

# BYLAW

## Fees and Charges Bylaw

### No. 575, 2019

**Consolidated for convenience only June, 2020**

This Consolidation includes the following Bylaw Amendments:

575-1, 2020

This version of this bylaw is a consolidation of amendments to the original bylaw as of the date specified. This consolidation is done for the convenience of users and accurately reflects the status of this bylaw as of the specified date but must not be construed as the original bylaw and is not admissible in Court unless specifically certified by the Corporate Officer for the District of Sechelt. Persons interested in the definitive wording of this bylaw and its amendments should view the original bylaws at the District of Sechelt.

**DISTRICT OF SEHELDT  
FEES AND CHARGES BYLAW NO. 575, 2019**

A bylaw to establish rates, fees and charges for District of Sechelt municipal services

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**WHEREAS** Section 194 of the *Community Charter* authorizes a local government to impose fees and charges for all or parts of a service of the municipality;

**NOW THEREFORE** the Council of the District of Sechelt, in an open meeting assembled, enacts as follows:

**SECTION 1     GENERAL PROVISIONS**

**1.1     TITLE**

This Bylaw may be cited as “District of Sechelt Fees and Charges Bylaw No. 575, 2019”.

**1.3     BYLAW SCHEDULES**

Attached as integral parts of the Bylaw are the following Schedules:

- Schedule A Administration, Fees and Charges
- Schedule B Financial Services, Fees and Charges
- Schedule C RCMP Administration, Fees and Charges
- Schedule D Planning and Development, Fees and Charges
- Schedule E Facilities, Fees and Charges

## **SECTION 2 ESTABLISHMENT OF FEES AND CHARGES**

### **2.2 LATE PAYMENT CHARGES**

- 2.2.1 Late payment charges shall be added to all fees that remain unpaid after their due dates as follows, unless other provisions in this Bylaw apply:
  - 2.2.1.1 A non-compounding 1.5% monthly interest charge, calculated daily, will be added to all amounts that remain unpaid after the due date as determined by the Financial Officer.
  - 2.2.1.2 Non-receipt of a District invoice will not be recognized as a valid excuse for failure to pay the fees when due.
  - 2.2.1.3 Postmarks will not be considered as date of payment.

### **2.3 DISHONoured PAYMENT AND OVERPAYMENT REFUND CHARGES**

- 2.3.1 Where a payment received by the District is not honoured by a payer's financial institution for any reason other than clerical error, the District may charge the payer a fee of \$40 per payment.
- 2.3.2 Where an overpayment refund has been requested for any reason, the District may charge the requestor a fee of \$40.
- 2.3.3 This charge represents a reasonable pre-estimate of the administrative costs incurred by the District as a result of the dishonoured / overpayment.

### **2.4 TAXES**

All fees, charges, and rates in this Bylaw exclude federal, provincial and other taxes, unless otherwise indicated, and must be paid as applicable.

## 2.5 REFUNDS

Unless other provisions in this Bylaw apply, no refund will be paid on any fees or charges collected in error after two years from the date of said payment unless the District is satisfied that the claim for the refund results from its own error in calculation or measurement. No refund will be paid after seven years from the date of said payment for any reason.

## SECTION 3 ADMINISTRATION

3.1 The District of Sechelt hereby imposes fees for the provision of services and information as specified in the Schedules attached to this Bylaw.

3.2 This Bylaw shall come into force and effect on the date of its adoption.

3.3 Wherever this Bylaw sets out fees and charges with respect to other District of Sechelt bylaws and other such bylaws contain similar fees and charges, this Bylaw is deemed to prevail.

### 3.4 SEVERABILITY

The provisions of this Bylaw are severable. If any provision is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Bylaw.

### 3.5 REPEAL

"Application and Copying Fees Bylaw No. 333, 1998" and all of its amendments are hereby repealed and replaced by this Bylaw.

READ A FIRST TIME THIS	15th	DAY OF	May,	2019
READ A SECOND TIME THIS	15th	DAY OF	May,	2019
READ A THIRD TIME THIS	15th	DAY OF	May,	2019
ADOPTED THIS	5th	DAY OF	June,	2019

