



City of Richmond

Report to Committee

To: Finance Committee

Date: August 28, 2015

From: Jerry Chong
Director, Finance

File: 12-8060-20-
009272/Vol 01



Re: Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9272

Staff Recommendation

That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9272 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"/>	
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"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	

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:

- 7.1. *Relevant and effective budget processes and policies.*
- 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 2016 is projected to be 2.2%. 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. 9272 are effective January 1, 2016 and have been adjusted for the proposed 2.2% increase, with the following changes to the schedules at the request of the respective stakeholders:

- Schedule – Archives & Records
 - Photocopying and microfilm 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.
 - "Use Fees" are eliminated starting 2016. The City currently charges "Use Fees" for publishing, posting, or exhibiting City of Richmond Archives records or photographs. Since the City is digitizing the collection of photographs and records, it will be very difficult, if not impossible to track and charge for the use of the digital collection on-line.

Eliminating the "Use Fee" will act to promote the use of photographs in our holdings and will promote the City of Richmond Archives since users will be asked to agree to the conditions of use. The agreement conditions include giving credit for any published City of Richmond Archives photographs.

- Commercial Research Service Fees of \$45/hour is added to the schedule - This fee will be charged to commercial researchers who request Archives staff to conduct detailed research into the content of records in connection with trade,

business, profession, or other for-profit ventures. This new fee will compensate for the additional services provided by Archives staff.

- Schedule – Community Bylaws Documentation Fees
 - A new fee of \$56.00 (plus GST) per address or unit is added for Comfort Letters requested by external clients. Prior to 2012, all comfort letter requests were handled and billed by one central department responsible for collecting the data from various City departments. Since 2012, comfort letter requests are handled directly by each department responsible. Each department would set their own fees to recover the cost of responding to a specific request. Current comfort letter fees charged by the City are:
 - Business Licence - \$59.25 per property
 - Fire Protection - \$68.00 per property
 - Planning Division - \$69.25 per property
- Schedule – Development Applications Fees
 - Under Section 1.2.1(b) for the Zoning Amendments, the statement reading “plus all associated public notification costs” was added to the fees for the Zoning Bylaw Designation Amendment for Single Detached (RS) requiring a new or amended Lot Size Policy. The rationale for this change is that introducing a new lot size policy or amending an existing lot size policy requires direct mail notification by the City to all property owners within the specific lot size policy area. The proposed bylaw change ensures that the mailing costs for the notification process are borne by the applicant.
- Schedule – Employment and Payroll Records
 - A new schedule is added to address the numerous requests from external solicitors for employment information necessary for loss of wage claims with insurance companies and other legal cases.
- Schedule – Playing Field User Fees
 - New user fees are added for various groups wishing to use baseball diamonds with artificial turf.
- Schedule – Property Tax Billing Information
 - Instead of a 2.2% CPI increase on fees charged to mortgage companies for tax information, it is proposed that this fee be adjusted from \$5.25 to \$10 per folio starting in 2016.

A recent survey of all municipalities in the Lower Mainland revealed that Richmond charges the least for this service. All other municipalities charge fees ranging from \$10 to \$25 per folio to provide tax information to mortgage companies. Adjusting the rate to \$10 will bring our fee in line with other municipalities.

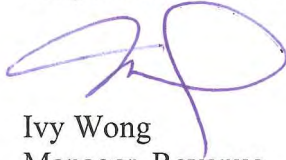
- Schedule – Visiting Delegation, Study Tour and City Hall Tour
 - All fees under this schedule remain unchanged as the fees were instituted in 2014.

Financial Impact

The fee increases assist in offsetting rising costs, which otherwise will be recovered through increases to taxation revenue. It is estimated that an increase of 2.2% will generate approximately \$170,000 in additional revenue.

Conclusion

That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9272 be introduced and given first, second and third readings.



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

IW:gjn

Att. 1: Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9272



Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9272

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, 2016.
3. This Bylaw is cited as **“Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9272”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept. <i>JW</i>
APPROVED for legality by Solicitor <i>LB</i>

MAYOR

CORPORATE OFFICER

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	\$39.50

Animal Control Regulation Bylaw No. 7932

Impoundment Fees

Section 8

Description	Fee
1st time in any calendar year	
Neutered male or spayed female dog	\$45.75
Non-neutered male or unspayed female dog	\$137.00
Dangerous Dog*	\$564.00
2nd time in any calendar year	
Neutered male or spayed female dog	\$90.25
Non-neutered male or unspayed female dog	\$284.00
Dangerous Dog*	\$1,124.00
3rd time and subsequent times in any calendar year	
Neutered male or spayed female dog	\$284.00
Non-neutered male or unspayed female dog	\$564.00
Dangerous dog*	\$1,124.00
Bird	\$6.50
Domestic farm animal	\$67.75
<i>Impoundment fee also subject to transportation costs</i>	
Other animal	\$34.25
<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

