

## **BYLAW 5988-2020**

A bylaw to amend user fees and charges  
within various District of Mission bylaws

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:

- a) This bylaw may be known and cited for all purposes as "District of Mission 2021 Fee Revision Bylaw 5988-2020."
- b) This bylaw shall amend District of Mission **Soil Removal Bylaw 3088-1997** by:
  - i. Deleting "\$360.00 (effective January 1, 2020)" from section 6 (b) and replacing it with "\$369.00 (effective January 1, 2021)".
  - ii. Deleting "Effective January 1, 2020 - \$0.70 per cubic meter - \$0.37 per metric tonne" from section 6 (c) and replacing it with "Effective January 1, 2021 - \$0.72 per cubic meter - \$0.38 per metric tonne"
- c) This bylaw shall amend District of Mission **Soil Deposit Bylaw 5506-2015** by:
  - i. Deleting "Effective January 1, 2020: \$360.00" from section 8 (e) and replacing it with "Effective January 1, 2020: \$360.00".
  - ii. Deleting "Effective January 1, 2020 - \$0.70 per cubic metre - \$0.37 per metric tonne" from section 11 and replacing it with "Effective January 1, 2021 - \$0.72 per cubic metre - \$0.38 per metric tonne".
  - iii. Deleting "a non-refundable fee of \$100" from section 12 and replacing it with "a non-refundable fee of \$110 (effective January, , 2021)".
- d) This bylaw shall amend District of Mission **Penitentiary Sewage Lift Station Catchment Area Fee Bylaw 5040-2009** by deleting "\$2712.15 (effective January 1, 2020)" from section 3 and replacing it with "\$2780.00 (effective January 1, 2021)".
- e) This bylaw shall amend District of Mission **Water Bylaw 2196-1990** by deleting Schedule B, and replacing it with the new amended Schedule B as set out in Appendix 1 attached to and forming a part of this bylaw.
- f) This bylaw shall amend District of Mission **Sewer Bylaw 5033-2009** by deleting Schedule C, and replacing it with the new amended Schedule C as set out in Appendix 2 attached to and forming a part of this bylaw.
- g) This bylaw shall amend District of Mission **Solid Waste Management Bylaw 5526-2015** by deleting Schedule A and replacing it with the new amended Schedule A as set out in Appendix 3 attached to and forming a part of this bylaw.
- h) This bylaw shall amend District of Mission **User Fees and Charges Bylaw 4029-2007** by deleting Schedule 1 and replacing them with the new amended Schedules 1 as set out in Appendix 4 attached to and forming part of this bylaw.
- i) This bylaw shall amend District of Mission **Cemetery and Crematorium Bylaw 5664-2017** by deleting Schedule C and replacing it with the new amended Schedule C as set out in Appendix 5 attached to and forming part of this bylaw.
- j) This bylaw shall amend District of Mission **Land Use Application Procedures and Fees Bylaw 3612-2003** by deleting Schedule A, and replacing it with the new amended Schedule A as set out in Appendix 6 attached to and forming a part of this bylaw.

- k) This bylaw shall amend District of Mission **Highway Access Bylaw 1705-1987** by deleting Schedule A, and replacing it with the new amended Schedule A as set out in Appendix 7 attached to and forming a part of this bylaw.
- l) This bylaw shall amend District of Mission **Filming Regulation Bylaw 5750-2018** by deleting Schedule D, and replacing it with the new amended Schedule D as set out in Appendix 8 attached to and forming a part of this bylaw.
- m) This bylaw shall take effect on the 1<sup>st</sup> day of January, 2021.

READ A FIRST TIME this 16<sup>th</sup> day of November, 2020

READ A SECOND TIME this 16<sup>th</sup> day of November, 2020

READ A THIRD TIME this 16<sup>th</sup> day of November, 2020

ADOPTED this 7<sup>th</sup> day of December, 2020

(original signed by C. Crawford)  
CALVIN CRAWFORD,  
ACTING MAYOR

(original signed by J. Russell)  
JENNIFFER RUSSELL,  
CORPORATE OFFICER

# Appendix 1

## Water Bylaw 2196-1990

<b>Schedule "A"</b>	
	<b>Rate Effective January 1, 2021</b>
<b>Water Service Connection Installation Fee</b>	
19 mm diameter up to 1 metre in length	\$1,530.00
19 mm diameter beyond 1 metre; per meter charge	\$102.00 / m
25 mm diameter up to 1 metre length	\$2,050.00
25 mm diameter beyond 1 metre; per meter charge	\$112.00 / m
38 mm diameter up to 1 metre; per meter charge	\$3,580.00
38 mm diameter beyond 1 metre; per meter charge	\$205.00 / m
All diameters exceeding 38 mm	Cost of time and materials
<b>Fee for Raising Water Meters</b>	
Where a water meter assembly exists but the meter box and settler have not been installed to final grade, a rate shall apply to adjust the elevation.	\$64.00
<b>Water Service Connection Administration Fees</b>	
(i) The administrative fee for a quote to connect, irrespective of diameter shall be:	\$50.00
(ii) In addition to (i), the administration fee to complete the service connection, irrespective of diameter, shall be:	\$210.00
<b>Water Connection Inspection Fee</b>	\$82.00
<b>Water Connection Inspection Fee - after hours</b>	
Charges for inspections performed outside regular working hours	The cost of time and materials to provide the service
<b>Reconnection Fee:</b>	
To turn water back on after a temporary disconnection	\$64.00
<b>Deposit for Water Meter retrofit of existing service</b>	
Where a water service exists to a residential lot and does not have a meter installed a deposit is required for the District to supply and install a water meter assembly (meter box, setter and meter with radio head).	\$2,100.00
<b>Fee for Non-Scheduled Water Meter Readings</b>	
For each water meter reading, outside of the regular billing cycle, for the purpose of the sale of a property, a rate shall apply:	\$61.50
<b>Sprinkling Permit Fee</b>	
May, June, and September: Daily sprinkling permitted from 6:00 am to 8:00 am for a one week period during Stage 1 and Stage 2 only	\$50.00
July and August: Daily sprinkling permitted from 6:00 am to 8:00 am for a two week period during Stage 1 and Stage 2 only	\$105.00

