

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

BYLAW NO. 2109

A Bylaw to Establish Fees and Charges for Services Provided by the District of Central Saanich

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

1. The fees and charges as set out in Schedules A through K attached hereto and forming part of this Bylaw are hereby imposed.
2. Wherever this Bylaw sets out fees and charges with respect to other District of Central Saanich Bylaws and such Bylaws contain similar fees and charges, this Bylaw is deemed to prevail.
3. This Bylaw may be cited for all purposes as the "**Central Saanich Fees and Charges Bylaw No. 2109, 2022**".
4. Repeal and consequential Amendments
 1. **Central Saanich Fees and Charges Bylaw No. 2075, 2021** is hereby repealed.

READ A FIRST TIME on this	28 th	day of	March	2022.
READ A SECOND TIME on this	28 th	day of	March	2022.
READ A THIRD TIME on this	28 th	day of	March	2022.
ADOPTED this	11 th	day of	April	2022.



Ryan Windsor
Mayor



Emilie Gorman
Corporate Officer



SCHEDULE 'A'
GENERAL AND ADMINISTRATIVE

Item	Fee
All Departments - General Administrative	
Photocopies - First 3 Free - each additional side Letter or legal size - Black and White	\$0.50
Photocopies - First 3 Free - each additional side Letter or legal size - Black and White	\$0.50
Photocopies - First 3 Free - each additional side 11*17 size - Black and White	\$1
Photocopies - each side Letter or legal size - Colour	\$1
Photocopies - each side 11*17 size - Colour	\$2
Photocopies of Special or Bound reports	At cost
Research and copying (after first 15 minutes)	\$15 per 15 minutes
Research and copying (each subsequent hour)	\$60 per hour
Offsite Document Retrieval Fee	At cost
Courier or shipping charges	At cost
List of Electors (Printed or electronic)	First one free for nominee then \$30
Finance Administrative	
Certificate of Taxes	\$30
Taxation Information - Electronic	\$200
Outstanding invoice account interest	1.5% per month compounded
Returned Cheque Service charge	\$25
Annual Budget - Printed	Photocopy Rates
Copy of Tax or utility statement	\$10 per statement
Business licence Reports	\$35 per copy
Engineering Administrative	
Engineering Specification and Standards Drawing Book	\$45 per copy
Engineering Drawings	\$12 per print
Planning and Building Administrative	
Official Community Plan Bylaw (Printed and Bound)	\$50
Land Use Bylaw (Printed and Bound)	\$50
Zoning Map	\$20
Oversize building Drawings (Offsite printing)	\$40 plus blueprint costs
Site Profile	\$50
Administrative fee to discharge a Section 57 Notice on title	\$500
Amendment to Covenants, Easements, SRW and Development Agreements	\$500
Address change for building	\$250

SCHEDULE 'B'
COMMUNITY SERVICES (Parks, Playgrounds and Facility Rentals)

Item	Fee		
	Per Hour	Per Day	Per Season
Fields (Baseball, Softball, Soccer)			
Field - Youth	No Charge	No Charge	No Charge
Field - Adult	\$15	\$75	\$200
Field - Commercial/Corporate	\$20	\$100	\$200
Lacrosse Box			
Lacrosse Box - Youth	No Charge	No Charge	No Charge
Lacrosse Box - Adult	\$15	\$75	\$200
Lacrosse Box - Commercial/Corporate	\$20	\$100	n/a
Picnic Shelters			
Picnic Shelters-Youth and Non Profit	No Charge	No Charge	No Charge
Picnic Shelter #1 or #3	\$5	n/a	n/a
Picnic Shelter #2	\$10	n/a	n/a
Tennis Courts			
Tennis Courts - Youth and Non Profit	No Charge	No Charge	No Charge
Tennis Courts - Adult	\$5	n/a	n/a
Tennis Courts - Coin Operated Lights	\$4	n/a	n/a
Cancellations	Credit only	n/a	n/a
Showers			
Fieldhouse Showers	n/a	\$45	n/a
Special Use Areas			
Special Use Area - Youth and Non Profit	No Charge	No Charge	No Charge
Special Use Area - Adult	\$15	\$75	n/a
Special Use Area - Commercial/Corporate	\$20	\$100	n/a
Newman Farm - Photo location	\$50	n/a	n/a
Meeting Rooms			
Meeting Room - Youth and Non-Profit	No Charge	No Charge	n/a
Meeting Room - Educational	\$15	n/a	n/a
Meeting Room - Private	\$30	n/a	n/a
Meeting Room - Commercial	\$35	n/a	n/a
Room Set Up and Equipment			
Room set up/clean up	40.00/hr	n/a	n/a
Security Deposit Fee	Min \$100 - cost plus 10%		
Authority to Waive if community contributor	Yes	Yes	Yes
Parking			
Island View Beach Parking	n/a	\$10	n/a