Description	Fee
Dog	\$14.00
Cat	\$14.00
Bird	\$3.50
Domestic farm animal	\$34.25
Other animal	\$11.50

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
<u>Records</u>		
Photocopying and printing of files/bylaw (First 4 pages free)	\$0.35	per b+w page
<i>per page</i>	\$0.50	per colour page
Microfilm printing	\$0.35	
<i>per page</i>		
<u>Photograph Reproductions</u>		
Scanned image (each)	\$17.75	
CD	\$6.50	
5" x 7"	\$14.00	
8" x 10"	\$17.75	
11" x 14"	\$26.25	
16" x 20"	\$36.50	
20" x 24"	\$45.75	

**Archives
Tax Searches Fees**

Description	Fee
<u>Tax Searches and Printing of Tax Records</u>	
Searches ranging from 1 to 5 years	\$29.00
Each year greater than 5 years	\$6.50

**Archives and Records
Preliminary Site Investigation**

Description	Fee
Active Records Check Survey (per civic address searched)	\$227.00

**Archives
Mail Orders**

Description	Fee
Mail orders	\$6.50

**Archives
Research Service Fee**

Description	Fee	Unit
Commercial Research Service Fee	\$45.00	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 (publication and commercial fees still apply).

SCHEDULE – BILLING AND RECEIVABLES

Billing and Receivables

Receivables Fees

Description	Fee
Administrative charges for receivable projects undertaken for arm's length third parties	(20% of actual cost)
Non-Sufficient Fund (NSF) charges	\$33.75

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 <i>Local Government Act</i> [Variance or exemption to relieve hardship]	\$650.00
Application for order under section 901.1 of <i>Local Government Act</i> [Exemption to relieve hardship from early termination of land use contract]	\$650.00
Application for order under section 902 of <i>Local Government Act</i> [Extent of damage preventing reconstruction as non-conforming use]	\$650.00
Fee for notice of new hearing due to adjournment by applicant	\$150.00

SCHEDULE – BOULEVARD AND ROADWAY PROTECTION AND REGULATION

Boulevard and Roadway Protection and Regulation Bylaw No. 6366

Inspection Charges

Section 11

Description	Fee
Additions & Accessory Buildings Single or Two Family Dwellings over 10 m2 in size; In-ground Swimming Pools & Demolitions	\$171.00
Move-Offs; Single or Two Family Dwelling Construction	\$171.00
Combined Demolition & Single or Two Family Dwelling Construction	\$171.00
Commercial; Industrial; Multi-Family; Institutional; Government Construction	\$227.00
Combined Demolition & Commercial; Industrial; Multi-family; Institutional or Government Construction	\$227.00
Each additional inspection as required	\$85.00

SCHEDULE – BUILDING REGULATION

Building Regulation Bylaw No. 7230

Plan Processing Fees

Section 5.13

Description	Fee
For a new one family dwelling	\$620.00
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>	\$71.00
For a sewage holding tank	\$143.00

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)	\$71.00
Exceeding \$1,000.00 up to \$100,000.00	\$71.00
<i>*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00</i> *Plus	\$11.00
Exceeding \$100,000.00 to \$300,000.00	\$1,160.00
<i>**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00</i> **Plus	\$10.50
Exceeding \$300,000.00	\$3,260.00
<i>***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00</i> ***Plus	\$8.50

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)	\$71.00
Exceeding \$1,000.00 up to \$100,000.00	\$71.00
<i>*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00</i>	<i>*Plus \$11.25</i>
Exceeding \$100,000.00 up to \$300,000.00	\$1,184.75
<i>**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00</i>	<i>**Plus \$10.75</i>
Exceeding \$300,000.00	\$3,334.75
<i>***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00</i>	<i>***Plus \$8.75</i>

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	\$1,190.00	per m2
(ii) new construction of second storey	\$1,096.00	per m2
(iii) garage	\$609.00	per m2
(iv) decks or porches	\$502.00	per m2
(v) interior finishing on existing buildings	\$562.00	per m2
(vi) additions	\$1,190.00	per m2

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)	\$127.00
Building Permit Fee for Temporary Building for Occupancy	\$564.00
Re-inspection Fees	
(a) for the third inspection	\$85.00
(b) for the fourth inspection	\$116.00
(c) for the fifth inspection	\$227.00
<i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	
Special Inspection Fees:	
(a) during the City's normal business hours	\$127.00
(b) outside the City's normal business hours	\$496.00
<i>*for each hour or part thereof after the first four hours</i>	*Plus \$127.00
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>	\$71.00
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>	\$71.00
Building Move Inspection Fee:	
(a) within the City boundaries	\$127.00
(b) outside the City boundaries when travel is by City vehicle <i>** per km travelled</i>	\$127.00 **Plus \$2.50

