City of Richmond

Report to Committee

To:	Finance Committee	**Date:**	August 26, 2021
From:	Ivy Wong Acting Director, Finance	**File:**	03-0900-01/2021-Vol 01
Re:	**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10283**		

Staff Recommendation

That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10283 be introduced and given first, second and third readings.

Ivy Wong
Acting Director, Finance
(604-276-4046)

REPORT CONCURRENCE		
ROUTED TO:	**CONCURRENCE**	**CONCURRENCE OF GENERAL MANAGER**
City Clerk	☒	Acting GM, F&CS
Arts, Culture & Heritage	☒	
Parks Services	☒	
Engineering & Public Works	☒	
Sustainability & District Energy	☒	
Business Licences	☒	
Community Bylaws	☒	
Fire Rescue	☒	
RCMP	☒	
Building Approvals	☒	
Development Applications	☒	
Policy Planning	☒	
Planning & Development	☒	
SENIOR STAFF REPORT REVIEW	**INITIALS:**	**APPROVED BY CAO**

6702312

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 Strategic Plan 2018-2022 Strategy #5 Sound Financial Management:

> *Accountable, transparent, and responsible financial management that supports the needs of the community into the future.*
>
> *5.1 Maintain a strong and robust financial position.*
>
> *5.2 Clear accountability through transparent budgeting practices and effective public communication.*
>
> *5.3 Decision-making focuses on sustainability and considers circular economic principles.*
>
> *5.4 Work cooperatively and respectfully with all levels of government and stakeholders while advocating for the best interests of Richmond.*

Analysis

With the financial uncertainty caused by the rise in COVID infections in 2020, Council supported foregoing rate increases in the Consolidated Fees Bylaw for 2021. The most recent forecast, prepared by the Conference Board of Canada, indicates that Vancouver's CPI will increase 2.3% from 2021 to 2022. The forecasted Vancouver CPI increase may change when the Conference Board updates their information.

As in prior years, 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 fees in the attached Amendment Bylaw No. 10283 are effective January 1, 2022 and were adjusted for the proposed 2.3% increase, with the following exceptions at the request of the respective stakeholders:

1. 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. This ensures that charges do not become unaffordable for the general public.

2. Schedule – Business Licence

It is proposed that the business licence fee for Short-Term Boarding and Lodging be increased from $143 to $150. The short-term boarding and lodging fee was first introduced in 2019 at $143. Due to the delay in the rate adoption, this fee was not included in the Consolidated Fees Bylaw in time for a 2020 rate adjustment. The $7 increase recognizes the CPI adjustments for 2020 and 2022.

3. Schedule – Filming Application and Fees

In prior years, the Filming Application and Fees provided varying rates for the use of City staff time at different filming locations. The rationale for this was that, often, the City used existing staff working at the different locations to oversee the filming. Because compensation of the staff working at the various locations are different based on their substantive positions, the various rates were set to recoup the City's cost. Recently, the City created a central team of City employees that are sent to the various filming sites and consistent city staff rates should be applied across all filming locations.

It is proposed that the fees charged for City employees' time be standardized across filming locations. Rates will be set at $42.50 per regular working hour and $62.50 per hour after 8 hours.

4. Schedule – Parking (Off-Street) Regulations

It is proposed that the pay parking (off-street) fees remain unchanged at this time since existing parking fees are in line with other municipalities.

5. Schedule – Property Tax Fees

a. Tax certificates are requested by notaries and lawyers when finalizing the transfer of real properties between buyers and sellers. Currently all municipalities in the Lower Mainland provide this information to Access Point Information Canada (APIC) the developer and operator of BC Online. BC Online adds a mark up to the municipalities' fees when notaries and/or lawyers request for information through their web portal. This relationship provides efficiency in revenue collection in that most notaries and lawyers have payment accounts set up with BC Online and can request tax information from multiple municipalities through one portal.

   The City was notified by APIC that effective April 15, 2021, they will be increasing their fees to $30 above the amount charged by municipalities to APIC. In prior years, the City had charged a higher fee ($6 mark up) for customers who requests property tax searches directly through the City to ensure that our rates are in line with those charged by APIC. Accordingly, it is proposed that the property tax certificate fee for tax searches provided by the City directly to the public be increased by $30 above the fee charged to APIC.

b. In order to reduce crowds, a non-refundable Tax Sale Registration Fee of $175 will be added to the bylaw in order to limit tax sale attendance to serious bidders.

6. Schedule – Publication Fees

There are no changes to all GIS Data Request fees. The City's fees are currently on the higher end of the spectrum when compared to other municipalities. Additional increases will not be necessary at this time.

Traffic Camera Video Recording Search Fee was implemented in 2021 and has had minimal requests to date for this service. No change to the fee is required.

7. Schedule – RCMP Documentation Fees

It is proposed that the volunteer criminal record checks fee for volunteering outside of the City remains unchanged at $25.00. Keeping the rate at $25.00 will bring the fee in line with other municipalities.

8. Schedule - Traffic Bylaw Regulation

Similar to Parking (Off – Street) Regulations, all pay parking fees for both on and off street meters will remain unchanged.

9. Schedule – Use of City Streets

It is proposed that user fees for the City's EV charging stations remain unchanged. Since COVID, the use of the charging station has dropped significantly and no fee changes are necessary until there is an increase in EV charger usage at the City.

Financial Impact

Fee increases assist in offsetting the increased costs associated with each respective service. Due to the financial impact COVID had on the general population, fees were not adjusted for 2021. It is estimated that a rate increase of 2.3% for 2022 will generate approximately $256,000 in additional revenue.

Conclusion

That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10283 be introduced and given first, second and third readings.

Angela Zanardo
Acting Manager, Revenue
(604-276-4392)

IW:iw

Att. 1: Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10283

City of Richmond

Bylaw 10283

Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10283

The Council of the City of Richmond enacts as follows:

1. The Consolidated Fees Bylaw No. 8636, as amended, is further amended:

   a) by deleting section 2.2 and replacing it with the following:

   "Where applicable taxes will be added to the fees in the schedules attached to and forming part of this Bylaw"; and

   b) 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, 2022.