**SCHEDULE 'C'
PUBLIC SAFETY**

Item	Fee
Police	
Discharge of shotgun & bowpermit (Police Service)	\$25
Crop Protection Permit (includes discharge permit for landowner)	\$5
Accident Report (Police Service)	\$50
Criminal Record Check (Police Service)	\$70
Criminal Record Check - volunteer (Police Service)	No Charge
Fingerprints - Volunteer (Police Service)	No Charge
Criminal Records Review Fingerprints (Police Service)	\$70
Criminal Records Review Fingerprints - Volunteer (Police Service)	No Charge
Fire	
Wood Stove Permit	\$75
Furnace, Range, Gas tank replacement or installation	\$50
Furnace, Range, Gas tank replacement or installation - reinspection	\$50
Oil/gas storage tank inspection fee	\$.03/litre capacity
Open Air Burning Permit - Domestic Yard Waste or Agricultural Purpose	No Charge
Open Air Burning Permit - Incinerators	No Charge
Open Air Burning Permit - Category 3 Open Fire	\$60
Open Air Burning - Response Costs	At cost per Inter Agency Reimbursement Rates Office of the Fire Commissioner
Family Fireworks Permit	\$20
Display Fireworks Permit	\$75
Pyrotechnics Permit	\$75
Fire Safety Plan Review for Fireworks	\$150
Fire Protection Cost Recovery Fee for Fireworks	\$550 per hour
Special Events	
Road Race Permit - General local event, Non-Profit/Charity	No Charge
Road Race Permit - General local event	\$125
Road Race Permit - Major Elite Duathlon/Triathlon	\$250
Road Race Permit - Security Deposit	At cost plus 10% (Minimum \$100)
Film Production Permit - set up, support, security and clean up	At Cost

SCHEDULE 'D'
TRANSPORTATION and MARINE

Item	Fee
Traffic and Highways	
Removal of vehicle to storage - up to 1 ton	\$120 + 3.50/km
Removal of vehicle to storage - up to 1 ton - dolly charge	\$42.50
Removal of vehicle to storage - 1 ton to 3 tons	\$140 + 3.50/km
Storage of vehicle - up to 1 ton	\$35 per day
Storage of vehicle - over 1 ton	\$50 per day
Drop Fee	\$50
Chattels and obstructions - Storage fee	\$35 per day
Chattels and obstructions - Removal fee	At cost
Chattels and obstructions - Disposal fee	At cost
Removal of wheel lock - commercial vehicle	\$100
Removal of wheel lock - all other vehicles	\$75
Commercial Sign - annual maintenance	\$65
Commercial Sign - Installation on existing pole	\$230
Commercial Sign - Installation on new pole	\$350
Marine	
Impoundment	\$150
Towing Fee	\$200 per hour
Hauling Out Fee	\$200 per hour
Placing on blocks/remove from trailer	\$200 per hour
Vessel storage cost - per day per foot	\$3.50

**SCHEDULE 'E'
ENVIRONMENTAL**

Item	Fee
Tree Protection and Erosion Control	
Tree Cutting Permit Application Fee	\$75
Amendment to Tree Permit	\$75
Hazardous Tree	\$0
Fee per tree requested for removal (to a maximum of \$200)	\$25 per tree
Surety for each replacement tree (to a maximum of \$10,000)	\$500 per tree
Cash-in-lieu of replacement trees required (<i>if owner doesn't provide</i>)	\$500 per tree
Cash-in-lieu for replacing District owned/managed trees (<i>Funding ratio is 3 replacement trees for every tree removed</i>)	\$750 per tree
Tree removal or damage without permit	\$50 per cm of trunk diameter
	Must plant a replacement tree
	\$500 surety per tree
Soil Removal and Deposit	
Soil Deposit/Removal Permit Fee up to 1,000CM	\$250
Soil Deposit/Removal Permit Fee over 1,000CM	\$500
Soil removal or deposit fee	\$0.50/CM
Soil removal or deposit fee without permit	\$1.00/CM
Permit Renewal fee	\$100
Permit Transfer Fee	\$200

