



## **USER FEES AND CHARGES BYLAW**

**4029-2007**

**THIS DOCUMENT HAS BEEN REPRODUCED FOR CONVENIENCE ONLY** and is a consolidation of "District of Mission User Fees and Charges Bylaw 4029-2007" with the following amending bylaws:

<b>Amending Bylaw</b>	<b>Date Adopted</b>	<b>Section Amended</b>
5002-2008-4030(1)	December 17, 2008	Schedule 1 (A), (B), (F), (G)
5070-2009	December 14, 2009	Schedule 1 (replacement)
5110-2009-4029(1)	January 18, 2010	Schedule 1 (H)(9)
5188-2010	December 20, 2010	Schedule 1 (B)(6)
5235-2011-4029(2)	September 6, 2011	Schedule 1 (C)(4)
5257-2011	December 12, 2011	Schedule 1 (replacement)

Individual copies of any of the above bylaws are available from the Corporate Administration Department of the District of Mission. For legal purposes, copies of the original bylaws should be obtained.

**DISTRICT OF MISSION  
BYLAW NO. 4029-2007**

A bylaw respecting user fees and charges  
within the District of Mission

WHEREAS pursuant to the provisions of the *Community Charter*, the Council for the District of Mission may, by bylaw, establish a fee payable in respect of: all or part of a service of the municipality; the use of municipal property; or the exercise of authority to regulate, prohibit or impose requirements;

NOW THEREFORE the Council for the District of Mission, in open meeting assembled, ENACTS AS FOLLOWS:

1. This bylaw may be known and cited for all purposes as "District of Mission User Fees and Charges Bylaw No. 4029-2007".
2. This bylaw hereby imposes fees and charges for the provision of services and information as specified in Schedule 1 attached to and forming part of this bylaw.
3. Schedule 2 of District of Mission User Fees and Charges Amending Bylaw No. 3954-2006 is hereby repealed.
4. This bylaw shall be effective the 1st day of January, 2008.

READ A FIRST TIME this 13<sup>th</sup> day of December, 2007

READ A SECOND TIME this 13<sup>th</sup> day of December, 2007

READ A THIRD TIME this 13<sup>th</sup> day of December, 2007

ADOPTED this 17<sup>th</sup> day of December, 2007

(original signed by T. Gidda)  
TERRY GIDDA, ACTING MAYOR

(original signed by K. Ridley)  
KELLY RIDLEY, DEPUTY DIRECTOR  
OF CORPORATE ADMINISTRATION

	Description of Existing Fee/Charge	GST/ HST to be Added	Effective January 1, 2012	Effective January 1, 2013	Policy Reference
<b>A</b>	<b>CORPORATE SERVICES</b>				
<b>1</b>	<b>Documentation Research Fees</b>				
	(a) Provide historical information (per hour)		\$35.00	\$35.00	
<b>2</b>	<b>Mailings</b>				
	(a) Council Agenda Packages, mailed to recipients (per annum)		\$160.00	\$160.00	
	(b) Mail-out for Public Information Meeting (per envelope - for the number of addresses information is mailed to)		\$2.25	\$2.25	
<b>3</b>	<b>Maps</b>				
	(a) - Street Maps	H	\$5.50	\$5.50	
	(b) - Full set of legal, address or assessment section maps (prepaid)	H	\$106.00	\$106.00	
	(c) - Zoning Map (each)	H	\$7.00	\$7.00	LAN.41
	(d) - OCP Map (each)	H	\$7.00	\$7.00	LAN.41
	(e) - OCP Map (colour print) (each)	H	\$10.00	\$10.00	LAN.41
	(f) - OCP Maps (set of 12)	H	\$70.00	\$70.00	LAN.41
	(g) - Zoning Maps (set of 5)	H	\$32.00	\$32.00	LAN.41
	(h) - Cedar Valley Comprehensive Development Plan (report & maps)	H	\$65.00	\$65.00	LAN.41
	(i) - Large Forestry Maps	H	\$25.00	\$30.00	
<b>4</b>	<b>Maps - Digital (electronic) copy</b>				
	(a) - Street Map	H	\$162.25	\$168.75	
	(b) - Cadastral Base Map (1/2 section)	H	\$21.65	\$22.50	
	(c) - Overlays (1/2 section) each	H	\$10.80	\$11.25	
	(c) (i) > Legal Incl street names & plan #'2				
	(c) (ii) > Civic Addresses incl street names	H	\$10.80	\$11.25	
	(c) (iii) > Roll numbers incl street names	H	\$10.80	\$11.25	
	(c) (iv) > Topographical	H	\$10.80	\$11.25	
	(c) (v) > Water System key plans	H	\$10.80	\$11.25	
	(c) (vi) > Drainage/storm/sewer key plans	H	\$10.80	\$11.25	
	(c) (vii) > Sanitary key plans	H	\$10.80	\$11.25	
	(c) (viii) > Fibre Optic Cable key plans	H	\$10.80	\$11.25	
	(d) - Cadastral Mosaic (entire District) incl legal descriptions, civic addresses, and roll number layers	H	\$2,080.00	\$2,163.20	