**Schedule "B"**  
**Miscellaneous Charges**

	Rate Effective January 1, 2021
<b>Water Disconnection Fee</b>	
Disconnection of the service at the main by municipal crews	\$1,590.00
Capping of service at property line by municipal crews	\$1,120.00
Capping of the water service at property line by municipal crews in conjunction with capping of either a storm or sanitary service capped	\$1,470.00
Capping of water service at property line by municipal crews in conjunction with capping of both of sanitary and storm sewer services	\$1,470.00
Capping of the service at property line by Owner under direct municipal inspection; per service charge	\$92.00
<b>Water Pre-Service Connection Fee</b> Where a water service was installed to a property line in the past but the Owner did not choose to connect, a fee shall be paid by the Owner who eventually chooses to connect.	The same charge as for Water Service Connections, with a 20% reduction to applicable costs.
* Fee for Additional Water Consumption Complaint Investigations; or	
* Fee for Additional Water Leak Inspections; or	
* Fee for Additional Meter Readings	
For subsequent site visits requested by a Consumer to investigate consumption complaints, inspect for possible leaks, or read a meter, after the District's first site visit requested by the Consumer is completed, per visit charge	\$100.00 per visit
<b>Deposit for Testing Water Meters</b>	
(a) up to 25 mm in diameter	\$107.00
(b) over 25 mm and up to 50 mm in diameter	\$158.00
(c) over 50 mm in diameter	\$265.00

## Appendix 2 Sewer Bylaw #5033-2009

### SCHEDULE "C" - SEWER CONNECTION FEES

1. SANITARY SEWER CONNECTION

(a) The connection fees shall be:

Depth of Main	First meter or less	Per meter beyond 1 meter
	Effective January 1, 2021	Effective January 1, 2021
0 to 1 meter	\$650.00	\$1195.00
1.01 to 2 meters	\$910.00	\$230.00
2.01 to 3 meters	\$1,170.00	\$360.00
3.01 to 4 meters	\$1,440.00	\$645.00
More than 4 meters depth or larger than 150mm diameter	The cost of time and materials to provide the service	

- (b) (i) Effective January 1, 2018, the administration fee for a quote to connect, irrespective of diameter, shall be **\$50.00**.
- (ii) In addition to (i), the administration fee to complete the service connection, irrespective of diameter, shall be **\$210.00**.
- (c) (i) Sanitary sewer connection inspection fee:  
Effective January 1, 2021: \$83.00
- (ii) Sanitary Sewer Connection Inspection Fee for inspections outside of regular working hours shall be the cost of time and materials to provide the service.
- (d) (i) The Sanitary Sewer Pre-Service Connection Fee shall be the same as the Sanitary Sewer Service Connection Fee with a 20% reduction to applicable costs.

2. STORM SEWER CONNECTION

(a) The connection fees shall be:

Depth of Main	First meter or less	Per meter beyond 1 meter
	Effective January 1, 2021	Effective January 1, 2021
0 to 1 meter	\$650.00	\$195.00
1.01 to 2 meters	\$910.00	\$230.00
2.01 to 3 meters	\$1,170.00	\$360.00
3.01 to 4 meters	\$1,440.00	\$645.00
More than 4 meters depth or larger than 150mm diameter	The cost of time and materials to provide the service	

## APPENDIX 2 - SCHEDULE "C" - SEWER CONNECTION FEES cont'd

- (b) (i) Effective January 1, 2018, the administration fee for a quote to connect, irrespective of diameter, shall be **\$50.00**.
- (b) (ii) In addition to (i), the administration fee to complete the service connection, irrespective of diameter, shall be **\$210.00**.
- (c) (i) Storm sewer connection inspection fee:  
Effective January 1, 2021: \$83.00
- (c) (ii) The Storm Sewer Connection Inspection fee for inspections performed outside regular working hours shall be the cost of time and materials to provide the service.
- (d) (i) The Storm Sewer Pre-Service Connection Fee shall be the same as the Storm Sewer Service Connection Fee with a 20% reduction to applicable costs.

### 3. EXTRA LENGTH AND DEEP SERVICE CONNECTIONS

For any service connection, whether storm or sanitary, which exceeds twenty (20) meters in length, or which has a depth in excess of four (4) meters over more than half its length, the fee will be the actual cost of construction with a deposit at the time of application in the amount equal to the estimated cost of the work, as determined by the Engineer.

### 4. DISCONNECTION OF THE SERVICE

	Effective January 1, 2020
<b>Sanitary Sewer Disconnection</b> (at the main by municipal crews)	\$1,588.00
Capping the service at the property line by municipal crews	\$1,148.00
Capping the service at property line by municipal crews in conjunction with capping of either a storm sewer or water service	\$1,476.00
Capping the service at property line by municipal crews in conjunction with capping of both storm sewer and water services	\$1,476.00
Capping the service at property line by owner under direct municipal inspection – each service	\$92.00
<b>Storm Sewer Disconnection</b> (at the main by municipal crews)	\$1,588.00
Capping the service at the property line by municipal crews	\$1,148.00
Capping the service at property line by municipal crews in conjunction with capping of either a sanitary sewer or water service	\$1,476.00
Capping the service at property line by municipal crews in conjunction with capping of both sanitary sewer and water services	\$1,476.00
Capping the service at property line by owner under direct municipal inspection – each service	\$92.00

### 5. BUILDING SEWER INSTALLED BY DISTRICT

Where an Owner fails to comply with an order to connect to the Sewer connection and the work is directed to be done by the District, the entire cost of the work plus a supervision and overhead charge not exceeding 20% of the total amount for labour, equipment and materials will be charged to the Owner.