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)	\$284.00
Provisional Occupancy Notice Extension Fee	\$451.00
Building Demolition Inspection Fee for each building over 50 m ² in floor area	\$444.00
Sewage Holding Tank Permit Fee	\$284.00
<u>Use of Equivalents Fees:</u>	
(a) each report containing a maximum of two separate equivalents	\$619.00
(b) for each equivalent greater than two contained in the same report	\$254.00
(c) for an amendment to an original report after the acceptance or rejection of the report	\$127.00
(d) for Air Space Parcels (treating buildings as one building)	\$2,210.00

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)	\$71.00	per appliance
- <i>whichever is greater (a) or (b)</i> (b)	\$26.25	
Domestic/Commercial/Industrial Installations – two family dwellings , multiple unit residential buildings, including townhouse units)		
(a) appliance input up to 29 kW	\$71.00	
(b) appliance input exceeding 29 kW	\$116.00	
<u>Special Inspection Fees:</u>		
(a) during the City’s normal business hours	\$127.00	
(b) outside the City’s normal business hours	\$496.00	
<i>*for each hour or part thereof after the first four hours</i> *Plus	\$127.00	

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
<u>Re-Inspection Fee:</u>	
(a) for the third inspection	\$85.00
(b) for the fourth inspection	\$116.00
(c) for the fifth inspection	\$227.00
<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)	\$71.00
<u>Piping alteration – for existing appliances</u>	
First 30 metres of piping	\$71.00
Each additional 30 metres or part thereof	\$26.25
Gas permit transfer of assignment fee (a)	\$71.00
<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)	\$71.00
<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

Description	Fee	Units
<u>Plumbing</u>		
(a) installation of each plumbing fixture	\$26.25	
(b) minimum plumbing fee	\$71.00	
(c) connection of City water supply to any hydraulic equipment	\$71.00	
<u>Sprinkler & Standpipes</u>		
(a) installation of any sprinkler system	\$71.00	
<i>*per additional head</i>	<i>*Plus</i> \$3.00	
(b) installation of each hydrant, standpipe, hose station, hose valve, or hose cabinet used for fire fighting (c)	\$71.00	
<i>-whichever is greater of (c) or (d)</i>	(d) \$26.25	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

Description	Fee	Units
<p><u>Water Service</u> (a) for the first 30 metres of water supply service pipe to a building or structure (b) for each additional 30 metres of water supply service pipe to a building and structure</p>	<p>\$71.00 \$26.25</p>	
<p><u>Sanitary & Storm Sewers: Building Drains & Water Distribution</u> (a) for the first 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof (b) for each additional 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof (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 (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 (e) for the installation of any neutralizing tank, catch basin, sump, or manhole (f) (g) - whichever is greater of (f) or (g)</p>	<p>\$71.00 \$26.25 \$71.00 \$26.25 \$71.00 \$26.25</p>	<p>per item</p>
<p><u>Special Inspections</u> (a) during the City's normal business hours (b) outside the City's normal business hours or each hour *for part thereof exceeding the first four hours</p>	<p>\$127.00 \$496.00 *Plus \$127.00</p>	
<p><u>Design Modification Fees</u> Plan review <i>Applicable to Plumbing, Sprinkler & Standpipes, Water Service, and Sanitary & Storm Sewers; Building Drains & Water Distributions</i></p>	<p>\$127.00</p>	<p>per hour</p>

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
<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>	 \$85.00 \$116.00 \$227.00
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>	\$71.00
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>	\$71.00
Provisional Plumbing Compliance Inspection Fee (per permit visit)	\$143.00
Provisional Plumbing Compliance Notice Extension Fee	\$227.00
Potable Water Backflow Preventer Test Report Decal	\$23.00

SCHEDULE – BUSINESS LICENCE

Business Licence Bylaw No. 7360

Assembly Use Group 1

Group 1 – Business Licence Fee assessed by total floor area <i>Except Food Caterers which are assessed a fee in accordance with Group 3</i>		
Square Metres (m²)	(Square Feet) (ft²)	Fee
0.0 to 93.0	(0 to 1000)	\$164.00
93.1 to 232.5	(1001 to 2500)	\$249.00
232.6 to 465.0	(2501 to 5000)	\$430.00
465.1 to 930.0	(5001 to 10000)	\$685.00
930.1 to 1860.1	(10001 to 20000)	\$1,214.00
1860.2 to 2790.1	(20001 to 30000)	\$1,738.00
2790.2 to 3720.2	(30001 to 40000)	\$2,267.00
3720.3 to 4650.2	(40001 to 50000)	\$2,789.00
4650.3 to 5580.3	(50001 to 60000)	\$3,317.00
5580.4 and over	(60001 and over)	\$3,760.00
Food Primary Liquor Licence Fee		\$342.00
Mobile Vendors (Food) Fee (per vehicle)		\$79.75

