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TOWN OF SIDNEY

**BYLAW NO. 1711
(CONSOLIDATED)**

Amendment Bylaws incorporated as listed at the end of the document.

A BYLAW TO ESTABLISH MISCELLANEOUS FEES AND CHARGES

The Council of the Town of Sidney, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as **"Miscellaneous Fees and Charges Bylaw 1711, 2002."**

2. Imposition

The various fees and charges a set out in Schedules A attached hereto and forming part of this bylaw are hereby imposed.

3. Repeal: "Miscellaneous Fees and Charges Bylaw No. 1395" and all of its amendments are hereby repealed.

Introduced and read a first time the 14th day of January, 2002.

Read a second time the 14th day of January, 2002.

Read a third time the 14th day of January, 2002.

Reconsidered and finally adopted the 28th day of January, 2002.

MAYOR

CORPORATE ADMINISRATOR

(amendment -01) – Bylaw 1767, April 2003
(amendment -02) – Bylaw 1774, June 2003
(amendment -03) – Bylaw 1828, July 2004
(amendment -04) – Bylaw 1849, February 2005
(amendment -05) – Bylaw 1862, October 2005
(amendment -06) – Bylaw 1869, November 2005
(amendment -07) – Bylaw 1903, July 2006
(amendment -08) – Bylaw 1911, October 2006
(amendment -09) – Bylaw 1919, March 2007
(amendment -10) – Bylaw 1957, December 2009
(amendment -11) – Bylaw 1977, May 10, 2010
(amendment -12) – Bylaw 1980, June 14, 2010
(amendment -13) – Bylaw 2010, September 12, 2011

(amendment -14) – Bylaw 2038, December 2012
(amendment - 15) - Bylaw 2069, August 2014
(amendment - 16) - Bylaw 2133, January 2017
(amendment - 17) - Bylaw 2164, May 2019
(amendment - 18) - Bylaw 2185, January 2020
(amendment - 19) - Bylaw 2213, April 2021
(amendment - 20) - Bylaw 2220, December 2021
(amendment - 21) - Bylaw 2242, September 2022
(amendment - 22) - Bylaw 2260, January 2024
(amendment - 23) - Bylaw 2292, January 2026

SCHEDULE "A"

Administration

| <i>Item</i> | | <i>Fee</i> | <i>Unit/Description</i> |
|--|--|---|--|
| Agendas, Bylaws, Minutes (Council, Committee of the Whole, or any other municipal committee, commission or board) | | \$0.00 | Per first 1 to 3 pages on 8 ½" x 11" and 8 ½" x 14" paper |
| | | \$0.50 | Per 4 th and subsequent pages on 8 ½" x 11" and 8 ½" x 14" paper |
| | | \$20.00 | Maximum per agenda, bylaw or set of minutes |
| Colour photocopies (not incl. aerial photos) | | \$2.00 | Per 8 ½" x 11" and 8 ½" x 14" page |
| | | \$4.00 | Per 11" x 17" page |
| Municipal merchandise | | At cost plus 20% for administration | Per item |
| Photocopy or laser printed document (not incl. aerial photos) | Any public document not listed in this fee schedule or a portion of any document listed in this fee schedule | \$0.00 | Per first 1 to 3 pages on 8 ½" x 11" and 8 ½" x 14" paper |
| | | \$0.50 | Per 4 th and subsequent pages on 8 ½" x 11" and 8 ½" x 14" paper |
| | | \$1.00 | Per 11" x 17" page |
| RCMP Certified Criminal Record Checks | | \$70.00 (fee waived for volunteer work) | Per record check |
| Staff time for locating, searching and retrieving records, files, agreements, etc. manually and/or electronically | | \$15.00 | Per 15 minutes, or portion thereof, after the first 15 minutes; deposit equal to estimated cost required prior to start of work where estimate exceeds \$60.00 |
| Event insurance | | Refer to user group rating schedule | User group rates according to rates specified by provider. |

All fees listed are exclusive of any taxes that may apply, unless otherwise indicated.