3. This Bylaw is cited as **"Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10283".**

FIRST READING	
SECOND READING	
THIRD READING	
ADOPTED	

CITY OF RICHMOND
APPROVED for content by originating dept.
APPROVED for legality by Solicitor

MAYOR

CORPORATE OFFICER

6702380

SCHEDULE – ANIMAL CONTROL REGULATION

Animal Control Regulation Bylaw No. 7932
Cat Breeding Permit Fee
Section 2.2

Description	Fee
Cat breeding permit for three years	$44.75

Animal Control Regulation Bylaw No. 7932
Impoundment Fees
Section 8

Description	Fee
1st time in any calendar year	
Neutered male or spayed female dog	$51.25
Non-neutered male or unspayed female dog	$154.00
Dangerous Dog*	$630.00
2nd time in any calendar year	
Neutered male or spayed female dog	$101.00
Non-neutered male or unspayed female dog	$319.00
Dangerous Dog*	$1,252.00
3rd time and subsequent times in any calendar year	
Neutered male or spayed female dog	$319.00
Non-neutered male or unspayed female dog	$630.00
Dangerous Dog*	$1,252.00
Bird	$7.75
Domestic farm animal	$76.25
Impoundment fee also subject to transportation costs	
Other animal	$38.50
Impoundment fee also subject to transportation costs	

**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

Description	Fee
Dog	$16.50
Cat	$16.50
Bird	$4.75
Domestic farm animal	$38.50
Other animal	$13.25

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

Description	Fee	Units
Copying Records *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.*		
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	$0.50	per b+w or colour page
Digitization of audio recording	$10.75	per audio file
Photograph Reproductions Scanned image (each)	$20.25	

Archives and Records
Preliminary Site Investigation

Description	Fee
Active Records Check Survey (per civic address searched)	$254.00

Archives

Mail Orders

Description	Fee
Mail orders	$7.75

Archives
Research Service Fee

Description	Fee	Unit
Commercial Research Service Fee	$50.50	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.

Archives
Tax Searches Fees

Description	Fee
Tax Searches and Printing of Tax Records	
Searches ranging from 1 to 5 years	$32.75
Each year greater than 5 years	$7.75

SCHEDULE – BILLING AND RECEIVABLES

Billing and Receivables
Receivables Fees

Description	Fee
Administrative charges for cost recovery billings undertaken for arm's length third parties	(20% of actual cost)
Non-Sufficient Fund (NSF) charges	$38.00

SCHEDULE – BOARD OF VARIANCE

Board of Variance Bylaw No. 9259
Application Fees
Section 3.1.2(c), 3.2.3

Description	Fee
Application for order under section 901 of *Local Government Act* [Variance or exemption to relieve hardship]	$724.00
Application for order under section 901.1 of *Local Government Act* [Exemption to relieve hardship from early termination of land use contract]	$724.00
Application for order under section 902 of *Local Government Act* [Extent of damage preventing reconstruction as non-conforming use]	$724.00
Fee for notice of new hearing due to adjournment by applicant	$170.00

SCHEDULE – BOULEVARD AND ROADWAY PROTECTION AND REGULATION

Boulevard and Roadway Protection and Regulation Bylaw No. 6366
Inspection Charges
Section 12 (b), 14

Description	Fee
Additions & Accessory Buildings Single or Two Family Dwellings over 10 m^2 in size; In-ground Swimming Pools & Demolitions	$192.00
Move-Offs; Single or Two Family Dwelling Construction	$192.00
Combined Demolition & Single or Two Family Dwelling Construction	$192.00
Commercial; Industrial; Multi-Family; Institutional; Government Construction	$254.00
Combined Demolition & Commercial; Industrial; Multi-family; Institutional or Government Construction	$254.00
Each Additional Inspection as Required	$95.25

SCHEDULE – BUILDING REGULATION

Building Regulation Bylaw No. 7230
Plan Processing Fees
Section 5.4

Description	Fee
For a new one family dwelling	$693.00
For other than a new one family dwelling (a)	$79.75
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	
-whichever is greater of (a) or (b)	
For a sewage holding tank	$163.00

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

Description	Fee
Nil to $1,000.00 (minimum fee)	$79.75
Exceeding $1,000.00 up to $100,000.00	$79.75
**per $1,000.00 of construction value or fraction*	$12.75
*Plus	
of construction exceeding $1,000.00	$1,342.00
Exceeding $100,000.00 to $300,000.00	$12.00
***per $1,000.00 of construction value or fraction*	
**Plus	$3,742.00
of construction exceeding $100,000.00	$9.75
Exceeding $300,000.00	
****per $1,000.00 of construction value or fraction*	
***Plus	
of construction exceeding $300,000.00	

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)		$79.75
Exceeding $1,000.00 up to $100,000.00		$79.75
**per $1,000.00 of construction value or fraction of construction exceeding $1,000.00*	*Plus	$13.00
Exceeding $100,000.00 up to $300,000.00		$1,366.75
***per $1,000.00 of construction value or fraction of construction exceeding $100,000.00*	**Plus	$12.25
Exceeding $300,000.00		$3,816.75
****per $1,000.00 of construction value or fraction of construction exceeding $300,000.00*	***Plus	$10.00

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	Construction Value	Units
(i) new construction of first storey	$1,325.00	per m^2
(ii) new construction of second storey	$1,222.00	per m^2
(iii) garage	$679.00	per m^2
(iv) decks or porches	$560.00	per m^2
(v) interior finishing on existing buildings	$627.00	per m^2
(vi) additions	$1,325.00	per m^2

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

Description		Fee
Building Design Modification Fee		
Plan Review (per hour or portion thereof)		$143.00
Building Permit Fee for Temporary Building for Occupancy		$630.00
Re-inspection Fees		
(a) for the third inspection		$95.25
(b) for the fourth inspection		$131.00
(c) for the fifth inspection		$254.00
Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection		
Special Inspection Fees:		
(a) during the City's normal business hours		$143.00
(b) outside the City's normal business hours		$554.00
**for each hour or part thereof after the first four hours*	*Plus	$143.00
Building Permit Transfer or Assignment Fee	(a)	$79.75
or (b) a fee of 10% to the nearest dollar of the original building permit fee - whichever is greater of (a) or (b)		
Building Permit Extension Fee	(a)	$79.75
or (b) a fee of 10% to the nearest dollar of the original building permit fee - whichever is greater of (a) or (b)		
Building Move Inspection Fee:		
(a) within the City boundaries		$143.00
(b) outside the City boundaries when travel is by City vehicle		$143.00
*** per km travelled*	**Plus	$3.75

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

Description	Fee
Provisional Occupancy Inspection Fee (per building permit inspection visit)	$319.00
Provisional Occupancy Notice Extension Fee	$504.00
Building Demolition Inspection Fee for each building over 50 m² in floor area	$497.00
Sewage Holding Tank Permit Fee	$319.00
Use of Equivalents Fees:	
(a) each report containing a maximum of two separate equivalents	$691.00
(b) for each equivalent greater than two contained in the same report	$285.00
(c) for an amendment to an original report after the acceptance or rejection of the report	$143.00
(d) for Air Space Parcels (treating buildings as one building)	$2,460.00

Building Regulation Bylaw No. 7230
Gas Permit Fees
Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.9, 12.10