**Appendix 3**  
**Solid Waste Management Bylaw 5526-2015**  
**Schedule “A”**

	Unit	Effective January 1, 2021
New Resident Provision of Rot Pot (46L cart for food waste)	1 unit	Free
Replacement Provision of Rot Pot (46L cart for food waste)	1 unit	\$25.00
New Resident Provision of Black Box (27L box for container glass)	1 unit	Free
Replacement of Black Box (27 L box for container glass)	1 unit	\$5.00
Extra Garbage Bag Stickers	per sticker	\$3.50
All Garbage from sources within the District except as specified below	per tonne	\$109.00
Garbage, Trade Waste or Construction and Demolition Waste requiring special management practices, including residential asbestos, from sources within the District	per tonne	\$174.50
Garbage, Trade Waste or Construction and Demolition Waste received from sources outside the District, except as specified below	per tonne	\$178.50
Garbage, Trade Waste or Construction and Demolition Waste requiring special management practices, including residential asbestos, from sources outside the District	per tonne	\$255.00
Minimum Charge for loads from sources within the District	per load	\$5.00
Minimum charge for loads from sources outside of the District	per load	\$10.00
Greenwaste from sources within the District	per tonne	\$70.50
Greenwaste from sources outside the District	per tonne	\$72.50
Gypsum Board (post 1990) from sources within the District	per tonne	\$169.50
Gypsum Board (post 1990) from sources outside the District	per tonne	\$173.50
Sod, soil, bricks, and small concrete debris (not exceeding 30 centimetres in any dimension) from sources within the District	per tonne	\$34.50
Residential Food Waste from sources within the District	per tonne	\$0.00
Commercial Food Waste from sources within the District	per tonne	\$82.50
Commercial Food Waste from sources within the District	per tonne	\$84.50
Resident Recyclables from sources within the District	per tonne	\$0.00
Commercial Recyclables received at the Landfill or the Recyclables Processing Facility with loads greater than 50 % corrugated cardboard	per tonne	\$95.00
Commercial Recyclables received at the Landfill or the Recyclables Processing Facility with loads less than 50 % corrugated cardboard	per tonne	\$160.00
Off-rim Tires (passenger car & light truck tires only) from sources within the District	per tire	\$0.00
On-Rim Tires (passenger car & light truck tires only) from sources within the District	per tire	\$1.00
Mattress Recycling Fee	per unit	\$14.00
Residential Food Waste received from sources outside the District	per tonne	\$68.00
Surcharge on the higher disposal fee for any unsorted loads (charged at the highest tipping fee applicable to any material in the load)	per tonne	50%
Surcharge for Unsecured Loads	per load	\$10.00
Alternative cover material, contaminated soil, animal mortalities, food production waste and other, non-hazardous, but less common materials from sources within the FVRD	per tonne	to be determined

**Appendix 4**  
**User Fees and Charges Bylaw 4029-2007**  
**Schedule 1**

Description of Existing Fee/Charge		Applicable Taxes to be Added	Effective January 1, 2021	Policy Reference
<b>A CORPORATE SERVICES</b>				
<b>1</b>	<b>Documentation Research Fees</b>			
(a)	Provide historical information (per hour)	GST	\$50.50	
(b)	Request for Wage Loss or Earnings Information Provide documentation to requests for wage loss or earnings information initiated by or on behalf of any past or present employee of the District, with the exception of requests from the following: WorkSafeBC Revenue Canada/Canada Pension Plan/Service Canada – EI District Contracted Employee Benefit Plan Carrier Municipal Superannuation (Pension) Plan Employment Verification Confirmations		\$75.00 for the first hour and then \$11.25 for each 15 minutes thereafter	
<b>2</b>	<b>Mailings</b>			
(a)	Mail-out for Public Information Meeting (per envelope - for the number of addresses information is mailed to)	GST	\$2.50	
<b>3</b>	<b>Maps</b>			
(a)	Street Maps	GST/PST	\$3.00	
(b)	Full set of legal, address or assessment section maps (prepaid)	GST/PST	\$109.15	
(c)	Zoning Map (each)	PST	\$7.24	LAN.41
(d)	OCP Map (each)	GST/PST	\$7.23	LAN.41
(e)	OCP Map (colour print) (each)	GST/PST	\$10.31	LAN.41
(f)	OCP Maps (set of 12)	GST/PST	\$72.10	LAN.41
(g)	Zoning Maps (set of 5)	PST	\$32.34	LAN.41
(h)	Cedar Valley Comprehensive Development Plan (report & maps)	GST/PST	\$67.01	LAN.41
(i)	Large Forestry Maps	GST/PST	\$15.18	
<b>4</b>	<b>Maps - Digital (electronic) copy</b>			
(a)	Street Map	GST/PST	\$173.88	
(b)	Cadastral Base Map (1/2 section)	GST/PST	\$23.21	
(c)	Overlays (1/2 section) each	GST/PST	\$11.61	
(c) (i)	> Legal Incl street names & plan #'2	GST/PST	\$11.61	
(c) (ii)	> Civic Addresses incl street names	GST/PST	\$11.61	
(c) (iii)	> Roll numbers incl street names	GST/PST	\$11.61	
(c) (iv)	> Topographical	GST/PST	\$11.61	



Appendix 4 - Schedule1 (cont'd)