	Description of Existing Fee/Charge	GST/ HST to be Added	Effective January 1, 2012	Effective January 1, 2013	Policy Reference
(e)	- Water Overlays entire water service area - additional cost	H	\$1,248.00	\$1,298.00	
(f)	- Sanitary Overlays entire sanitary service area - additional cost	H	\$520.00	\$540.80	
(g)	- Storm Overlays entire District - additional cost	H	\$2,080.00	\$2,163.20	
(h)	- Storm Overlays with topography entire District - additional cost	H	\$3,120.00	\$3,245.00	
(i)	- OCP Maps - all including all cadastral base	H	\$2,080.00	\$2,163.20	
(j)	- Zoning Maps A2, A3 (urban areas) each	H	\$676.00	\$703.00	
(k)	- Zoning Maps (outer areas-two maps) each map	H	\$26.00	\$27.00	
(l)	- OCP maps and Zoning maps - all including cadastral	H	\$2,600.00	\$2,704.00	
(m)	- Gravel Pit Topographical Map - each	H	\$520.00	\$540.80	
<b>5</b>	<b>Microfiche Copies</b>				
(a)	- per copy (8 1/2 x 11)	H	\$1.10	\$1.10	
<b>6</b>	<b>Photocopies or Computer Generated Copies</b>				
(a)	- Property Owners - first five black & white copies	H	\$0.00	\$0.00	
(b)	- Property Owners six copies & up (per black & white copy)	H	\$0.57	\$0.57	
(c)	- Non-Residents or Businesses (per black & white copy)	H	\$0.57	\$0.57	
(d)	- Property Owners, Non-Residents or Businesses (per colour copy)	H	\$1.19	\$1.19	
<b>7</b>	<b>Paper Prints</b>				
(a)	- A1 or 24"x36" (single original)	H	\$6.00	\$6.25	
(b)	- Oversize (single original)	H	\$6.00	\$6.25	
<b>8</b>	<b>Road Closure and Sale</b>				
(a)	The applicant agrees to pay a non-refundable deposit of <b>\$2,000</b> or <b>10% of the purchase price.</b>				STR.34
(b)	The applicant agrees to pay an administration fee for the road closure and sale process.		\$160.00	\$160.00	STR.34
(c)	The applicant agrees to pay all costs associated with advertising and to complete all legal documents and register them at the Land Title Office.		At Cost	At Cost	STR.34

	Description of Existing Fee/Charge	GST/ HST to be Added	Effective January 1, 2012	Effective January 1, 2013	Policy Reference
<b>B</b>	<b>ENGINEERING / PUBLIC WORKS SERVICES</b>				
1	Tender Documents for Municipal contract	Incl.	\$108.00	\$112.25	
2	Administrative Fee on Changing an Existing Civic Address		\$105.00	\$105.00	FEE.2
3	Banner Installation Fee		\$125.00	\$125.00	
4	Fire Hydrant Use (Customer Charges)		\$115.00	\$118.00	FEE.11
5	Fire Hydrant Flow Tests		\$350.00	\$360.00	FEE.12
6	Private Fire Hydrant Maintenance - to service and maintain private hydrants		\$125.00	\$125.00	
7	Film Permit Application Fee		\$250.00	\$250.00	
	(a) Refundable Damage Deposit		\$5,000.00	\$5,000.00	
8	Private Firm Parking in the Public Works yard - monthly fee	Incl.	\$106.10	\$109.25	
9	Rental Rates - Protective Devices				
	(a) - Wooden barricades - per day each		\$3.50	\$3.50	HEA.5
	(b) - Flasher barricades - per day each		\$4.50	\$4.50	HEA.5
	(c) - Traffic cones - per day each		\$1.00	\$1.00	HEA.5
	(d) - Traffic Bags - each (no return)		\$0.50	\$0.50	HEA.5
	(e) - Sign stands - per day each		\$3.00	\$3.00	HEA.5
	(f) - Signs - per day each		\$4.50	\$4.50	HEA.5
	(g) - Fencing - per day per roll		\$5.00	\$5.00	HEA.5
<b>C</b>	<b>FINANCIAL SERVICES</b>				
1	Service fee for N.S.F. & Dishonoured cheques (per returned payment)		\$35.00	\$35.00	FIN.2
2	Fee for Property Tax Listing for Mortgage Companies (per roll number or property)		\$10.00	\$10.00	
3	Tax Statement Fees (Tax Certificates) for non-owners, "per property" basis.				
	(a) Manual hard copy maximum 2 business day turnaround time		\$32.00	\$32.00	
	(b) Manual hard copy maximum 2 hour turnaround time		\$64.00	\$64.00	
	(c) Verbal confirmation of tax statement figures within 2 weeks of providing original figures		\$0.00	\$0.00	
	(d) Manual hard copy confirmation of tax statement figures after 2 weeks of providing original figures		\$32.00	\$32.00	