Description		Fee	Units
Domestic Installation – **one family dwelling**	(a)	$79.75	
- whichever is greater (a) or (b)	(b)	$30.00	per appliance
Domestic/Commercial/Industrial Installations – **two family dwellings**, multiple unit residential buildings, including townhouse units)			
(a) appliance input up to 29 kW		$79.75	
(b) appliance input exceeding 29 kW		$131.00	
Special Inspection Fees:			
(a) during the City's normal business hours		$143.00	
(b) outside the City's normal business hours		$554.00	
**for each hour or part thereof after the first four hours*	*Plus	$143.00	

Building Regulation Bylaw No. 7230
Gas Permit Fees (cont.)
Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.9, 12.10

Description		Fee
Re-Inspection Fee:		
(a) for the third inspection		$95.25
(b) for the fourth inspection		$131.00
(c) for the fifth inspection		$254.00
Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection		
For a vent and/or gas valve or furnace plenum (no appliance)		$79.75
Piping alteration – for existing appliances		
First 30 metres of piping		$79.75
Each additional 30 metres or part thereof		$30.00
Gas permit transfer or assignment fee	(a)	$79.75
or (b) a fee of 10% to the nearest dollar of the original gas permit fee - whichever is greater of (a) or (b)		
Gas permit extension fee	(a)	$79.75
or (b) a fee of 10% to the nearest dollar of the original gas permit fee - whichever is greater of (a) or (b)		

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

Description		Fee	Units
Plumbing			
(a) installation of each plumbing fixture		$30.00	
(b) minimum plumbing fee		$79.75	
(c) connection of City water supply to any hydraulic equipment		$79.75	
Sprinkler & Standpipes			
(a) installation of any sprinkler system		$79.75	
**per additional head*	*Plus	$4.25	
(b) installation of each hydrant, standpipe, hose station,	(c)	$79.75	
hose valve, or hose cabinet used for fire fighting	(d)	$30.00	per item
-whichever is greater of (c) or (d)			

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

Description	Fee	Units
Water Service		
(a) for the first 30 metres of water supply service pipe to a building or structure	$79.75	
(b) for each additional 30 metres of water supply service pipe to a building and structure	$30.00	
Sanitary & Storm Sewers: Building Drains & Water Distribution		
(a) for the first 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	$79.75	
(b) for each additional 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	$30.00	
(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	$79.75	
(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	$30.00	
(e) for the installation of any neutralizing tank, catch basin, (f) sump, or manhole (g) *- whichever is greater of (f) or (g)*	$79.75 $30.00	per item
Special Inspections		
(a) during the City's normal business hours	$143.00	
(b) outside the City's normal business hours or each hour	$554.00	
**for part thereof exceeding the first four hours* *Plus	$143.00	
Design Modification Fees		
Plan review *Applicable to Plumbing, Sprinkler & Standpipes, Water Service, and Sanitary & Storm Sewers; Building Drains & Water Distributions*	$143.00	per hour

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

Description	Fee
Plumbing Re-Inspection Fee	
(a) for the third inspection	$95.25
(b) for the fourth inspection	$131.00
(c) for the fifth inspection	$254.00
Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection	
Plumbing Permit Transfer or Assignment Fee (a) *or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee - whichever is greater of (a) or (b)*	$79.75
Plumbing Permit Extension Fee (a) *or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee - whichever is greater of (a) or (b)*	$79.75
Provisional Plumbing Compliance Inspection Fee (per permit visit)	$163.00
Provisional Plumbing Compliance Notice Extension Fee	$254.00
Potable Water Backflow Preventer Test Report Decal	$26.00

SCHEDULE – BUSINESS LICENCE

Business Licence Bylaw No. 7360
Assembly Use Group 1

Group 1 – Business Licence Fee Assessed by Total Floor Area *Except Food Caterers which are assessed a fee in accordance with Group 3*		
Square Metres (m^2)	**(Square Feet) (ft^2)**	**Fee**
0.0 to 93.0	(0 to 1,000)	$185.00
93.1 to 232.5	(1,001 to 2,500)	$280.00
232.6 to 465.0	(2,501 to 5,000)	$481.00
465.1 to 930.0	(5,001 to 10,000)	$764.00
930.1 to 1,860.1	(10,001 to 20,000)	$1,352.00
1,860.2 to 2,790.1	(20,001 to 30,000)	$1,935.00
2,790.2 to 3,720.2	(30,001 to 40,000)	$2,523.00
3,720.3 to 4,650.2	(40,001 to 50,000)	$3,102.00
4,650.3 to 5,580.3	(50,001 to 60,000)	$3,690.00
5,580.4 and over	(60,001 and over)	$4,183.00
Food Primary Liquor Licence Fee		$383.00
Mobile Vendors (Food) Fee (per vehicle)		$89.25

Business Licence Bylaw No. 7360
Assembly Use Group 2

Group 2 – Business Licence Fee Assessed by Number of Seats	
Seats	**Fee**
0 to 30	$578.00
31 to 60	$1,147.00
61 to 90	$1,720.00
91 to 120	$2,294.00
121 to 150	$2,860.00
151 to 180	$3,432.00
181 to 210	$4,000.00
211 and over	$4,183.00

Business Licence Bylaw No. 7360
Assembly Use Group 3

Group 3 – Business Licence Fee Assessed by Number of Employees (including owners)*	
Employees	**Fee**
0 to 5	$150.00
6 to 10	$249.00
11 to 15	$357.00
16 to 25	$529.00
26 to 50	$764.00
51 to 100	$1,103.00
101 to 200	$1,554.00
201 to 500	$2,242.00
501 to 1,000	$3,385.00
1,001 and over	$4,183.00

**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

Residential Use – Business Licence Fee Assessed by Number of Rental Units	
Units	**Fee**
0 to 5	$179.00
6 to 10	$275.00
11 to 25	$464.00
26 to 50	$753.00
51 to 100	$1,324.00
101 to 200	$1,894.00
201 to 300	$2,465.00
301 to 400	$3,032.00
401 to 500	$3,595.00
501 and over	$4,183.00

Business Licence Bylaw No. 7360
Short Term Boarding and Lodging Use

Description	**Fee**
Short Term Boarding and Lodging Business Licence	$150.00

Business Licence Bylaw No. 7360
Bed & Breakfast Use

Description	Fee
Bed & Breakfast Business License	$179.00

Business Licence Bylaw No. 7360
Service Use

Service Use – Business Licence Fee Assessed by Number of Employees (including owners)*	
Employees	**Fee**
0 to 5	$150.00
6 to 10	$255.00
11 to 15	$373.00
16 to 25	$547.00
26 to 50	$781.00
51 to 100	$1,133.00
101 to 200	$1,588.00
201 to 500	$2,300.00
501 to 1,000	$3,460.00
1,001 and over	$4,183.00

