



## DISTRICT OF SOOKE

### BYLAW No. 488

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

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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 subject to applicable taxes where appropriate:

<b>FEES</b>	
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
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 Bylaw No. 183, *Fees Bylaw, 2004*, as amended is repealed.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 11<sup>th</sup> day of April, 2011.

Read a second time the 11<sup>th</sup> day of April, 2011.

Amended the 26<sup>th</sup> day of April, 2011.

Read a third time the 26<sup>th</sup> day of April, 2011.

Adopted on the 9<sup>th</sup> day of May , 2011.

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Janet Evans  
Mayor

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Bonnie Sprinkling  
Corporate Officer

**SCHEDULE A**

**FEEES FOR PHOTOCOPYING AND PRINTING**

<b>Black and White:</b>	
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
<b>Colour:</b>	
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 <b>Schedule of Maximum Fees</b> , 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"> <li>• Notices on Title, etc.</li> </ul>	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"> <li>• Full written clarification of zoning and/or building information and requirements and other matters related to building or property use, including fire department letters</li> </ul>	\$50.00 per civic address
Building or Zoning Inquiries: <ul style="list-style-type: none"> <li>• Request for basic written clarification</li> </ul>	\$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"> <li>• Nominee only</li> <li>• Must be authorized under the <i>Local Government Act/Community Charter</i> to obtain a copy</li> </ul>	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"> <li>- Not <i>Freedom of Information and Protection of Privacy</i> related</li> <li>- Not copying List of Electors, bylaws or minutes</li> </ul>	\$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"><li>• Application for a new liquor primary licence</li><li>• Application to amend an existing liquor licence</li></ul>	\$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

### 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"><li>• Rental fee</li><li>• Audiovisual equipment fee</li><li>• Janitorial fee</li></ul>	<p>\$25.00 for non-tenants \$25.00 Recovery of actual cost of work under janitorial contract</p>
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**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**

**FEES FOR SERVICES – Protective Services**

Criminal Records Check	\$65.00
Criminal Records Check	NIL for non-profit organization
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