Business Licence Bylaw No. 7360

Assembly Use Group 2

Group 2 – Business Licence Fee assessed by Number of Seats	
Seats	Fee
0 to 30	\$518.00
31 to 60	\$1,030.00
61 to 90	\$1,545.00
91 to 120	\$2,061.00
121 to 150	\$2,571.00
151 to 180	\$3,085.00
181 to 210	\$3,596.00
211 and over	\$3,760.00

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	\$133.00
6 to 10	\$222.00
11 to 15	\$319.00
16 to 25	\$474.00
26 to 50	\$685.00
51 to 100	\$990.00
101 to 200	\$1,396.00
201 to 500	\$2,014.00
501 to 1000	\$3,043.00
1001 and over	\$3,760.00

**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	\$158.00
6 to 10	\$244.00
11 to 25	\$416.00
26 to 50	\$675.00
51 to 100	\$1,189.00
101 to 200	\$1,701.00
201 to 300	\$2,215.00
301 to 400	\$2,724.00
401 to 500	\$3,232.00
501 and over	\$3,760.00

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

Service Use – Business Licence Fee assessed by Number of Employees (including owners)*	
Employees	Fee
0 to 5	\$133.00
6 to 10	\$228.00
11 to 15	\$333.00
16 to 25	\$489.00
26 to 50	\$700.00
51 to 100	\$1,017.00
101 to 200	\$1,427.00
201 to 500	\$2,066.00
501 to 1000	\$3,110.00
1001 and over	\$3,760.00

**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 (m²)	(Square Feet) (ft²)	Fee
0.0 to 93.0	(0 to 1000)	\$133.00
93.1 to 232.5	(1001 to 2500)	\$210.00
232.6 to 465.0	(2501 to 5000)	\$385.00
465.1 to 930.0	(5001 to 10000)	\$648.00
930.1 to 1860.1	(10001 to 20000)	\$1,172.00
1860.2 to 2790.1	(20001 to 30000)	\$1,702.00
2790.2 to 3720.2	(30001 to 40000)	\$2,223.00
3720.3 to 4650.2	(40001 to 50000)	\$2,746.00
4650.3 to 5580.3	(50001 to 60000)	\$3,272.00
5580.4 and over	(60001 and over)	\$3,760.00

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	\$158.00
6 to 10	\$261.00
11 to 15	\$365.00
16 to 25	\$518.00
26 to 50	\$727.00
51 to 100	\$1,030.00
101 to 200	\$1,442.00
201 to 500	\$2,054.00
501 to 1000	\$3,079.00
1001 and over	\$3,760.00

**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
<u>Vehicle for Hire Business Fee</u>	
Each Vehicle for Hire applicant must pay (1) and (2)*:	
(1) Vehicle for Hire office fee	\$133.00
(2) Per vehicle licence fee*	
<i>based on the number of vehicles</i>	
CLASS “A” Taxicab	\$123.00
CLASS “B” Limousine	\$79.75
CLASS “C” Sightseeing Taxicab	\$123.00
CLASS “D” Airport Taxicab	\$123.00
CLASS “E” Private Bus	\$123.00
CLASS “I” Charter Minibus	\$123.00
CLASS “J” Rental Vehicle	
Group 1	\$15.50
Group 2	\$79.75
CLASS “K” Driver Training Vehicle	\$59.50
CLASS “M” Tow-Truck	\$123.00
CLASS “N” Taxicab for Persons with Disabilities	\$123.00
CLASS “P” Pedicab	\$123.00

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

Description	Fee
<i>*Notwithstanding the per-vehicle licence fees stipulated in Section 2, the maximum licence fee for any Vehicle for Hire business</i>	\$3,760.00
Transferring a Vehicle for Hire Licence within any calendar year	\$46.00
Replacing a Vehicle for Hire Licence plate or decal	\$13.50

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

Description	Fee
<u>Vending Machine Business Licence Fee</u>	
Group 1 (per machine)	\$29.75
Group 2 (per machine)	\$41.50
Group 3 (per machine)	\$9.25
Banking Machine licence fee (per machine)	\$128.00
Amusement Machine licence fee (per machine)	\$29.75

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

Description	Fee
Adult entertainment establishment licence	\$3,760.00
Casino	\$5,949.00
<u>Body-painting studio</u>	
Studio licence	\$3,760.00
Each body-painting employee	\$133.00
<u>Body-rub studio</u>	
Studio licence	\$3,760.00
Each body-rub employee	\$133.00
<u>Escort Service</u>	
Escort service licence	\$3,760.00
Each escort employee	\$133.00

