



# City of Richmond

## Report to Committee

**To:** Finance Committee

**Date:** September 1, 2017

**From:** Jerry Chong  
Director, Finance

**File:** 03-1240-01/2017-Vol  
01

**Re:** Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9729

### Staff Recommendation

That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9729 be introduced and given first, second and third readings.

Jerry Chong  
Director, Finance  
(604-276-4064)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Business Licences	<input checked="" type="checkbox"/>	
City Clerk	<input checked="" type="checkbox"/>	
Finance Department	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Recreation Services	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Community Bylaws	<input checked="" type="checkbox"/>	
Fire Rescue	<input checked="" type="checkbox"/>	
RCMP	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Intergovernmental Relations & Protocol Unit	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

As part of the City's Long Term Financial Management Strategy Policy 3707, fees and charges are adjusted annually based on projected Vancouver Consumer Price Index increases.

This report supports Council's 2014-2018 Term Goal #7 Strong Financial Stewardship:

- 7.2. *Well-informed and sustainable financial decision making.*
- 7.3. *Transparent financial decisions that are appropriately communicated to the public.*
- 7.4. *Strategic financial opportunities are optimized.*

### Analysis

The Vancouver Consumer Price Index (CPI) increase for 2018 is projected to be 2.1%. In the original bylaw, all adjusted fees greater than \$100 are rounded up to the nearest \$1, adjusted fees less than \$100 are rounded up to the nearest \$0.25 and adjusted fees less than \$1 are rounded up to the nearest \$0.05. This minimizes the number of transactions requiring small coinage.

All rates in the attached Amendment Bylaw No. 9729 are effective January 1, 2018 and have been adjusted for the proposed 2.1% increase, with the following changes to the schedules at the request of the respective stakeholders:

- Schedule – Archives & Records
  - Photocopying and printing fees remain unchanged at \$0.35 per page for black and white copies and \$0.50 per page for colour copies. Microfilm printing fees remain unchanged at \$0.35 per page. This ensures that charges do not become unaffordable for the general public.
  - New fees were added for:
    - Scanned electronic copy of paper records - Staff is experiencing increased requests for scanned copies of textual records.
    - Digitization of audio recordings – the new fee will be charged for requests to digitize copies of oral history tapes.
  - All fees for printing photographs have been eliminated as over 12,000 digitized photographs are currently online through the City's Archives website. Customers can either print photographs themselves or send the digital copy for printing at a commercial service provider.

- Schedule – Filming Application and Fees
  - Instead of the 2.1% CPI increase on the application for filming agreement fee, it is proposed that this fee be adjusted from \$110 to \$200 per filming agreement. This adjustment will bring the rate in line with other municipalities.
  - Under other fees:
    - Fees for uses of special effects has been eliminated as the fee is already included in the Schedule - Fire Protection and Safety.
    - Use of a fire hydrant has been revised to include both metered and un-metered water rates.
- Schedule – Property Tax Billing Information
  - It is proposed that the tax apportionment fee remain unchanged at \$35 per subdivided folio. Keeping the rate at \$35 will bring the fee in line with other municipalities.
- Schedule – Sign Regulation
  - This amendment bylaw incorporates the changes in the Sign Regulation Bylaw No. 9700, adopted by Council on July 10, 2017.

**Financial Impact**

Fee increases assist in offsetting the increased costs associated with each respective service. It is estimated that an increase of 2.1% will generate approximately \$205,000 in additional revenue.

**Conclusion**

That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9729 be introduced and given first, second and third readings.



Ivy Wong  
Manager, Revenue  
(604-276-4046)

IW:iw



**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9729**

The Council of the City of Richmond enacts as follows:

1. The Consolidated Fees Bylaw No. 8636, as amended, is further amended by deleting, in their entirety, the schedules attached to Bylaw No. 8636, as amended, and substituting the schedules attached to and forming part of this Bylaw.
2. This Bylaw comes into force and effect on January 1, 2018.
3. This Bylaw is cited as **“Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9729”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CITY OF RICHMOND
APPROVED for content by originating dept.
<i>[Signature]</i>
APPROVED for legality by Solicitor
<i>[Signature]</i>

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

**SCHEDULE – ANIMAL CONTROL REGULATION****Animal Control Regulation Bylaw No. 7932****Cat Breeding Permit Fee**

## Section 2.2

<b>Description</b>	<b>Fee</b>
Cat breeding permit for three years	\$41.50

**Animal Control Regulation Bylaw No. 7932****Impoundment Fees**

## Section 8

<b>Description</b>	<b>Fee</b>
<b>1st time in any calendar year</b>	
Neutered male or spayed female dog	\$47.75
Non-neutered male or unspayed female dog	\$143.00
Dangerous Dog*	\$589.00
<b>2nd time in any calendar year</b>	
Neutered male or spayed female dog	\$94.25
Non-neutered male or unspayed female dog	\$297.00
Dangerous Dog*	\$1,173.00
<b>3rd time and subsequent times in any calendar year</b>	
Neutered male or spayed female dog	\$297.00
Non-neutered male or unspayed female dog	\$589.00
Dangerous Dog*	\$1,173.00
Bird	\$7.00
Domestic farm animal	\$70.75
<i>Impoundment fee also subject to transportation costs</i>	
Other animal	\$35.75
<i>Impoundment fee also subject to transportation costs</i>	

\*Subject always to the power set out in Section 8.3.12 of Animal Control Regulation Bylaw No. 7932 to apply for an order that a dog be destroyed.

Note: In addition to the fees payable above (if applicable), a licence fee will be charged where a dog is not currently licenced.

**Animal Control Regulation Bylaw No. 7932**  
**Maintenance Fees**  
 Section 8

<b>Description</b>	<b>Fee</b>
Dog	\$15.00
Cat	\$15.00
Bird	\$4.00
Domestic farm animal	\$35.75
Other animal	\$12.00

*Note: For all of the Animal Control Regulation Maintenance Fees, a charge is issued for each day or portion of the day per animal.*

**SCHEDULE – ARCHIVES AND RECORDS**

**Archives and Records**  
**Image Reproduction Fees**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<u>Copying Records</u> <i>Note: careful consideration will be given to requests for copying of fragile archival records. The City will not copy records if there is the possibility that an original record could be damaged during the copying process.</i>		
Photocopying and printing (First 4 pages free)	\$0.35 \$0.50	per b+w page per colour page
Scanned electronic copy of a paper record	\$0.10	per b+w or colour page
Microfilm printing	\$0.35	per page
Digitization of audio recording	\$10.00	per audio file
<u>Photograph Reproductions</u> Scanned image (each)	\$18.75	

**Archives  
Tax Searches Fees**

<b>Description</b>	<b>Fee</b>
<u>Tax Searches and Printing of Tax Records</u> Searches ranging from 1 to 5 years Each year greater than 5 years	\$30.50 \$7.00