Description of Existing Fee/Charge		Applicable Taxes to be Added	Effective January 1, 2021	Policy Reference
(c) (v)	> Water System key plans	GST/PST	\$11.61	
(c) (vi)	> Drainage/storm/sewer key plans	GST/PST	\$11.61	
(c) (vii)	> Sanitary key plans	GST/PST	\$11.61	
(c) (viii)	> Fibre Optic Cable key plans	GST/PST	\$11.61	
(d)	Cadastral Mosaic (entire District) incl legal descriptions, civic addresses, and roll number layers	GST/PST	\$2,228.53	
(e)	Water Overlays entire water service area - additional cost	GST/PST	\$1,337.28	
(f)	Sanitary Overlays entire sanitary service area - additional cost	GST/PST	\$557.14	
(g)	Storm Overlays entire District - additional cost	GST/PST	\$2,228.57	
(h)	Storm Overlays with topography entire District - additional cost	GST/PST	\$3,310.00	
(i)	OCP Maps - all including all cadastral base	GST/PST	\$2,206.52	
(j)	Zoning Maps A2, A3 (urban areas) each	PST	\$724.30	
(k)	Zoning Maps (outer areas-two maps) each map	PST	\$27.85	
(l)	OCP maps and Zoning maps - all including cadastral	GST/PST	\$2,785.62	
(m)	Gravel Pit Topographical Map - each	GST/PST	\$557.23	
<b>5</b>	<b>Microfiche</b>			
(a)	Microfiche research fee to provide property information (flat rate)	GST	\$20.00	
(b)	per copy (8 1/2 x 11)	GST/PST	\$1.16	
<b>6</b>	<b>Photocopies or Computer Generated Copies</b>			
(a)	Property Owners - first five black & white copies	--	\$0.00	
(b)	Property Owners six copies & up (per black & white copy)	GST/PST	\$0.58	
(c)	Non-Residents or Businesses (per black & white copy)	GST/PST	\$0.58	
(d)	Property Owners, Non-Residents or Businesses (per colour copy)	GST/PST	\$1.20	
<b>7</b>	<b>Paper Prints</b>			
(a)	A1 or 24"x36" (single original)	GST/PST	\$6.25	
(b)	Oversize (single original)	GST/PST	\$6.25	
<b>8</b>	<b>Road Closure and Sale</b>			
(a)	The applicant agrees to pay a <u>non-refundable</u> deposit of 10% of the purchase price up to a maximum of \$2,000.		\$2,000.00	STR.34
(b)	The applicant agrees to pay an administration fee for the road closure and sale process.		\$1,000.00	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.		Time and Materials	STR.34

Appendix 5 - Schedule 1 (cont'd)

Description of Existing Fee/Charge		Applicable Taxes to be Added	Effective January 1, 2021	Policy Reference
<b>9</b>	<b>District Insignia</b>			
	(a) District Pins	GST	\$0.67	
	(b) District Flags	GST	\$157.14	
<b>10</b>	<b>Land Title Fees</b>			
	A processing fee shall apply to each (a); (bi); (c) & (d) (below) plus the LTO fee	GST	\$50.00	
	(a) Company Searches	Exempt	LTO Fee	
	(b) (i) Title Search	Exempt	LTO Fee	
	(b) (ii) Title Search for development applications within the MissionCity Downtown Action Plan area (Schedule 3) prior to December 31, 2019	--	\$0.00	
	(c) First Restrictive Covenant/RoW/Easement	Exempt	LTO Fee	
	(d) Additional Restrictive Covenants/RoW/Easements	Exempt	LTO Fee	
<b>B</b>	<b>DEVELOPMENT SERVICES</b>			
<b>1</b>	Utility Billing Exemption for Unoccupied Secondary Suites	GST	\$73.75	LAN.38
<b>2</b>	<b>Status Letters</b>			
	(a) Commercial, Industrial or Multi-Family	Exempt	\$206.00	
	(b) Other	Exempt	\$77.25	
<b>3</b>	<b>Business License Administration Fee</b> for changes to existing business license owner information, or changes to the business name or address		\$25.00	
<b>4</b>	<b>Business License Inspection Fee</b> for when a Mission Resident business changes its location, an inspection fee plus the Administration Fee will be charged	GST	\$73.75	
<b>5</b>	<b>Sign Permit</b> The applicant for a permit has paid to the District of Mission a fee per sign	Exempt	\$118.50	Sign Bylaw 1662-1987
<b>6</b>	Copy of Official Community Plan (OCP) Bylaw	GST/PST	\$95.00	LAN.41
<b>7</b>	Copy of Zoning Bylaw	PST	\$30.00	LAN.41
<b>8</b>	Community Heritage Register - Properties Protected by Heritage Designation		\$336.50	LAN.44
<b>9</b>	Wireless Telecommunication Towers pay a fee to the District - compensation for public notification costs	Exempt	\$644.00	LAN.46
<b>10</b>	Board of Variance Fee		\$515.00	

Appendix 4 - Schedule 1 cont'd

Description of Existing Fee/Charge		Applicable Taxes to be Added	Effective January 1, 2021	Policy Reference
<b>C</b>	<b>ENGINEERING / PUBLIC WORKS SERVICES</b>			
<b>1</b>	Administrative Fee on Changing an Existing Civic Address	GST	\$108.00	FEE.2
<b>2</b>	Banner Installation Fee	GST	\$300.00	
<b>3</b>	Fire Hydrant Use (Customer Charges)	Exempt	\$100.00	FEE.11
<b>3 (a)</b>	Fire Hydrant Water Useage Fee - Per Day	Exempt	\$50.00	
<b>4</b>	Fire Hydrant Flow Tests	Exempt	\$370.50	FEE.12
<b>5</b>	Private Fire Hydrant Maintenance - to service and maintain private hydrants	Exempt	\$125.00	
<b>6</b>	Water Modelling Results (per scenario)	GST	\$100.00	
<b>7</b>	Water, Sewer and/or Drainage System Model for large/complex development	GST	Time & Materials	
<b>7 (a)</b>	Administrative Fee for Water, Sewer and/or Drainage System Model	GST	\$150.00	
<b>9</b>	Street Use Permit		\$158.00	Traffic Regulation Bylaw 1698-1987
<b>10</b>	Extraordinary Traffic Permit		\$103.00	
<b>11</b>	Signal Timing Sheet		\$303.00	
<b>12</b>	Private Firm Parking in the Public Works yard - monthly fee	GST	\$107.19	
<b>14</b>	<b>Street Sweeping</b>			
	At the time of a building permit, a street sweeping fee shall be charged	Exempt	\$55.15	

