



VILLAGE OF BELCARRA
FEES & CHARGES BYLAW 400, 2008

Consolidated

A Bylaw to Regulate the Fees and Charges for the Village of Belcarra.

This consolidation is prepared for convenience only. The amendment bylaw has been combined with the original bylaw for convenience only. This consolidation is not a legal document. Individual copies of the bylaw may be obtained by contacting the Village Office.

Amendment Bylaw No. 403, 2008 effective date April 28, 2008
Amendment Bylaw No. 417, 2009 effective May 14, 2009
Amendment Bylaw No. 418, 2009 effective June 22, 2009
Amendment Bylaw No. 419, 2009 effective October 5, 2009
Amendment Bylaw No. 425, 2010 effective May 3, 2010

The Village of Belcarra Council enacts as follows:

PART 1 Title

This bylaw may be cited as the "Village of Belcarra Fees and Charges Bylaw 400, 2008".

PART 2 Severability

If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the valid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

PART 3 Previous Bylaw Repeal

The "Village of Belcarra Fees Bylaw No. 281, 1998" and all amendments thereto are repealed:

PART 4 Bylaw Reference Repeals

Every reference to a fee or charge in the following bylaws, as amended, is repealed:

- Village of Belcarra Tree Cutting Bylaw 110, 1987
- Village of Belcarra Business Licence Bylaw 227, 1995
- Village of Belcarra Fees Bylaw No. 281, 1998
- Village of Belcarra Tax Rates 1995 Bylaw No. 226, 1995
- Village of Belcarra Fees Bylaw No. 309, 2000
- Village of Belcarra Fire Prevention Bylaw No. 310, 2000
- Village of Belcarra Building and Plumbing Code Regulation Bylaw No. 355, 2003
- Grow Operation, Health, Nuisance and Safety Bylaw No. 362, 2004
- Village of Belcarra Recycling and Garbage Collection and Removal Regulation Bylaw No. 394, 2007
- Village of Belcarra Board of Variance Bylaw No. 399, 2007

PART 5 Fees and Charges

The Village imposes fees for the provision of services and information as specified in Schedules 1 to 11 inclusive.

Fees or charges imposed under this Bylaw for the provision of services or information will supersede fees or charges imposed under other bylaws or for other same services or information.

Schedules

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Read a first time on January 21, 2008.

Read a second time on January 21, 2008.

Read a third time on January 21, 2008.

Adopted by Council on February 11, 2008

Mayor Ralph E. Drew
Mayor Ralph E. Drew

Lynda Floyd
L. Floyd Chief Administrative Officer

Schedule 1 – General Administration

<u>General Documents and Services</u>	
Description	Fees
Comfort letter preparation (Amended as per Bylaw 425, 2010)	\$82.00
Belcarra Historical Book (Between Forest and Sea)	\$24.00
Belcarra Pennant Flag (Amended as per Bylaw 419, 2009)	\$15.00
Faxes (Outgoing/Incoming) 1 to 6 pages	\$12.00
Faxes – each additional page over 6	\$1.00
Photocopies, reports, studies, bylaws, minutes	\$1.00 per page
Building Bylaw (Amended as per Bylaw 425, 2010)	\$30.50
Official Community Plan Bylaw (Amended as per Bylaw 425, 2010)	\$51.50
Zoning Bylaw (Amended as per Bylaw 425, 2010)	\$51.50
Resident Decal	\$5.00
Routinely Available Records	
Locating and retrieving a record	\$10.00 per ¼ hour
Producing a record manually	\$10.00 per ¼ hour
Preparing a record for disclosure and handling a records	\$10.00 per ¼ hour
Copying CD/DVD	\$10.00 per disk
Copying photographs	\$75.00 plus actual cost of reproduction a deposit of \$75.00 required prior to work being done
Routinely available records, written request	If a fee for provision of a record will exceed or is estimated to exceed \$50.00, the applicant must pay the Village a deposit of 50% (fifty per cent) of the fee or the estimated fee before the Village processes the application.