SCHEDULE 'F'
DEVELOPMENT APPROVALS

Item	Fee
Development Permits	
Delegated Minor	\$800
Single Residential and Duplex - Minimum Fee or \$200 per proposed lot - whichever is the greater	\$2500(Min)
Multiple Dwelling and Townhouse - Minimum Fee or \$100 per proposed unit - whichever is the greater	\$3,100 (Min)
Industrial Commercial	\$3,100
Development Permit Discount For Affordable Housing - with Registered Housing Agreement	30% discount on fee
Development Variance Permit	\$2,500
Heritage Alteration Application	\$775
Development Permit Renewal	50% of Delegated Minor (or \$400)
Amendments to Development Permits, Covenants, Easements, SRW's and Development Agreements	\$800
Land Use and Community Plan Amendments	
Single Residential and Duplex - Minimum Fee or \$200/\$300/\$360 per proposed lot - whichever is the greater	\$3600 (Min)
Single Residential and Duplex - Per proposed Lot	\$360
Multiple Dwelling and Townhouse	\$4,800
Non Residential or Mixed Uses	\$4,800
Official Community Plan Amendment Application	\$3,600
Joint OCP Amendment/Rezoning Application	75% of combined fees
Heritage Revitalization Agreement	3,600
Rezoning/OCP/Heritage - Public Hearing Notification Fee	\$1,500
Public Hearing Postponed by Applicant after notifications	\$500
Zoning or OCP Amendment Notification Signs	At Cost to produce
Board of Variance	
Board of Variance Application	\$500
Signs - Board of Variance Sign Deposit	\$100
Other Permits and Applications	
Temporary Use Permit (TUP) Farm Camping	50% discount on fee
Temporary Use Permit (TUP) Commercial	\$2,500
Temporary Use Permit (TUP) Renewal	\$2,000
ALR Exclusion Application	\$2,200
ALR Exclusion Application - Public Meeting Notofication Fee	\$1,500
Liquor/Cannabis Licence Application	\$2,500
TUP- ALR Exclusion - Liquor/Cannabis Licence - Public Meeting Notification Fee	\$1,500
Sign Permit with Delegated Development Permit	\$250
Sign Permit	\$125
Landscape Deposit relating to Development Approval	125%
Landscape Warranty Deposit	10%

SCHEDULE 'G'
DEVELOPMENT APPROVALS - SUBDIVISION

Item	Fee
Subdivision	
Subdivision Application Fee , Boundary Adjustments and Lot Consolidations	\$1,500 plus 100/lot
Subdivision Administration fee - based on cost of works	4% of cost up to \$200,000
Subdivision Administration fee - based on cost of works	3% of cost \$200,000 to \$500,000
Subdivision Administration fee - based on cost of works	2% of cost over \$500,000
PLA Renewal Fee	\$375
Application for Final Approval - Small Subdivision	Included
Application for Final Approval - Large Subdivision	Included
Subdivision Notification Sign	At cost to produce
Strata Conversion Request	\$750
Driveway Permit	\$100 per lot plus damage deposit
Application to work in Road Allowance	\$50 per day

SCHEDULE 'H'
BUILDING PERMITS

Item	Fee
Building Inspection	
Building Permit Fees	
Minimum Fee	\$150
Portion of construction value up to \$100,000	\$150 plus 1.30%
Portion of construction value from \$100,001 to \$500,000	plus 1.20%
Portion of construction value over \$500,000	plus 1.00%
Plan Processing Fee (non-refundable; credited against building permit fee)	
Construction value up to \$100,000	\$100
Construction value from \$100,001 to \$500,000	\$1,000
Construction value over \$500,000	\$2,500
Building Permit Discounts	
Step Code 4 (if higher than required)	25% discount on fee
Step Code 5 (if higher than required)	100% discount on fee
Professional Reliance Discount for Complex Buildings	5% to maximum of \$500
Construction Deposit (refundable)	
Construction value up to \$50,000	\$500
Construction value over \$50,000	\$1,000
Demolition permit	\$500
Miscellaneous Fees	
Building Move Permit	No Charge
Blasting Permit	\$75
Work started before permit issued	1.5 x Fee
Permit renewal	\$100
Reinspection	\$50
Special Inspection after work hours (Min 4 hours)	\$135/hr
Plumbing Inspection	
Plumbing Permit Fees	
Minimum fee	\$50
Per fixture	\$20
Hot water tank	\$20
Floor drain	\$20
Each sump, catch basin, manhole, interceptor	\$50
Combined storm, sewer and water for a detached dwelling	\$50
Each install of a storm, sewer or water service	\$50
Each service capping plus labour equipment and material	\$50
Installation of rain water leaders	\$50
Irrigation sprinkler system	\$50
Backflow protection device (first one)	\$50
Each additional backflow protection device	\$20
Plumbing for swimming pool	\$50
Other equipment not listed	\$50
Fire Protection Plumbing Permits	
Each fire protection standpipe	\$20
Fire protection sprinkler system - first 5 sprinkler heads	\$50
Additional fire protection sprinkler system - each 10 sprinkler heads	\$20

