

# VILLAGE OF RADIUM HOT SPRINGS

## BYLAW NO. 444, 2018

Being a Bylaw to establish the Fees and Charges for Municipal Services and Regulatory Schemes.

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**WHEREAS** a Council may, by bylaw, impose fees and charges payable in respect of all or part of a service or regulatory scheme of the municipality, and;

**WHEREAS** such fees and/or charges must relate to the identified costs of administering said services or regulatory schemes.

**NOW THEREFORE** the Council of the Village of Radium Hot Springs, in open meeting assembled *enacts*, as follows:

### 1. APPLICATION OF BYLAW

1.1. The fees and charges for specific administrative services or regulatory schemes shall be set out in the following Schedules, attached to and forming a part of this bylaw:

- Schedule A – Development Services Fees
- Schedule B – Administrative Services Fees
- Schedule C – Public Works and Protective Services Fees
- Schedule D – Financial Services Fees
- Schedule E - Facility Rental Fees

1.2. All fees within this Bylaw shall be charged applicable taxes unless otherwise indicated.

### 2. FREEDOM OF INFORMATION

2.1. Fees charged for Freedom of Information services shall be set out under the Freedom of Information and Protection of Privacy Act and British Columbia Regulation 155/2012 Schedule of Maximum Fees, as amended from time to time.

### 3. PAYMENT OF FEES

3.1. A person may obtain an administrative work or service from the Village of Radium Hot Springs upon payment of the appropriate fee as laid out in the Schedules.

4. **SEVERABILITY**

4.1. If any part of this Bylaw is for any reason held invalid by any court of competent jurisdiction, the invalid portion shall be severed and the severance shall not affect the validity of the remainder of this Bylaw.

5. **REPEAL BYLAW**

5.1. Village of Radium Hot Springs Bylaw No. 352, 2008 is hereby repealed.

6. **FORCE AND EFFECT**

6.1. This bylaw shall come into force and effect upon adoption.

7. **CITATION**

7.1. This bylaw may be cited for all purposes as "Fees and Charges Bylaw No. 444, 2018".

READ A FIRST, SECOND AND THIRD TIME THIS 11<sup>TH</sup> DAY OF APRIL, 2018.

RECONSIDERED AND ADOPTED THIS 25<sup>TH</sup> DAY OF APRIL, 2018.

Cleunhardt  
Mayor

[Signature]  
Clerk

Hereby certified as a true copy of Bylaw No. 444, 2018

\_\_\_\_\_  
Clerk

**SCHEDULE A - DEVELOPMENT SERVICES FEES**

<b>Development Permit Application</b>	
Per each application	\$675.00
For review services by Professional Facade Designer/Architect	Actual
For review services by Professional Landscape Architect	Actual
For review services by Professional Engineer	Actual
For legal review services incurred by Municipality directly from application	Actual
<b>Development Variance Permit Application</b>	
Per each application	\$450.00
For review services by Professional Facade Designer/Architect	Actual
For review services by Professional Landscape Architect	Actual
For review services by Professional Engineer	Actual
For legal review services incurred by Municipality directly from application	Actual
<b>Development Permit Signage</b>	
Per each application	\$100.00
<b>Board of Variance Application</b>	
Per application	\$200.00
<b>Zoning Bylaw Amendment Application (including advertising)</b>	
Per each application	\$1,110.00
For review services by Professional Planner	Actual
For legal review services incurred by Municipality directly from application	Actual
<b>OCP Bylaw Amendment Application (including advertising)</b>	
Per each application	\$1,110.00
For review services by Professional Planner	Actual
For legal review services incurred by Municipality directly from application	Actual
<b>Zoning and OCP Amendment Application (at same time for same parcel)</b>	
Per each application	\$1,245.00
For review services by Professional Planner	Actual
For legal review services incurred by Municipality directly from application	Actual
<b>Subdivision Application - 1-3 lots created (including advertising)</b>	
For first parcel created	\$1,070.00
For each additional parcel created thereafter	\$50.00
For review services by Professional Planner	Actual
For review services by Professional Engineer	Actual
For legal review services incurred by Municipality directly from application	Actual
<b>Subdivision Application - 4 or more lots created (including advertising)</b>	
For first parcel created	\$1,970.00
For each additional parcel created thereafter	\$50.00
For review services by Professional Planner	Actual
For review services by Professional Engineer	Actual
For legal review services incurred by Municipality directly from application	Actual
<b>Amendments to Original Subdivision/Strata Plan Applications</b>	
Per each amendment application	\$300.00
For legal review services incurred by Municipality directly from application	Actual
<b>Strata Conversion Application</b>	
Per each application	\$400.00
For review services by Professional Engineer	Actual
For review services by Professional Planner	Actual
For legal review services incurred by Municipality directly from application	Actual
Advertising	Actual