Schedule 2a – Building Permit and Inspection Services

<u>Permit Fees and Inspection Services</u>	
Description	Fee
Building Permit Application Fee , includes Plumbing Permit	\$75.00 (deducted from Building Permit Fee if application approved)
Simple Buildings or Structures	
Construction up to \$5,000.00 of value	\$20.00/\$1,000.00 (minimum fee \$75.00)
Construction \$5,001.00 to \$20,000.00 of value	\$11.00/\$1,000.00 plus \$20.00 base fee
Construction \$20,001.00 to \$50,000.00 of value	\$8.00/\$1,000.00 plus \$80.00 base fee
Construction \$50,001.00 to \$500,000.00 of value	\$6.00/\$1,000.00 plus \$195.00 base fee
Construction \$500,001.00 and over of value	\$5.00/\$1,000.00 plus \$840.00 base fee
In cases of repairs to simple buildings where latent water penetration has resulted in structural deterioration or damage the applicable above building permit fees will be waived.	
Complex Buildings	
Construction up to \$5,000.00 of value	\$15.00/\$1,000.00 (minimum fee \$75.00)
Construction \$5,001.00 to \$20,000.00 of value	\$12.00/\$1,000.00 plus \$20.00 base fee
Construction \$20,001.00 to \$50,000.00 of value	\$8.00/\$1,000.00 plus \$84.00 base fee
Construction \$50,001.00 to \$500,000.00 of value	\$6.00/\$1,000.00 plus \$205.00 base fee
Construction \$500,001.00 and over of value	\$5.00/\$1,000.00 plus \$885.00 base fee
In cases of repairs to complex buildings where latent water penetration has resulted in structural deterioration or damage the applicable above building permit fees will be waived.	
Professional Plan Certification	When a building permit is issued in reliance upon the certification of a registered professional that the design and plans submitted comply with the building code the permit fee is reduced by 5% of the fees payable up to a maximum of \$500.
Temporary Building or Structure	
0 to 56m ² area of building footprint	\$75.00
Greater than 56m ² area of building footprint	\$150.00

Schedule 2a – Building Permit and Inspection Services

Description	Fee
Building or Structure Demolition	
0 to 56m ² area of building footprint	\$75.00
greater than 56m ² area of building footprint	\$150.00
Building or Structure Move or Relocation	
0 to 56m ² area of building footprint	\$75.00 plus \$50.00 per hour Inspector Fees if inspection exceeds 2 hours
greater than 56m ² area of building footprint	\$250.00 plus \$50.00 per hour Inspector Fees if inspection exceeds 2 hours
Examination of a building	\$150.00 plus \$50.00 per hour Inspector Fees if inspection exceeds 2 hours
Disconnection of municipal services, if applicable	\$150.00
Swimming Pools or Retaining Structures	
Construction up to \$5,000.00 of value	\$15.00/\$1000.00 (minimum fee \$75.00)
Greater than \$5,000.00 of value	\$15.00/\$1000.00 plus \$250.00 base fee
Chimney, Fireplaces and Solid Fuel Appliances	
Fireplaces, solid fuel appliances	\$60.00/appliance
natural or propane gas fired heating devices requiring a vent connection to the outdoors, except hot water storage tanks	\$60.00/appliance
Each chimney and pre-fabricated chimney	\$20.00/chimney
Each hot water storage tank or boiler vent	\$20.00/vent
Excavation or Site Preparation	
Foundation excavation or site investigation	\$300.00 (deducted from Building Permit Fee if application approved)
Building Site Services	
Driveway access and off street parking	\$100.00
New or replacement underground water services	\$40.00/10 metres of pipe
New or replacement underground storm sewer pipe	\$40.00/10 metres of pipe
On site catch basin, oil interceptor, sump or connection to a municipal utility.	\$40.00 each

