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 Repeal: "Miscellaneous Fees and Charges Bylaw No. 1395" and all of its amendments are hereby repealed.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

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(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

**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		\$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**

<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
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 & F)	Monthly Pass	\$40.00	Per pass
	Annual Pass	10% discount \$432.00	Based on monthly rates above. Per pass
	Pass Replacement Fee	\$5.00	Per request
Pay Parking Lot Rates (Lot A)	Hourly	n/a	
	2 Hours	\$2.00	
	All Day	\$4.00	(to 6:00 p.m.)
	Evening	\$3.00	(6:00 p.m. to 6:00 a.m.)
	24-Hour	\$7.00	
	30 Days Reserved	\$120.00	
	Monthly Random	\$50.00	If 3 months or more purchased.
Monthly Random	\$75.00	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.
	Work performed by municipal staff	<ol style="list-style-type: none"> <li>1. Actual labour and materials cost, plus</li> <li>2. Supplies surcharge of 3% of total labour and materials from 1 above, plus</li> <li>3. Hourly charge for use of Town owned vehicles and equipment, plus</li> <li>4. An admin and supervision surcharge equal to 15% of the total from 1,2 &amp; 3 above</li> </ol>	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.

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**Parks and Town Facilities**

<b>Item</b>		<b>Fee</b>	<b>Unit/Description</b>
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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