**Archives and Records  
Preliminary Site Investigation**

<b>Description</b>	<b>Fee</b>
Active Records Check Survey (per civic address searched)	\$237.00

**Archives  
Mail Orders**

<b>Description</b>	<b>Fee</b>
Mail orders	\$7.00

**Archives  
Research Service Fee**

<b>Description</b>	<b>Fee</b>	<b>Unit</b>
Commercial Research Service Fee	\$47.00	per hour

*Note: Rush orders available at additional cost; discounts on reproduction fees available to students, seniors, and members of the Friends of the Richmond Archives.*

**SCHEDULE – BILLING AND RECEIVABLES**

**Billing and Receivables  
Receivables Fees**

<b>Description</b>	<b>Fee</b>
Administrative charges for receivable projects undertaken for arm's length third parties	(20% of actual cost)
Non-Sufficient Fund (NSF) charges	\$35.25

**SCHEDULE – BOARD OF VARIANCE****Board of Variance Bylaw No. 9259****Application Fees**

Section 3.1.2(c), 3.2.3

<b>Description</b>	<b>Fee</b>
Application for order under section 901 of <i>Local Government Act</i> [Variance or exemption to relieve hardship]	\$678.00
Application for order under section 901.1 of <i>Local Government Act</i> [Exemption to relieve hardship from early termination of land use contract]	\$678.00
Application for order under section 902 of <i>Local Government Act</i> [Extent of damage preventing reconstruction as non-conforming use]	\$678.00
Fee for notice of new hearing due to adjournment by applicant	\$158.00

**SCHEDULE – BOULEVARD AND ROADWAY PROTECTION AND REGULATION****Boulevard and Roadway Protection and Regulation Bylaw No. 6366****Inspection Charges**

Section 11

<b>Description</b>	<b>Fee</b>
Additions & Accessory Buildings Single or Two Family Dwellings over 10 m <sup>2</sup> in size; In-ground Swimming Pools & Demolitions	\$179.00
Move-Offs; Single or Two Family Dwelling Construction	\$179.00
Combined Demolition & Single or Two Family Dwelling Construction	\$179.00
Commercial; Industrial; Multi-Family; Institutional; Government Construction	\$237.00
Combined Demolition & Commercial; Industrial; Multi-family; Institutional or Government Construction	\$237.00
Each additional inspection as required	\$89.00



**SCHEDULE – BUILDING REGULATION****Building Regulation Bylaw No. 7230****Plan Processing Fees**

## Section 5.4

<b>Description</b>	<b>Fee</b>
For a new one family dwelling	\$648.00
For other than a new one family dwelling (a) <i>or (b) 50% to the nearest dollar of the estimated building permit fee specified in the applicable Building Permit Fees in Subsection 5.13.6 and other Building Types to a maximum of \$10,000.00</i> <i>-whichever is greater of (a) or (b)</i>	\$74.25
For a sewage holding tank	\$151.00

**Building Regulation Bylaw No. 7230****Building Permit Fees for those buildings referred to in Subsection 5.13.6**

## Sections 5.2, 5.5, 5.6, 7.2

<b>Description</b>	<b>Fee</b>
Nil to \$1,000.00 (minimum fee)	\$74.25
Exceeding \$1,000.00 up to \$100,000.00 <i>*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00</i>	\$74.25 *Plus \$11.50
Exceeding \$100,000.00 to \$300,000.00 <i>**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00</i>	\$1,212.75 **Plus \$11.00
Exceeding \$300,000.00 <i>***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00</i>	\$3,412.75 ***Plus \$9.00

*Note: The building permit fee is doubled where construction commenced before the building inspector issued a building permit.*

**Building Regulation Bylaw No. 7230**  
**Building Permit Fees for all Other Building Types**  
 Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description	Fee
Nil to \$1,000.00 (minimum fee)	\$74.25
Exceeding \$1,000.00 up to \$100,000.00	\$74.25
<i>*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00</i>	*Plus \$11.75
Exceeding \$100,000.00 up to \$300,000.00	\$1,237.50
<i>**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00</i>	**Plus \$11.25
Exceeding \$300,000.00	\$3,487.50
<i>***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00</i>	***Plus \$9.25

*Note: The building permit fee is doubled where construction commenced before the building inspector issued a building permit.*

Despite any other provision of the Building Regulation Bylaw No. 7230, the “construction value” of a:

- (a) one-family dwelling or two-family dwelling
- (b) garage, deck, porch, interior finishing or addition to a one-family dwelling or two-family dwelling is assessed by total floor area and deemed to be the following:

Description	Fee	Units
(i) new construction of first storey	\$1,241.00	per m <sup>2</sup>
(ii) new construction of second storey	\$1,144.00	per m <sup>2</sup>
(iii) garage	\$636.00	per m <sup>2</sup>
(iv) decks or porches	\$524.00	per m <sup>2</sup>
(v) interior finishing on existing buildings	\$587.00	per m <sup>2</sup>
(vi) additions	\$1,241.00	per m <sup>2</sup>

**Building Regulation Bylaw No. 7230****Building Permit Fees for all Other Building Types (cont.)**

Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

<b>Description</b>	<b>Fee</b>
<u>Building Design Modification Fee</u>	
Plan Review (per hour or portion thereof)	\$133.00
Building Permit Fee for Temporary Building for Occupancy	\$589.00
<u>Re-inspection Fees</u>	
(a) for the third inspection	\$89.00
(b) for the fourth inspection	\$122.00
(c) for the fifth inspection	\$237.00
<i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	
<u>Special Inspection Fees:</u>	
(a) during the City's normal business hours	\$133.00
(b) outside the City's normal business hours	\$518.00
<i>*for each hour or part thereof after the first four hours</i>	<i>*Plus</i> \$133.00
Building Permit Transfer or Assignment Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original building permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$74.25
Building Permit Extension Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original building permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$74.25
<u>Building Move Inspection Fee:</u>	
(a) within the City boundaries	\$133.00
(b) outside the City boundaries when travel is by City vehicle	\$133.00
<i>** per km travelled</i>	<i>**Plus</i> \$3.00

*Note: Where the building inspector is required to use overnight accommodation, aircraft or ferry transportation in order to make a building move inspection, the actual costs of accommodation, meals and transportation are payable in addition to other applicable fees including salary cost greater than 1 hour.*

**Building Regulation Bylaw No. 7230****Building Permit Fees for all Other Building Types (cont.)**

Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

<b>Description</b>	<b>Fee</b>
Provisional Occupancy Inspection Fee (per building permit inspection visit)	\$297.00
Provisional Occupancy Notice Extension Fee	\$471.00
Building Demolition Inspection Fee for each building over 50 m <sup>2</sup> in floor area	\$464.00
Sewage Holding Tank Permit Fee	\$297.00
<b>Use of Equivalents Fees:</b>	
(a) each report containing a maximum of two separate equivalents	\$646.00
(b) for each equivalent greater than two contained in the same report	\$266.00
(c) for an amendment to an original report after the acceptance or rejection of the report	\$133.00
(d) for Air Space Parcels (treating buildings as one building)	\$2,305.00