Schedule 2a – Building Permit and Inspection Services

Description	Fee
Plumbing Permit & Fixture Fees	
Plumbing Permit Application Fee , if separate from a Building Permit	\$45.00 (deducted from Building Permit Fee if application approved)
Fixture fee, as defined by Bylaw and the BC Building Code	\$20.00 each fixture (minimum fee \$75.00)
Water storage tanks, check valves, outdoor showers	\$20.00 each
Swimming pool supply, drainage backflow preventer	\$80.00/pool
No Fixture but installation of soil, waste or drainage pipe	\$40.00/10 metres of pipe
Fire Sprinkler Heads – first 50 heads, per head	\$3.00
<ul style="list-style-type: none"> • Minimum fee 	\$50.00
<ul style="list-style-type: none"> • each additional HEAD 	\$3.00
Building Permit Extension	\$45.00
Building Permit transfer to new property owner	\$75.00
Penalties	
Double Permit Fees for construction prior to issuance of a Building Permit	Permit Fee (x 2) (maximum of \$5,000.00)
STOP WORK order posting	\$50.00 per order
STOP WORK order re-posting due to unauthorized removal	\$25.00 per order
DO NOT OCCUPY order posting	\$50.00 per order
DO NOT OCCUPY order re-posting due to unauthorized removal	\$25.00 per order
Plan Review/Miscellaneous Inspection Fee	
Re-inspection fee for each inspection after the second consecutive inspection	\$50.00 per hour
Building Inspector, inspection fee for undefined inspections	\$50.00 per hour
Emergency Inspections outside regular office hours	\$100.00 per hour
Plan review for a design modification after Building Permit issuance	\$75.00
Equivalency Report review	\$75.00

Schedule 2a – Building Permit and Inspection Services

Description	Fee
Security Deposits (Cash, Cheque or Certified Cheque)	
Construction security deposit (Amended as per Bylaw 419, 2009)	0.75% constructed value
Temporary building security deposit	\$10.75 x constructed value
Move or relocate a building or structure - an additional security	\$20,000.00
Work near High Precision Network survey monuments	\$7,000.00
Secondary Suites	
Decommissioning – application fee	\$25.00
Decommissioning – inspection fee	\$40.00
Address Change	
Address Change - When an owner requests a new address	\$300.00

Schedule 2b – Building Permit and Inspection Services

<u>Building Department Documents & Services</u>	
Description	Fee
Building and Property Record Search	
Record Searches where it is determined by the Department Head that research could involve staff time in excess of 15 minutes	
<ul style="list-style-type: none"> • Building Permits (single family, duplex buildings, accessory suites, civic or institutional buildings) • Board of Variance rulings • Development Variance rulings 	
First Hour	\$60.00
	a deposit of \$120.00 required prior to work being done
Each additional 15 minutes or portion thereof	\$10.00
Building Plan Reproduction	
279mm x 431mm (11" x 17") or larger	\$75.00 plus actual cost of reproduction
	a deposit of \$75.00 required prior to work being done

Schedule 2b – Building Permit and Inspection Services

Services	
File Notice on Title, pursuant to section 57 of the Community Charter	\$300.00
Cancel Notice on Title, pursuant to section 58 of the Community Charter	\$150.00
Property Title Search	\$25.00

Schedule 3 – Business Licence Fees

<u>Business Licence Category</u>	
Description	Fee
Home Occupation	
Arts and Crafts (Amended as per Bylaw 425, 2010)	\$92.00
Professional Services (Amended as per Bylaw 425, 2010)	\$92.00
Trades Person (Amended as per Bylaw 425, 2010)	\$92.00
Food Caterers (Amended as per Bylaw 425, 2010)	\$92.00
Unclassified (Amended as per Bylaw 425, 2010)	\$92.00
Non-Resident Business	
Media Service (Amended as per Bylaw 425, 2010)	\$205.00
Trades Person (Amended as per Bylaw 425, 2010)	\$92.00
Contractor (Amended as per Bylaw 425, 2010)	\$92.00
Unclassified (Amended as per Bylaw 425, 2010)	\$92.00

Business Licence Fees are Pro Rated at 50% after July 31st

Schedule 4 – Finance and Taxes

<u>Finance, Taxes, Documents and Services</u>	
Description	Fee
Fee for returned cheque (NSF, Stop Payment, Dishonored cheque) or Electronic Fund Transfer (Tax Prepayment Plan) (Amended as per Bylaw 403, 2008)	\$56.50
Interest on Overdue Accounts Receivable	2% / month
Mortgage listing for bank per folio	\$10.00
Tax Certificate statement	\$36.00 per folio
Tax Certificate statement, same day service if request made before 3:00 pm	\$61.50 per folio
Tax bill reprints (per year requested)	\$15.00
Tax refund to owners, banks, mortgage companies, other third parties	\$51.50