SCHEDULE 'I'
BUSINESS LICENCES

Item	Fee
Business licensing	
Home Based Business	\$50
Intermunicipal	\$100
Intercommunity	\$170
Farm Based Business	\$100
Commercial - Small	\$100
Commercial - Large	\$200
Non Resident	\$100
Daily	\$35
Late Fee - Home Based	\$25
Late Fee - Intermunicipal, Farm, Small Commercial and Non resident	\$50
Late Fee - Large commercial	\$100
Late Fee - Intercommunity	\$85

SCHEDULE 'J'
UTILITIES

Item	Fee
Water	
Water Connection Charge	At cost plus 10% admin Fee
Hydrant Connection Charge	At cost plus water use
Fire Protection Connection	47.00 per period
Reconnection Fee	60.00
Billing Change - interim billing	60.00
Billing Change - interim Billing on estimated	30.00
Billing Change - interim billing at end of period	30.00
Basic Water Charge - residential or commercial	47.00 per period
Basic Water Charge - multiple residential or commercial per unit	47.00 per period
Basic Water Charge - Agricultural	47.00 per period
Basic Water Charge - non municipal	94.00 per period
Water consumption - per 1000 gallons	8.4557
Water consumption - per cubic meter	1.8600
Water consumption - per 100 cubic feet	5.2669
Water consumption Leak Rate - per 1000 gallons	4.9489
Water consumption Leak Rate - per cubic meter	1.0886
Water consumption Leak Rate - per 100 cubic feet	3.0825
Regional Agricultural Rate (CRD Program)	0.2105
Agricultural Residential Rate - first 456 cubic metres	1.8600
Agricultural Residential Rate - after frst 456 cubic metres	0.2105
Discount for early payment	10%
Charge for paper copy of Utility Bill	2.00
Request for meter reading - meter accurate	60.00
Request for meter reading - meter not accurate	No charge
Senanus Area	
Mt Newton/Senanus Service Connection Fee	1/64 of cost
Mt Newton/Senanus water rates	Regular Water
Sewer	
Sewer User Charge	1.8153 per CM
Storm Drainage	
Connection Fee	Actual cost plus 15%

**SCHEDULE 'K'
ANIMAL CONTROL**

Item	Fee
Dog Licence Fees	
Neutered male	\$30
Unneutered male	\$45
Spayed female	\$30
Unspayed female	\$45
Dangerous Dog	\$100
Guide or Police Dog	\$0
Replacement Tag	\$5
Late Payment Penalty	\$10
Mailed Dog Tag (Postage and handling)	\$4
Fee Reduction if Licensed after July 1	50% after July 1
Impound Fees	
Dog - first	\$75
Dog - second	\$100
Dog - third	\$150
Dog - penalty if also unlicensed	\$20
Dog - maintenance each 24hrs	\$15
Dangerous Dogs	
Dog - first	\$100
Dog - second	\$250
Dog - third	\$500
Dog - penalty if also unlicensed	\$20
Dog - maintenance each 24hrs	\$15
Cats	
Cat - impound	\$25
Dog - maintenance each 24hrs	\$10
unspayed or unneutered impound	\$200
Farm Animal	
Impound	\$50
Farm Animal - maintenance each 24hrs	\$10
Bird, Fur Bearing Animal, Rodent, Raccoon, Reptile, Skunk or Squirrel	
Impound	\$10
Fur etc - maintenance each 24hrs	\$10