refundable deposit on permit fee)                                |            |
| - Construction value less than \$50,000                                                              | \$100.00   |
| - Construction value \$50,000 to \$250,000                                                           | \$200.00   |
| - Construction value more than \$250,000                                                             | \$300.00   |
| Permit Revision Fees (non-refundable)                                                                |            |
| - Construction value less than \$50,000                                                              | \$100.00   |
| - Construction value \$50,000 to \$250,000                                                           | \$200.00   |
| - Construction value more than \$250,000                                                             | \$300.00   |
| Permit Extension Fees (non-refundable) -                                                             | \$250.00   |
| Re-inspection Fees (non-refundable)                                                                  | \$250.00   |
| Alternative Solution – Examination of requests for alternatives to <i>Building Code</i> requirements | \$250.00   |
| Permit Transfer Fees                                                                                 | \$100.00   |
| Penalties                                                                                            |            |
| - Stop work notice                                                                                   | \$1,000.00 |
| - Work without permit (2 times permit fee to a maximum of \$25,000. Minimum of \$1000)               |            |

**2. Building/Structure Move**

| <b>Application Type</b>                                                                                                                                                                                                     | <b>Fee</b>  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Building/Structure Move permit                                                                                                                                                                                              | \$100.00    |
| The applicant shall deposit with the District, an irrevocable letter of credit in the amount of \$10,000 or an amount equal to 3% of the estimated completed value of the building as determined by the Building Inspector. | \$10,000.00 |

**3. Demolition Permits**

| <b>Application Type</b> | <b>Fee</b> |
|-------------------------|------------|
| Demolition Permit       | \$100.00   |

**4. Plumbing Permits**

| <b>Application Type</b>                                                         | <b>Fee</b> |
|---------------------------------------------------------------------------------|------------|
| Plumbing Permit Fees                                                            | \$100.00   |
| Each fixture up to a total of 10 fixtures                                       | \$20.00    |
| Each additional fixture over 10 fixtures                                        | \$15.00    |
| Installation or alteration of water piping or water treatment equipment or both | \$100.00   |
| Installation or alteration of rainwater leads or roof drains or both            | \$30.00    |

|                                                                  |         |
|------------------------------------------------------------------|---------|
| Fire protection standpipe and hose system, per hose connection   | \$30.00 |
| Fire protection sprinkler system, up to a total of 10 sprinklers | \$30.00 |
| Each additional sprinkler head                                   | \$10.00 |

## 5. Solid Fuel Buring Appliance

| Application Type             | Fee      |
|------------------------------|----------|
| Solid Fuel Burning Appliance | \$100.00 |

## 6. Building Values for Single Family Dwellings, Factory Built Homes, Mobile Homes and Moved Buildings

| Floor Area or Type of Structure                                      | Rate<br>\$ per Square Foot |
|----------------------------------------------------------------------|----------------------------|
| Finished Main Floor* Areas + slab on grade                           | \$130.00                   |
| Finished Main Floor* Areas + crawl space                             | \$140.00                   |
| Finished Main Floor* Areas + unfinished basement                     | \$150.00                   |
| Finished Areas or story other than Main Floor*                       | \$75.00                    |
| Unfinished Basement**                                                | \$50.00                    |
| Finishing, Previously Unfinished Basement**, Attics, or other Floors | \$50.00                    |
| Garages and/or Workshops                                             | \$60.00                    |
| Carports, Barns, or Sheds                                            | \$40.00                    |
| Sundecks, and/or Covered Porches/Entries                             | \$40.00                    |
| Crawl Space for Manufactured Home or Moved Home                      | \$60.00                    |

\*Main Floor means the floor areas where the main activity takes place; usually the floor where the living room, dining room and/or kitchen are located, excluding a garage or carport.