**SCHEDULE A - DEVELOPMENT SERVICES FEES**

<b>Signage Permit</b>	
Per application	\$60.00
For review services by Professional Facade Designer/Architect	Actual
<b>Encroachment &amp; Right-of-Way Agreements</b>	
Per each incident	\$280.00
For legal review services incurred by Municipality directly from application	Actual
For survey costs incurred for the agreement	Actual
For advertising	Actual
<b>Comfort Letter &amp; Letter of Compliance</b>	(Minimum fee 1 hour)
Each parcel or request	\$75/hr + 10% Admin Fee
For legal review services incurred by Municipality directly from application	Actual
<b>On site Inspection Request</b>	
Each parcel or request	\$50/hr + 10% Admin Fee
<b>Information Requiring Research</b>	
Including tax and assessment copies, building plans, development applications	\$75/hr + 10% Admin Fee

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SCHEDULE B - ADMINISTRATIVE SERVICES FEES

<b>Print or photocopy</b>	
a) Black and White	\$0.25/page
b) Colour	\$0.50/page
<b>Documents</b>	
a) Scanned and sent via email	\$0.10/page
b) Sent via fax	\$1.00/page
c) Provided on a CD or DVD	\$10 per disc
<b>Request for Information (not including FOI requests)</b> Includes information requiring more than 15 minutes of staff time, historical property information search, financial, utility or tax information requests	\$75/hour 1/2 hour minimum
<b>Mailing Dog Tags</b>	
Postage and handling	\$ 5.00

SCHEDULE C - PUBLIC WORKS AND PROTECTIVE SERVICES FEES

**PUBLIC WORKS**

<b>Public Works Inspection Request</b> Per parcel/request Inspection or confirmation of existing works	\$50/hr + 10% Admin Fee
<b>Public Works Information Requiring Research</b> Including building plans, development permits, etc.	\$75/hr + 10% Admin Fee
<b>Comfort Letter &amp; Letters of Compliance</b> Each parcel or request No on-site inspection required For legal review services incurred by Municipality directly from application	\$75/hr + 10% Admin Fee (Min. 1 hr fee) Actual
<b>Public Works Hire Rates - Non-Emergency</b> Includes operator & required tools	\$55/hr + 10% Admin Fee
<b>Public Works Hire Rates - Emergency/After Hours</b> Includes operator and required tools	\$150/hr + 10% Admin Fee
<b>Public Works Equipment Hire Rates</b> Includes operator & vehicle/equipment (ie. Bobcat, Arial Truck or Sweeper)	Gov't Blue Book Rate + 10% Admin Fee

**PROTECTIVE SERVICES**

<b>Fire Inspection</b>	\$50 for first hour then \$25/hour after
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**SCHEDULE D - FINANCIAL SERVICES FEES**

<b>Mortgage Holder Listing</b> Per roll	\$10.00
<b>Tax Certificate</b> Per parcel/PID (statement of tax account provided to homeowner at no charge)	\$20.00
<b>NSF Cheques and Stop Payments</b> No charge if replacement funds received within two (2) weeks	\$30.00
<b>Overdue Accounts Receivable</b> (Tax Certificates, Building Permit and DCC invoices exempt)	1.5% per month compounded to an annual rate of 19.56%

