



## EXPLANATORY MEMO

### FEES AND CHARGES BYLAW, 2010, No. 2837, AMENDMENT No. 34, 2023 No. 3236

The purpose of this bylaw is to amend the Fees and Charges Bylaw to:

1. Remove Fees and Charges in the following Schedules:

**Schedule 2 – Administration Fees**

- Freedom of Information Request and Copying Charges - fees related to the following media; they are obsolete and no longer required:
  - CDs and DVDs, recordable or rewritable
  - computer tapes
  - microfiche
  - microfilm
  - slide duplication
  - audio cassette tape
  - video cassette tape
  - photomechanical reproduction of 105 mm cartographic record/plan

**Schedule 5 – Business Licence Fees:**

- Donation Drop Boxes classification and fee – donation drop boxes not permitted under Zoning Bylaw

**Schedule 10 – Parks, Facilities and Special Event Fees**

- Some Drop-in Family Rates (single visit, 10 visit, 20 visit, 1 month rates) at Timms Community Centre, Douglas Recreation Centre, and Al Anderson Memorial Pool - rates were not practical to implement

**Schedule 11 – Planning and Land Development Fees:**

- Comfort Letter - Remove reference to “per fire incident” from notation which reads “Per property or per fire incident” - new fee for this service is being added to Fire Protection & Safety Fees Schedule

2. Add/increase fees and charges in the following Schedules:

**Schedule 5 – Business Licence Fees** – increase all business Licence fees per regular annual increase

**Schedule 7 – Engineering and Filming Service Fees** – various fees increased, new fees added: Hydrant Use permit and Deposit for same, Latecomer Administration Fee, Patio Rental Fee, Road Use/City Right of Way Encroachment Fee, Electric Vehicle Charging

**Schedule 8 – Fire Protection & Safety Fees** - various fees increased, new fees added for Fire Dept. review of various plans, undertaking investigations, after hours festival inspection fee, provision of comfort letter (ex. determination of whether property has or had underground oil tank)

**Schedule 10 – Parks, Facilities and Special Event Fees** – various fees increased, new fee for Special Event Application Fee

**Schedule 12 – Security Alarm System Fees** – new fees to differentiate fees for residential and commercial buildings

A detailed listing of the changes is provided on the following pages for reference.

Schedules	Current Fee/Charge	New Fee/Charge	\$ Change	% Change	Rationale for New Fee/Increase in Rate of Existing Fee
<b>Schedule 5 - Business Licence Fees</b>					Increased in accordance with increase in Consumer Price Index for Vancouver per Fees Bylaw
Non-resident	\$ 202.50	\$ 217.50	\$ 15.00	7%	
Mobile Vendor	\$ 1,563.00	\$ 1,679.00	\$ 116.00	7%	
Food Primary (restaurant)	\$ 259.00	\$ 278.00	\$ 19.00	7%	
Liquor Primary (bars, pubs)	\$ 5,605.00	\$ 6,020.00	\$ 415.00	7%	
Liquor Primary (cabarets, nightclubs)	\$ 7,922.00	\$ 8,508.00	\$ 586.00	7%	
Gaming Activities	\$ 7,922.00	\$ 8,508.00	\$ 586.00	7%	
Personal Health Enhancement Centres	\$ 7,922.00	\$ 8,508.00	\$ 586.00	7%	
Residential Rental Property (certified)	\$ 202.50	\$ 217.50	\$ 15.00	7%	
Residential Rental Property (uncertified)	\$ 722.00	\$ 775.00	\$ 53.00	7%	
Home Occupation	\$ 202.50	\$ 217.50	\$ 15.00	7%	
Newspaper Vending	\$ 202.50	\$ 217.50	\$ 15.00	7%	
Newspaper Vending - Plus box	\$ 32.00	\$ 34.00	\$ 2.00	6%	
All other uses	\$ 202.50	\$ 217.50	\$ 15.00	7%	

Schedules	Current Fee/Charge	New Fee/Charge	\$ Change	% Change	Rationale for New Fee/Increase in Rate of Existing Fee
<b>Schedule 7 - Engineering and Filming Service Fees</b>					
Highway Use Permit	\$ 150.00	\$ 200.00	\$ 50.00	33%	Based on the fees other municipalities are charging for Highway Use Permit, e.g. Township of Langley
Banner Permit	\$ 200.00	\$ 250.00	\$ 50.00	25%	This change is intended to recover current costs related to administrative, labour and equipment.
Streetlight Banner Application Fee	\$ 100.00	Non-refundable \$ 250.00	\$ 150.00	150%	The change is to combine various related fees into one fee and also making the amount consistent with the Banner Permit fees.
Traffic Volume Count Request	\$ 75.00	\$ 300.00	\$ 225.00	300%	The increase in the fee will partially recover the actual data collection cost.
	\$75.00 for 1st request \$25.00 for each additional request*	Per location			
Streetlight Banner Installation Fee	\$ 60.00	\$ 76.00	\$ 16.00	27%	Based on the actual cost, current rate
Hydrant Use Permit (Deposit)		\$500.00		<b>New</b>	As part of Hydrant Use Permit Application as a reference
Hydrant Use Permit		Daily rates: Regular: \$75/day Overtime: \$110/day Weekly rates: Regular: \$250/week Overtime: \$375/week		<b>New</b>	As part of Hydrant Use Permit Application as a reference
Latecomer Administration Fee		A minimum of \$5,000 or 2% of the cost of providing Excess Service and/or Extended Service, whichever is higher Non-refundable	-	<b>New</b>	As part of the recently approved Latecomer Policy CO-82