  
\_\_\_\_\_  
Mayor

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

**FEEES AND CHARGES BYLAW NO. 575, 2019**

**SCHEDULE A: FINANCIAL SERVICES FEES**

ITEM		FEE	UNIT/DESCRIPTION	
<b>Accounts Receivable (excluding property taxes)</b>				
Invoicing	Minimum charge per invoice for items not paid for at time of purchase	\$ 40	Per invoice	
Returned payments (NSF)	All forms of tender	\$ 40	Per payment	
Collection Agency Services fee		Actual cost	As a % of outstanding balance, added to arrears	
<b>Deposits Held by the District (excluding tax pre-payments)</b>				
Interest	Deposits greater than \$100.00 held for more than 30 days from the date of receipt		Interest rate will parallel the rate provided by the BC Gov't Ministry of Municipal Affairs and Housing Circular, which is the prime lending rate as per the Principal Banker to the Province of BC, less 2%.	
<b>Property Tax and Utilities</b>				
<b>Tax information and documents</b>				
Tax & Utility Account Information Requests	Prior years	Register owners and other parties on behalf of registered owners	\$ 60	Per hour or portion thereof; First 15 minutes are free; Minimum charge of \$40.00
Tax and utility notice reprints	Prior years	Register owners and other parties on behalf of registered owners	\$ 60	Per hour or portion thereof; First 15 minutes are free; Minimum charge of \$40.00
Property tax certificate	Current year	Registered owners	No charge	Per certificate per year
		Other parties on behalf of registered owners	\$ 40	Per additional certificate for registered owners; Per certificate for other parties; manual request
	Prior years	Registered owners and other parties on behalf of registered owners	\$ 25	Per certificate; request through BC Online Web Application
		Registered owners and other parties on behalf of registered owners	\$ 60	Per hour or portion thereof; First 15 minutes are free; Minimum charge of \$40.00

**FEES AND CHARGES BYLAW NO. 575, 2019**  
**SCHEDULE A: FINANCIAL SERVICES FEES**

ITEM		FEE	UNIT/DESCRIPTION
Gross property tax information file	All folios in jurisdiction	Current year, or part thereof	\$ 300 Per file + electronic media fee, if applicable
Listing for Mortgage company	All applicable folios; full or partial listing	Current year, or part thereof	\$ 10 Per folio + electronic media fee, if applicable
<b>Payments, Refunds &amp; Transfers</b>			
Returned payments	Pre-authorized Payments (PAP)		\$ 40 Per payment
Refund of account balance	PAP - For the registered owner, after sale of property only		\$ 40 Per refund
	PAP - For the registered owner, for overpayment > \$100 in a given tax year		No charge Per refund
	Non-PAP: For the registered owner		\$ 40 Per refund
	Mortgage company refund		\$ 40 Per folio
Service charges on credit card payments for taxes, per management approval		Actual cost	As paid to vendor by the District
<b>Interest &amp; Arrears</b>			
Penalties	Utilities for water, sewer and garbage user fees		10% penalty Per year
<b>Miscellaneous Fees</b>			
Land titles searches & documents		\$ 25	Per title search
Listing of Business Licenses		\$ 35	Per electronic document

**FEES AND CHARGES BYLAW NO. 575, 2019**  
**SCHEDULE B: ADMINISTRATION FEES**

ITEM		FEE	UNIT/DESCRIPTION
<b>Documents</b>			
Bylaws	Official Community Plan (OCP), including all schedules/maps	\$ 150	Each for hard copies; online copies are free
	OCP Map Sheets - full set	\$ 40	Per set
	OCP Map Sheets - single sheet	\$ 5	Each for hard copies; online copies are free
	Subdivision Bylaw	\$ 75	Each for hard copies; online copies are free
Bylaws	Zoning Bylaw	\$ 75	Each for hard copies; online copies are free
	Zoning Map - Colour; 11 x 17	\$ 5	Each
	Zoning Map - Colour; ~34 x 44	\$ 25	Each
Financial Reports	Annual Report, with Financial Statements	\$ 25	Per bound colour copy
	Annual 5-year Financial Plan	\$ 20	Per bound colour copy
Copywrite fees	For non-District materials released under copywrite permission	Actual Cost	Per Copywrite fee
<b>Document Review/Data Retrieval</b>			
Custom research / custom document preparation / custom data retrieval		\$ 60	Per hour or portion thereof; First 15 minutes are free; Minimum charge of \$40.00