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

Description	Fee
Farmer's market licence	\$133.00

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

Description	Fee
Requests for comfort letters (includes GST) per address/business	\$59.25
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	\$46.00
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>	\$46.00
Licence reprint	\$11.25

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

Description	Fee
Annual permit	\$113.00

SCHEDULE – COMMUNITY BYLAWS DOCUMENTATION FEES

Community Bylaws Documentation Fees

Description	Fee
Requests for Comfort Letters (+ GST) per civic address & per unit	\$56.00

SCHEDULE – DEVELOPMENT APPLICATION FEES

Zoning Amendments

Section	Application Type	Base Fee	Incremental Fee
Section 1.2.1 (a)	Zoning Bylaw Text Amendment	\$1,742.00	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	\$2,214.00 \$2,766.00	Not Applicable Not Applicable
Section 1.2.1	Zoning Bylaw Designation Amendment for 'site specific zones'	\$3,318.00	For residential portion of development: - \$42.00 per dwelling unit for first 20 dwelling units and \$21.50 per dwelling unit for each subsequent dwelling unit
			For non-residential building area: - \$26.75 per 100 m ² of building area for the first 1,000 m ² and \$16.50 per 100 m ² thereafter
Section 1.2.1	Zoning Bylaw Designation Amendment for all other zoning districts	\$2,214.00	For residential portion of development: - \$21.50 per dwelling unit for first 20 dwelling units and \$11.25 per dwelling unit for each subsequent dwelling unit
			For non-residential building area: - \$16.50 per 100 m ² of building area for the first 1,000 m ² and \$6.25 per 100 m ² thereafter
Section 1.2.3	Additional Public Hearing for Zoning Bylaws Text or Designation Amendments	\$834.00	\$834.00 for each subsequent Public Hearing required
Section 1.2.5	Expedited Timetable for Zoning Designation Amendment (Fast Track Rezoning)	\$1,110.00	Not Applicable

Official Community Plan Amendments

Section	Description	Base Fee	Incremental Fee
Section 1.3.1	Official Community Plan Amendment without an associated Zoning Bylaw Amendment	\$3,318.00	Not Applicable
Section 1.3.2	Additional Public Hearing for Official Community Plan Amendment <i>for second public hearing</i>	\$834.00	\$834.00 for each subsequent Public Hearing required

Development Permits

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	\$1,662.00	\$552.00 for the first 464.5 m ² of gross floor area plus: - \$113.00 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 - \$22.00 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	\$1,062.00	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)	\$1,662.00	Not Applicable
Section 1.4.4	General Compliance Ruling for an issued Development Permit	\$559.00	Not Applicable
Section 1.4.5	Expedited Timetable for a Development Permit (Fast Track Development Permit)	\$1,110.00	Not Applicable

Development Variance Permits

Section	Description	Base Fee	Incremental Fee
Section 1.5.1	Development Variance Permit	\$1,662.00	Not Applicable

Temporary Use Permits

Section	Description	Base Fee	Incremental Fee
Section 1.6.1	Temporary Use Permit	\$2,214.00	Not Applicable
	Temporary Use Permit Renewal	\$1,110.00	Not Applicable

Land Use Contract Amendments

Section	Description	Base Fee	Incremental Fee
Section 1.7.1	Land Use Contract Amendment	\$1,062.00	Not Applicable

Liquor-Related Permits

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	\$559.00	Not Applicable
Section 1.8.5 (b)	Temporary changes to existing liquor licence	\$294.00	Not Applicable

Subdivision and Consolidation of Property

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	\$834.00	\$113.00 for the second and each additional parcel
Section 1.9.2	Extension or amendment to a preliminary approval of subdivision letter	\$283.00	\$283.00 for each additional extension or amendment
Section 1.9.3	Road closure or road exchange	\$834.00	(In addition to the application fee for the subdivision)
Section 1.9.4	Air Space Subdivision	\$6,501.00	\$159.00 for each air space parcel created
Section 1.9.5	Consolidation of property without a subdivision application	\$113.00	Not Applicable

Strata Title Conversion of Existing Building

Section	Description	Base Fee	Incremental Fee
Section 1.10.1 (a)	Strata Title Conversion of existing two-family dwelling	\$2,214.00	Not Applicable
Section 1.10.1 (b)	Strata Title Conversion of existing multi-family dwelling, commercial buildings and industrial buildings	\$3,318.00	Not Applicable

Phased Strata Title Subdivisions

Section	Description	Base Fee	Incremental Fee
Section 1.11.1	Phased Strata Title	\$559.00 for first phase	\$559.00 for each additional phase

Servicing Agreements and Latecomer Fees

Section	Description	Base Fee	Incremental Fee
Section 1.12.1	Servicing Agreement	Processing fee of \$1,110.00	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	\$5,307.00	Not Applicable