**Building Regulation Bylaw No. 7230****Gas Permit Fees**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.9, 12.10

<b>Description</b>	<b>Fee</b>	<b>Units</b>
Domestic Installation – <b>one family dwelling</b> (a)	\$74.25	per appliance
- <i>whichever is greater (a) or (b)</i> (b)	\$27.75	
Domestic/Commercial/Industrial Installations – <b>two family dwellings</b> , multiple unit residential buildings, including townhouse units)		
(a) appliance input up to 29 kW	\$74.25	
(b) appliance input exceeding 29 kW	\$122.00	
<b>Special Inspection Fees:</b>		
(a) during the City's normal business hours	\$133.00	
(b) outside the City's normal business hours	\$518.00	
<i>*for each hour or part thereof after the first four hours</i> *Plus	\$133.00	

**Building Regulation Bylaw No. 7230****Gas Permit Fees (cont.)**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.9, 12.10

<b>Description</b>	<b>Fee</b>
<b>Re-Inspection Fee:</b>	
(a) for the third inspection	\$89.00
(b) for the fourth inspection	\$122.00
(c) for the fifth inspection	\$237.00
<i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	
For a vent and/or gas valve or furnace plenum (no appliance)	\$74.25
<b>Piping alteration – for existing appliances</b>	
First 30 metres of piping	\$74.25
Each additional 30 metres or part thereof	\$27.75
Gas permit transfer or assignment fee (a)	\$74.25
<i>or (b) a fee of 10% to the nearest dollar of the original gas permit fee</i>	
<i>- whichever is greater of (a) or (b)</i>	
Gas permit extension fee (a)	\$74.25
<i>or (b) a fee of 10% to the nearest dollar of the original gas permit fee</i>	
<i>- whichever is greater of (a) or (b)</i>	

**Building Regulation Bylaw No. 7230****Plumbing Permit Fees**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<b>Plumbing</b>		
(a) installation of each plumbing fixture	\$27.75	
(b) minimum plumbing fee	\$74.25	
(c) connection of City water supply to any hydraulic equipment	\$74.25	
<b>Sprinkler &amp; Standpipes</b>		
(a) installation of any sprinkler system	\$74.25	
<i>*per additional head</i>	<i>*Plus</i> \$3.50	
(b) installation of each hydrant, standpipe, hose station, hose valve, or hose cabinet used for fire fighting (c)	\$74.25	
<i>-whichever is greater of (c) or (d)</i>	(d) \$27.75	per item

**Building Regulation Bylaw No. 7230****Plumbing Permit Fees (cont.)**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<u>Water Service</u>		
(a) for the first 30 metres of water supply service pipe to a building or structure	\$74.25	
(b) for each additional 30 metres of water supply service pipe to a building and structure	\$27.75	
<u>Sanitary &amp; Storm Sewers: Building Drains &amp; Water Distribution</u>		
(a) for the first 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$74.25	
(b) for each additional 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$27.75	
(c) for the first 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof	\$74.25	
(d) for each additional 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof	\$27.75	
(e) for the installation of any neutralizing tank, catch basin, sump, or manhole	(f) \$74.25 (g) \$27.75	per item
- whichever is greater of (f) or (g)		
<u>Special Inspections</u>		
(a) during the City's normal business hours	\$133.00	
(b) outside the City's normal business hours or each hour	\$518.00	
*for part thereof exceeding the first four hours	*Plus \$133.00	
<u>Design Modification Fees</u>		
Plan review	\$133.00	per hour
<i>Applicable to Plumbing, Sprinkler &amp; Standpipes, Water Service, and Sanitary &amp; Storm Sewers; Building Drains &amp; Water Distributions</i>		

**Building Regulation Bylaw No. 7230****Plumbing Permit Fees (cont.)**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

<b>Description</b>	<b>Fee</b>
<u>Plumbing Re-Inspection Fee</u> (a) for the third inspection (b) for the fourth inspection (c) for the fifth inspection  <i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	\$89.00 \$122.00 \$237.00
Plumbing Permit Transfer or Assignment Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$74.25
Plumbing Permit Extension Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$74.25
Provisional Plumbing Compliance Inspection Fee (per permit visit) Provisional Plumbing Compliance Notice Extension Fee Potable Water Backflow Preventer Test Report Decal	\$151.00 \$237.00 \$24.00

**SCHEDULE – BUSINESS LICENCE****Business Licence Bylaw No. 7360  
Assembly Use Group 1**

<b>Group 1 – Business Licence Fee assessed by total floor area</b> <i>Except Food Caterers which are assessed a fee in accordance with Group 3</i>		
<b>Square Metres (m<sup>2</sup>)</b>	<b>(Square Feet) (ft<sup>2</sup>)</b>	<b>Fee</b>
0.0 to 93.0	(0 to 1000)	\$172.00
93.1 to 232.5	(1001 to 2500)	\$261.00
232.6 to 465.0	(2501 to 5000)	\$450.00
465.1 to 930.0	(5001 to 10000)	\$715.00
930.1 to 1860.1	(10001 to 20000)	\$1,267.00
1860.2 to 2790.1	(20001 to 30000)	\$1,813.00
2790.2 to 3720.2	(30001 to 40000)	\$2,364.00
3720.3 to 4650.2	(40001 to 50000)	\$2,908.00
4650.3 to 5580.3	(50001 to 60000)	\$3,459.00
5580.4 and over	(60001 and over)	\$3,920.00
Food Primary Liquor Licence Fee		\$358.00
Mobile Vendors (Food) Fee (per vehicle)		\$83.25

**Business Licence Bylaw No. 7360  
Assembly Use Group 2**

<b>Group 2 – Business Licence Fee assessed by Number of Seats</b>	
<b>Seats</b>	<b>Fee</b>
0 to 30	\$541.00
31 to 60	\$1,075.00
61 to 90	\$1,612.00
91 to 120	\$2,150.00
121 to 150	\$2,681.00
151 to 180	\$3,217.00
181 to 210	\$3,750.00
211 and over	\$3,920.00



**Business Licence Bylaw No. 7360**  
**Assembly Use Group 3**

<b>Group 3 – Business Licence Fee assessed by Number of Employees (including owners)*</b>	
<b>Employees</b>	<b>Fee</b>
0 to 5	\$139.00
6 to 10	\$232.00
11 to 15	\$333.00
16 to 25	\$495.00
26 to 50	\$715.00
51 to 100	\$1,033.00
101 to 200	\$1,456.00
201 to 500	\$2,101.00
501 to 1000	\$3,173.00
1001 and over	\$3,920.00