**FEES AND CHARGES BYLAW NO. 575, 2019**

**SCHEDULE B: ADMINISTRATION FEES**

ITEM		FEE	UNIT/DESCRIPTION
<b>GIS Data &amp; Mapping</b>			
Plotter copies	34 x 44 (Size E)	\$ 50	Per plot
Custom Requests	GIS or Mapping	\$ 60	Per hour or portion thereof; First 15 minutes are free; Minimum charge of \$40.00
<b>Photocopying</b>			
<i>For all documents not listed separately in this fee schedule, excluding aerial photos and maps.</i>			
<b>Black &amp; White</b>			
Single-sided	8 1/2x 11; 8 1/2x14	\$ 0.50	Per page
	11 x 17	\$ 1.00	Per page
Double-sided	8 1/2x 11; 8 1/2x14	\$ 1.00	Per page
<b>Colour (Not including photos/maps)</b>			
Single-sided	8 1/2x 11; 8 1/2x14	\$ 2.00	Per page
	11 x 17	\$ 3.00	Per page
Double-sided	8 1/2x 11; 8 1/2x14	\$ 4.00	Per page
<b>Electronic Media</b>			
Scanned documents for electronic delivery	8 1/2x 11; 8 1/2x14	\$ 0.50	Per page
	11 x 17	\$ 1.00	Per page
CDs/DVDs/USB Flash Drive		\$ 10	Per CD/DVD/USB; custom research/data retrieval fee may apply.
<b>Municipal Goods</b>			
Municipal-branded goods		Cost + 10%	Each;
Non- Branded goods	Street banners (used)	\$ 20	Each; sold used after display within the District.
	Municipal flags	Cost + 10%	Each
	Other goods	Cost + 10%	Each



**FEES AND CHARGES BYLAW NO. 575, 2019**

**SCHEDULE C: RCMP ADMINISTRATIVE FEES**

ITEM		FEE	UNIT/ DESCRIPTION
Police Information Check (Previously called Criminal Record Check)	General Requests	\$ 50	Per search
	Volunteers & Students	No charge	
Local Record Check	Record Suspension Application/Other aka Pardon	\$ 50	Per search
Police Certificate		\$ 50	Per search
Fingerprints	Up to 2 sets;	\$ 50	Per person
	Receiver General fee in addition to the District's fee	Cost	Per Person
	Extra Sets	\$ 10	Per set
Investigational Report		\$ 50	Per police file
Insurance Report	Non-Motor vehicle incident	\$ 50	Per police file
Mechanical Inspection Report		\$ 50	Per vehicle inspection
Traffic Analyst Report (Full)	Includes Integrated Crash Team analysis	\$ 750	Per incident
Photocopy fee	Black & White; 8x11; 8x14	\$ 0.50	Per page
CD / DVD		\$ 25	Each
Shipping charge	Flat rate; courier fee	\$ 20	Per delivery

**FEES AND CHARGES BYLAW NO. 575, 2019  
SCHEDULE D: PLANNING AND SUBDIVISION FEES**

ITEM	FEE	UNIT /DESCRIPTION
<b>OCP Amendments</b>		
Base Fee	\$ 2,500	Per Application
Incremental Additional Fee	Residential \$ 100	Per Unit
	Non-residential \$ 300	Per 100m <sup>2</sup> of land over 900m <sup>2</sup>
Base and additional fee combined shall not exceed \$10,000		
<b>Zoning Amendments (current Bylaw zones)</b>		
Base Fee	\$ 2,500	Per application
Incremental Additional Fee	Residential \$ 100	Per Unit
	Non-Residential \$ 300	Per 100m <sup>2</sup> of land over 900m <sup>2</sup>
Secondary Suites/ Accessory dwelling units	\$ 1,000	Per application
Base and additional fee combined shall not exceed \$20,000*		
<b>Zoning Amendment (new zoning designation)</b>		
Base Fee	\$ 2,500	Per application
Incremental Additional Fee	Residential \$ 100	Per Unit
	Non-Residential \$ 300	Per 100m <sup>2</sup> of land over 900m <sup>2</sup>
Base and additional fee combined shall not exceed \$30,000*		
<b>Combined OCP and Zoning Bylaw Amendment</b>		
Base Fee	\$ 3,000	Per Application
Incremental Additional Fee	Residential \$ 100	Per unit
	Non-Residential \$ 300	Per 100m <sup>2</sup> of land over 900m <sup>2</sup>
Base and additional fee combined shall not exceed \$30,000*		
<b>For Mixed Use Development:</b> the fee shall be calculated for the residential component and the applicable non-residential fee for the commercial component. In all cases, the residential unit count and non-residential area shall be calculated based on the maximum possible yield under the proposed zones.		
<b>* For large-scale developments</b> over 500 dwelling units or institutional uses over 500 sleeping units: The base and additional fee combined shall not exceed \$90,000.		
<b>For Non-profit Housing developments:</b> Amendment application fees for non-profit housing developments subject to an affordable housing agreement shall not exceed \$4,000.		
Additional Public Hearing	\$ 1,000	Per Hearing
Additional Pre-Application Meeting (2 are included in the application fee)	\$ 300	Per Request