Civic Address Changes

Section	Description	Base Fee	Incremental Fee
Section 1.13.1	Civic Address change associated with the subdivision or consolidation of property	\$283.00	Not Applicable
	Civic Address change associated with a new building constructed on a corner lot	\$283.00	Not Applicable
	Civic Address change due to personal preference	\$1,110.00	Not Applicable

Telecommunication Antenna Consultation and Siting Protocol

Section	Description	Base Fee	Incremental Fee
Section 1.14.1	Telecommunication Antenna Consultation and Siting	\$2,214.00	Not Applicable

Heritage Applications

Section	Description	Base Fee	Incremental Fee
Section 1.15.1 (a)	<u>Heritage Alteration Permit</u> No Development Permit or Rezoning application With Development Permit or Rezoning application	\$241.00 (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	\$241.00 (20% of the total applicable development permit or rezoning fee, whichever is greater)	Not Applicable Not Applicable

Administrative Fees

Section 1.16

Section	Description	Base Fee	Incremental Fee
Section 1.16.1	Change in property ownership or authorized agent	\$283.00	Not Applicable
Section 1.16.2	Change in mailing address of owner, applicant or authorized agent	\$53.25	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	\$283.00	Not Applicable
Section 1.16.4	Approving Officer legal plan signing or re-signing fee	\$59.00 per legal plan	Not Applicable
Section 1.16.5	Site Profile submission	\$59.00 per site profile	Not Applicable
Section 1.16.6	Amendment To or Discharge of Legal Agreement that does not require City Council approval	\$283.00 per legal agreement	Not Applicable
Section 1.16.7	Amendment To or Discharge of Legal Agreement that requires City Council approval	\$1,110.00 per legal agreement	Not Applicable
Section 1.16.8	Additional Landscape inspection because of failure to comply with City requirements	\$119.00 for second inspection	\$119.00 for each additional inspection required
Section 1.16.9	Preparation of Information Letter (Comfort Letter) for general land use	\$69.25 per property	Not Applicable
Section 1.16.10	Preparation of Information Letter (Comfort Letter) for building issues	\$69.25 per property	Not Applicable

SCHEDULE – DOG LICENCING

Dog Licencing Bylaw No. 7138

Sections 2.1, 2.3

Description	Fee
<u>Dog – Not neutered or spayed</u>	
Normal Fee	\$77.75
Prior to March 1 st of the year for which the application is made	\$55.75
<u>Dog – Neutered or spayed</u>	
Normal Fee	\$33.75
Prior to March 1 st of the year for which the application is made	\$22.50
<i>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</i>	\$11.25
<u>Dangerous Dog – Not neutered or spayed</u>	
Normal Fee	\$278.00
Prior to March 1 st of the year for which the application is made	\$223.00
<u>Dangerous Dog – Neutered or spayed</u>	
Normal Fee	\$223.00
Prior to March 1 st of the year for which the application is made	\$168.00
<i>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</i>	\$83.75
Replacement tag* *	\$6.25
<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 – EMPLOYMENT AND PAYROLL RECORDS

Description	Fee
Fee per request	\$100.00
Photocopying fees additional	\$0.35 per page \$0.70 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

Description	Fee
Application for Filming Agreement	\$107.00
Film Production Business Licence	\$127.00
Street Use Fee (100 feet/day)	\$53.25

Filming Application and Fees Bylaw No. 8172

City Parks & Heritage Sites

Section 3

Description	Fee	Units
Major Park		
<i>Per day</i>	\$797.00	
<i>Per ½ day</i>	\$532.00	
Neighbourhood Park		
<i>Per day</i>	\$532.00	
<i>Per ½ day</i>	\$319.00	
<u>Britannia Shipyard</u>		
Filming	\$2,123.00	per day
Preparation & Wrap	\$1,062.00	per day
Per Holding Day	\$532.00	per day
City Employee		
<i>Per regular working hour</i>	\$37.50	
<i>Per hour after 8 hours</i>	\$56.00	
<u>Minoru Chapel</u>		
Filming		
<i>October through June</i>	\$2,654.00	per day
<i>July through September</i>	\$3,185.00	per day
Preparation & Wrap	\$1,062.00	per day
Per Holding Day	\$532.00	per day
City Employee		
<i>Per regular working hour</i>	\$37.50	
<i>Per hour after 8 hours</i>	\$56.00	