Appendix 4 - Schedule 1 cont'd

Description of Existing Fee/Charge		Applicable Taxes to be Added	Effective January 1, 2021	Policy Reference
<b>D</b>	<b>FINANCIAL SERVICES</b>			
<b>1</b>	Service fee for N.S.F. & Dishonoured cheques (per returned payment)	Exempt	\$35.00	FIN.2
<b>2</b>	Administration Fee for Processing of Refunds for Property Tax or Utility Overpayments (per property)		\$25.00	
<b>3</b>	Administration Fee for Processing a Transfer between Tax or Utility accounts with different roll numbers (per property)		\$10.00	
<b>4</b>	Fee for Property Tax Listing for Mortgage Companies (per roll number or property)	Exempt	\$10.00	
<b>5</b>	Administration Fee for Processing of a Request for an Apportionment (per new lot)		\$25.00	
<b>(a)</b>	Accounts Receivable Collections Fee		\$50.00	
<b>6</b>	Tax Statement Fees (Tax Certificates) for non-owners, "per property" basis.			
<b>(a)</b>	Manual hard copy maximum 2 business day turnaround time	Exempt	\$51.50	
<b>(b)</b>	Manual hard copy maximum 2 hour turnaround time	Exempt	\$103.00	
<b>(c)</b>	Verbal confirmation of tax statement figures within 2 weeks of providing original figures	Exempt	\$0.00	
<b>(d)</b>	Manual hard copy confirmation of tax statement figures after 2 weeks of providing original figures	Exempt	\$51.50	
<b>(e)</b>	BC On-line service	Exempt	\$30.00	
<b>7</b>	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
<b>8</b>	Accounts Receivable Administration Fee - administrative cost recovery charge on certain invoices		15.00%	FIN.2
<b>9</b>	On-Line Payment Processing Fee		3% of the payment amount	

Appendix 4 - Schedule 1 cont'd

Description of Existing Fee/Charge		Applicable Taxes to be Added	Effective January 1, 2021	Policy Reference
<b>E</b>	<b>FORESTRY SERVICES</b>			
<b>1</b>	<b>Minor Forest Product and Activity Permit</b>			
<b>(a)</b>	Commercial Permit fee per month	GST/PST	\$267.86	LIC.18
<b>(b)</b>	Botanical Products per month	GST/PST	\$133.93	LIC.18
<b>(c)</b>	Personal Permit fee per week (any product)	GST/PST	\$30.80	LIC.18
<b>2</b>	<b>Trees for Filming Purposes</b>			
<b>(a)</b>	Conifers (Fir, Hemlock, Cedar-less than 10%) under 15 feet (4.5 meters) per regular pick-up truck load	GST	\$250.00	
<b>(b)</b>	Conifers (cedars majority) Under 15 feet – per regular pick-up truck load	GST	\$385.00	
<b>(b) (i)</b>	Conifers - Under 15 feet – per tree	GST	\$60.00	
<b>(c)</b>	Large conifers (all species) over 25 feet	GST	Price on request, depending on diameter, species and other requirements	
<b>(d)</b>	Deciduous trees - any size – per regular pick-up truck load	GST	\$200.00	
<b>3</b>	<b>Forestry Gate Keys</b>			
<b>(a)</b>	Weekly charge for key being issued (minimum charge being 2 weeks)	GST	\$5.00	PRO.26
<b>(b)</b>	Deposit required for each key issued	N/A	\$60.00	PRO.26
<b>(c)</b>	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.	N/A	-\$60.00	PRO.26
<b>(d)</b>	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	N/A	-\$30.00	PRO.26
<b>(e)</b>	Lost or damaged keys will not be issued any refunds	GST	\$0.00	PRO.26

Appendix 4 - Schedule 1 cont'd

Description of Existing Fee/Charge		Applicable Taxes to be Added	Effective January 1, 2021	Policy Reference
<b>F</b>	<b>LIBRARY</b>			
	<b>1</b>	<b>Meeting Room Rental</b>		
	(a)	Non-Profit Organizations (per 4 hours)		\$26.00
		Non-Profit Organizations (per 4+ hours)		\$52.00
	(b)	For Profit Organizations (per 4 hours)		\$62.00
		For Profit Organizations (per 4+ hours)		\$122.00
	(c)	Rotary Seminar Room (per 4 hours)		\$11.00
	<b>2</b>	<b>Equipment Rental</b>		
	(a)	Flip Chart/White Board		\$3.00
	(b)	Meeting Room 55" TV fee		\$5.00
	(c)	Rotary Room TV fee		\$5.00
	(d)	Blu-Ray Player & Kit fee		\$10.00
<b>G</b>	<b>RCMP SERVICES</b>			
	<b>1</b>	<b>Accidents</b>		
	(a)	Accident Report - MV6020	GST	\$51.43
	(b)	Field Diagram	GST	\$38.10
	(c)	Scale Drawing	GST	\$43.81
	(d)	Traffic Analyst Report	GST	\$657.14
	(e)	Mechanical Inspection Report	GST	\$219.05
	(f)	Preliminary Analyst Report	GST	\$109.52
	<b>2</b>	<b>Consent / Court Orders / Investigational Cases</b>		
	(a)	Administrative Charge - per 30 minutes (Court Orders/File Copies)	GST	\$32.38
	(b)	Police Report (brief synopsis of incident)	GST	\$61.90
	(c)	Court Order Police Report	GST	\$80.95
	(d)	Packaging & shipping/mailing fee		\$8.00
	(e)	Photocopy (per page)		\$0.57
	(f)	Searching fee for multiple RCMP files (per hour rate)	GST	\$54.29
	(h)	Courier Fee		\$12.00

