



DISTRICT OF SOOKE

BYLAW No. 488

CONSOLIDATED FOR REFERENCE JUNE 23, 2014

BYLAW No. 488, *FEES BYLAW, 2011*
BYLAW No. 544, *FEES AMENDMENT BYLAW (488-1)*
BYLAW No. 565, *FEES AMENDMENT BYLAW (488-2)*
BYLAW No. 591, *FEES AMENDMENT BYLAW (488-3)*

THIS BYLAW IS PROVIDED FOR REFERENCE PURPOSES ONLY AND IS NOT TO BE RELIED UPON IN MAKING FINANCIAL OR OTHER COMMITMENTS. COPIES OF THE ORIGINAL BYLAW AND AMENDMENTS MAY BE VIEWED AT THE DISTRICT OF SOOKE MUNICIPAL HALL.

A bylaw to establish fees and charges for District of Sooke services and information.

The Council of the District of Sooke, in open meeting assembled, enacts as follows:

1. **Title**

This Bylaw is cited as *Fees Bylaw, 2011*.

2. **Payment of Fees**

The following fees are established and are payable (*amended by Bylaw No. 565 October 28, 2013*) subject to applicable taxes where appropriate:

FEES	
For photocopying and printing	In accordance with Schedule A of this bylaw
For copies of bylaws and specified reports	In accordance with Schedule B of this bylaw
For document retrieval and production services	In accordance with Schedule C of this Bylaw
For maps and digital data projects	In accordance with Schedule D of this bylaw
For services - document services	In accordance with Schedule E of this bylaw

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For services – Development Services	In accordance with Schedule F of this bylaw
For services – Finance Services	In accordance with Schedule G of this Bylaw
For services – Municipal Property Use	In accordance with Schedule H of this bylaw
For services – Film Permit Fees	In accordance with Schedule I of this bylaw
For services – Protective Services	In accordance with Schedule J of this bylaw
Miscellaneous Fees	In accordance with Schedule K of this Bylaw

Bylaw Repeal

3. Bylaw No. 183, *Fees Bylaw, 2004*, as amended is repealed.

Introduced and read a first time the 11th day of April, 2011.

Read a second time the 11th day of April, 2011.

Amended the 26th day of April, 2011.

Read a third time the 26th day of April, 2011.

Adopted on the 9th day of May , 2011.

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

SCHEDULE A

FEES FOR PHOTOCOPYING AND PRINTING

Black and White:	
8.5" x 11" paper	\$.35 per single-sided page \$.50 per double-sided page
8.5" x 14" paper	\$.35 per single-sided page \$.50 per double-sided page
11" x 17" paper	\$.50 per page
Larger than 11" x 17"	Recovery of actual cost, plus shipping and handling
Colour:	
8.5" x 11" paper	\$1.00 per single-sided page \$2.00 per double-sided page
8.5" x 14" paper	\$1.00 per single-sided page \$2.00 per double-sided page
11" x 17" paper	\$2.00 per page
Larger than 11" x 17"	Recovery of actual cost, plus shipping and handling

SCHEDULE B

FEES FOR COPIES OF BYLAWS AND SPECIFIED REPORTS

Official Community Plan	\$50.00
Zoning Bylaw	\$45.00
• 42" x 60" Zoning Colour Map only	\$20.00
Subdivision and Development Standards Bylaw	\$40.00
Annual Report - colour	\$35.00
Master Plans	As per Schedule A of this Bylaw
Other bylaws, documents and reports	As per Schedule A of this bylaw

SCHEDULE C

FEES FOR DOCUMENT RETRIEVAL AND PRODUCTION SERVICES

For processing of access to information requests under the <i>Freedom of Information and Protection of Privacy Act</i>	As set in the Schedule of Maximum Fees , set by Order of the Lieutenant Governor in Council, included in the <i>Freedom of Information and Protection of Privacy Act</i>
For locating and retrieving a routinely available record	\$15.00 per ¼ hour or portion thereof after the first ¼ hour
For producing a record manually	\$15.00 per ¼ hour or portion thereof
For producing a record for disclosure and handling a record	\$15.00 per ¼ hour or portion thereof
For producing a video or audio recording	\$15.00 per ¼ hour or portion thereof plus recovery of actual cost of reproduction
Shipping charges	Recovery of actual costs of shipping by method chosen by applicant
Handling charges	10% on cost of shipping

SCHEDULE D

FEES FOR MAPS AND DIGITAL DATA PROJECTS

Maps – Singles • May be laminated upon request	Recovery of actual Cost for printing and processing fee
Maps – Sets	Recovery of actual Cost for printing and processing fee
Spatial Information	Recovery of Actual Cost for printing and processing fee