**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

Mercantile Use – Business Licence Fee Assessed by Total Floor Area		
Square Metres (m^2)	**(Square Feet) (ft^2)**	**Fee**
0.0 to 93.0	(0 to 1,000)	$150.00
93.1 to 232.5	(1,001 to 2,500)	$236.00
232.6 to 465.0	(2,501 to 5,000)	$431.00
465.1 to 930.0	(5,001 to 10,000)	$722.00
930.1 to 1,860.1	(10,001 to 20,000)	$1,305.00
1,860.2 to 2,790.1	(20,001 to 30,000)	$1,895.00
2,790.2 to 3,720.2	(30,001 to 40,000)	$2,473.00
3,720.3 to 4,650.2	(40,001 to 50,000)	$3,054.00
4,650.3 to 5,580.3	(50,001 to 60,000)	$3,640.00
5,580.4 and over	(60,001 and over)	$4,183.00

Business Licence Bylaw No. 7360
Industrial/Manufacturing Use

Industrial/Manufacturing Use – Business Licence Fee assessed by Number of Employees (including owners)*	
Employees	**Fee**
0 to 5	$179.00
6 to 10	$293.00
11 to 15	$408.00
16 to 25	$578.00
26 to 50	$811.00
51 to 100	$1,147.00
101 to 200	$1,606.00
201 to 500	$2,287.00
501 to 1,000	$3,426.00
1,001 and over	$4,183.00

**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

Description	**Fee**
Vehicle for Hire Business Fee	
Each vehicle for hire applicant must pay (1) and (2)*:	
(1) Vehicle for hire office fee	$150.00
(2) Per vehicle licence fee*	
based on the number of vehicles	
CLASS "A" Taxicab	$139.00
CLASS "B" Limousine	$89.25
CLASS "C" Sightseeing Taxicab	$139.00
CLASS "D" Airport Taxicab	$139.00
CLASS "E" Private Bus	$139.00
CLASS "I" Charter Minibus	$139.00
CLASS "J" Rental Vehicle	
Group 1	$18.00
Group 2	$89.25
CLASS "K" Driver Training Vehicle	$67.00
CLASS "M" Tow-Truck	$139.00
CLASS "N" Taxicab for Persons with Disabilities	$139.00
CLASS "P" Pedicab	$139.00

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

Notwithstanding the per-vehicle licence fees stipulated in Section 2, the maximum licence fee for any Vehicle for Hire business	$4,183.00
Transferring a vehicle for hire licence within any calendar year	$51.50
Replacing a vehicle for hire licence plate or decal	$21.25

Business Licence Bylaw No. 7360
Vending Machine Uses

Description	Fee
Vending Machine Business Licence Fee	
Group 1 (per machine)	$33.75
Group 2 (per machine)	$46.75
Group 3 (per machine)	$10.50
Banking machine licence fee (per machine)	$144.00
Amusement machine licence fee (per machine)	$33.75

Business Licence Bylaw No. 7360
Adult Orientated Uses

Description	Fee
Adult entertainment establishment licence	$4,183.00
Casino	$6,615.00
Body-Painting Studio	
Studio licence	$4,183.00
Each body-painting employee	$150.00
Body-Rub Studio	
Studio licence	$4,183.00
Each body-rub employee	$150.00
Escort Service	
Escort service licence	$4,183.00
Each escort employee	$150.00

Business Licence Bylaw No. 7360
Farmer's Market

Description	Fee
Farmer's market licence	$150.00

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

Description	Fee
Requests for comfort letters (per address/business)	$66.50
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	$51.50
Changing the category or subcategory of a licence *(a) 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)*	$51.50
Licence reprint	$13.00

Business Licence Bylaw No. 7360
Off-Leash Permits

Description	Fee
Annual permit	$128.00

SCHEDULE – COMMUNITY BYLAWS DOCUMENTATION FEES

Community Bylaws Documentation Fees

Description	Fee
Requests for Comfort Letters (per civic address & per unit)	$62.75

SCHEDULE – DEMOLITION WASTE AND RECYCLABLE MATERIALS

Demolition Waste and Recyclable Materials Bylaw No. 9516
Section 4.1

Description	Fee
Application Fee	$281.00 per waste disposal and recycling services plan submission
Waste Disposal and Recycling Service Fee	$3.00 per square feet of structure to be demolished

SCHEDULE – DEVELOPMENT APPLICATION FEES

Zoning Amendments No. 8951

Section	Application Type	Base Fee	Incremental Fee
Section 1.2.1 (a)	Zoning Bylaw Text Amendment	$1,939.00	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	 $2,464.00 $3,078.00	 Not Applicable Not Applicable
Section 1.2.1	Zoning Bylaw Designation Amendment for 'site specific zones'	$3,691.00	For residential portion of development: - $47.25 per dwelling unit for first 20 dwelling units and $23.75 per dwelling unit for each subsequent dwelling unit
			For non-residential building area: - $30.50 per 100 m² of building area for the first 1,000 m² and $19.00 per 100 m² thereafter
	Zoning Bylaw Designation Amendment for all other zoning districts	$2,464.00	For residential portion of development: - $24.25 per dwelling unit for first 20 dwelling units and $12.75 per dwelling unit for each subsequent dwelling unit
			For non-residential building area: - $19.00 per 100 m² of building area for the first 1,000 m² and $7.50 per 100 m² thereafter
Section 1.2.3	Additional Public Hearing for Zoning Bylaws Text or Designation Amendments	$929.00	$908.00 for each subsequent Public Hearing required
Section 1.2.5	Expedited Timetable for Zoning Designation Amendment (Fast Track Rezoning)	$1,236.00	Not Applicable

Official Community Plan Amendments No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.3.1	Official Community Plan Amendment without an associated Zoning Bylaw Amendment	$3,691.00	Not Applicable
Section 1.3.2	Additional Public Hearing for Official Community Plan Amendment *for second public hearing*	$929.00	$929.00 for each subsequent Public Hearing required

Development Permits No. 8951

Section	Description	Base Fee	Incremental Fee
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	$1,850.00	$615.00 for the first 464.5 m^2 of gross floor area plus: - $128.00 for each additional 92.9 m^2 or portion of 92.9 m^2 of gross floor area up to 9,290 m^2, plus - $25.25 for each additional 92.9 m^2 or portion of 92.9 m^2 of gross floor area over 9,290 m^2
Section 1.4.2	Development Permit for Coach House or Granny Flat	$1,183.00	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)	$1,850.00	Not Applicable
Section 1.4.4	General Compliance Ruling for an issued Development Permit	$622.00	Not Applicable
Section 1.4.5	Expedited Timetable for a Development Permit (Fast Track Development Permit)	$1,236.00	Not Applicable

Development Variance Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.5.1	Development Variance Permit	$1,850.00	Not Applicable

Temporary Use Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.6.1	Temporary Use Permit	$2,464.00	Not Applicable
	Temporary Use Permit Renewal	$1,236.00	Not Applicable

Land Use Contract Amendments No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.7.1	Land Use Contract Amendment	$1,183.00	Not Applicable