*\*For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

**Business Licence Bylaw No. 7360**  
**Residential Use**

<b>Residential Use – Business Licence Fee assessed by Number of Rental Units</b>	
<b>Units</b>	<b>Fee</b>
0 to 5	\$166.00
6 to 10	\$256.00
11 to 25	\$434.00
26 to 50	\$705.00
51 to 100	\$1,240.00
101 to 200	\$1,774.00
201 to 300	\$2,310.00
301 to 400	\$2,841.00
401 to 500	\$3,370.00
501 and over	\$3,920.00

**Business Licence Bylaw No. 7360**  
**Bed & Breakfast Use**

<b>Description</b>	<b>Fee</b>
Bed & Breakfast Business License	\$166.00

**Business Licence Bylaw No. 7360**  
**Service Use**

<b>Service Use – Business Licence Fee assessed by Number of Employees (including owners)*</b>	
<b>Employees</b>	<b>Fee</b>
0 to 5	\$139.00
6 to 10	\$238.00
11 to 15	\$348.00
16 to 25	\$511.00
26 to 50	\$731.00
51 to 100	\$1,061.00
101 to 200	\$1,488.00
201 to 500	\$2,155.00
501 to 1000	\$3,243.00
1001 and over	\$3,920.00

*\*For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

**Business Licence Bylaw No. 7360**  
**Mercantile Use**

<b>Mercantile Use – Business Licence Fee assessed by total floor area</b>		
<b>Square Metres (m<sup>2</sup>)</b>	<b>(Square Feet) (ft<sup>2</sup>)</b>	<b>Fee</b>
0.0 to 93.0	(0 to 1000)	\$139.00
93.1 to 232.5	(1001 to 2500)	\$220.00
232.6 to 465.0	(2501 to 5000)	\$403.00
465.1 to 930.0	(5001 to 10000)	\$676.00
930.1 to 1860.1	(10001 to 20000)	\$1,223.00
1860.2 to 2790.1	(20001 to 30000)	\$1,775.00
2790.2 to 3720.2	(30001 to 40000)	\$2,318.00
3720.3 to 4650.2	(40001 to 50000)	\$2,863.00
4650.3 to 5580.3	(50001 to 60000)	\$3,412.00
5580.4 and over	(60001 and over)	\$3,920.00

**Business Licence Bylaw No. 7360**  
**Industrial/Manufacturing Use**

<b>Industrial/Manufacturing Use – Business Licence Fee assessed by Number of Employees (including owners)*</b>	
<b>Employees</b>	<b>Fee</b>
0 to 5	\$166.00
6 to 10	\$273.00
11 to 15	\$381.00
16 to 25	\$541.00
26 to 50	\$759.00
51 to 100	\$1,075.00
101 to 200	\$1,504.00
201 to 500	\$2,143.00
501 to 1000	\$3,211.00
1001 and over	\$3,920.00

*\*For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

**Business Licence Bylaw No. 7360**  
**Vehicle for Hire Businesses**

<b>Description</b>	<b>Fee</b>
<u>Vehicle for Hire Business Fee</u>	
Each Vehicle for Hire applicant must pay (1) and (2)*:	
(1) Vehicle for Hire office fee	\$139.00
(2) Per vehicle licence fee*	
<i>based on the number of vehicles</i>	
CLASS "A" Taxicab	\$129.00
CLASS "B" Limousine	\$83.25
CLASS "C" Sightseeing Taxicab	\$129.00
CLASS "D" Airport Taxicab	\$129.00
CLASS "E" Private Bus	\$129.00
CLASS "I" Charter Minibus	\$129.00
CLASS "J" Rental Vehicle	
Group 1	\$16.50
Group 2	\$83.25
CLASS "K" Driver Training Vehicle	\$62.25
CLASS "M" Tow-Truck	\$129.00
CLASS "N" Taxicab for Persons with Disabilities	\$129.00
CLASS "P" Pedicab	\$129.00

**Business Licence Bylaw No. 7360**  
**Vehicle for Hire Businesses (cont.)**

<b>Description</b>	<b>Fee</b>
<i>*Notwithstanding the per-vehicle licence fees stipulated in Section 2, the maximum licence fee for any Vehicle for Hire business</i>	\$3,920.00
Transferring a Vehicle for Hire Licence within any calendar year	\$48.00
Replacing a Vehicle for Hire Licence plate or decal	\$14.50

**Business Licence Bylaw No. 7360**  
**Vending Machine Uses**

<b>Description</b>	<b>Fee</b>
<u>Vending Machine Business Licence Fee</u>	
Group 1 (per machine)	\$31.25
Group 2 (per machine)	\$43.50
Group 3 (per machine)	\$9.75
Banking Machine licence fee (per machine)	\$134.00
Amusement Machine licence fee (per machine)	\$31.25

**Business Licence Bylaw No. 7360**  
**Adult Orientated Uses**

<b>Description</b>	<b>Fee</b>
Adult entertainment establishment licence	\$3,920.00
Casino	\$6,202.00
<u>Body-Painting Studio</u>	
Studio licence	\$3,920.00
Each body-painting employee	\$139.00
<u>Body-Rub Studio</u>	
Studio licence	\$3,920.00
Each body-rub employee	\$139.00
<u>Escort Service</u>	
Escort service licence	\$3,920.00
Each escort employee	\$139.00

**Business Licence Bylaw No. 7360  
Farmer's Market**

<b>Description</b>	<b>Fee</b>
Farmer's market licence	\$139.00

**Business Licence Bylaw No. 7360  
Licence Transfers, Changes and Reprints**

<b>Description</b>	<b>Fee</b>
Requests for comfort letters (includes GST) per address/business	\$62.00
Transferring a licence from one person to another, or for issuing a new licence because of a change in information on the face of such licence, except a change between licence categories or subcategories	\$48.00
Changing the category or subcategory of a licence (a) <i>or (b) the difference between the existing licence fee and the fee for the proposed category or subcategory - whichever is greater of (a) or (b)</i>	\$48.00
Licence reprint	\$11.75

**Business Licence Bylaw No. 7360  
Off-Leash Permits**

<b>Description</b>	<b>Fee</b>
Annual permit	\$119.00

**SCHEDULE – COMMUNITY BYLAWS DOCUMENTATION FEES**

## Community Bylaws Documentation Fees

<b>Description</b>	<b>Fee</b>
Requests for Comfort Letters (+ GST) per civic address & per unit	\$58.50

**SCHEDULE – DEMOLITION WASTE AND RECYCLABLE MATERIALS****Demolition Waste and Recyclable Materials Bylaw No. 9516**

## Section 4.1

<b>Description</b>	<b>Fee</b>
Application Fee	\$262.00 per waste disposal and recycling services plan submission
Waste Disposal and Recycling Service Fee	\$2.25 per square feet of structure to be demolished

