

**DISTRICT OF SEHELDT**

**FEES AND CHARGES AMENDMENT BYLAW NO. 575-3, 2021**

A bylaw to amend fees and charges for certain District of Sechelt municipal services

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**WHEREAS** Fees and Charges Bylaw No. 575, 2019 was adopted to impose fees and charges for all or parts of a service of the municipality;

**AND WHEREAS** it has been deemed appropriate to amend Bylaw No. 575, 2019;

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


**TITLE**

- 1 This Bylaw may be cited as "District of Sechelt Fees and Charges Amendment Bylaw No. 575 - 3, 2021".

**AMENDMENTS**

2. "District of Sechelt Fees and Charges Bylaw No. 575, 2019" is amended by deleting Schedule D and replacing with the attached Schedule D which forms part of this bylaw.
3. "District of Sechelt Fees and Charges Bylaw No. 575, 2019" is amended by deleting Schedule E and replacing with the attached Schedule E which forms part of this bylaw.

|                         |                  |        |       |      |
|-------------------------|------------------|--------|-------|------|
| READ A FIRST TIME THIS  | 7 <sup>th</sup>  | DAY OF | July, | 2021 |
| READ A SECOND TIME THIS | 7 <sup>th</sup>  | DAY OF | July, | 2021 |
| READ A THIRD TIME THIS  | 7 <sup>th</sup>  | DAY OF | July, | 2021 |
| ADOPTED THIS            | 21 <sup>st</sup> | DAY OF | July, | 2021 |

  
\_\_\_\_\_  
Mayor

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

**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*   |                        |  |
| <p><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.</p> |                        |  |
| <p><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.</p>   |                        |  |
| <p><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.</p>  |                        |  |
| Additional Public Hearing   | \$ 1,000               | Per Hearing  |
| Additional Pre-Application Meeting (2 are included in the application fee)  | \$ 300                 | Per Request  |

**FEEES 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   |
| Renaming of a Road  |   | \$ 500   | Application Fee   |
| Letter of Comfort (OCP/Zoning Confirmation Letter)  | Base Fee  | \$ 500   | To a maximum of \$1,000 with adjacent and related parcels                         |
| Inquiries and Research required beyond OCP and zoning   |   | \$ 60    | Per hour or portion thereof; First 15 minutes are free; Minimum charge of \$40.00 |
| 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                                     |          | 30% Of application fee  |
| 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<br>\$ 3,000       | Per Application             |
|  | Subdivision of 4+ lots   | Base Fee<br>\$ 3,000                    | Per Application             |
|  |                          | Incremental<br>Additional fee<br>\$ 500 | Per lot for first 4-50 lots |
|  |                          | \$ 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>                    |  |          |                      |           |  |
| Public Event Rate*                       | \$350 per day from October 1 to March 31 |          |                      |           |  |
| 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  |

\*Non-profit is defined as a corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit motive.

\*Day rate is defined as any 10 hour segment of a 24 hour day.

\*Public Event is defined as any event where the event is open for general public participation such as exhibitions, markets, fairs, festivals, and leisure events.

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.