**FEES AND CHARGES BYLAW NO. 575, 2019**  
**SCHEDULE D: PLANNING AND SUBDIVISION FEES**

ITEM		FEE	UNIT /DESCRIPTION
<b>Development Permits</b>			
<b>Form and Character Development Permit</b>			
DPA #6, #7, #9 and #10	Base Fee (incl. first dwelling unit)	\$ 1,500	Per permit
	Incremental Additional Fee	Residential \$ 100	Per unit over 10 units
		Non-Residential \$ 300	Per 100m <sup>2</sup> of GFA over 900m <sup>2</sup>
DPA #8 (intensive residential)		\$ 800	Per permit
Base and additional fee combined shall not exceed \$10,000			
<b>Environmental and Hazard Development Permits</b>			
DPA #1, #4 #5		\$ 1,200	Per application
DPA #3, #4		\$ 400	Per application
Combined Permits – hazard, geotechnical, environmental		\$ 1,500	Per application
Combined permits – DPA #3 and #4		\$ 400	Per application
Peer Review		At cost	
<b>Other Permit Fees</b>			
Delegated DP (minor DP)		\$ 400	Per application
If work has commenced without a permit issued		Double the required permit fee	Per application
Changes to Permit (within 2 years of permit issuance)		50%	
<b>For Non-Profit Housing developments:</b> DP application fees for non-profit housing developments subject to an affordable housing agreement shall not exceed \$3,000			
<b>Development Variance</b>			
	Residential single-detached	\$ 1,200	Per permit
	Residential – over 2 units	\$ 1,500	Per permit
	Non-Residential	\$ 1,500	Per permit
	Sign Bylaw	\$ 500	Per permit
	Subdivision Servicing Bylaw	\$ 1,500	Per variance
<b>Flood Plain Exemption</b>			
		Base Fee \$ 1,800	Per Request

**FEES AND CHARGES BYLAW NO. 575, 2019  
SCHEDULE D: PLANNING AND SUBDIVISION FEES**

ITEM		FEE	UNIT /DESCRIPTION
<b>Temporary Use Permits</b>			
	Base Fee	\$ 1,800	Per Application
	TUP extensions (if not lapsed and no changes to terms)	\$ 1,000	Per application
<b>ALR Application to Land Reserve Commission</b>			
Landowner application for Exclusion, Subdivision or Non-farm Use		\$ 1,500	Per application
District retains \$300.			District retains \$300 of fee
Landowner application for Inclusion		\$ 1,200	Per application
No fee to District			No fees remain with District
<b>Liquor/Cannabis Regulation Branch</b>			
Liquor/Food primary		\$ 2,000	Per request
Liquor/Food Primary - amendment		\$ 1,000	Per request
Manufacturer (winery, brewery, cidery, distillery)		\$ 1,500	Per request
Cannabis –Cultivation, production		\$ 2,000	Per request
Cannabis Retail License		\$ 2,500	Per request
<b>Phased Development Agreement</b>			
Review of Phased Development Agreements	Base Fee	\$ 2,500	Per Agreement
	Legal review	At Cost	As required

**FEES AND CHARGES BYLAW NO. 575, 2019**  
**SCHEDULE D: PLANNING AND SUBDIVISION FEES**

ITEM		FEE	UNIT /DESCRIPTION
<b>Miscellaneous</b>			
Road Closure Bylaw		\$ 1,500	Per Application
Letter of Comfort (OCP/Zoning Confirmation Letter)	Base Fee	\$ 150	Per request
Letter of Comfort		\$ 60	Per hour or portion thereof; First 15 minutes are free; Minimum charge of \$40.00
Inquiries and Research required beyond OCP and zoning			
Any permit extension (unless specifically stated elsewhere)		\$ 300	Per permit
Board of Variance		\$ 600	Per application
Application for Discharge of a Charge on Title		\$ 150	Per request
Administration Fee, not otherwise defined		\$ 150	Per request
<b>Refunds</b>			
For OCP or Zoning Bylaw amendment:	Withdrawn in writing by the applicant within 30 days of submission		50% Of application fee
For OCP and Zoning Bylaw amendment	Withdrawn in writing by the applicant 30 or more days after submission but prior to the public hearing notice being prepared or advertised.		20% Of application fee
Permit applications	Withdrawn in writing by the applicant prior to consideration by APC or Council.		20% Of application fee
Subdivision applications	Withdrawn in writing by applicant within 60 days of submission		50% Of application fee
Subdivision	Withdrawn in writing by the applicant 60 or more days after submission but prior to issuance of the PLR	qsd	30% qsd

There are no refunds granted for applications following the preparation of notification, notice of public hearing or any consideration by Council. There are no refunds for subdivision once a PLR has been issued.