\*\* Basement is defined in the British Columbia Building Code

## 7. Values for Buildings other than single Family Dwellings, Factory Built Homes, Mobile Homes and Moved Buildings

| Type of Building                        | Type of Construction           | Value<br>per Square<br>Foot |
|-----------------------------------------|--------------------------------|-----------------------------|
| Hotel/Motel                             | Wood Frame                     | \$200.00                    |
| Hotel/Motel                             | Reinforced masonry or concrete | \$250.00                    |
| Hotel/Motel                             | Steel Frame                    | Contract value              |
| Townhouse or Apartment                  | Wood frame                     | \$200.00                    |
| Townhouse or Apartment                  | Reinforced masonry or concrete | \$250.00                    |
| Townhouse or Apartment                  | Steel Frame                    | Contract value              |
| Commercial Building (shell only)        | Wood frame or heavy timber     | \$150.00                    |
| Commercial Building (shell only)        | Reinforced masonry or concrete | \$200.00                    |
| Commercial Buildings except Restaurants | Completion of interior         | \$100.00                    |

|                                    |                                |          |
|------------------------------------|--------------------------------|----------|
| Commercial Buildings – Restaurants | Completion of interior         | \$120.00 |
| Industrial Buildings (shell only)  | Wood frame or heavy timber     | \$120.00 |
| Industrial Buildings (shell only)  | Reinforced masonry or concrete | \$150.00 |
| Industrial Buildings (shell only)  | Steel frame                    | \$120.00 |
| Industrial Buildings               | Completion of Interiors        | \$50.00  |
| Temporary Buildings                | Wood frame                     | \$100.00 |

**SCHEDULE 4 - Metchosin School Multi-Use Facility Fees**  
**(4495 Happy Valley Road)**

| Description                                                           | Fees  |
|-----------------------------------------------------------------------|-------|
| <b>Community Groups</b><br>(all fees are subject to applicable taxes) |       |
| <b>Daily Fees</b>                                                     |       |
| School Gymnasium                                                      | \$200 |
| School Kitchen                                                        | \$200 |
| Classroom                                                             | \$50  |
| School Field or Grounds Rental                                        | \$160 |
| Audio Visual Equipment                                                | \$30  |
| Portable Sound System                                                 | \$30  |
| Damage Deposit                                                        | \$500 |
| <b>Hourly Fees (Minimum rental is 1-hour)</b>                         |       |
| School Gymnasium                                                      | \$25  |
| School Kitchen                                                        | \$50  |
| Classroom                                                             | \$15  |
| School Field or Grounds Rental                                        | \$20  |
| Audio Visual Equipment                                                | \$10  |
| Portable Sound System                                                 | \$30  |
| Damage Deposit                                                        | \$200 |
| <b>Recreational Groups/Educational Groups</b>                         |       |
| <b>Daily Fees</b>                                                     |       |
| School Gymnasium                                                      | \$200 |
| School Kitchen                                                        | \$200 |
| Classroom                                                             | \$50  |
| School Field or Grounds Rental                                        | \$160 |
| Audio Visual Equipment                                                | \$30  |
| Portable Sound System                                                 | \$30  |
| Damage Deposit                                                        | \$500 |
| <b>Hourly Fees (Minimum rental is 1-hour)</b>                         |       |
| School Gymnasium                                                      | \$25  |
| School Kitchen                                                        | \$50  |
| Classroom                                                             | \$15  |
| School Field or Grounds Rental                                        | \$20  |
| Audio Visual Equipment                                                | \$10  |
| Portable Sound System                                                 | \$30  |
| Damage Deposit                                                        | \$200 |

| <b>Commercial Users</b>                       |         |
|-----------------------------------------------|---------|
|                                               |         |
| <b>Daily Fees</b>                             |         |
| School Gymnasium                              | \$500   |
| School Kitchen                                | \$500   |
| Classroom                                     | \$250   |
| School Field or Grounds Rental                | \$280   |
| Audio Visual Equipment                        | \$100   |
| Portable Sound System                         | \$500   |
| Damage Deposit                                | \$2,000 |
|                                               |         |
| <b>Hourly Fee (Minimum rental is 4-hours)</b> |         |
| School Gymnasium                              | \$75    |
| School Kitchen                                | \$100   |
| Classroom                                     | \$35    |
| School Field or Grounds Rental                | \$35    |
| Audio Visual Equipment                        | \$20    |
| Portable Sound System Tech Support            | \$30    |
| Damage Deposit                                | \$2,000 |

\* The following discounts apply to commercial rates:

- 1 month booking – 5% discount
- 3 month booking – 10% discount