SCHEDULE E

FEES FOR SERVICES – Document Services

Documentation/Advertising fee for Municipal Leases and Municipal Lease renewals	Recovery of actual cost
Registration of legal documentation <ul style="list-style-type: none"> • Notices on Title, etc. 	Recovery of actual cost
Removal of Notice on Title	\$100.00 per civic address
Title search via BCONLINE	\$ 15.00 per civic address
Non-financial charge search via BCONLINE	Recovery of actual cost
Non-financial charge search via land title registry services	Recovery of actual cost
Registrable documents in favour of the District of Sooke	Recovery of actual cost plus \$100
Non-registrable documents in favour of the District of Sooke	Recovery of actual cost
Property comfort letter: <ul style="list-style-type: none"> • Full written clarification of zoning and/or building information and requirements and other matters related to building or property use, including fire department letters 	\$50.00 per civic address
Building or Zoning Inquiries: <ul style="list-style-type: none"> • Request for basic written clarification 	\$30.00 per civic address to any person other than the registered owner of a property
List of Electors (Voter's List) <ul style="list-style-type: none"> • Nominee only • Must be authorized under the <i>Local Government Act/Community Charter</i> to obtain a copy 	First copy free to Nominee \$30.00 per copy after first free copy
Staff time for obtaining and photocopying documents <ul style="list-style-type: none"> - Not <i>Freedom of Information and Protection of Privacy</i> related - Not copying List of Electors, bylaws or minutes 	\$30.00 per hour, billable in ¼ hour increments after the first ¼ hour, plus the applicable photocopying rate if copies are made
Staff time for drafting legal documents	\$30.00 per hour, billable in ¼ hour increments after the first ¼ hour

SCHEDULE F

FEES FOR SERVICES – Development Services

Liquor Licence application under the District of Sooke <i>Liquor Licence Application Procedure Policy.</i> <ul style="list-style-type: none">• Application for a new liquor primary licence• Application to amend an existing liquor licence	\$500 \$300
Road* and Park Closure or Exchange (not initiated by the District of Sooke) <i>*See Road Closure and Sale Policy</i>	\$2,000 per closure or exchange (including applicable taxes)
Latecomer's Agreement	\$2,000

SCHEDULE G

FEES FOR SERVICES – Finance Services

Processing of a dishonoured cheque	\$35.00 per cheque plus bank charges
Property Tax certificate:	\$25.00 per roll number, except for the purpose of transporting a mobile home
Property Tax demand notice reprint:	\$20.00 per folio number
Property Tax refund:	\$25.00 per folio number
Liens – Registration and Removal of Liens on tax sale properties	Recovery of actual cost
Interest – Accounts Outstanding Beyond 30 days	Interest Charge of 1% per month – compounded to a maximum Annual Rate of 12%
Financial Information – Research of -where it is determined that research and preparation of information could involve staff time in excess of 15 minutes, but no exceeding one hour	\$75.00

SCHEDULE H

(Schedule H amended by Bylaw No. 491 June 23, 2014 and previously by Bylaw No. 544 September 10, 2012)

FEES FOR SERVICES – Municipal Property Use

<p>Use of Council Chamber and Meeting Room under Council Chamber and Meeting Room Use Policy</p> <ul style="list-style-type: none"> • Rental fee • Audiovisual equipment fee • Janitorial fee 	<p>\$25.00 for non-tenants \$25.00 Recovery of actual cost of work under janitorial contract</p>
<p>Use of Public Boat Launch - Non-commercial only (INCLUDES PARKING):</p> <ul style="list-style-type: none"> • Launch of one boat per day • Twelve month boat launch permit valid from date of issue (purchased at Municipal Office) <ul style="list-style-type: none"> ○ Resident ○ Non-resident 	<p>\$ 10.00 \$ 60.00 \$120.00</p>
<p>Use of Public Boat Launch parking - General Pay</p> <ul style="list-style-type: none"> • Hourly rate • 24-Hour rate 	<p>\$ 2.00 \$10.00</p>

SCHEDULE I

FEES FOR SERVICES – Film Permit Fees

Application Fee	\$50.00
Use of Municipal Property	\$200 per day
Staff	Recovery of actual cost per hour
Police Officer	Recovery of actual cost per hour
Engines (Fire Department)	\$600 per hour per engine
Engines on standby (Fire Department)	\$300 per hour per engine

SCHEDULE J (amended by Bylaw No. 565 October 28, 2013)

FEES FOR SERVICES – Protective Services

Criminal Records Check – Certified	\$65.00
Criminal Records Check – Record Suspension (Pardon)	\$65.00
Fingerprinting - Pardon Applications	\$50.00
Fingerprinting - Name Change	\$50.00
Fingerprinting - Employment Purposes	\$50.00
Fingerprinting - Citizenship/Waivers	\$50.00
Criminal Records Check	NIL for volunteers of non-profit organizations
Fingerprinting	NIL for volunteers of non-profit organizations
Signs – Return of non-municipal signs - Including but not limited to, election and real estate signs	\$20.00 per sign

SCHEDULE K

MISCELLANEOUS FEES

District of Sooke flag:	\$110.00
District of Sooke Logo pin:	\$ 1.00
Service Organization Sign Plaque:	\$50.00