Finance and Driver Services

| <i>Item</i> | | <i>Fee</i> | <i>Unit/Description</i> |
|--|---|------------|---|
| Account Receivable – interest charges | Invoices outstanding over 30 days from end of month billed | 1.5% | Per month |
| | | 19.56% | Compounded annual rate |
| Annual Gross Tax Information File | Electronic | \$200.00 | Per copy |
| Property Tax Refund – Mortgage Company | | \$25.00 | Per folio |
| Non-sufficient funds cheque | | \$20.00 | Per cheque |
| Personal Property Registry Search | | \$15.00 | Per search |
| Property Tax Certificate | For a registered owner or mortgage holder. | \$0.00 | Per certificate |
| | Other than for a registered owner or mortgage holder - TCOL | \$30.00 | Per certificate (one roll number per certificate) |
| | Other than for a registered owner or mortgage holder – Town of Sidney | \$45.00 | Per certificate (one roll number per certificate) |
| Statement of Financial Information, (includes Annual Report) | Fee set by Provincial “Financial Information Regulation” | \$5.00 | Per copy |

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Development Services

| <i>Item</i> | | <i>Fee</i> | <i>Unit/Description</i> |
|--|--|---------------------------|--|
| Bylaw – Official Community Plan | | \$30.00 | Per copy |
| Schedule A – Local Area Plan (Colour) | | \$20.00 | Per copy |
| Zoning Bylaw (includes 11 x 17 colour map) | | \$20.00 | Per copy |
| Maps – Zoning and OCP | | \$10.00 | 11" x 17" colour |
| | | \$25.00 | 24" x 36" colour |
| Land Title and Survey Authority Searches | Title Document/plan | \$16.00 \$26.00 | Per request |
| | | | |
| Request for written response | Up to one hour staff time | \$60.00 | Per request |
| | In excess of one hour staff time | \$60.00 plus \$15.00 | Per request Per 15 minutes, or portion thereof, after the first 60 minutes; deposit equal to estimated cost required prior to start of work where estimate exceeds \$60.00. |
| Property Information Request, or Business License List | Up to one hour staff time | \$30.00 | Per request |
| | In excess of one hour staff time | \$30.00 plus \$15.00 | Per request Per 15 minutes, or portion thereof, after the first 60 minutes; deposit equal to estimated cost required prior to start of work where estimate exceeds \$30.00. |
| Mail Out | For development application or liquor/cannabis licence process | 1. Current postage rate | Per piece of mail |
| | | 2. \$60.00 | Per mail out |
| | | 3. \$15.00 | Per 15 minutes, or portion thereof, after the first 60 minutes of staff time to prepare and mail out. |
| | | 4. 10% Administration fee | On the total from 1, 2, & 3 above. |

All fees listed are exclusive of any taxes that may apply, unless otherwise indicated.

Engineering and Public Works

| <i>Item</i> | | <i>Fee</i> | <i>Unit/Description</i> |
|--|-----------------------------------|--|---|
| Aerial Photos | | \$4.00 | Per 8 ½" x 11" and 8 ½" x 14" page (bond paper) |
| | | \$8.00 | Per 11" x 17" page (bond paper) |
| | | \$30.00 | Per 2' x 3' (bond paper) |
| | | \$40.00 | Per 2' x 3' (photo paper) |
| | | \$50.00 | Per 3' x 6' (bond paper) |
| | | \$70.00 | Per 3' x 6' (photo paper) |
| Engineering Drawings & Civic Address Map | 2' X 3' | \$7.50 | Per print |
| | 3' x 6' | \$15.00 | Per print (bond paper) |
| Application to work in municipal road allowances | | \$35.00 | Per day, to a maximum of \$525.00 per 30 consecutive calendar day period. |
| | | \$15.00 | Per day, for occupation of each parking space (or part thereof) taken away from public use. A parking space is defined as 7.0m of road frontage where parking is normally permitted. |
| Return of confiscated non-municipal signs | | \$20.00 | Per sign |
| Traffic Data | Count information existing | \$50.00 per hour or portion thereof for staff time | Per intersection; deposit equal to estimated cost required prior to start of work where estimate exceeds \$50.00 |
| | Count information new | Actual cost plus 15% for supervision and administration | Per intersection; deposit equal to estimated cost required prior to start of work. |
| Work for others (primarily performed by public works and parks staff) | Externally contracted | Actual cost plus 15% for supervision and administration | Deposit equal to estimated cost required prior to start of work; no deposit required from utility companies and public sector agencies or where Sidney carries out work under authority of another bylaw. |
| | Work performed by municipal staff | 1. Actual labour and materials cost, plus 2. Supplies surcharge of 3% of total labour and materials from 1 above, plus 3. Hourly charge for use of Town owned vehicles and equipment, plus 4. An admin and supervision surcharge equal to 15% of the total from 1,2 & 3 above | Vehicle charge out rates are as established annually in the Equipment Rental Rate Guide "Blue Book" published by the BC Road Builders & Heavy Construction Association. |