**FEES AND CHARGES BYLAW NO. 575, 2019**  
**SCHEDULE D: PLANNING AND SUBDIVISION FEES**

ITEM		FEE	UNIT /DESCRIPTION
<b>Subdivision</b>			
Consolidate 2 lots or alter property line between 2 lots (no new lots created)		\$ 550	Per Application
Subdivision Application- Conventional and Bare Land Strata - PLR			
	Subdivision up to 3 lots	Base Fee only applies \$ 3,000	Per Application
	Subdivision of 4+ lots	Base Fee \$ 3,000	Per Application
		Incremental \$ 500	Per lot for first 4-50 lots
		Additional fee \$ 100	Per lot over 50
PLR Extensions – no change to plan		\$ 250	Per Request
Changes/amendments to PLR		\$ 500	Per Request
Final approvals or revisions on a Phased Strata Development		\$ 150	Per Phase
Form P		\$ 200	Per request
Form P Amendment		\$ 100	Per Request
Latecomers Agreement Processing Fee		\$ 1,000	Per Request

**FEES AND CHARGES BYLAW NO. 575, 2019**

**SCHEDULE E: FACILITIES**

ITEM	REGULAR FEE		*NON-PROFIT FEE		UNIT/DESCRIPTION
	Per Hour	Per Day*	Per Hour	Per Day*	
<b>Rockwood Lodge</b>					
Entire Lodge	N/A	\$ 400	N/A	\$ 300	Per day. Includes the whole lodge and outdoor garden area.
Dining room	\$ 17	\$ 120	\$ 15	\$ 90	Per hour and per day
Living room	\$ 17	\$ 120	\$ 15	\$ 90	Per hour and per day. Room at the north side of the building with couch and chairs including access to the two mainfloor washrooms near the side entrance.
Basement/artspace	\$ 25	\$ 130	\$ 15	\$ 90	Per hour and per day. Basement space including basement washroom and basement kitchen.
Kitchen	\$ 25	\$ 160	\$ 20	\$ 120	Per hour and per day. Main floor kitchen with access to the washroom adjacent to the kitchen .
Upstairs offices	\$18 per square foot		\$15 per square foot		Per square feet, per annum. Six office spaces on the top level of the house with access to the washroom on the same level.
Main Floor	\$ 50	\$ 300	\$ 40.00	\$ 210.00	Per hour and per day. Includes dining room, living room, kitchen and two mainfloor washrooms.
<b>Mission House</b>					
Entire house	\$ 17	\$ 120	\$ 15	\$ 90	Per hour and per day. Entire house including deck and small grass area beside the deck without restricting public access to the park trails.
Entire house with park	\$ 40	\$ 260	\$ 30	\$ 190	Per hour and per day. Entire house including deck and all of Mission Park without restricting public access to the trails, beach access and Chapman Creek lookout.
<b>Seaside Centre</b>					
Hall and kitchen	\$ 60	\$ 600	\$ 30	\$ 300	Per hour. The entire building with the exception of the Visitor Information Centre Space. Washrooms are shared with the Visitor Information Centre.
Upstairs	\$ 25	N/A	\$ 20	N/A	Per hour. The upstairs of the building is only available when there are no conflicting rentals in the hall.
Audio video equipment	\$ 25	\$ 75	\$ 20	\$ 60	Per hour and per day.
Audio only	\$ 20	\$ 60	\$ 15	\$ 45	Per hour and per day.
<b>Trail Bay Pier</b>					
End of pier	\$ 15		\$ 10		Per hour West side of the end of the pier not restricting access to the float. No deposit on Pier rental.
<b>Equipment</b>					
Tents	\$ 10				Each 10 x 10 tent. Flat rate per booking.
Barbeque	\$ 25				Flat rate per booking.
Tables	\$ 8				Per table when additional tables are required from offsite
<b>Damage/cleaning deposit and other</b>					
Minimum Deposit	\$ 300				Flat rate required per booking.
Deposit for Receptions	\$ 500				Large groups and/or weddings, receptions and banquets.
Garbage Removal	\$ 50				Waste not removed.
Cleaning	up to \$500				Cleaning not conducted per rental agreement.
Setup and Takedown	\$ 50		\$ 50		Labour cost per hour per person for setup, take down and delivery of requested equipment
Damage or lost equipment	Cost of repair or replacement				Based on damage done and quote for repair or replacement. Includes lost or damaged facility equipment or damage to facility
<i>*Non-profit: A corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit motive.</i>					
<i>*Day rate is defined as any 10 hour segment of a 24 hour day</i>					
<i>Cancellations: To cancel a booking you must provide a written notice a minimum of 14 days prior to the date(s) affected, otherwise full costs will apply.</i>					