Liquor-Related Permits No. 8951

Section	Description	Base Fee	Incremental Fee
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	$622.00	Not Applicable
Section 1.8.5 (b)	Temporary changes to existing liquor licence	$330.00	Not Applicable

Subdivision and Consolidation of Property No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.9.1	Subdivision of property that does not include an air space subdivision or the consolidation of property	$929.00	$128.00 for the second and each additional parcel
Section 1.9.2	Extension or amendment to a preliminary approval of subdivision letter	$318.00	$318.00 for each additional extension or amendment
Section 1.9.3	Road closure or road exchange	$929.00	(In addition to the application fee for the subdivision)
Section 1.9.4	Air space subdivision	$7,230.00	$180.00 for each air space parcel created
Section 1.9.5	Consolidation of property without a subdivision application	$128.00	Not Applicable

Strata Title Conversion of Existing Building No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.10.1 (a)	Strata Title Conversion of existing two-family dwelling	$2,464.00	Not Applicable
Section 1.10.1 (b)	Strata Title Conversion of existing multi-family dwelling, commercial buildings and industrial buildings	$3,691.00	Not Applicable

Phased Strata Title Subdivisions No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.11.1	Phased Strata Title	$622.00 for first phase	$622.00 for each additional phase

Servicing Agreements and Latecomer Fees No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.12.1	Servicing Agreement	Processing fee of $1,236.00	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	$5,902.00	Not Applicable

Civic Address Changes No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.13.1	Civic Address change associated with the subdivision or consolidation of property	$318.00	Not Applicable
	Civic Address change associated with a new building constructed on a corner lot	$318.00	Not Applicable
	Civic Address change due to personal preference	$1,236.00	Not Applicable

Telecommunication Antenna Consultation and Siting Protocol No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.14.1	Telecommunication Antenna Consultation and Siting	$2,464.00	Not Applicable

Heritage Applications No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.15.1 (a)	Heritage Alteration Permit No Development Permit or Rezoning Application With Development Permit or Rezoning Application	$272.00 (20% of the total applicable development permit or rezoning fee, whichever is greater)	Not Applicable Not Applicable
Section 1.15.1 (b)	Heritage Revitalization Agreement No Development Permit or Rezoning Application With Development Permit or Rezoning Application	$272.00 (20% of the total applicable development permit or rezoning fee, whichever is greater)	Not Applicable Not Applicable

Administrative Fees No. 8951
Section 1.16

Section	Description	Base Fee	Incremental Fee
Section 1.16.1	Change in property ownership or authorized agent	$318.00	Not Applicable
Section 1.16.2	Change in mailing address of owner, applicant or authorized agent	$59.75	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	$318.00	Not Applicable
Section 1.16.4	Approving Officer legal plan signing or re-signing fee	$66.25 per legal plan	Not Applicable
Section 1.16.5	Site profile submission	$66.25 per site profile	Not Applicable
Section 1.16.6	Amendment to or discharge of legal agreement that does not require City Council approval	$318.00 per legal agreement	Not Applicable
Section 1.16.7	Amendment to or discharge of legal agreement that requires City Council approval	$1,236.00 per legal agreement	Not Applicable
Section 1.16.8	Additional landscape inspection because of failure to comply with City requirements	$135.00 for second inspection	$131.00 for each additional inspection required
Section 1.16.9	Preparation of information letter (comfort letter) for general land use	$77.25 per property	Not Applicable
Section 1.16.10	Preparation of information letter (comfort letter) for building issues	$77.25 per property	Not Applicable

SCHEDULE – DOG LICENCING

Dog Licencing Bylaw No. 7138
Sections 2.1, 2.3

Description	Fee
Dog – Not neutered or spayed	
Normal Fee	$87.00
Prior to March 1st of the year for which the application is made	$62.50
Dog – Neutered or spayed	
Normal Fee	$38.00
Prior to March 1st of the year for which the application is made	$25.50
For seniors who are 65 years of age or older that have paid prior to March 1st of the year for which the application is made	$13.00
Dangerous Dog – Not neutered or spayed	
Normal Fee	$310.00
Prior to March 1st of the year for which the application is made	$250.00
Dangerous Dog – Neutered or spayed	
Normal Fee	$250.00
Prior to March 1st of the year for which the application is made	$189.00
For seniors who are 65 years of age or older that have paid prior to March 1st of the year for which the application is made	$94.00
Replacement tag* **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*	$7.50

SCHEDULE – DONATION BIN REGULATION

Donation Bin Regulation Bylaw No. 9502
Section 2.1.3

Description	Fee
Annual Permit Fee	$115.00 per donation Bin
Damage Deposit Fee	$1,090.00 per donation bin location to a maximum of $3,000 per permittee

Donation Bin Regulation Bylaw No. 9502
Section 2.2.7

Description	Fee
Clean-up Fee	Actual Cost

Donation Bin Regulation Bylaw No. 9502
Section 2.4

Description	Fee
Bin Removal Fee	$115.00 per donation bin
Bin Retrieval Fee	$226.00 per donation bin
Storage Fee	$17.50 per day per donation bin
Disposal Fee	$89.50 per donation bin disposal

SCHEDULE – EMPLOYMENT AND PAYROLL RECORDS

Description	Fee
Fee per request	$115.00
Photocopying fees additional	$1.50 per page $1.75 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. 8708
Administration Fees
Section 2.1.1 and 2.1.2

Description	Fee
Application for Filming Agreement	$215.00
Film Production Business Licence	$149.00
Street Use Fee (100 feet/day)	$59.50

Filming Application and Fees Bylaw No. 8708
City Parks & Heritage Sites
Section 2.1.1 and 2.1.2

Description	Fee	Units
Major Park		
Per day	$887.00	
Per ½ day	$593.00	
Neighbourhood Park		
Per day	$593.00	
Per ½ day	$355.00	
Britannia Shipyard		
Filming	$2,356.00	per day
Preparation & Wrap	$1,180.00	per day
Per Holding Day	$593.00	per day
City Employee		
Per regular working hour	$42.50	
Per hour after 8 hours	$62.50	
Minoru Chapel		
Filming		
October through June	$2,943.00	per day
July through September	$3,533.00	per day
Preparation & Wrap	$1,180.00	per day
Per Holding Day	$593.00	per day
City Employee		
Per regular working hour	$42.50	
Per hour after 8 hours	$62.50	

Filming Application and Fees Bylaw No. 8708
City Parks & Heritage Sites (cont.)
Section 2.1.1 and 2.1.2