All fees listed are exclusive of any taxes that may apply, unless otherwise indicated.

Engineering and Public Works (cont'd)

| <i>Item</i> | | <i>Fee</i> | <i>Unit/Description</i> |
|---|-------------------------|--|--|
| Parking Permits (Lots B, C & E) | Monthly Pass | \$60.00 | Per pass |
| | Annual Pass | 10% discount \$648.00 | Based on monthly rates above. Per pass |
| | Pass Replacement Fee | \$5.00 | Per request |
| Pay Parking Lot Rates (Lot F) | Hourly | \$3.00 | (to 6:00 p.m.) (6:00 p.m. to 6:00 a.m.) |
| | All Day | \$6.00 | |
| | Evening | \$4.00 | |
| | 24-Hour | \$12.00 | If 3 months or more purchased. For less than three months purchased. |
| | Monthly Random | \$85.00 | |
| Monthly Random | \$100.00 | | |
| Latecomers Agreements | Interest Charge | Floating rate based on Bank of Canada's Prime Rate | |
| | Admin Fee | \$500 + legal fees | Per agreement |
| Residential Parking Permit | Annual Pass | \$50.00 | Per pass |
| Application to film on municipal property | | \$50.00 | For production crew of fewer than 7 |
| | | \$175.00 | For the first location for a production crew of 7 or more |
| | | \$50.00 | For each additional location for a production crew of 7 or more |
| | | \$15.00 | Per day, for occupation of each parking space (or part thereof) taken away from public use. A parking space is defined as 7.0m of road frontage where parking is normally permitted. |
| Fire Flow Testing | | \$250 | Per test |
| Hydrant Usage | | \$100 | Per day up to 1,000 gallons; additional volume over 1,000 gallons charged per the Town's Water Utility and Charges Bylaw. |

All fees listed are exclusive of any taxes that may apply, unless otherwise indicated.

Parks and Town Facilities

| Item | | Fee | Unit/Description |
|--|--|-----------------------|--|
| Boat Launch (Tulista Park) | Launch Fees | \$12.00 | Per single launch and retrieval |
| | | \$180.00 | Twelve month permit (valid for twelve months from date of issue) Note: for commercial use of the boat launch, see Bylaw 1688, Schedule A. |
| Public Bench Dedication (See Policy WS-015) | Includes bench, plaque inscription, installation and 10 years maintenance | \$3,000.00 | Per bench |
| Public Parks – Application for Use (See Policy WS-020) | Private event (meetings, weddings, birthday parties) | \$50.00 | Up to and including 100 participants |
| | | \$100.00 | Over 100 participants |
| | Public Event (concerts, art shows, festivals) | \$50.00 | Up to and including 100 participants |
| | | \$100.00 | Over 100 participants |
| | Charity events (Not for profit) | \$0.00 | Unlimited participants |
| | Commercial Use (For profit) | \$100.00 | Up to and including 100 participants |
| \$500.00 | | Over 100 participants | |
| Public Park Use Fee | Commercial Use (For profit) subject to Park Use Fee as determined by Town – excludes any Town recoverable costs to support the event | \$500-\$1,000 per day | Per day, depending on park and area of park used |
| Boulevard Tree (Development Related) | Planting tree on municipal boulevard on behalf of homeowner or developer | \$750 | Per tree planted |

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