Schedules	Current Fee/Charge	New Fee/Charge	\$ Change	% Change	Rationale for New Fee/Increase in Rate of Existing Fee
<b>Schedule 7 - Engineering and Filming Service Fees (continued)</b>					
Patio Rental Fee		<ul style="list-style-type: none"> <li>• Until end of 2024: 2%</li> <li>• In 2025: 3%</li> <li>• Starting 2026: 4%</li> </ul> of the adjacent land's unit area cost plus GST, as per the most recent "BC Assessment" property land value, per year		<b>New</b>	Dollar values at par with City of Surrey- incentivise restaurant owners to engage in having patios for their customers where feasible
Road Use/City Right of Way Encroachment Fee		5% of the adjacent land's unit area cost plus GST, as per the most recent "BC Assessment" property land value, per year		<b>New</b>	To rent City Right of Ways, sidewalks, pathways, parking spots for a specified period to accommodate development activities, etc.
Electric Vehicle Charging		\$1/hr for the first 2 hrs \$3/hr after the first 2 hrs		<b>New</b>	The fee is intended to be compatible with the other municipalities e.g. Surrey Fees and Charges Bylaw

Schedules	Current Fee/Charge	New Fee/Charge	\$ Change	% Change	Rationale for New Fee/Increase in Rate of Existing Fee
<b>Schedule 8 - Fire Protection &amp; Safety Fees</b>					
Review of a new Fire Safety Plan (per first two hours)	\$ 200.00	\$ 200.00	\$ -	0%	addition of "(per first two hours)" - increased cost in staff time
Review of a new Fire Safety Plan (per hour or portion thereof after first two hours)		\$ 50.00	\$ 50.00	New	cost recovery of staff time
Review of Construction Safety Plan (per first two hours)		\$ 200.00	\$ 200.00	New	cost recovery of staff time
Review of Construction Safety Plan (per hour or portion thereof after first two hours)		\$ 50.00	\$ 50.00	New	cost recovery of staff time
Review of Pre Incident Plan (per first two hours)		\$ 200.00	\$ 200.00	New	cost recovery of staff time
Review of Pre Incident Plan (per hour or portion thereof after first two hours)		\$ 50.00	\$ 50.00	New	cost recovery of staff time
Occupant Load Calculations (including signage)		\$ 100.00	\$ 100.00	New	Required by the Fire Code to be posted and maintained
Calculation Occupant Load Replace Signage \$ 45.00/sign		\$ 45.00	\$ 45.00	New	Required by the Fire Code to be posted and maintained
Food Vendor and Mobile Truck Inspection		\$ 50.00	\$ 50.00	New	Once the vehicle has been inspected and a Lower Mainland Food Vendor Sticker applied, the truck is able to operate in a participating Municipality subject to Business License approval and compliance with our local site-specific requirements.
Fire Investigation Fee, Fires over \$5000		\$ 500.00		New	The Fire Services Act requires the Fire Rescue Service to investigate a fire. Costs for the required investigation are applied.
Fire Investigation Fee, Fires over \$5000, after hours		\$125/hr plus investigation fee		New	The Fire Services Act requires the Fire Rescue Service to investigate a fire. Costs for the required investigation are applied.
Festival FPO inspection fee, after hours		\$ 150.00	\$ 150.00	New	cost recovery for staff time
Comfort Letter Requiring Property Address Record Search		\$ 250.00	\$ 250.00	New	cost recovery for staff time