	Description of Existing Fee/Charge	GST/ HST to be Added	Effective January 1, 2012	Effective January 1, 2013	Policy Reference
	(e) On-line services to BC Online (Other online customers will have BC Online Administration Fee added to this fee)		\$25.00	\$25.00	
4	Rate of interest charged on all overdue municipal fees that are set and invoiced pursuant to District bylaws		Non-compounding interest of 0.065753% per day (equivalent to 2% per month or 24% per annum) on fees that remain outstanding after 30 days from the mailing date of the invoice. Interest will be charged on outstanding or unpaid amounts on the 31st day from the invoice mailing date and thereafter until payment is received in full or until the unpaid amounts are transferred to property taxes (only applies to certain property related fees), at which time legislative interest rates would apply.		FIN.2
5	Accounts Receivable Administration Fee - administrative cost recovery charge on certain invoices		5.00%	\$5.00	FIN.2
<b>D</b>	<b>FORESTRY SERVICES</b>				
1	Minor Forest Product and Activity Permit				
(a)	- Commercial Permit fee per month		\$300.00	\$300.00	LIC.18
(b)	- Botanical Products per month		\$150.00	\$150.00	LIC.18
(c)	- Personal Permit fee per week (any product)		\$25.00	\$25.00	LIC.18
2	Trees for Filming Purposes				
(a)	Conifers (Fir, Hemlock, Cedar-less than 10%) under 15 feet (4.5 meters)		\$220 regular pick-up load OR \$12/tree	\$220 regular pick-up load OR \$12/tree	
(b)	Conifers (Fir, Hemlock, Cedar-less than 10%) 15 feet to 25 feet (4.5 - 7.5 meters)		\$55 / tree	\$55 / tree	
(c)	Conifers (cedars majority) Under 15 feet		\$385 regular pick-up load OR \$25/tree	\$385 regular pick-up load OR \$25/tree	
(d)	Conifers (cedars majority) 15 feet to 25 feet		\$165 / tree	\$165 / tree	
(e)	Large conifers (all species) over 25 feet		Price on request, depending on diameter, species and other requirements	Price on request, depending on diameter, species and other requirements	

	Description of Existing Fee/Charge	GST/ HST to be Added	Effective January 1, 2012	Effective January 1, 2013	Policy Reference
	(f) Deciduous trees - any size		\$110 / load	\$110 / load	
<b>3</b>	Forestry Gate Keys				
	(a) Weekly charge for key being issued (minimum charge being 2 weeks)		\$5.00 per week	\$5.00 per week	
	(b) Deposit required for each key issued		\$60.00	\$60.00	
	(c) Key(s) returned by the due date as outlined in the key loan agreement, the deposit for each key in 3(b) above will be refunded in full.		-\$60.00	-\$60.00	
	(d) Key(s) returned after the due date as outlined in the key loan agreement, will be subject to a weekly service charge, reducing the refundable portion of the deposit collected in 3(b) until refundable portion is \$0.00		\$5.00 per week	\$5.00 per week	
	(e) Lost or damaged keys will not be issued any refunds		\$0.00	\$0.00	
<b>E</b>	<b>INSPECTION SERVICES</b>				
<b>1</b>	Utility Billing Exemption for Unoccupied Secondary Suites	H	\$71.50	\$71.50	LAN.38
<b>2</b>	Status Letters				
	(a) - Commercial, Industrial or Multi-Family		\$200.00	\$200.00	
	(b) - Other		\$75.00	\$75.00	
<b>3</b>	Land Title Fees				
	(a) - Company Searches		\$16.50	\$16.50	
	(b) - Title Search		\$11.50	\$11.50	
	(c) - First Restrictive Covenant / RoW / Easement		\$27.50	\$27.50	
	(d) - Additional Restrictive Covenants / RoW / Easements		\$11.50	\$11.50	
<b>F</b>	<b>LIBRARY</b>				
<b>1</b>	Meeting Room Rental				
	(a) - Non-Profit Organizations (per 3 hours)		\$25.00	\$25.00	
	(b) - For Profit Organizations (per 3 hours)		\$60.00	\$60.00	
	(c) - Rotary Seminar Room (per 4 hours)		\$10.00	\$10.00	

