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 Repeal: "Miscellaneous Fees and Charges Bylaw No. 1395" and all of its amendments are hereby repealed.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

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 8½" 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 (clothing)		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 8½" 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		\$12.50	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 \$50.00
Event insurance		Refer to user group rating schedule	User group rates according to SBC Insurance Agencies

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

Finance and Driver Services

Item		Fee	Unit/Description
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 - online	\$25.00	Per certificate (one roll number per certificate)
	Other than for a registered owner or mortgage holder - manual	\$30.00	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 (includes 11” x 17” colour map and B&W copy of Local Area Plan)		\$20.00	Per copy
Schedule A – Local Area Plan (Colour)		\$20.00	Per copy
Zoning Bylaw (includes 11 x 17 colour map)		\$20.00	Per copy
Business Licence List	Paper	\$0.50	Per page
		\$5.00	Minimum charge
		\$20.00	Maximum charge
	Electronic	\$12.50	Per report
Maps – Zoning and OCP		\$10.00	11” X 17” colour
		\$25.00	24” X 36” colour
Parking Permits (Lots B, C & E)	Monthly Pass	\$50.00	Per pass
	Annual Pass	10% discount \$540.00	Based on monthly rates above. Per pass
	Pass Replacement Fee	\$5.00	Per request
Pay Parking Lot Rates (Lot F)	Hourly	\$2.00	
	All Day	\$6.00	(to 6:00 p.m.)
	Evening	\$4.00	(6:00 p.m. to 6:00 a.m.)
	24-Hour	\$10.00	
	Monthly Random	\$70.00	If 3 months or more purchased.
	Monthly Random	\$100.00	For less than three months purchased.
Land Title and Survey Authority Searches	Title	\$13.50	Per request
	Document/plan	\$19.00	
Request for written response	Up to one hour staff time	\$50.00	Per request
	In excess of one hour staff time	\$50.00 plus \$12.50	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 \$50.00

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		\$25.00	Per day, to a maximum of \$200.00 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. 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.
	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	

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)	\$30.00	Up to and including 100 participants
		\$100.00	Over 100 participants
	Public Event (concerts, art shows, festivals)	\$30.00	Up to and including 100 participants
		\$100.00	Over 100 participants
	Charity events (Not for profit)	\$0.00	Unlimited participants
	Commercial Use (For profit)	\$30.00	Up to and including 100 participants
		\$100.00	Over 100 participants
	Neill Horth Room Rental	Hourly rates (2-hour minimum rental)	\$15.00
\$30.00			Other than non-profit societies

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