Schedule 5 – Engineering, Public Works, Permits and Services

<u>Engineering/Public Works Documents and Services</u>	
Description	Fee
Map Photo Copy Fees	
215mm x 279mm (8 ½" x 11")	\$1.00
279mm x 355mm (11" x 14")	\$1.50
279mm x 431mm (11" x 17")	\$2.00
279mm x 431mm (11" x 17") or larger	\$75.00 plus actual cost of reproduction a deposit of \$75.00 required prior to work being done
Highway Encroachment Agreements	
Highway Encroachment Application	\$150.00
Highway Encroachment Agreement annual fee (single wharf)	\$75.00
Highway Encroachment Agreement annual fee (group wharf)	\$100.00

Schedule 5 – Engineering, Public Works, Permits and Services

Highway Encroachment Agreement annual fee (other uses)	\$3.00 per square foot, \$100.00 minimum fee
Midden Road Gate Access Agreement (refundable Deposit)	\$25.00
Permits	
Municipal Road Allowance Permit application, temporary use (less than 60 days)	\$25.00
Municipal Road Allowance Permit application, permanent use (more than 60 days)	\$50.00
Municipal Road Allowance Permit Security Deposit – Works within 20 feet from watermain, road, storm sewer or drainage area (Amended as per Bylaw 403, 2008)	\$1000.00
Municipal Road Allowance Permit Security Deposit – Works greater than 20 feet from watermain, road, storm sewer or drainage area (Amended as per Bylaw 403, 2008)	\$300.00
Driveway Access Permit fee	\$50.00
Tree Cutting Permit (Bylaw 110)	\$50.00
Public Works Fees and Charges Rates **	
Municipal Inspection Fees	\$50.00/hour
Municipal Management	\$50.00/hour
Public Works Fees and Charges Rates Continued	
Description	Fee
Public Works Maintenance Worker	\$29.00/hour
Contract Compactor Operator	\$25.00/hour
Municipal dump truck	\$45.00/hour
Municipal snow plow	\$6.50/hour
Municipal salt spreader	\$9.00/hour
Municipal breaker	\$5.00/hour
Municipal tractor	\$40.00/hour
Municipal flail mower	\$12.00/hour
Municipal generator	\$15.00/hour
Municipal chain saw	\$15.00/hour

Schedule 5 – Engineering, Public Works, Permits and Services

Municipal cement mixer	\$15.00/hour
Municipal air compressor & air tools	\$15.00/hour
Materials and supplies	Cost + 20%
Rental equipment	Rental Rate + 10%
Consultants	Consultant cost + 10%
Contractors	Cost + 20%

** Public Works Fees and Charges Rate – minimum 2hours for municipal equipment and personnel.
 Personnel overtime @ 1 ½ x time after 8 hours, 2 x time after 12 hours.

Schedule 6 – Fire Prevention Fees

<u>Fire Permit Application/Permit Fees</u>	
Description	Fee
Class "A" Permit	
Land clearing, large clean-up, Machine feed fires	\$300.00/max. 3 days
Class "B2" Permit	
Theatrical and Special event fire permits	\$50.00/Event
Class "B1" Permit	
Light clean-up fires, (during designated open burning periods)	\$15.00/ max. 3 days
Class "C2" Permit	
Incinerator (during designated open burning periods)	\$15.00/ max. 3 days
Class "C1a" Permit	
1 to 5 sites, camp fire permits during designated open burning periods, ceremonial fires & religious fires	\$5.00/burning period
Class "C1b" Permit	
More than 5 sites, camp fire permits during designated open burning periods, ceremonial fires & religious fires	\$50.00/ burning period
Fire Watch Charges	
Sasamat Volunteer Fire Department Fire Watch	per SVFD Operating Guidelines
Other Agency Fire Watch	per Other Agency's charge out rate schedules

