

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1110

A bylaw to impose fees payable for goods and services and use of municipal property.

The Council of the Corporation of the Village of Cumberland, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as the “Fees Bylaw No. 1110, 2019.”

Fees Imposed

2. Fees are imposed for the following goods and services and are payable and subject to applicable taxes:
 - (a) photocopying, printing and scanning, copies of documents and bylaws, and miscellaneous and financial goods and services in accordance with the fees set out in Schedule A to this bylaw;
- 2.1 Fees are imposed and are payable and subject to applicable taxes for land development applications as set out in Schedule B to this bylaw.
3. All fees and charges must be paid either
 - (a) in advance of the service or delivery of goods, or
 - (a.1) at the time of application, or *[Bylaw 1188]*
 - (b) within 30 days of date of invoice issued by the Villageas determined by the Financial Officer of the Village.

Refunds for Goods and Services

4. In general, where a good has not been produced or service has not been provided, a refund will be provided upon request less a 10% administration fee. *[Bylaw 1188]*
5. Where the Village is unable to provide the good or service after a payment has been received for that good or service, the Village will refund 100% of the fee paid.

Amendment and Repeal

6. The “Corporation of the Village of Cumberland Fees Bylaw No. 1016, 2015” is repealed.

READ A FIRST TIME THIS	24TH	DAY OF	JUNE	2019.
READ A SECOND TIME THIS	24TH	DAY OF	JUNE	2019.
READ A THIRD TIME THIS	24TH	DAY OF	JUNE	2019.
ADOPTED THIS	8TH	DAY OF	JULY	2019.

Mayor

Corporate Officer

Schedule A
Goods and Services Fees

1. Black and White Copying, Scanning and Printing
 - (a) 8.5" x 11": \$ 0.30 per copied or printed page
 - (b) 8.5 x 14": \$ 0.30 per copied or printed page
 - (c) 11" x 17": \$ 0.40 per copied or printed page
 - (d) greater than 11"x17": \$10.00 per page

2. Colour Copying and Printing
 - (a) 8.5" x 11": \$ 2.00 per copied or printed page
 - (b) 8.5" x 14": \$ 2.00 per copied or printed page
 - (c) 11" x 17": \$ 2.00 per copied or printed page
 - (d) greater than 11"x17": \$50.00 per page

3. Zoning Bylaw: \$ 40.00 each

4. Official Community Plan Bylaw:
 - (a) Complete bylaw: \$40 each
 - (b) 11"x17" colour map: \$2 each

5. Shipping and Handling
 - (a) Within the Comox Valley: \$10 per delivery
 - (b) Outside the Comox Valley: \$30 per delivery

6. Fax Services (to numbers within Canada only)
 - (a) \$1.00 for first six pages and \$0.25 for each additional page to local facsimile numbers
 - (b) \$2.00 for first page and \$0.50 for each additional page to long distance facsimile numbers

7. Lapel pin: \$1.00 each, except for the first pin to a Cumberland resident less than 18 years of age (donated pins will be at the discretion of the Mayor)

8. Banner Hanging: \$175 per banner

9. Street Closures for Special Events:

- | | | |
|-----|--|---|
| (a) | Refundable barricade and sign deposit: | \$200 |
| (b) | Barricade and sign damage/replacement fee: | \$150 per barricade
\$100 per sign |
| (c) | Barricade and sign return late fee: | \$50 per day of part thereof |
| (d) | Solid waste collection fee: | \$175.00, plus a holiday fee of an additional 50% for Saturday service and an additional 100% for holiday service. |
| (e) | Public Works Assistance | \$71 per hour (\$48 per hour without a vehicle), plus a holiday fee of an additional 50% for Saturday service and an additional 100% for holiday service. |

10. [Deleted by Bylaw 1188]