SCHEDULE E - FACILITY RENTAL FEES

<b>Concession Booth (Brent's Shack)</b> a) Non-profit, fundraising & charitable organization b) For profit organizations, private & commercial use c) Use Policy: Users are required to obtain a Temporary Food Services Permit from Interior Health. For profit organizations and commercial users that currently do not possess a business license for the Village of Radium Hot Springs are required to obtain a license. d) Basic cleaning policy: Users are expected to leave the concession booth in a basic state of cleanliness to include: removal of all garbage; wipe down of stovetops, grills, counters, backsplash, tables and sinks; removal of all food and food waste; sweeping and mopping of floor. e) Security Deposit - minimum \$100 or at the discretion of staff.	1/2 day (4 hours max)	Full day	Non- Refundable Cleaning Fee	
	\$ 50.00	\$ 75.00	\$ 75.00	
	\$ 100.00	\$ 150.00	\$ 75.00	
<b>Council Chambers</b> a) Non-profit, fundraising & charitable organization b) For profit organizations, private & commercial use c) Continuous use defined as a minimum one (1) month relationship in which the facility is used at least once per week. Cleaning fees will be determined by staff based upon discussions with the renter. i) Non-profit, fundraising & charitable organizations ii) For profit organizations, private & commercial use d) Basic cleaning policy: Users are expected to leave the chambers in a basic state of cleanliness to include:removal of all garbage;removal of all food and food waste,and; sweeping of floor. e) Security Deposit - minimum \$100 or at the discretion of staff.	1/2 day (4 hours max)	Full day	Continuous Use Per Event	Non- Refundable Cleaning Fee
	\$ 20.00	\$ 40.00		\$ 50.00
	\$ 40.00	\$ 80.00		\$ 50.00
	n/a	n/a	\$ 15.00	TBD
	n/a	n/a	\$ 30.00	TBD
<b>Firehall Meeting Room</b> a) Fees b) Use Policy: Meeting room is available for educational purposes (ie. training courses) only by accredited (ie. professional) instructors who can provide proof of accreditation and liability insurance. Meeting room is subject to the priority needs of the Fire Department. In the event of an emergency or major fire event the users may be asked to vacate the premises. Scheduling of the meeting room is subject to the approval of the Fire Chief pending the Fire Department's needs, use and training schedule. The meeting room is NOT handicapped accessible. c) Basic cleaning policy: Users are expected to leave the meeting room and kitchen in a basic state of cleanliness to include: removal of all garbage; wipe down of all work tables and kitchen surfaces; washing and storage of all dishes and cutlery; removal of all food and food waste, and; sweeping of floor. d) Security Deposit - minimum \$100 or at the discretion of staff.	1/2 day (4 hours max)	Full day	Non- Refundable Cleaning Fee	
	\$ 75.00	\$ 150.00	\$ 50.00	
<b>Gymnasium</b> a) Non-profit, fundraising & charitable organization b) For profit organizations, private & commercial use c) Continuous use defined as a minimum one (1) month relationship in which the facility is used at least once per week. Cleaning fees will be determined by staff based upon discussions with the renter. i) Non-profit, fundraising & charitable organization ii) For profit organizations, private & commercial use d) Basic cleaning policy: Users are expected to leave the gymnasium in a basic state of cleanliness to include:removal of all garbage;removal of all food and food waste,and; sweeping of floor. e) Security Deposit - minimum \$100 or at the discretion of staff.	1/2 day (4 hours max)	Full day	Continuous Use Per Event	Non- Refundable Cleaning Fee
	\$ 20.00	\$ 40.00		\$ 50.00
	\$ 40.00	\$ 80.00		\$ 50.00
	n/a	n/a	\$ 15.00	TBD
	n/a	n/a	\$ 30.00	TBD