**SCHEDULE – DEVELOPMENT APPLICATION FEES****Zoning Amendments No. 8951**

<b>Section</b>	<b>Application Type</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.2.1 (a)	Zoning Bylaw Text Amendment	\$1,817.00	Not Applicable
Section 1.2.1 (b)	Zoning Bylaw Designation Amendment for Single Detached (RS) No lot size policy applicable Requiring a new or amended lot size policy *plus all associated public notification costs	\$2,309.00 \$2,885.00	Not Applicable Not Applicable
Section 1.2.1	Zoning Bylaw Designation Amendment for 'site specific zones'	\$3,460.00	For residential portion of development: - \$44.00 per dwelling unit for first 20 dwelling units and \$22.50 per dwelling unit for each subsequent dwelling unit
			For non-residential building area: - \$28.25 per 100 m <sup>2</sup> of building area for the first 1,000 m <sup>2</sup> and \$17.50 per 100 m <sup>2</sup> thereafter
Section 1.2.1	Zoning Bylaw Designation Amendment for all other zoning districts	\$2,309.00	For residential portion of development: - \$22.50 per dwelling unit for first 20 dwelling units and \$11.75 per dwelling unit for each subsequent dwelling unit
			For non-residential building area: - \$17.50 per 100 m <sup>2</sup> of building area for the first 1,000 m <sup>2</sup> and \$6.75 per 100 m <sup>2</sup> thereafter
Section 1.2.3	Additional Public Hearing for Zoning Bylaws Text or Designation Amendments	\$870.00	\$870.00 for each subsequent Public Hearing required
Section 1.2.5	Expedited Timetable for Zoning Designation Amendment (Fast Track Rezoning)	\$1,158.00	Not Applicable

**Official Community Plan Amendments No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.3.1	Official Community Plan Amendment without an associated Zoning Bylaw Amendment	\$3,460.00	Not Applicable
Section 1.3.2	Additional Public Hearing for Official Community Plan Amendment <i>for second public hearing</i>	\$870.00	\$870.00 for each subsequent Public Hearing required

**Development Permits No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.4.1	Development Permit for other than a Development Permit referred to in Sections 1.4.2 and 1.4.3 of the Development Application Fees No. 8951	\$1,733.00	\$576.00 for the first 464.5 m <sup>2</sup> of gross floor area plus: - \$119.00 for each additional 92.9 m <sup>2</sup> or portion of 92.9 m <sup>2</sup> of gross floor area up to 9,290 m <sup>2</sup> , plus  - \$23.00 for each additional 92.9 m <sup>2</sup> or portion of 92.9 m <sup>2</sup> of gross floor area over 9,290 m <sup>2</sup>
Section 1.4.2	Development Permit for Coach House or Granny Flat	\$1,108.00	Not Applicable
Section 1.4.3	Development Permit, which includes property: (a) designated as an Environmentally Sensitive Area (ESA); or (b) located within, or adjacent to the Agricultural Land Reserve (ALR)	\$1,733.00	Not Applicable
Section 1.4.4	General Compliance Ruling for an issued Development Permit	\$583.00	Not Applicable
Section 1.4.5	Expedited Timetable for a Development Permit (Fast Track Development Permit)	\$1,158.00	Not Applicable

**Development Variance Permits No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.5.1	Development Variance Permit	\$1,733.00	Not Applicable



**Temporary Use Permits No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.6.1	Temporary Use Permit	\$2,309.00	Not Applicable
	Temporary Use Permit Renewal	\$1,158.00	Not Applicable

**Land Use Contract Amendments No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.7.1	Land Use Contract Amendment	\$1,108.00	Not Applicable

**Liquor-Related Permits No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.8.2 (a)	Licence to serve liquor under the Liquor Control and Licensing Act and Regulations; or change to existing license to serve liquor	\$583.00	Not Applicable
Section 1.8.5 (b)	Temporary changes to existing liquor licence	\$308.00	Not Applicable

**Subdivision and Consolidation of Property No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.9.1	Subdivision of property that does not include an air space subdivision or the consolidation of property	\$870.00	\$119.00 for the second and each additional parcel
Section 1.9.2	Extension or amendment to a preliminary approval of subdivision letter	\$296.00	\$296.00 for each additional extension or amendment
Section 1.9.3	Road closure or road exchange	\$870.00	(In addition to the application fee for the subdivision)
Section 1.9.4	Air Space Subdivision	\$6,778.00	\$167.00 for each air space parcel created
Section 1.9.5	Consolidation of property without a subdivision application	\$119.00	Not Applicable

**Strata Title Conversion of Existing Building No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.10.1 (a)	Strata Title Conversion of existing two-family dwelling	\$2,309.00	Not Applicable
Section 1.10.1 (b)	Strata Title Conversion of existing multi-family dwelling, commercial buildings and industrial buildings	\$3,460.00	Not Applicable

**Phased Strata Title Subdivisions No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.11.1	Phased Strata Title	\$583.00 for first phase	\$583.00 for each additional phase

**Servicing Agreements and Latecomer Fees No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.12.1	Servicing Agreement	Processing fee of \$1,158.00	Subject to Section 1.12.2 of Development Application Fees Bylaw No.8951, an inspection fee of 4% of the approved off-site works and services
Section 1.12.3	Latecomer Agreement	\$5,533.00	Not Applicable

**Civic Address Changes No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.13.1	Civic Address change associated with the subdivision or consolidation of property	\$296.00	Not Applicable
	Civic Address change associated with a new building constructed on a corner lot	\$296.00	Not Applicable
	Civic Address change due to personal preference	\$1,158.00	Not Applicable

**Telecommunication Antenna Consultation and Siting Protocol No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.14.1	Telecommunication Antenna Consultation and Siting	\$2,309.00	Not Applicable

**Heritage Applications No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.15.1 (a)	<u>Heritage Alteration Permit</u> No Development Permit or Rezoning application With Development Permit or Rezoning application	\$253.00 (20% of the total applicable development permit or rezoning fee, whichever is greater)	Not Applicable Not Applicable
Section 1.15.1 (b)	<u>Heritage Revitalization Agreement</u> No Development Permit or Rezoning application With Development Permit or Rezoning application	\$253.00 (20% of the total applicable development permit or rezoning fee, whichever is greater)	Not Applicable Not Applicable