Appendix 4 - Schedule 1 cont'd

Description of Existing Fee/Charge		Applicable Taxes to be Added	Effective January 1, 2021	Policy Reference
<b>3</b>	<b>Criminal Record Searches</b>			
	(a) Volunteers	Exempt	\$0.00	
	(b) Recovery House tenants	Exempt	\$0.00	
	(c) Welton Tower Prospective Tenants	Exempt	\$0.00	
	(d) Students	Exempt	\$25.00	
	(e) Employment (incl. Recovery House employees)	Exempt	\$65.00	
	(f) Rental (Landlord/Tenant)	Exempt	\$65.00	
	(g) Adoption	Exempt	\$65.00	
<b>4</b>	<b>Other Services</b>			
	(a) Canadian Police Certificate	Exempt	\$65.00	
	(b) US Waivers/Visa	Exempt	\$65.00	
	(c) Pardon Application	Exempt	\$65.00	
	(d) Fingerprints	Exempt	\$65.00	
	(e) Canadian Citizenship/Immigration	Exempt	\$65.00	
	(f) Name Change	Exempt	\$65.00	
	(g) Private Investigator/Security Officer	Exempt	\$65.00	
	(h) Taxi Permits	Exempt	\$65.00	
	(i) Per hour per police officer	Exempt	\$145.00	
<b>5</b>	<b>ICBC</b>			
	(a) Accident Report - CL59 (MV6020) - ICBC	Exempt	\$49.00	
	(b) Accident Report - CL-152 requests - ICBC	Exempt	\$57.00	
	(c) Denial of Insurance	Exempt	\$49.00	
<b>6</b>	<b>Photographs</b>			
	(a) Video tapes	Included	\$42.00	
	(b) Photocopies of Photographs		\$2.00	
<b>7</b>	<b>Digital CD</b>			
	(a) (1 to 5 images)	Included	\$45.00	
	(b) (6 to 10 images)	Included	\$50.00	
	(c) (11 or more images)	Included	\$55.00	
<b>8</b>	Audio Tapes			
	Audio Tape	Included	\$45.00	

**Appendix 5**  
**Cemetery and Crematorium Bylaw 5664-2017**  
**Schedule C**

<b>Fees effective January 1, 2021</b> all fees subject to tax	<b>Grave Space</b>	<b>Care Fund Portion</b>	<b>Total Fees + Applicable Taxes</b>
<b>Grave Space - Resident</b>			
Adult	2,498.91	832.97	\$3,331.88
Child (2-12 years)	1,290.05	430.02	\$1,720.07
Infant (under 2 years)	1,075.04	358.35	\$1,433.39
Cremated Remains	1,115.66	371.89	\$1,487.55
Columbarium - single niche, bottom row	2,171.94	241.33	\$2,413.26
Columbarium - single niche, middle row	2,409.02	267.67	\$2,676.69
Columbarium - single niche, top two rows	2,644.37	293.82	\$2,938.19
Columbarium - double niche, bottom row	3,306.80	367.42	\$3,674.22
Columbarium - double niche, middle row	3,662.44	406.94	\$4,069.38
Columbarium - double niche, top two rows	4,015.47	446.16	\$4,461.63
<b>Grave Space - Non-Resident</b>			
Adult	4,997.79	1,665.93	\$6,663.71
Child (2-12 years)	2,580.13	860.04	\$3,440.18
Infant (under 2 years)	2,150.08	716.69	\$2,866.77
Cremated Remains	2,231.34	743.78	\$2,975.12
Columbarium - single niche, bottom row	4,343.87	482.65	\$4,826.52
Columbarium - single niche, middle row	4,818.06	535.34	\$5,353.40
Columbarium - single niche, top two rows	5,288.76	587.64	\$5,876.40
Columbarium - double niche, bottom row	6,613.59	734.84	\$7,348.43
Columbarium - double niche, middle row	7,324.85	813.87	\$8,138.73
Columbarium - double niche, top two rows	8,030.92	892.32	\$8,923.25
<b>Ossuary</b>			
Ossuary	257.64	28.63	\$286.27
Ossuary market/ faceplate			\$198.65
<b>Grave Liners</b>			
Cremains Liner			\$107.87
Adult Liners			\$510.20
Child Liners			\$510.20



APPENDIX 5 - Schedule C cont'd

<b>Service Fees</b> Services rendered Mon-Fri from 7am - 2pm.	<b>Grave Space</b>	<b>Care Fund Portion</b>	<b>Total</b>
Services rendered Mon-Fri from 7am - 2pm. Weekends and after 2pm on weekdays are subject to a 50% additional fee over posted rates. Stat holidays are subject to a 100% additional fee over posted rates. Oblates Mary Immaculate (OMI) at Fraser River Heritage Park subject to 20% additional fee over posted rates.			
<b>Opening and Closing</b>			
Adult			\$2,176.76
Child (2-12 years)			\$1,379.86
Infant (under 2 years)			\$1,079.14
Cremaains			\$707.85
Each additional set of cremaains (interred together)			\$353.92
<b>Exhumation/Disinterment</b>			
Adult			\$4,052.82
Child (2-12 years)			\$3,255.90
Infant (under 2 years)			\$2,336.39
Cremaains			\$1,376.24
<b>Marker Permit &amp; Installation</b>			
Single	262.65	29.18	\$299.13
Double	315.18	35.02	\$358.96
Cremaains	286.55	31.84	\$326.36
Columbarium niche plate inscription	286.55	31.84	\$326.36
Re-set marker or niche plate on subsequent inscription			\$213.44
<b>Other Fees</b>			
License Transfer			\$110.82
Documentation Replacement Fee			\$110.82