11. Financial Goods and Services Fees:

- | | | |
|-----|--|---|
| (a) | Processing of dishonoured (NSF) cheque: | \$25 per cheque |
| (b) | Collection agency fee: | 30% of items sent to collections |
| (c) | Property tax and utility certificate: | \$20 per folio number, except to the property owner |
| | Urgent request (same business day): | \$5 surcharge |
| (d) | Property tax notice reprint, utility bill reprint, or assessment information | |
| | For current year: | No fee |
| | Other than current year: | \$5 per folio number per year |
| (e) | Property tax or utility account refund: | \$25 per folio number |

- (f) Property tax levy listing to mortgage company: \$10 per folio number
- (g) Property Building File Retrieval: \$50 per file, except to property owner
- (h) Building Permit Statistics Reports
 - One month report: \$10 each
 - Monthly reports: \$100 per year, except to BC Assessment, Statistics Canada, and North Island 9-1-1 Corporation

12. Electric Vehicle Charging Station Fees: \$2.50 per hour

[Bylaw 1188]

**Schedule B
 Development Application Fees and Charges**

[Bylaw 1188]

Fee Type	Fee Total	Plus Other Costs*
Official Community Plan Amendment	\$4,100	Cost of Advertising \$950 for each additional Public Hearing \$1,500 Peer Review Retainer for less than 3 single residential lots \$15,000 Peer Review Retainer for all other applications
Zoning Bylaw Amendment	\$4,100	Cost of Advertising \$950 for each additional Public Hearing \$1,500 Peer Review Retainer for less than 3 single residential lots \$15,000 Peer Review Retainer for all other applications
Joint Zoning Bylaw and Official Community Plan Amendment	\$4,100	Cost of Advertising \$950 for each additional Public Hearing \$1,500 Peer Review Retainer for less than 3 single residential lots \$15,000 Peer Review Retainer for all other applications
Comprehensive Development Plan	Step A: Terms of Reference: \$2500 Step B: Submission of Comprehensive Development Plan: \$5000 plus \$100 per hectare to a maximum of \$30,000	Cost of Advertising \$950 for each additional Public Hearing Peer Review Retainer \$10,000
Temporary Use Permit (TUP)	\$2,500	Cost of Advertising Cost of Peer Review

Manufactured Home Park Permit	\$4,500	Cost of Advertising Cost of Peer Review
Compliance Determination (“Comfort Letter”)	\$250 for owners of single-family dwelling and \$500 for all others	-
Application for site Specific Exemptions to Flood Construction Level and Setbacks	\$1,200	Cost of Peer Review
<i>Applications for Development Permit**:</i>		
Intensive and Infill Residential	\$1,200	Cost of Peer Review
Commercial, Industrial Mixed-Use and Multi-Family	\$2,100 plus \$1 per 1.0 meters gross floor area of commercial or industrial development or \$25 each residential lot/unit to a maximum of \$4,200 ¹	Cost of Peer Review
Technical DP (Farmland, Wildfire, Groundwater)	\$1,000	Cost of Peer Review
Technical DP (Environmental)	\$2,100 plus \$1 per 1.0 meters gross floor area of commercial or industrial development or \$25 each residential lot/unit to a maximum of \$4,200 ¹	Cost of Peer Review
<i>Application for a Heritage Alteration Permit:</i>		
Heritage Alteration Permit	\$1,600 plus \$1 per 1.0 meters gross floor area of commercial or industrial development or \$25 each residential lot/unit to a maximum of \$3,200 ¹	Cost of Peer Review

Delegated Heritage Alteration Permit for only signs, fences, windows or doors	\$250	Cost of Peer Review
Combined Heritage Alteration Permit with Development Permit or Development Variance Permit	Only charge for one application (see above) – whichever is greater	Cost of Peer Review
<i>Application for a Development Variance Permit:</i>		
Single Family Residential	\$950	Cost of Peer Review
All other	\$1,200	Cost of Peer Review
<i>Other Applications:</i>		
Liquor and Cannabis License or Referral	\$1000	Cost of Advertising
Special Occasion License	\$100	-
Telecommunication Antenna System	\$1,500	Cost of Advertising
Application for a Floodplain Exemption	\$500	Cost of Peer Review
Restrictive Covenant or Statutory Right of Way - Amendment to or Discharge	\$1,000	Cost of Advertising Legal Costs
Road Closure Application	\$1,000	Cost of Advertising Legal Costs
Development Related Report Requiring a Council Resolution	\$500	-
<i>Extensions, Renewals, Amendments:</i>		
Application extension, renewal or amendment	50% of application fee	-

*Where noted, a retainer will be collected at the time of application. The retainer will be based on the average cost of the external review plus a 10% administration charge for processing that type of application. Any unused retainer will be refunded. If the cost of the external review is more than the retainer collected at the time of application, another retainer of the same amount will be collected. Processing of the application will be suspended until this retainer or any outstanding fees are paid.