**Administrative Fees No. 8951**

## Section 1.16

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.16.1	Change in property ownership or authorized agent	\$296.00	Not Applicable
Section 1.16.2	Change in mailing address of owner, applicant or authorized agent	\$55.75	Not Applicable
Section 1.16.3	Submission of new information that results in any of the following changes: (a) increase in proposed density; or (b) addition or deletion of any property associated with the application	\$296.00	Not Applicable
Section 1.16.4	Approving Officer legal plan signing or re-signing fee	\$61.75 per legal plan	Not Applicable
Section 1.16.5	Site Profile submission	\$61.75 per site profile	Not Applicable
Section 1.16.6	Amendment To or Discharge of Legal Agreement that does not require City Council approval	\$296.00 per legal agreement	Not Applicable
Section 1.16.7	Amendment To or Discharge of Legal Agreement that requires City Council approval	\$1,158.00 per legal agreement	Not Applicable
Section 1.16.8	Additional Landscape inspection because of failure to comply with City requirements	\$125.00 for second inspection	\$125.00 for each additional inspection required
Section 1.16.9	Preparation of Information Letter (Comfort Letter) for general land use	\$72.25 per property	Not Applicable
Section 1.16.10	Preparation of Information Letter (Comfort Letter) for building issues	\$72.25 per property	Not Applicable

**SCHEDULE – DOG LICENCING****Dog Licencing Bylaw No. 7138**

Sections 2.1, 2.3

<b>Description</b>	<b>Fee</b>
<u>Dog – Not neutered or spayed</u>	
Normal Fee	\$81.25
Prior to March 1 <sup>st</sup> of the year for which the application is made	\$58.25
<u>Dog – Neutered or spayed</u>	
Normal Fee	\$35.25
Prior to March 1 <sup>st</sup> of the year for which the application is made	\$23.50
<i>For seniors who are 65 years of age or older that have paid prior to March 1<sup>st</sup> of the year for which the application is made</i>	\$11.75
<u>Dangerous Dog – Not neutered or spayed</u>	
Normal Fee	\$290.00
Prior to March 1 <sup>st</sup> of the year for which the application is made	\$233.00
<u>Dangerous Dog – Neutered or spayed</u>	
Normal Fee	\$233.00
Prior to March 1 <sup>st</sup> of the year for which the application is made	\$176.00
<i>For seniors who are 65 years of age or older that have paid prior to March 1<sup>st</sup> of the year for which the application is made</i>	\$87.75
Replacement tag*	\$6.75
<i>*Fee for a replacement tag for each dog tag lost or stolen; or for each dog licence to replace a valid dog licence from another jurisdiction</i>	

**SCHEDULE – DONATION BIN REGULATION****Donation Bin Regulation Bylaw No. 9502**

## Section 2.1

<b>Description</b>	<b>Fee</b>
Annual Permit Fee	\$106.00 per donation bin
Damage Deposit Fee	\$1,021.00 per donation bin location to a maximum of \$3,000 per permittee

**Donation Bin Regulation Bylaw No. 9502**

## Section 2.2.7

<b>Description</b>	<b>Fee</b>
Clean-up Fee	Actual Cost

**Donation Bin Regulation Bylaw No. 9502**

## Section 2.4

<b>Description</b>	<b>Fee</b>
Bin Removal Fee	\$106.00 per donation bin
Bin Retrieval Fee	\$210.00 per donation bin
Storage Fee	\$16.00 per day per donation bin
Disposal Fee	\$83.50 per donation bin disposal

**SCHEDULE – EMPLOYMENT AND PAYROLL RECORDS**

<b>Description</b>	<b>Fee</b>
Fee per request	\$106.00
Photocopying fees additional	\$0.75 per page \$1.00 per page (double sided)

*Note: Employment and/or payroll record requests from Solicitors where such disclosure is authorized.*

**SCHEDULE – FILMING APPLICATION AND FEES****Filming Application and Fees Bylaw No. 8172****Administration Fees**

## Section 3

<b>Description</b>	<b>Fee</b>
Application for Filming Agreement	\$200.00
Film Production Business Licence	\$133.00
Street Use Fee (100 feet/day)	\$55.75

**Filming Application and Fees Bylaw No. 8172****City Parks & Heritage Sites**

## Section 3

<b>Description</b>	<b>Fee</b>	<b>Units</b>
Major Park		
<i>Per day</i>	\$832.00	
<i>Per ½ day</i>	\$556.00	
Neighbourhood Park		
<i>Per day</i>	\$556.00	
<i>Per ½ day</i>	\$333.00	
<u>Britannia Shipyard</u>		
Filming	\$2,214.00	per day
Preparation & Wrap	\$1,108.00	per day
Per Holding Day	\$556.00	per day
City Employee		
<i>Per regular working hour</i>	\$39.50	
<i>Per hour after 8 hours</i>	\$58.50	
<u>Minoru Chapel</u>		
Filming		
<i>October through June</i>	\$2,767.00	per day
<i>July through September</i>	\$3,321.00	per day
Preparation & Wrap	\$1,108.00	per day
Per Holding Day	\$556.00	per day
City Employee		
<i>Per regular working hour</i>	\$39.50	
<i>Per hour after 8 hours</i>	\$58.50	

**Filming Application and Fees Bylaw No. 8172**  
**City Parks & Heritage Sites (cont.)**  
 Section 3

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<u>Nature Park</u>		
Filming	\$1,108.00	per day
Preparation & Wrap	\$556.00	per day
City Employee		
<i>Per regular working hour</i>	\$22.50	
<i>Per hour after 8 hours</i>	\$33.75	
<u>Gateway Theatre</u>		
Filming	\$2,767.00	per day
Preparation & Wrap	\$1,108.00	per day
City Employee		
<i>Per regular working hour</i>	\$37.25	
<i>Per hour after 8 hours</i>	\$55.75	
<u>City Hall</u>		
Filming on regular business days	\$2,214.00	per day
Filming on weekends or statutory holidays	\$1,108.00	per day
Preparation & Wrap	\$1,108.00	per day
City Employee		
<i>Per regular working hour</i>	\$22.50	
<i>Per hour after 8 hours</i>	\$33.75	

**Filming Application and Fees Bylaw No. 8172**  
**Other Fees**  
 Section 3

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<u>RCMP (4-hour minimum)</u>		
Per person	\$115.00	per hour
<u>Fire Rescue (4-hour minimum)</u>		
Fire Engine	\$143.00	per hour
Fire Captain	\$98.75	per hour
Firefighter (minimum 3 firefighters)	\$81.00	per hour, per person
<u>Use of Fire Hydrant</u>		
Metered:		
Refundable Deposit	\$340.00	
Consumption Cost	Greater of actual cost or \$218.00	
Un-Metered:		
First day	\$218.00	
Each additional day	\$72.25	