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

Description	Fee	Units
<u>Nature Park</u>		
Filming	\$1,062.00	per day
Preparation & Wrap	\$532.00	per day
City Employee		
<i>Per regular working hour</i>	\$21.50	
<i>Per hour after 8 hours</i>	\$32.25	
<u>Gateway Theatre</u>		
Filming	\$2,654.00	per day
Preparation & Wrap	\$1,062.00	per day
City Employee		
<i>Per regular working hour</i>	\$35.50	
<i>Per hour after 8 hours</i>	\$53.25	
<u>City Hall</u>		
Filming on regular business days	\$2,123.00	per day
Filming on weekends or statutory holidays	\$1,062.00	per day
Preparation & Wrap	\$1,062.00	per day
City Employee		
<i>Per regular working hour</i>	\$21.50	
<i>Per hour after 8 hours</i>	\$32.25	

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

Description	Fee	Units
<u>RCMP (4-hour minimum)</u>		
Per person	\$109.00	per hour
<u>Fire Rescue (4-hour minimum)</u>		
Fire Engine	\$137.00	per hour
Fire Captain	\$94.50	per hour
Firefighter (minimum 3 firefighters)	\$77.50	per hour, per person
Use of special effects	\$107.00	per day
Use of Fire Hydrant		
<i>First day</i>	\$208.00	
<i>Each additional day</i>	\$69.25	

SCHEDULE – FIRE PROTECTION AND LIFE SAFETY

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

Description	Section	Fee	Units
Permit	4.1	\$23.00	
Permit Inspection, first hour	4.3	\$90.25	
Permit Inspection, subsequent hours or part thereof	4.3	\$56.75	
Attendance – open air burning without permit <i>first hour</i>	4.5.1	\$472.00	per vehicle
Attendance – open air burning without permit <i>subsequent half-hour or part thereof</i>	4.5.1	\$238.00	per vehicle
Attendance – open air burning in contravention of permit conditions <i>first hour or part thereof</i>	4.5.3	\$472.00	per vehicle
Attendance – open air burning in contravention of permit conditions <i>subsequent half-hour or part thereof</i>	4.5.3	\$238.00	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)	\$472.00	per vehicle
Vacant premises – securing premises	9.7.4	Actual cost	
Vacant premises – Richmond Fire-Rescue response	9.7.5(a)	\$472.00	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	\$116.00	
Work done to effect compliance with order in default of owner	14.1.6	Actual cost	
Fire Extinguisher Training	15.1.1	\$25.75	per person for profit groups
Fire Records (Research, Copying or Letter)	15.1.1	\$68.00	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 m ² area		\$116.00
Any building > 600 m ² area		\$171.00
High building, institutional		\$227.00
Revisions (per occurrence)		\$56.75
Inspection	15.2.1 (a)	
4 stories or less and less than 914 m ² per floor		\$227.00
4 stories or less and between 914 and 1524 m ² per floor		\$340.00
5 stories or more and between 914 and 1524 m ² per floor		\$564.00
5 stories or more and over 1524 m ² per floor		\$787.00
Inspection or follow-up to an order <i>first hour</i>	15.2.1 (b)	\$90.25
Re-inspection or follow-up to an order <i>subsequent hours or part of hour</i>	15.2.1 (b)	\$56.75
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	\$340.00
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	15.5.6	\$113.00
Caused by security alarm system	15.6.1	\$227.00
Monitoring agency not notified	15.7.1	\$227.00
Alternate solution report or application review	General	\$171.00

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	\$160.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for paid newspapers	\$79.75, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for free newspapers	\$107.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution agent for paid or free newspaper	\$266.00, plus applicable taxes, per year
Section 2.4.3	Storage fee for each newspaper distribution box	\$107.00, plus applicable taxes, per year

SCHEDULE – PLAYING FIELD USER FEES

Playing Field User Fees

Natural Turf Field Fees

Description	Fee	Units
<u>Sand Turf (With Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$37.00	per hour
<i>Mini field</i>	\$18.75	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$30.00	per hour
<i>Mini field</i>	\$15.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$10.50	per hour
<i>Mini field</i>	\$5.50	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$22.25	per hour
<i>Mini field</i>	\$11.25	per hour
<u>Sand Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$26.75	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$21.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$7.75	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$16.50	per hour

Playing Field User Fees
Natural Turf Field Fees (cont.)

Description	Fee	Units
<u>Soil Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$9.25	per hour
<i>Mini field</i>	\$4.75	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$7.50	per hour
<i>Mini field</i>	\$4.00	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$3.00	per hour
<i>Mini field</i>	\$1.75	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$5.50	per hour
<i>Mini field</i>	\$3.00	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
Artificial Turf Fees

Description	Fee	Units
Richmond Youth Groups*		
<i>Full size</i>	\$22.50	per hour
<i>Mini field</i>	\$11.25	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$37.75	per hour
<i>Mini field</i>	\$19.25	per hour
Commercial/Non-residents (all ages)		
<i>Full size</i>	\$55.50	per hour
<i>Mini field</i>	\$28.00	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