Schedule 7 – Municipal Property Rentals

<u>Permit to Use or Occupy Municipal Buildings or Lands</u>	
Description	Fee
Rental Application fee	\$50.00 (non-refundable)
Security deposit	\$500.00 min (or 4 times the rental rate)
Cancellation of an issued rental permit	75% of the rental fee
Disruption of Municipal Office use due to rental	\$200.00 per hour
Assembly hall / Council Chamber	\$150.00 per 8 hours + 4hr. set-up and clean-up
Assembly hall / Council chambers pre/post setup/clean-up	\$25.00 per additional hour.
Municipal Offices	\$500.00 for 4 hours
Municipal parking lot (if not part of assembly hall booking)	\$150.00 for 4 hours
Public Works Yard	\$150.00 for 4 hours
Public Works Building	\$150.00 for 4 hours
Recycle Depot	\$800.00 for 4 hours + costs to supply temporary containers + 20 % overhead
Municipal property or leased lands not referenced above	\$0.10 per square meter per 24hours
Clean-up or Repairs after Rental Use	
Janitorial services clean-up	\$50.00
Municipal staff clean-up	\$29.00 per hour per staff member
Contracted clean-up	Invoiced cost + 20% overhead
Damage repairs done by staff	Per Schedule 5
Contracted damage repair	Invoiced cost + 20% overhead
Contracted security	Invoiced cost + 20% overhead
Repair supplies or replacement items	Invoiced cost + 20% overhead
Use of municipal equipment	Per Schedule 5
Other contracted costs	Invoiced Cost + 20% overhead

Schedule 8 – Planning, Land and Development Services

Development Application Fees	
Description	Fee
Board of Variance application	\$475.00
Board of Variance application refund – if withdrawn prior to initiation of public notification process	85% of application fee
Board of variance application refund – if withdrawn after to commencement of public notification process and prior to Board Hearing	70% of application
Official Community Plan (OCP) Amendment	\$3,000.00
Zoning Amendment (1 – 10 lots)	\$3,000.00
Zoning Amendment (11 or more lots)	\$210.00 for each additional lot
Public Hearing advertising (payable at time of application)	\$800.00 refunded if application does not proceed to a Public Hearing
Public Hearing fee (payable at time of application)	\$800.00 refunded if application does not proceed to a Public Hearing
OCP, Zoning, Subdivision referral to Sasamat Volunteer Fire Department (SVFD)	Actual costs per SVFD Policy
Subdivision Applications	
Fee simple, Bareland Strata, Strata Conversion, base fee for 3 or fewer lots	\$1,600.00
Fee simple, Bareland Strata, Strata Conversion, base fee for 3 or fewer lots when proposed subdivision is water access only (Amended as per Bylaw 403, 2008)	\$2500.00
Subdivision additional fee for every lot to be created beyond 3	\$85.00
Subdivision lot line adjustment/consolidation	\$700.00
Preliminary Layout Review Fee (Amended as per Bylaw 419, 2009)	Additional costs associated to the subdivision over and above the preliminary subdivision application fee due within 90 days subsequent to issuance of preliminary layout review.
Subdivision Preliminary Layout Review renewal or extension fee, without changes to the plan (Amended as per Bylaw 419, 2009)	\$350.00

Schedule 8 – Planning, Land and Development Services

Final subdivision approval	\$500.00 plus any additional costs associated to the subdivision over and above the preliminary subdivision application fee
Engineering services review and plan approval fee	3.5% of approved estimated costs of works and services
Development Variance Permit (DVP)	\$1,275.00
<u>Services</u>	
Description	Fee
Copy of a document registered on property title	\$35.00
Section 219 <i>Land Title Act</i> document registration	<p>\$500.00 for standard agreement</p> <p>or</p> <p>\$500.00 plus reimbursement of legal fees incurred where staff have to consult the Municipal Solicitor due to non-standard terms, complexity or site specific considerations</p> <p>and full reimbursement of survey costs and Land Title registration fees incurred by the Municipality.</p>
Section 219 <i>Land Title Act</i> document discharge	<p>\$100.00 for first two hours of research, including preparation and execution of the Form C by the Municipality</p> <p>and \$60.00 per hour or part of an hour in excess of two hours research under the above</p> <p>and full reimbursement of legal fees incurred where staff have to consult the Municipal Solicitor due to complexity.</p>