**SCHEDULE – FIRE PROTECTION AND LIFE SAFETY****Fire Protection and Life Safety Bylaw No. 8306  
Fees & Cost Recovery**

<b>Description</b>	<b>Section</b>	<b>Fee</b>	<b>Units</b>
Permit	4.1	\$24.00	
Permit Inspection, first hour	4.3	\$94.25	
Permit Inspection, subsequent hours or part thereof	4.3	\$59.25	
Attendance – open air burning without permit <i>first hour</i>	4.5.1	\$493.00	per vehicle
Attendance – open air burning without permit <i>subsequent half-hour or part thereof</i>	4.5.1	\$249.00	per vehicle
Attendance – open air burning in contravention of permit conditions <i>first hour or part thereof</i>	4.5.3	\$493.00	per vehicle
Attendance – open air burning in contravention of permit conditions <i>subsequent half-hour or part thereof</i>	4.5.3	\$249.00	per vehicle
Attendance – false alarm – by Fire-Rescue - standby fee – contact person not arriving within 30 minutes after alarm <i>per hour or portion of hour Fire Dept standing by</i>	6.1.4 (b)	\$493.00	per vehicle
Vacant premises – securing premises	9.7.4	Actual cost	
Vacant premises – Richmond Fire-Rescue response	9.7.5 (a)	\$493.00	per vehicle
Vacant premises – additional personnel, consumables and damage to equipment	9.7.5 (b)	Actual cost	
Vacant premises – demolition, clean-up, etc.	9.7.5 (c)	Actual cost	
Damaged building – securing premises	9.8.1	Actual cost	
Display permit application fee, fireworks	9.14.6	\$122.00	
Work done to effect compliance with order in default of owner	14.1.6	Actual cost	
Fire Extinguisher Training	15.1.1 (h)	\$27.25	per person for profit groups
Fire Records (Research, Copying or Letter)	15.1.1 (i)	\$71.00	per address

**Fire Protection and Life Safety Bylaw No. 8306  
Fees & Cost Recovery (cont.)**

<b>Description</b>	<b>Section</b>	<b>Fee</b>
Review – Fire Safety Plan any building	15.1.1 (b)	
Any building < 600 m <sup>2</sup> area		\$122.00
Any building > 600 m <sup>2</sup> area		\$179.00
High building, institutional		\$237.00
Revisions (per occurrence)		\$59.25
Inspection	15.2.1 (a)	
4 stories or less and less than 914 m <sup>2</sup> per floor		\$237.00
4 stories or less and between 914 and 1524 m <sup>2</sup> per floor		\$356.00
5 stories or more and between 914 and 1524 m <sup>2</sup> per floor		\$589.00
5 stories or more and over 1524 m <sup>2</sup> per floor		\$821.00
Inspection or follow-up to an order <i>first hour</i>	15.2.1 (b)	\$94.25
Re-inspection or follow-up to an order <i>subsequent hours or part of hour</i>	15.2.1 (b)	\$59.25
Nuisance investigation, response & abatement	15.4.1	Actual cost
Mitigation, clean-up, transport, disposal of dangerous goods	15.4.2	Actual cost
<u>Attendance – False alarm</u>		
No false alarm reduction program in place	15.5.1	\$356.00
False alarm reduction program in place and participation	15.5.5	No charge
Attendance – false alarm – by bylaw, police or health officers where the intentional or unintentional activation of a security alarm system causes the unnecessary response of an inspector	15.5.10	\$119.00
Caused by security alarm system	15.6.1	\$237.00
Monitoring agency not notified	15.7.1	\$237.00
Alternate solution report or application review	General	\$179.00

**SCHEDULE – NEWSPAPER DISTRIBUTION REGULATION****Newspaper Distribution Regulation Bylaw No. 7954**

<b>Section</b>	<b>Application Type</b>	<b>Fee</b>
Section 2.1.3	Each compartment within a multiple publication news rack (MPN) for paid or free newspaper	\$168.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for paid newspapers	\$83.25, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for free newspapers	\$113.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution agent for paid or free newspaper	\$278.00, plus applicable taxes, per year
Section 2.4.3	Storage fee for each newspaper distribution box	\$113.00, plus applicable taxes, per year

**SCHEDULE – PLAYING FIELD USER FEES****Playing Field User Fees  
Natural Turf Field Fees**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<b><u>Sand Turf (With Lights)</u></b>		
Commercial (all ages)		
<i>Full size</i>	\$39.00	per hour
<i>Mini field</i>	\$19.75	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$31.50	per hour
<i>Mini field</i>	\$16.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$11.00	per hour
<i>Mini field</i>	\$6.00	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$23.25	per hour
<i>Mini field</i>	\$11.75	per hour
<b><u>Sand Turf (No Lights)</u></b>		
Commercial (all ages)		
<i>Full size</i>	\$28.25	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$22.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$8.25	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$17.50	per hour
<b><u>Soil Turf (No Lights)</u></b>		
Commercial (all ages)		
<i>Full size</i>	\$9.75	per hour
<i>Mini field</i>	\$5.25	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$8.00	per hour
<i>Mini field</i>	\$4.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$3.50	per hour
<i>Mini field</i>	\$2.25	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$6.00	per hour
<i>Mini field</i>	\$3.50	per hour

\*As per City of Richmond Policy 8701 groups must have a minimum of 60% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.

**Playing Field User Fees (cont.)**  
**Artificial Turf Fees**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
Richmond Youth Groups*		
<i>Full size</i>	\$23.50	per hour
<i>Mini field</i>	\$11.75	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$39.75	per hour
<i>Mini field</i>	\$20.25	per hour
Commercial/Non-residents (all ages)		
<i>Full size</i>	\$58.00	per hour
<i>Mini field</i>	\$29.50	per hour

*\*As per City of Richmond Policy 8701 groups must have a minimum of 60% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

**Playing Field User Fees**  
**Ball Diamonds**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<u>Sand Turf (With Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$25.00	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$20.00	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$7.25	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$15.50	per hour
<u>Sand Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$22.50	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$18.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$6.75	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$14.25	per hour

**Playing Field User Fees  
Ball Diamonds (cont.)**

<u>Soil Turf (No Lights)</u>		
Commercial (all ages) <i>Full size</i>	\$7.00	per hour
Private or Non-resident (all ages) <i>Full size</i>	\$5.75	per hour
Richmond Youth Groups* <i>Full size</i>	\$2.75	per hour
Richmond Adult Groups* <i>Full size</i>	\$4.75	per hour
<u>Artificial Turf (With Lights)</u>		
Commercial (all ages) <i>Full size</i>	\$62.00	per hour
Private or Non-resident (all ages) <i>Full size</i>	\$62.00	per hour
Richmond Youth Groups* <i>Full size</i>	\$25.00	per hour
Richmond Adult Groups* <i>Full size</i>	\$42.25	per hour

*\*As per City of Richmond Policy 8701 groups must have a minimum of 60% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

**Playing Field User Fees  
Track and Field Fees and Charges (Facilities at Minoru Park)**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
Training Fee – all ages Track and Field Club	\$807.00	per year
Richmond Youth Meets*	\$151.00	per meet
Richmond Adult Meets*	\$235.00	per meet
Private Group Track Meets or Special Events	\$588.00	per day
Private Group Track Meets or Special Events	\$49.75	per hour