		Description of Existing Fee/Charge	GST/ HST to be Added	Effective January 1, 2012	Effective January 1, 2013	Policy Reference
	<b>2</b>	Equipment Rental				
	(a)	- 48" TV/VCR (per 3 hours)		\$12.50	\$12.50	
	(b)	- Coffee Maker		\$2.50	\$2.50	
	(c)	- Overhead Projector		\$7.50	\$7.50	
	(d)	- Flip Chart/White Board		\$3.00	\$3.00	
<b>G</b>	<b>PLANNING SERVICES</b>					
	<b>1</b>	Copy of Official Community Plan (OCP) Bylaw	H	\$94.00	\$94.00	LAN.41
	<b>2</b>	Copy of Zoning Bylaw	H	\$30.00	\$30.00	LAN.41
	<b>3</b>	Community Heritage Register - Properties Protected by Heritage Designation		\$330.00	\$330.00	LAN.44
	<b>4</b>	Wireless Telecommunication Towers pay a fee to the District - compensation for public notification costs		\$625.00	\$625.00	LAN.46
<b>H</b>	<b>RCMP SERVICES</b>					
	<b>1</b>	<b>Accidents</b>				
	(a)	Accident Report - MV6020	Incl	\$54.00	\$54.00	
	(b)	Field Diagram	Incl	\$40.00	\$40.00	
	(c)	Scale Drawing	Incl	\$46.00	\$46.00	
	(d)	Traffic Analyst Report	Incl	\$690.00	\$690.00	
	(e)	Mechanical Inspection Report	Incl	\$230.00	\$230.00	
	(f)	Preliminary Analyst Report	Incl	\$115.00	\$115.00	
	<b>2</b>	<b>Consent / Court Orders / Investigational Cases</b>				
	(a)	Administrative Charge - per 30 minutes (Court Orders/File Copies)	Incl	\$34.00	\$34.00	
	(b)	Police Report (brief synopsis of incident)	Incl	\$65.00	\$65.00	
	(c)	Packaging & shipping/mailing fee	Incl	\$8.00	\$8.00	
	(d)	Photocopy (per page)	incl	\$0.57	\$0.57	
	(e)	Searching fee for multiple RCMP files (per hour rate)	Incl	\$57.00	\$57.00	
	<b>3</b>	<b>Criminal Record Searches</b>				
	(a)	Volunteers	Exempt	\$0.00	\$0.00	
	(b)	Recovery House tenants	Exempt	\$0.00	\$0.00	
	(c)	Welton Tower Prospective Tenants	Exempt	\$0.00	\$0.00	
	(d)	Students	Exempt	\$25.00	\$25.00	
	(e)	Employment (incl Recovery House employees)	Exempt	\$65.00	\$65.00	

	Description of Existing Fee/Charge	GST/ HST to be Added	Effective January 1, 2012	Effective January 1, 2013	Policy Reference
	(f) Rental (Landlord/Tenant)	Exempt	\$65.00	\$65.00	
	(g) Adoption	Exempt	\$65.00	\$65.00	
<b>4</b>	<b>Other Services</b>				
	(a) Canadian Police Certificate	Exempt	\$65.00	\$65.00	
	(b) US Waivers/Visa	Exempt	\$65.00	\$65.00	
	(c) Pardon Application	Exempt	\$65.00	\$65.00	
	(d) Fingerprints	Exempt	\$65.00	\$65.00	
	(e) Canadian Citizenship/Immigration	exempt	\$65.00	\$65.00	
	(f) Name Change	Exempt	\$65.00	\$65.00	
	(g) Private Investigator/Security Officer	Exempt	\$65.00	\$65.00	
	(h) Taxi Permits	Exempt	\$65.00	\$65.00	
	(i) Special Occasion Permits	Exempt	\$35.00	\$35.00	
	(j) Service of Subpoenas		\$0.00	\$0.00	
	(k) Per hour per police officer	Exempt	\$145.00	\$145.00	
<b>5</b>	<b>ICBC</b>				
	(b) Accident Report - CL59 (MV6020) - ICBC	Exempt	\$49.00	\$49.00	
	(c) Accident Report - CL-152 requests - ICBC	Exempt	\$57.00	\$57.00	
<b>6</b>	<b>Photographs</b>				
	(a) From negative	Incl	\$4.00	\$4.00	
	(b) 3 x 5	Incl	\$4.00	\$4.00	
	(c) 5 x 7	Incl	\$7.00	\$7.00	
	(d) 8 x 10	Incl	\$10.00	\$10.00	
	(e) From slides	Incl	\$4.50	\$4.50	
	(f) Video tapes	Incl	\$42.00	\$42.00	
<b>7</b>	<b>Digital CD</b>				
	(a) (1 to 5 images)	Incl	\$7.00	\$7.00	
	(b) (6 to 10 images)	Incl	\$12.00	\$12.00	
	(c) (11 or more images)	Incl	\$24.00	\$24.00	