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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**

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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, B, C, D, E, an F 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 Repeal: "Miscellaneous Fees and Charges Bylaw No. 1395" and all of its amendments are hereby repealed.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 14<sup>th</sup> day of January, 2002.

Read a second time the 14<sup>th</sup> day of January, 2002.

Read a third time the 14<sup>th</sup> day of January, 2002.

Reconsidered and finally adopted the 28<sup>th</sup> day of January, 2002.

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**MAYOR**

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**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 –13)

**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 <sup>th</sup> 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 <sup>th</sup> 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		\$50.00 (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**

<b>Item</b>		<b>Fee</b>	<b>Unit/Description</b>
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
Mortgage Company Listings		\$5.00	Per folio
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, Screening and Off Street Parking & Loading Bylaw)		\$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	Monthly Pass	\$30.00	Per pass
		\$40.00	Per pass, effective Jan. 1, 2010
	Annual Pass	10% discount \$432.00	Based on monthly rates above. Per pass, effective Jan. 1, 2010
	Pass Replacement Fee	\$5.00	Per request
Pay Parking Lot Rates	Hourly	\$1.25	(to 6:00 p.m.) (to 6:00 p.m. to 6:00 a.m.)
	All Day	\$3.50	
	Evening	\$2.50	
	24-Hour	\$6.00	If 3 months or more purchased. For less than three months purchased.
	30 Days Reserved	\$120.00	
	Monthly Random	\$40.00	
	Monthly Random	\$80.00	
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 3.5' X 6.0' (bond paper)
		\$70.00	Per 3.5' X 6.0' (photo paper)
Application to work in municipal road allowances		\$25.00	Per day, to a maximum of \$200.00 per 30 consecutive calendar day period.
Engineering Drawings & Civic Address Map	2' X 3'	\$7.50	Per print
	3' x 5.5'	\$15.00	Per print (bond paper)
	3.5' X 6.5'	\$20.00	Per print (bond paper)
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**

<b>Item</b>		<b>Fee</b>	<b>Unit/Description</b>
Boat Launch (Tulista Park)	– personal use	\$8.00	Per single launch and retrieval
		\$75.00	Six month permit (valid for six months from date of issue)
		\$120.00	Twelve month permit (valid for twelve months from date of issue)
	– commercial use (businesses that sell boats or boat motors and use the launch in conjunction with their business operation)	\$200.00	Twelve month permit (valid for twelve months from date of issue)  Note – for commercial boaters' use see Bylaw 1688 Schedule A
Public Bench Dedication	Includes bench, plaque inscription, installation and 10 years maintenance	\$2,000.00	Per bench
	Additional maintenance after 10 years	\$50.00	Per year
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	
Nell Horth Room Rental	8:00 am to 4:30 pm	\$10.00	Non-profit societies
		\$18.00	Other than non-profit societies
	4:30 pm to 10:00 pm	\$12.00	Non-profit societies
		\$22.00	Other than non-profit societies

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