**Appendix 6**  
**Land Use Application Procedures and Fees 3612-2003**  
**Schedule A**

Application fees for the purpose of recovering the direct costs of the processing, inspecting and advertising relating to the application shall be deposited at the time of application in accordance with the following schedule:

Application Type	Effective January 1, 2021
<b>Rezoning</b>	
Attached Multi-Unit Residential	\$4,908.50
Single Family/Two Family Residential	\$3,681.50
Commercial, industrial, institutional	\$4,848.00
Mixed-Use Commercial and Residential If an application is received for a project on a property within the <i>MissionCity</i> Downtown Action Plan area (Schedule "B") and the Building Permit for the project will be received on or before December 31, 2019, this fees will be reduced by ½ (50%) of the amount shown.	\$5,491.50
Secondary Dwelling	\$969.50
All others (including text change)	\$3,681.50
Comprehensive Development*	\$5,489.00
Rezoning Extensions	\$2,583.50
<b>Official Community Plan Amendment</b>	
Official Community Plan (amendment only)	\$2,584.50
Official Community Plan (amendment with rezoning)	\$1,242.00
Agricultural Land Commission Application (\$1200 remitted to ALC, \$300 retained by municipality)	\$1500.00
<b>Permits</b>	
Development Permit – (Area A: Intensive Residential on a property designated Urban Compact in the OCP) Neighbourhood Form & Character	\$2,357.00
Intensive Residential Design Review (review design of a proposed home for conformance with previously issued Neighbourhood Form & Character DP)	\$267.50
Development Permit – (Area A: Intensive Residential on a property designated Urban Residential in the OCP)	\$507.00
Development Permit – (Area B: Attached Multi-Unit Residential)	\$3,230.00
Development Permit – (Area C: Commercial only)	\$2,454.00
Development Permit – (Area C: Mixed-Use only)	\$3,812.00
Development Permit – (Area D: Industrial)	\$2,454.00
Development Permit – Area E: Natural Environment Development Permit – Area F: Fraser River Development Permit – Area G: Geotechnical Hazards	\$100.00
Development Permit – Area H: Fire Interface (includes the Site Information Form Fee)	\$100.00
Development Permit – (Area I: <i>MissionCity</i> Downtown), except a development permit application that consists of a Downtown Façade Improvement Grant only, to LAN.42 only, is exempt from the fee. All new buildings and additions to buildings within the <i>MissionCity</i> Downtown area shall pay the full fee.	\$517.00

Appendix 6 - Land Use Application Procedures and Fees 3612-2003 - Schedule A – Cont.

Application Type	Effective January 1, 2021
Development Permit – Other	\$2,430.00
Development Permit (Minor Amendment – New)	\$502.00
Development Variance Permit:	
Single Family Residential zones on an existing lot	\$1,010.00
All other zones	\$1,236.00
To facilitate a subdivision	\$1,937.00
Construction initiated without Building Permit issuance	\$1,937.00
Any 2 <sup>nd</sup> & subsequent requests	\$257.50
Temporary Use Permits	\$4,845.00
Temporary Use Permits - Renewal	\$505.00
Temporary Use Permits in the area shown in Schedule “C”	\$505.00
<b>Request for Council Resolution</b>	
Bylaw Variance Request	\$1,938.00
Site Specific Exemption from Floodplain Management Bylaw	\$1,880.50
<b>Miscellaneous Fees</b>	
Review of Phased Development Agreements	\$380.00 plus all District's direct legal costs associated with reviewing Agreements
Servicing Agreement Processing Fee – Minor (Service Connections/Sidewalk)	\$2,500.00
Servicing Agreement Processing Fee – Industrial/Commercial/ Institutional	\$5,000.00
Servicing Agreement Processing Fee – Single Family/Multi Family	\$10,000.00
Latecomer Agreement Processing Fee	\$1,500.00
DCC Front-Ending and Development Works Agreement Processing Fee	\$5,000.00
Reassignment Fee for DCC Front-Ending or Development Works Agreement	\$150.00
Liquor Primary, new licence (exclusive of rezoning)	\$3,619.00
Liquor Primary Licence Amendment (change to existing licence, increased seating capacity, patio endorsement, hours of operation)	\$1,236.00
Food Primary Licence Amendment (extension of liquor service hours past midnight, or for patron participation)	\$1,236.00
Retail Cannabis Store, new licence (exclusive of rezoning)	\$3,619.00
Retail Cannabis Store Licence Amendment (amendment/change to existing licence)	\$1,236.00
Temporary change to a Liquor Primary, Food Primary or Retail Cannabis Store Licence (temporary change to any condition/restriction on the licence)	\$ 420.00
Change of Applicant/Owner on a development application file	\$103.00
OCP Background Reports & Planning Studies (cost per each document)	\$51.50
OCP/Zoning Research Letters (cost per property)	\$259.50
Legal Document Amendment/Discharge	\$402.00
Development Inquiry Fee (written comments provided following development meeting)	\$319.00
Request by Developer to have staff attend a developer initiated Public Information Meeting (cost per staff member, per hour)	\$195.00
Strata Conversion/Phase Strata Development	\$1,551.00
plus per unit (estimated 16 unit average)	\$98.00
Fee for copy of a legal plan	\$3.00
Land Title Registration Fee	\$75.00

Appendix 6 - Land Use Application Procedures and Fees 3612-2003 - Schedule A – Cont.