Description	Fee	Units
Nature Park		
Filming	$1,180.00	per day
Preparation & Wrap	$593.00	per day
City Employee		
Per regular working hour	$42.50	
Per hour after 8 hours	$62.50	
Gateway Theatre		
Filming	$2,943.00	per day
Preparation & Wrap	$1,180.00	per day
City Employee		
Per regular working hour	$42.50	
Per hour after 8 hours	$62.50	
City Hall		
Filming on regular business days	$2,356.00	per day
Filming on weekends or statutory holidays	$1,180.00	per day
Preparation & Wrap	$1,180.00	per day
City Employee		
Per regular working hour	$42.50	
Per hour after 8 hours	$62.50	

Filming Application and Fees Bylaw No. 8708
Other Fees
Section 2.1.1 and 2.1.2

Description	Fee	Units
RCMP (4-hour minimum)		
Per person	$124.00	per hour
Fire Rescue (4-hour minimum)		
Fire Engine	$153.00	per hour
Fire Captain	$107.00	per hour
Firefighter (minimum 3 firefighters)	$86.50	per hour, per person

SCHEDULE – FIRE PROTECTION AND LIFE SAFETY

Fire Protection and Life Safety Bylaw No. 8306
Fees & Cost Recovery

Description	Section	Fee	Units
Permit	4.3	$26.00	
Permit Inspection, first hour	4.3	$102.00	
Permit Inspection, subsequent hours or part thereof	4.3	$63.50	
Attendance – open air burning without permit *first hour*	4.5.1	$527.00	per vehicle
Attendance – open air burning without permit *subsequent half-hour or part thereof*	4.5.1	$268.00	per vehicle
Attendance – open air burning in contravention of permit conditions *first hour or part thereof*	4.5.3	$527.00	per vehicle
Attendance – open air burning in contravention of permit conditions *subsequent half-hour or part thereof*	4.5.3	$268.00	per vehicle
Attendance – false alarm – by Fire-Rescue - standby fee – contact person not arriving within 30 minutes after alarm *per hour or portion of hour Fire Dept standing by*	6.1.4 (b)	$527.00	per vehicle
Vacant premises – securing premises	9.7.4	Actual cost	
Vacant premises – Richmond Fire-Rescue response	9.7.5 (a)	$527.00	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	$131.00	
Work done to effect compliance with order in default of owner	14.1.6	Actual cost	
Fire Extinguisher Training	15.1.1 (h)	$29.50	per person for profit groups
Fire Records (Research, Copying or Letter)	15.1.1 (i)	$76.00	per address

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

Description	Section	Fee
Review – Fire Safety Plan any building	15.1.1 (b)	
Any building < 600 m² area		$131.00
Any building > 600 m² area		$192.00
High building, institutional		$254.00
Revisions (per occurrence)		$63.50
Inspection	15.2.1 (a)	
4 stories or less and less than 914 m² per floor		$254.00
4 stories or less and between 914 and 1,524 m² per floor		$381.00
5 stories or more and between 914 and 1,524 m² per floor		$630.00
5 stories or more and over 1,524 m² per floor		$877.00
Inspection or follow-up to an order *first hour*	15.2.1 (b)	$101.00
Re-inspection or follow-up to an order *subsequent hours or part of hour*	15.2.1 (b)	$63.50
Nuisance investigation, response & abatement	15.4.1	Actual cost
Mitigation, clean-up, transport, disposal of dangerous goods	15.4.2	Actual cost
Attendance – False alarm		
No false alarm reduction program in place	15.5.5	$381.00
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	$128.00
Caused by security alarm system	15.6.1	$254.00
Monitoring agency not notified	15.7.1	$254.00
Alternate solution report or application review	General	$192.00

SCHEDULE – GARDEN CITY LANDS SOILS DEPOSIT FEES

Garden City Lands Soils Deposits Fees Bylaw No. 9900
Sections 2.1

Dump Truck Type	Approximate Volume per Load	Fee
Tandem	$7m^3$	$103.00
Tri-Tandem	$9m^3$	$128.00
Truck + Transfer	$12m^3$	$164.00

SCHEDULE – NEWSPAPER DISTRIBUTION REGULATION

Newspaper Distribution Regulation Bylaw No. 7954

Section	Application Type	Fee
Section 2.1.3	Each compartment within a multiple publication news rack (MPN) for paid or free newspaper	$181.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for paid newspapers	$89.25, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for free newspapers	$122.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution agent for paid or free newspaper	$298.00, plus applicable taxes, per year
Section 2.4.3	Storage fee for each newspaper distribution box	$122.00, plus applicable taxes, per year

SCHEDULE – PARKING (OFF-STREET) REGULATION

PARKING (OFF-STREET) REGULATION Bylaw No. 7403
EV Charging – City EV Parking Stall User Fees
Section 3.5.3

Description	Fee
Charging Level of EV Supply Equipment	*Per minute*
Level 2 – 3.1kW to 9.6kW Charging Session Parking Rate	Initial 2 hrs: $0.0333/min ($2.00/hr) After 2 hrs: $0.0833/min ($5.00/hr)
Level 3 – 25kW Charging Session Parking Rate	$0.1333/min ($8.00/hr)
Level 3 – 50kW Charging Session Parking Rate	$0.2666/min ($16.00/hr)

PARKING (OFF-STREET) REGULATION Bylaw No. 7403
Section 5.1.3, 6.1.2

Description	Fee
Pay Parking Fees:	All rates include applicable taxes.
All Off-Street City Property Locations, other than those set out below	$2.75 per hour – 7:00 am to 9:00 pm
6131 Bowling Green Road	$2.75 per hour – 7:00 am to 9:00 pm
6500 Gilbert Road	$2.75 per hour – 7:00 am to 9:00 pm Gateway Theater Productions - $5.50 for maximum stay
7840 Granville Avenue	$2.25 per hour – 7:00 am to 4:00 pm
Parking Permit / Decal Fees:	
All Off-Street City Property Locations, other than those set out below.	$43.00 per calendar month plus applicable taxes, subject to discounts of: 10% for groups of 11 to 25 permit decals 15% for groups of 26 to 50 permit decals 25% for groups of 51 or more permit decals
Gateway Theater Staff Parking (6500 Gilbert Road)	$5.75 per calendar year, plus applicable taxes
Richmond Lawn Bowling Club Members Parking (6131 Bowling Green Road)	$5.75 per calendar year, plus applicable taxes
Richmond Seniors' Centre Members Parking (Minoru Park)	$8.75 per calendar year, plus applicable taxes
Richmond Tennis Club Members Parking (Minoru Park)	$5.75 per calendar year, plus applicable taxes