Schedule 9 – Filming Permits and Services

Filming Permits and Services	
Description	Fee
Community Filming application fee (Amended as per Bylaw 425, 2010)	\$205.00
Municipal Facility Filming application fee (Amended as per Bylaw 425, 2010)	\$205.00
Personnel	
Public Works labourer	Per Schedule 5
Others as required to facilitate permit	Per Schedule 5
Vehicles (per hour or part thereof):	
Public Works, Parks	Per Schedule 5
Municipal Truck	Per Schedule 5
Tractor	Per Schedule 5
Buildings and Land (per day or part thereof):	
Municipal Hall	Per Schedule 7
Hall Area	Per Schedule 7
Office Area	Per Schedule 7
Public Works	
Building	Per Schedule 7
Yard	Per Schedule 7
Belcarra Regional Park Gate Access	\$770.00

Note: It is recognized that use of Municipal facilities, personnel and equipment is dependent upon availability and may be withdrawn without notice or liability should the Municipality require.

Schedule 10 – Recycling and Garbage Collection and Removal

Recycling and Garbage Collection and Removal	
Description	Fee
Authorized User (per parcel of real property improved or unimproved) (Amended as per Bylaw 425, 2010)	\$200.91 per annum
Authorized User (non-resident) (Amended as per Bylaw 425, 2010)	\$200.91 per annum
Accessory Suite (additional dwelling unit) (Amended as per Bylaw 425, 2010)	\$200.91 per annum
Roadside Tree Chipping	
a) first 4 cubic metres (128 Ft ³) of material	No charge
b) each additional 4 cubic metres (128 Ft ³) of material metres of vegetation	\$15.00 each pile (maximum 3 piles or 12 cubic metres of vegetation)
Large Item Pickup pile items measuring 4' x 4' x 4' (64 cubic feet)	
	\$15.00 per pile (maximum 3 piles)
Unauthorized Dumping of Banned Material, Trade Waste, Hazardous Waste, Landscaping or Garden Waste	
Flat Rate Disposal (Amended as per Bylaw 425, 2010)	\$72.00
Municipal disposal of unauthorized material/waste (Amended as per Bylaw 419, 2009)	Per Schedule 5
Security Token Additional/replacement security (Amended as per Bylaw 419, 2009)	\$50.00 each
Reactivation of Deactivated Security Token (Amended as per Bylaw 419, 2009)	\$20.00
Reactivation on Replacement of Malfunctioning Security Token (Amended as per Bylaw 419, 2009)	No Charge

Schedule 11 – Grow Operation, Health, Nuisance and Safety Fees

Grow Operation, Health, Nuisance and Safety Fees	
Description	Fee
1. Each time the Village enters on a Parcel to inspect in the exercise of the Village’s authority to regulate, prohibit or impose requirements under Grow Operation, Health, Nuisance and Safety Bylaw No 362, 2004 as amended, or another enactment, the Owner must pay the Village an administration and inspection fee of:	a) \$500.00
	b) an additional \$2,500.00 for a subsequent inspection undertaken if the Owner or occupier has failed to undertake action ordered by the Fire Chief, the Village or a person authorized under the Grow Operation, Health, Nuisance and Safety Bylaw No 362, 2004 as amended, to order the action
2. before confirmation is provided under Section 18(c) under Bylaw No 362, 2004 the Owner must pay to the Village	a) \$500.00 for the first inspection
	b) \$2,500.00 for an inspection with an architect or professional engineer to certify that the subject Building may be occupied under applicable enactments, if the Owner has not first engaged his or her own architect for that purpose
3. Special safety inspection paid prior to inspection	\$400.00
4. Re-occupancy Permit Inspection	\$300.00 per inspection
5. Re-occupancy Permit Issuance	\$250.00