*\*As per City of Richmond Policy 8701 groups must have a minimum of 60% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

**SCHEDULE – PROPERTY TAX CERTIFICATES FEES****Property Tax Certificate Fees**

<b>Description</b>	<b>Fee</b>
Requested in person at City Hall	\$42.00
Requested through BC Online	\$36.25

**SCHEDULE – PROPERTY TAX BILLING INFORMATION**

<b>Description</b>	<b>Fee</b>
Tax Apportionment – per child folio	\$35.00
Mortgage Company Tax Information Request – per folio	\$10.50
Additional Tax and/or Utility Bill reprints – per folio/account	\$6.00

**SCHEDULE – PUBLICATION FEES****Publication Fees**

<b>Description</b>	<b>Fee</b>
<u>Computer Sections Maps, 24" x 24"</u>	
Individual	\$6.50
CD	\$86.50
Custom Mapping (per hour)	\$69.50
Design Specifications (contents only)	\$110.00
Drafting Standards	\$110.00
<u>Drawing Prints (As-Builts)</u>	
A-1 Size, 24" x 36"	\$6.50
B Size, 18" x 24"	\$4.75
<u>GIS Data Requests</u>	
Service fee	\$122.00
First layer*	\$172.00
Each additional layer*	\$59.25
CD or DVD of GIS layers of Municipal works of City of Richmond	\$7,013.00
Single-Family Lot Size Policy, March 1990	\$24.00
Supplemental Specifications and Detail Drawings (contents only)	\$110.00
<u>Street Maps</u>	
Large, 36" x 57"	\$9.25
Small, 22" x 34"	\$6.50
<u>Utility Section Maps, 15" x 24"</u>	
Individual	\$4.75
CD	\$86.50

*\*Fees are multiplied by the number of sections requested.*



**SCHEDULE – RCMP DOCUMENTATION FEES****RCMP Documentation Fees**

<b>Description</b>	<b>Fee</b>
Criminal Record Checks	\$64.50
Volunteer Criminal Record Checks – Volunteering outside the City of Richmond	\$27.75
Volunteer Criminal Record Checks – Volunteering within the City of Richmond	No Charge
Police Certificate (including prints)	\$64.50
Fingerprints	\$64.50
Record of Suspension / Local Records Checks	\$64.50
Name Change Applications	\$64.50
Collision Analyst Report	\$602.00
Field Drawing Reproduction	\$43.50
Scale Drawing	\$125.00
Mechanical Inspection Report	\$258.00
Police Report and Passport Letter	\$64.50
Insurance Claim Letter	\$64.50
Court Ordered File Disclosure	\$64.50
* per page	*Plus \$2.25
**Shipping cost	**Plus \$8.75
Photos 4" x 6" (per photo)	\$3.75
***Shipping cost	***Plus \$8.75
Photos (each laser)	\$2.75
Photos – Burn CD	\$20.50
Video Reproduction	\$49.50
Audio Tape Reproduction	\$47.00

**SCHEDULE – RESIDENTIAL LOT (VEHICULAR) ACCESS REGULATION****Residential Lot (Vehicular) Access Regulation Bylaw No. 7222****Administration Fees**

## Section 2.3

<b>Description</b>	<b>Fee</b>
<u>Driveway Crossing Application</u> Administration/Inspection Fee	\$89.00

**SCHEDULE – SIGN REGULATION****Sign Regulation Bylaw No. 9700**

Sections 1.12, 1.14

<b>Description</b>	<b>Fee</b>
Base application fee (non-refundable)	\$80.00 (creditable towards appropriate permit fee)
Fee for home-based sign	\$80.00
Fee based on sign area (awning, banner, canopy, changeable copy, fascia, mansard roof, marquee, projected-image, projecting, under awning/canopy, window signs >25%)	<15.0m <sup>2</sup> : \$100
	15.01-45.0m <sup>2</sup> : \$200
	>45.01m <sup>2</sup> : \$350
Fee for new freestanding signs	< 3.0m <sup>2</sup> : \$200
	3.01-9.0m <sup>2</sup> : \$400
	9.01-15.0m <sup>2</sup> : \$600
Fee for temporary construction freestanding/fencing signs	Single/two family: \$100 \$50.00 for each additional 6 months.
	3+ family construction: \$200 \$100.00 for each additional 6 months
Freestanding sign relocation fee (on same site)	\$200 (same as base f/s fee)
Permit processing fee for a sign without a permit	2x actual permit fee

**SCHEDULE – TREE PROTECTION****Tree Protection Bylaw No. 8057****Permit Fees**

Sections 4.2, 4.6

<b>Description</b>	<b>Fee</b>
<u>Permit application fee</u>	
To remove a hazard tree	No Fee
One (1) tree per parcel during a 12 month period	No Fee
Two (2) or more trees	\$59.25
Renewal, extension or modification of a permit	\$59.25

**SCHEDULE – VEHICLE FOR HIRE REGULATION**

**Vehicle For Hire Regulation Bylaw No. 6900**

**Permit & Inspection Fees**

Sections 3.7, 6.3

Description	Fee	Units
Transporting of trunks	\$7.00	per trunk
Towing permit	\$59.25	
Inspection fee for each inspection after the second inspection	\$30.50	

**SCHEDULE – VISITING DELEGATION, STUDY TOUR AND CITY HALL TOUR**

**Visiting Delegation, Study Tour and City Hall Tour Bylaw No. 9068**

Section 2.1

Description		Fee
City Hall Tour		\$262.00 plus room rental fee
Visiting Delegation or Study Tour	Up to 2 hours	\$262.00 plus room rental fee
	2 to 4 hours	\$522.00 plus room rental fee
	More than 4 hours	\$1,043.00 plus room rental fee

**SCHEDULE – WATER USE RESTRICTION****Water Use Restriction Bylaw No. 7784****Permit Fees**

## Section 3.1

<b>Description</b>	<b>Fee</b>
Permit application fee for new lawns or landscaping (s.3.1.1(a))	\$35.75
Permit application fee for nematode applications for European Chafer Beetle control, where property does not have water meter service (s.3.1.1(b))	\$35.75
Permit application fee for nematode applications for European Chafer Beetle control, where property has water meter service (s.3.1.1(b))	NIL

**SCHEDULE – WATERCOURSE PROTECTION AND CROSSING****Watercourse Protection and Crossing Bylaw No. 8441****Application Fees**

<b>Description</b>	<b>Fee</b>
<u>Culvert</u>	
Application Fee	\$350.00
City Design Option	\$1,154.00
Inspection Fee	\$23.50
<i>*Per linear metre of culvert</i>	
<u>Bridge</u>	
Application Fee	\$119.00
Inspection Fee	\$233.00

*Note: There is no City Design Option for bridges.*