SCHEDULE – PLAYING FIELD USER FEES

Playing Field User Fees
Natural Turf Field Fees

Description	Fee	Units
Sand Turf (With Lights)		
Commercial (all ages)		
Full size	$42.00	per hour
Mini field	$21.25	per hour
Private or Non-resident (all ages)		
Full size	$34.00	per hour
Mini field	$18.00	per hour
Richmond Youth Groups*		
Full size	$12.00	per hour
Mini field	$6.75	per hour
Richmond Adult Groups*		
Full size	$25.25	per hour
Mini field	$13.00	per hour
Sand Turf (No Lights)		
Commercial (all ages)		
Full size	$30.50	per hour
Private or Non-resident (all ages)		
Full size	$24.25	per hour
Richmond Youth Groups*		
Full size	$9.00	per hour
Richmond Adult Groups*		
Full size	$19.00	per hour
Soil Turf (No Lights)		
Commercial (all ages)		
Full size	$10.50	per hour
Mini field	$6.00	per hour
Private or Non-resident (all ages)		
Full size	$8.75	per hour
Mini field	$5.25	per hour
Richmond Youth Groups*		
Full size	$4.25	per hour
Mini field	$3.00	per hour
Richmond Adult Groups*		
Full size	$6.75	per hour
Mini field	$4.25	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

Playing Field User Fees (cont.)
Artificial Turf Fees

Description	Fee	Units
Richmond Youth Groups*		
Full size	$25.50	per hour
Mini field	$13.00	per hour
Richmond Adult Groups*		
Full size	$42.75	per hour
Mini field	$21.75	per hour
Commercial/Non-residents (all ages)		
Full size	$62.25	per hour
Mini field	$31.75	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

Playing Field User Fees
Ball Diamonds

Description	Fee	Units
Sand Turf (With Lights)		
Commercial (all ages)		
Full size	$27.25	per hour
Private or Non-resident (all ages)		
Full size	$21.50	per hour
Richmond Youth Groups*		
Full size	$8.00	per hour
Richmond Adult Groups*		
Full size	$17.00	per hour
Sand Turf (No Lights)		
Commercial (all ages)		
Full size	$24.25	per hour
Private or Non-resident (all ages)		
Full size	$20.00	per hour
Richmond Youth Groups*		
Full size	$7.50	per hour
Richmond Adult Groups*		
Full size	$15.75	per hour

Playing Field User Fees
Ball Diamonds (cont.)

Soil Turf (No Lights)		
Commercial (all ages)		
Full size	$7.75	per hour
Private or Non-resident (all ages)		
Full size	$6.50	per hour
Richmond Youth Groups*		
Full size	$3.50	per hour
Richmond Adult Groups*		
Full size	$5.50	per hour
Artificial Turf (With Lights)		
Commercial (all ages)		
Full size	$66.50	per hour
Private or Non-resident (all ages)		
Full size	$66.50	per hour
Richmond Youth Groups*		
Full size	$27.25	per hour
Richmond Adult Groups*		
Full size	$45.50	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 70% 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)

Description	Fee	Units
Training Fee – all ages Track and Field Club	$862.00	per year
Richmond Youth Meets*	$163.00	per meet
Richmond Adult Meets*	$252.00	per meet
Private Group Track Meets or Special Events	$629.00	per day
Private Group Track Meets or Special Events	$53.50	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

SCHEDULE – POLLUTION PREVENTION AND CLEAN-UP

Permit Application Fees
Section 6.1.2

Description	Fee
Application Fee	$3,131.00
Request for comfort letters per civic address and per unit	$87.00

SCHEDULE – PROPERTY TAX FEES

Property Tax Certificate Fees

Description	Fee
Requested in person at City Hall	$69.00
Requested through APIC	$39.00

Property Tax Billing Information

Description	Fee
Additional tax and/or utility bill reprints – per folio/account	$6.75
Digital roll data report	$942.00
Tax apportionment – per child folio	$36.00
Mortgage company tax information request – per folio	$11.50

Property Tax Sale

Description	Fee
Tax Sale Registration Fee	$175.00

SCHEDULE – PUBLICATION FEES

Publication Fees

Description	Fee
As-Builts Drawings	
A-1 Size, 24" x 36"	$7.25
B Size, 18" x 24"	$5.50
Computer Sections Maps, 24" x 24"	
Individual	$7.25
Digital Download	$92.75
Custom Services	
Custom Mapping (per hour)	$74.50
Engineering Manuals	
Design Specifications (contents only)	$119.00
Supplemental Specifications and Detail Drawings (contents only)	$119.00
GIS Data Requests	
Non-refundable Data Request Fee	$128.00
First Layer*	$185.00
Each Additional Layer*	$63.50
Digital download of GIS layers of Municipal Works of City of Richmond	$7,481.00
Street Maps	
Large, 36" x 57"	$10.00
Small, 22" x 34"	$7.25
Traffic Camera Video Recording Search Fee	
Per Site (minimum charge)	$375.00
Per hour additional for large requests	$60.00
Utility Section Maps, 15" x 24"	
Individual	$5.50
Digital Download	$92.75

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

SCHEDULE – RCMP DOCUMENTATION FEES

RCMP Documentation Fees

Description	Fee
Criminal Record Checks	$69.25
Volunteer Criminal Record Checks – Volunteering outside the City of Richmond	$25.00
Volunteer Criminal Record Checks – Volunteering within the City of Richmond	No Charge
Police Certificate (including prints)	$69.25
Fingerprints	$69.25
Record of Suspension / Local Records Checks	$69.25
Name Change Applications	$69.25
Collision Analyst Report	$644.00
Field Drawing Reproduction	$46.75
Scale Drawing	$135.00
Mechanical Inspection Report	$277.00
Police Report and Passport Letter	$69.25
Insurance Claim Letter	$69.25
Court Ordered File Disclosure	$69.25
* per page *Plus	$3.00
**Shipping cost **Plus	$9.50
Photos 4" x 6" (per photo)	$4.50
***Shipping cost ***Plus	$9.50
Photos (each laser)	$3.50
Digital Photo Reproduction	$22.00
Video Reproduction (first hour)	$69.25
- per additional half-hour of staff time	$34.75
Audio Tape Reproduction	$69.25
- per additional half-hour of staff time	$34.75
Information transfer/storage to USB	$9.25

SCHEDULE – RESIDENTIAL LOT (VEHICULAR) ACCESS REGULATION

Residential Lot (Vehicular) Access Regulation Bylaw No. 7222
Administration Fees
Section 2.3

Description	Fee
Driveway Crossing Application Administration/Inspection Fee	$95.25

SCHEDULE – SIGN REGULATION

Sign Regulation Bylaw No. 9700
Sections 1.12, 1.14

Description	Fee
Base application fee (non-refundable)	$85.75 (creditable towards appropriate permit fee)
Fee for home-based sign	$85.75
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^2: $109.00 15.01-45.0m^2: $215.00 >45.01m^2: $375.00
Fee for new freestanding signs	< 3.0m^2: $215.00 3.01-9.0m^2: $428.00 9.01-15.0m^2: $642.00
Fee for temporary construction freestanding/fencing signs	Single/two family: $109.00 $53.75 for each additional 6 months. 3+ family construction: $215.00 $109.00 for each additional 6 months
Freestanding sign relocation fee (on same site)	$215.00 (same as base f/s fee)
Permit processing fee for a sign without a permit	2x actual permit fee