**Where land is subject to more than one Development Permit Area designation, only one development permit application is required. The applicant must pay the application fees for each Development Permit Area.

1. Additional Costs to All Applicants

a) External Review Costs

All costs expended as part of the Peer Review of a development application will be invoiced to the applicant. This Peer Review may include, but is not limited to, external engineering reviews, independent environmental review, site visits, and legal reviews including the preparation and registration of restrictive covenants, Phased Development Agreements, Statutory Right-of-Way.

b) Legal Documents

Application fees shall include Title searches but do not include other documents such as covenants, ROW's, etc. The cost of retrieving these from LTO shall be borne by the Applicant.

2. Refund of Application Fees

a) Refunds shall be made in accordance with the following table:

Application	Refund Amount
Official Community Plan and Zoning Bylaw	
Before preliminary review of the application	90%
Before preparation of first staff report	50%
After second reading but before public hearing	25%
After public hearing	0%

Development Permit, Heritage Alteration Permit, Development Variance Permit, Temporary Use Permit, Manufacture Home Park Permit, Application for site Specific Exemption to Flood Construction Level and Setback	
Before preliminary review of the application	90%
Before preparation of first staff report	25%
After notification to adjacent neighbours (where applicable)	0%

3. Application Fees

Payment of these fees will be a condition that must be met prior to issuing the permit.

Schedule C
Business Licence Fee Schedule

[Bylaw 1242]

Tier 1 - Basic Business Licence	
Application Fee	\$125
Yearly Licence Fee	\$25
Business Type	Businesses that do NOT require a Fire inspection Examples: Home-based contractors or trades, Consultants (accountants), photographers, non-resident businesses, and other types of businesses that do not have customers or employees in their homes.
Tier 2 – Basic plus Inspection Business Licence	
Application Fee	\$275
Yearly Licence Fee	\$100
Business Type	Businesses that require a Fire Inspection Examples: Retail stores, Cannabis retailers, Most commercial/, Childcare and Daycare facilities, Hair salons, Massage Therapy, Restaurants, Cafes, Breweries, Veterinarians, Bike Shops, Grocery Stores, Banks/Credit Unions, and other types of businesses that the Fire Department requires regular fire inspections.
Tier 3 – Accommodation Business Licence	
Application Fee	\$300
Yearly Licence Fee	\$125
Business Type	Short Term Rentals, Hostels, Hotels, Bed and Breakfast

Tier 4 – Mobile Vendors	
Application Fee	\$275
Yearly Licence Fee	\$175
Business Type	Mobile Vending

Tier 5 – Large Retail/Industrial	
Application Fee	\$375
Yealy Licence Fee	\$250
Business Type	Large Retail, Industrial and Storage Facilities Examples Production and Storage Facilities, Recycling Plants, Large Scale Retailers (over 465 square metres)

Half-Year Licence Fee (Licences issued after June 30)	
Application Fee	Applicable Tier application fee
Licence Fee	50% of the applicable Tier Yearly Licence Fee

Inter-Community Business Licence	
Application Fee	Applicable Tier Application Fee
Yearly Licence Fee	Inter-Community Business Licence Bylaw fee plus the Applicable Tier Yearly Licence Fee
Business Type	Construction, trades, catering, and mobile sales businesses that conduct their business in the Village of Cumberland and other municipalities as described in the Inter-Community Business Licence Bylaw

Administrative Fees	
Change of Location	Application fee as per applicable tier
Late Payment Fee	\$75