



DISTRICT OF SOOKE
FEES
BYLAW NO. 488

**CONSOLIDATED FOR REFERENCE
SEPTEMBER 30, 2019**

BYLAW NO. 488, *FEES BYLAW, 2011*
BYLAW NO. 544, *FEES AMENDMENT BYLAW (488-1)*
BYLAW NO. 565, FEES AMENDMENT BYLAW (488-2)
BYLAW NO. 591, FEES AMENDMENT BYLAW (488-3)
BYLAW NO. 746, FEES AMENDMENT BYLAW (488-4)

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

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 payable (*amended by Bylaw No. 565 October 28, 2013*) subject to applicable taxes where appropriate:

FEES	
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
For Services - Memorial Plaque Contribution Fees	In accordance with Schedule L of this Bylaw

(amended by Bylaw No. 746, 2019)

Bylaw Repeal

3. Bylaw No. 183, *Fees Bylaw, 2004*, as amended is repealed.

Introduced and read a first time the 11th day of April, 2011.

Read a second time the 11th day of April, 2011.

Amended the 26th day of April, 2011.

Read a third time the 26th day of April, 2011.

Adopted on the 9th day of May , 2011.

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

SCHEDULE A

FEES FOR PHOTOCOPYING AND PRINTING

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

(Schedule H amended by Bylaw No. 491 June 23, 2014 and previously by Bylaw No. 544 September 10, 2012)

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"> • Rental fee • Audiovisual equipment fee • Janitorial fee 	<p>\$25.00 for non-tenants \$25.00 Recovery of actual cost of work under janitorial contract</p>
<p>Use of Public Boat Launch - Non-commercial only (INCLUDES PARKING):</p> <ul style="list-style-type: none"> • Launch of one boat per day • Twelve month boat launch permit valid from date of issue (purchased at Municipal Office) <ul style="list-style-type: none"> ○ Resident ○ Non-resident 	<p>\$ 10.00 \$ 60.00 \$120.00</p>
<p>Use of Public Boat Launch parking - General Pay</p> <ul style="list-style-type: none"> • Hourly rate • 24-Hour rate 	<p>\$ 2.00 \$10.00</p>

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 (amended by Bylaw No. 565 October 28, 2013)

FEES FOR SERVICES – Protective Services

Criminal Records Check – Certified	\$65.00
Criminal Records Check – Record Suspension (Pardon)	\$65.00
Fingerprinting - Pardon Applications	\$50.00
Fingerprinting - Name Change	\$50.00
Fingerprinting - Employment Purposes	\$50.00
Fingerprinting - Citizenship/Waivers	\$50.00
Criminal Records Check	NIL for volunteers of non-profit organizations
Fingerprinting	NIL for volunteers of non-profit organizations
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

SCHEDULE L

Fees for Services - Memorial Plaque Contribution Fees

(added by Bylaw No. 746 (488-4), 2019)

<i>Memorial Plaque Replacement</i>	<i>\$350</i>
<i>Memorial Plaque on Commemorative Item with plaque affixed to Memorial Structure after 20-year tenure</i>	<i>\$3,500</i>
<i>Memorial Plaque on Commemorative Item with plaque affixed to Memorial Structure after 10-year tenure</i>	<i>\$2,500</i>
<i>Memorial Plaque on Commemorative Item with plaque returned to Sponsor after 10-year tenure</i>	<i>\$2,000</i>
<i>Memorial Plaque on Memorial Structure</i>	<i>\$750</i>