SCHEDULE - TRAFFIC

Traffic Bylaw No. 5870
Parking Fees
Section 12A.3, 12B.4

Description	Fee
Pay Parking Fees:	All rates include applicable taxes.
Block Meter Zones	$2.50 per hour – 8:00 am to 9:00 pm
Parking Permit / Decal Fees:	
Parking Permit Decal	$51.25 per calendar month, plus applicable taxes, subject to discounts of: • 10% for groups of 11 to 25 permit decals • 15% for groups of 26 to 50 permit decals • 25% for groups of 51 or more permit decals

Traffic Bylaw No. 5870
Construction Permit Zone with Block Meter and/or Metered Parking Spaces
Section 42.2A

Obstruction of Block Meter Machine	$103.00 per day per block meter machine plus applicable taxes
Removal of Block Meter Machine	$103.00 per block meter machine plus applicable taxes
Storage of Block Meter Machine	$51.25 per month per block meter machine plus applicable taxes
Obstruction of Metered Parking Space	$34.00 per day per metered parking space plus applicable taxes

SCHEDULE – TREE PROTECTION

Tree Protection Bylaw No. 8057
Permit Fees
Sections 4.2, 4.6

Description	Fee
Permit application fee	
To remove a hazard tree	No Fee
One (1) tree per parcel during a 12 month period	$63.50
Two (2) or more trees	$76.75 per tree
Renewal, extension or modification of a permit	$63.50

SCHEDULE – USE OF CITY STREETS

Traffic Bylaw No. 5870
Obstruction of Traffic – Traffic Management Plan Review and Lane Closure Permit
Section 6.3

Description	Fee
Application Review Fee	$103.00

Traffic Bylaw No. 5870
Containers – Temporary Placement Permit
Section 9A

Description	Fee
Permit Fee	$30.75 per day

Traffic Bylaw No. 5870
Shared Vehicle Parking Space – Permit
Section 12C

Description	Fee
Permit Fee	$307.00 per year

Traffic Bylaw No. 5870
EV Charging – City EV Parking Stall User Fees
Section 12D.4

Description	Fee
Charging Level of EV Supply Equipment	*Per minute*
Level 2 – 3.1kW to 9.6kW Charging Session User Fees	Initial 2 hrs: $0.0333/min ($2.00/hr) After 2 hrs: $0.0833/min ($5.00/hr)
Level 3 – 25kW Charging Session User Fees	$0.1333/min ($8.00/hr)
Level 3 – 50kW Charging Session User Fees	$0.2666/min ($16.00/hr)

Traffic Bylaw No. 5870
Oversize Vehicles and Building Moves – Permit
Section 25.1

Description	Fee
Individual Vehicle Trip	$25.75
One Vehicle for More than One Trip	$103.00
One Building Move	$51.25
Re-issuance of Building Move Permit as a Result of Changes Requested to Original Permit	$25.75

Traffic Bylaw No. 5870
Construction Zones – Permit
Section 42.1

Description		Fee
Permit Fee		$307.00
* per day	*Plus	$30.75
** per metre of roadway to which permit applies, per day	**Plus	$0.50

SCHEDULE – UNDERPINNING WORKS AND CONSTRUCTION FENCE ENCROACHMENT

Underpinning Works and Construction Fence Encroachment Bylaw No. 9833
Sections 2.1, 2.2 and 3.4

Description	**Fee**
Underpinning Works	
Application Fee	$535.00 per Underpinning Works Permit application
Encroachment Fee	$56.25 per square meter of excavation face that will be supported by the Underpinning Works
Inspection Fee	$254.00
Additional Inspection Fees	$95.25 per additional inspection if additional inspection(s) are required as a result of initial inspection showing deficiencies
Security Deposit	$5,333.00 plus such additional amounts set forth in section 2.2 of Bylaw No. 9833
Construction Fence	**Fee**
Application Fee	$109.00 per Construction Fence Permit application
Encroachment Fee	$10.75 per year per square meter of encroachment
Inspection Fee	$254.00
Additional Inspection Fees	$95.25 per additional inspection if additional inspection(s) are required as a result of initial inspection showing deficiencies
Security Deposit	$5,333.00

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	$7.75	per trunk
Towing permit	$63.50	
Inspection fee for each inspection after the second inspection	$32.75	

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		$281.00 plus room rental fee
Visiting Delegation or Study Tour	Up to 2 hours	$281.00 plus room rental fee
	2 to 4 hours	$558.00 plus room rental fee
	More than 4 hours	$1,114.00 plus room rental fee

SCHEDULE – WATER USE RESTRICTION

Water Use Restriction Bylaw No. 7784
Permit Fees
Section 3.1

Description	Fee
Permit application fee for new lawns or landscaping (s.3.1.1(a))	$38.50
Permit application fee for nematode applications for European Chafer Beetle control, where property does not have water meter service (s.3.1.1(b))	$38.50
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, Design Drawing and Inspection Fees

Description	Fee
Culvert	
Application Fee	$375.00
City Design Option	$1,232.00
Inspection Fee	$126.00 plus $25.50 per additional linear metre of culvert over 5 metres wide
Bridge	
Application Fee	$128.00
Inspection Fee	$250.00

Note: There is no City Design Option for bridges.

Watercourse Protection and Crossing Bylaw No. 8441
Riparian Management Area Building Permit – Application Review Fees
Section 8.2

Description	Fee
Application Review Fees	
(a) Single or two family dwelling construction	$783.00
(b) Single or two family dwelling demolition	$366.00
(c) Addition to and/or accessory building over 10 m^2 (for single or two family dwellings) construction	$366.00
(d) Addition to and/or accessory building over 10 m^2 (for single or two family dwellings) demolition	$366.00
(e) Retaining wall over 1.2 m in height, for single or two family dwelling	$366.00
(f) Site services for single or two family dwelling	$366.00
(g) Combination of three (3) or more of the following: single or two family dwelling construction and/or demolition, addition to and/or accessory building over 10m^2 for single or two family dwellings construction and/or demolition, retaining wall over 1.2 m in height, for single or two family dwelling, and/or site services for single or two family dwelling.	$1,566.00

Note: Other than as set out above there are no Building Permit application review fees for activities in or adjacent to riparian management areas

Watercourse Protection and Crossing Bylaw No. 8441
Development in Riparian Management Area Inspection Fees
Section 8.5

Description	**Fee**
Initial Inspection Fee	$78.50
Re-inspection Fees	
(a) first additional inspection	$78.50
(b) second additional inspection	$157.00
(c) third additional inspection	$314.00
Note: the fee for each additional inspection after the third additional inspection, required as a result of prior inspection showing deficiencies, will be at double the cost of each immediately previous inspection	