Schedules	Current Fee/Charge	New Fee/Charge	\$ Change	% Change	Rationale for New Fee/Increase in Rate of Existing Fee
<b>Schedule 10 – Parks, Facilities and Special Event Fees</b>					
Games & Track Pass (formerly PRAC) access to games room & fitness track only	\$ 20.00	\$ 25.00	\$ 5.00	25%	comparable to others and covers staffing costs
AMP, DRC, TCC Multipurpose Rooms      non-profit	\$ 12.50	\$18.50	\$ 6.00	48%	comparable to others and covers staffing costs
Private	\$ 25.00	\$37.00	\$ 12.00	48%	comparable to others and covers staffing costs
Commercial	\$ 37.50	\$55.50	\$ 18.00	48%	comparable to others and covers staffing costs
Langley Flippers Swim Competition	\$ 176.88	\$255.00	\$ 78.12	44%	cost recovery for staffing - 2 guards, 1 supervisor, 1 clerk, 1 BSW
Non-profit/Private 40 or less on deck and in pool	\$ 117.92	\$158.00	\$ 40.08	34%	cost recovery for staffing - 2 guards and 1 supervisor
Commercial 40 or less on deck and in pool	\$ 153.28	\$237.00	\$ 83.72	55%	plus 50% non-profit/private rate
additional guards to meet Lifesaving standards	\$ 47.18	\$47.20	\$ 0.02	0%	cost recovery for staffing
Special event application fee	\$ -	\$25.00	\$ 25.00	<b>New</b>	cost for processing the event application
Admission Rates - Drop-In child	\$ 2.75	\$2.90		5%	have not increased rates since Timms Community Centre opened, need to increase due to increased costs in staffing, supplies and facility operations
admission Rates - Drop-In youth, student, senior	\$ 4.10	\$4.30	\$ 0.20	5%	All same as above
admission rates - drop-in Adult	\$ 5.50	\$5.80	\$ 0.30	5%	
admission rates - 10 visit child	\$ 24.75	\$26.00	\$ 1.25	5%	
admission rates - 10 visit youth, student, senior	\$ 36.90	\$38.80	\$ 1.90	5%	
admission rates - 10 visit adult	\$ 49.50	\$52.00	\$ 2.50	5%	
admission rates - 20 visit child	\$ 44.00	\$46.20	\$ 2.20	5%	
admission rates - 20 visit youth, student, senior	\$ 65.60	\$69.00	\$ 3.40	5%	
admission rates - 20 visit adult	\$ 88.00	\$92.40	\$ 4.40	5%	
admission rates - 1 month child	\$ 33.00	\$34.70	\$ 1.70	5%	
admission rates - 1 month youth, student, senior	\$ 49.20	\$51.70	\$ 2.50	5%	
admission rates - 1 month adult	\$ 66.00	\$69.30	\$ 3.30	5%	
admission rates - 1 month family	\$ 132.00	\$138.60	\$ 6.60	5%	
admission rates - 3 month child	\$ 74.25	\$78.00	\$ 3.75	5%	
admission rates - 3 month youth, student, senior	\$ 110.70	\$116.25	\$ 5.55	5%	
admission rates - 3 month adult	\$ 148.50	\$156.00	\$ 7.50	5%	
admission rates - 3 months family	\$ 297.00	\$311.85	\$ 14.85	5%	
admission rates - 6 month child	\$ 111.40	\$117.00	\$ 5.60	5%	
admission rates - 6 month youth, student, senior	\$ 166.05	\$174.35	\$ 8.30	5%	
admission rates - 6 month adult	\$ 222.75	\$233.90	\$ 11.15	5%	
admission rates - 6 month family	\$ 445.50	\$467.80	\$ 22.30	5%	
admission rates - annual child	\$ 178.25	\$187.20	\$ 8.95	5%	
admission rates - annual youth, student, senior	\$ 265.70	\$279.00	\$ 13.30	5%	
admission rates - annual adult	\$ 356.40	\$374.25	\$ 17.85	5%	
admission rates - annual family	\$ 712.80	\$748.45	\$ 35.65	5%	

Schedules	Current Fee/Charge	New Fee/Charge	\$ Change	% Change	Rationale for New Fee/Increase in Rate of Existing Fee
<b>Schedule 12 - Security Alarm System Fees</b>					
False Alarm Fee for residential buildings up to 4 dwellings:					<b>New</b> Value of the current False Alarm Bylaw fees do not take in consideration of an Owner/Occupant
second false alarm	\$ 60.00	\$ 60.00	\$ -	0%	
third false alarm	\$ 90.00	\$ 150.00	\$ 60.00	67%	
fourth false alarm	\$ 135.00	\$ 200.00	\$ 65.00	48%	
fifth and all subsequent false alarms	\$ 135.00	\$ 400.00	\$ 265.00	196%	
False Alarm Fee for residential buildings of more than 4 dwellings:					<b>New</b> Value of the current False Alarm Bylaw fees do not take in consideration of an Owner/Occupant
second false alarm	\$ 60.00	\$ 150.00	\$ 90.00	150%	
third false alarm	\$ 90.00	\$ 300.00	\$ 210.00	233%	
fourth false alarm	\$ 135.00	\$ 600.00	\$ 465.00	344%	
fifth and all subsequent false alarms	\$ 135.00	\$ 1,200.00	\$ 1,065.00	789%	
False Alarm Fee for commercial buildings:					<b>New</b> Value of the current False Alarm Bylaw fees do not take in consideration of an Owner/Occupant
second false alarm	\$ 60.00	\$ 150.00	\$ 90.00	150%	
third false alarm	\$ 90.00	\$ 300.00	\$ 210.00	233%	
fourth false alarm	\$ 135.00	\$ 600.00	\$ 465.00	344%	
fifth and all subsequent false alarms	\$ 135.00	\$ 1,200.00	\$ 1,065.00	789%	

Prepared by:



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Reviewed by:



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