<b>Refunds</b>	
1. For rezoning applications: <ol style="list-style-type: none"> <li>Withdrawn in writing by the applicant within 30 days of submission, a refund of 50% of the application fee;</li> <li>Withdrawn in writing by the applicant 30 or more days after submission but prior to the public hearing notice being prepared or advertised, 20% of the application fee shall be refunded to the applicant;</li> <li>withdrawn in writing by the applicant after preparation or advertising of the public hearing notice, no refund.</li> </ol>	
2. For all other development applications: <ol style="list-style-type: none"> <li>Withdrawn in writing by the applicant within 30 days of submission, a refund of 50% of the application fee;</li> <li>Withdrawn in writing by the applicant 30 or more days after submission but prior to consideration by Council, 20% of the application fee shall be refunded to the applicant;</li> <li>withdrawn in writing by the applicant after consideration by Council, no refund.</li> </ol>	
<b>Subdivision</b>	
*Fee based on number of original lots	
<b>Conventional and Bare Land Strata</b>	
Up to and including 5 lots for each phase of a subdivision (if applicable)	\$1,550.00
plus per lot (estimated 3 lot average)	\$97.00
Greater than 5 lots for each phase of a subdivision (if applicable)	\$1,937.00
plus per lot	\$97.00
<b>Major revisions to subdivision (ex. tenure conversion, phasing, Development Agreement)</b>	50% of the applicable application fee
<b>Engineering Administration Fee</b> 5% of the total cost of the works, but not less than the minimum fee charged + GST (When the whole of the installation of the service connection is carried out by the Municipality to connect to an existing Municipal sanitary sewer, storm sewer or watermain and the service connection fee is paid, the preparation of the service record card or cards and the Engineering Administration Fee shall be considered to be included in the service connection fee)	5% of total cost of works or \$2,531.00 minimum (whichever is greater) No fee is applicable when: - no engineering review is required; and - no engineering related works are required
<b>Subdivision 12-month Extension</b>	\$1,918.00
Engineering Administration Fee 5% of the total cost of the works, but not less than the minimum fee charged + GST - Minimum fee for subdivision of 4 lots or less	5% of total cost of works or \$630 minimum fee (whichever is greater)
- Minimum fee for subdivision of over 4 lots	5% of total cost of works or \$1,260.00 minimum fee (whichever is greater)
<b>Final Plan Approval Fee</b> Land Title Office (LTO) Fee to be paid prior to registration of subdivision plan	As per fee charged by LTO
<b>Site Information Form Processing Fee</b> (Contaminated Site Profile) (cost per property)	\$100.00
<b>Provincial (Ministry of Environment) Site Information Form Processing Fee</b> (Contaminated Site Profile) (cost per property)	\$100.00
<b>Signs</b>	
- Combination Traffic Control & Road Name Sign	\$300.00
- Single Traffic Control or Road Name Sign	\$180.00

**Appendix 7  
Highway Access Bylaw 1705-1987  
Schedule A**

	<b>Effective January 1, 2021</b>
1. (i) Permit and inspection fee	\$153.00
(ii) Roads inspection fee charges for inspections performed outside regular working hours	The cost of time and materials to provide the service
2. (i) The administration fee for the initial building permit application for access shall be:	\$50.00
(ii) The administration fee to complete the building permit application for access shall be:  (a total of \$252.00 [effective January 1, 2016])	\$210.00
3. Standard culvert, up to and including 600 mm in diameter where culvert is installed by the District (includes design, engineering, materials, equipment, labour and other associated costs)	
(a) Access Culvert Installation up to 600 mm in diameter and 9.0 metres in length.	The cost of time and materials to provide the service
(b) Access Culvert Installation per metre surcharge where culvert exceeds 9.0 metres in length:	
• 300mm diameter	The cost of time and materials to provide the service
• 450mm diameter	
• 600mm diameter	
4. Culvert over 600 mm in diameter or other work as required by the Municipal Engineer including design, engineering, materials, equipment, labour and other associated costs.	The cost of time and materials to provide the service

**Appendix 8**  
**Filming Regulation Bylaw 5750-2018**  
**SCHEDULE "D" FILM PRODUCTION FEES**

	<b>Effective January 1, 2021</b>
Film Application Fee, non-refundable	\$285
Discounted rate for non-profit & charitable organizations and students	\$50
Business Licence Fee, non-refundable	As per Business Licence Bylaw 3964-2007
Security Deposit if applicable, refundable	\$5, 000
Street Use Permit, non-refundable	As per User Fees and Charges Bylaw 4029-2007
Hydrant Use Permit: Deposit, refundable Fee, non-refundable	As per User Fees and Charges Bylaw 4029-2007
Fire/Rescue Service Inspection Fee, non-refundable	\$100
Municipal Vehicles / Staff Assistance Costs, Security required	Costs calculated by type of equipment and staff required plus 15% administration fee
District Buildings and Facilities Charge for Parks, Recreation & Culture rentals and use of municipal parks - <b>Security required</b>	Individually priced based on equipment and staff required as per applicable bylaws
District Owned Fee Simple Lands other than municipal parks: - Licence of Use Fee - Licence of Use Cancellation Fee	\$500.00/day \$100.00
Building Permits	As per Building Bylaw 3590- 2003
Sign Permits	As per Sign Bylaw 1662-1997
Lands Within Municipal Forest: Key Deposit, refundable Licence of Use Cancellation Fee Licence of Use fee	\$60.00 \$100.00 \$500 .00/ day

\* GST is in addition to all fees