Description	Fee	Units
<u>Sand Turf (With Lights)</u>		
Commercial (all ages) <i>Full size</i>	\$23.75	per hour
Private or Non-resident (all ages) <i>Full size</i>	\$19.00	per hour
Richmond Youth Groups* <i>Full size</i>	\$6.75	per hour
Richmond Adult Groups* <i>Full size</i>	\$14.50	per hour
<u>Sand Turf (No Lights)</u>		
Commercial (all ages) <i>Full size</i>	\$21.50	per hour
Private or Non-resident (all ages) <i>Full size</i>	\$17.50	per hour
Richmond Youth Groups* <i>Full size</i>	\$6.25	per hour
Richmond Adult Groups* <i>Full size</i>	\$13.25	per hour
<u>Soil Turf (No Lights)</u>		
Commercial (all ages) <i>Full size</i>	\$6.50	per hour
Private or Non-resident (all ages) <i>Full size</i>	\$5.25	per hour
Richmond Youth Groups* <i>Full size</i>	\$2.25	per hour
Richmond Adult Groups* <i>Full size</i>	\$4.25	per hour
<u>Artificial Turf (With Lights)</u>		
Commercial (all ages) <i>Full size</i>	\$59.13	per hour
Private or Non-resident (all ages) <i>Full size</i>	\$59.13	per hour
Richmond Youth Groups* <i>Full size</i>	\$23.56	per hour
Richmond Adult Groups* <i>Full size</i>	\$40.40	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)

Description	Fee	Units
Training Fee – all ages Track and Field Club	\$773.00	per year
Richmond Youth Meets*	\$143.00	per meet
Richmond Adult Meets*	\$225.00	per meet
Private Group Track Meets or Special Events	\$563.00	per day
Private Group Track Meets or Special Events	\$47.50	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.*

SCHEDULE – PROPERTY TAX CERTIFICATES FEES

Property Tax Certificate Fees

Description	Fee
Requested in person at City Hall	\$40.00
Requested through BC Online	\$34.75

SCHEDULE – PROPERTY TAX BILLING INFORMATION

Description	Fee
Tax Apportionment – per child folio	\$34.25
Mortgage Company Tax Information Request – per folio	\$10.00
Additional Tax and/or Utility Bill reprints – per folio/account	\$5.50

SCHEDULE – PUBLICATION FEES

Publication Fees

Description	Fee
<u>Computer Sections Maps, 24" x 24"</u>	
Individual	\$6.00
CD	\$82.75
Custom Mapping (per hour)	\$66.5
Design Specifications (contents only)	\$104.00
Drafting Standards	\$104.00
<u>Drawing Prints (As-Builts)</u>	
A-1 Size, 24" x 36"	\$6.00
B Size, 18" x 24"	\$4.25
<u>GIS Data Requests</u>	
Service fee	\$116.00
First layer*	\$164.00
Each additional layer*	\$56.75
CD or DVD of GIS layers of Municipal works of City of Richmond	\$6,726.00
Single-Family Lot Size Policy, March 1990	\$23.00
Supplemental Specifications and Detail Drawings (contents only)	\$104.00
<u>Street Maps</u>	
Large, 36" x 57"	\$8.75
Small, 22" x 34"	\$6.00
<u>Utility Section Maps, 15" x 24"</u>	
Individual	\$4.25
CD	\$82.75

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

SCHEDULE – RCMP DOCUMENTATION FEES

RCMP Documentation Fees

Description	Fee	Units
Criminal Record Checks	\$61.50	
Volunteer Criminal Record Checks – Volunteering outside the City of Richmond	\$26.25	
Volunteer Criminal Record Checks – Volunteering within the City of Richmond	No Charge	
Police Certificate (including prints)	\$61.50	
Fingerprints	\$61.50	
Record of Suspension / Local Records Checks	\$61.50	
Name Change Applications	\$61.50	
Collision Analyst Report	\$576.00	
Field Drawing Reproduction	\$41.50	
Scale Drawing	\$119.00	
Mechanical Inspection Report	\$246.00	
Police Report and Passport Letter	\$61.50	
Insurance Claim Letter	\$61.50	
Court Ordered File Disclosure	\$61.50	
* per page	*Plus \$1.75	per page
**Shipping cost	**Plus \$8.25	
Photos 4" x 6" (per photo)	\$3.25	per photo
***Shipping cost	***Plus \$8.25	
Photos	\$2.25	each laser
Photos – Burn CD	\$19.50	
Video Reproduction	\$47.25	
Audio Tape Reproduction	\$45.00	

SCHEDULE – RESIDENTIAL LOT (VEHICULAR) ACCESS REGULATION

Residential Lot (Vehicular) Access Regulation Bylaw No. 7222

Administration Fees

Section 2.3

Description	Fee
<u>Driveway Crossing Application</u> Administration/Inspection Fee	\$85.00

SCHEDULE – SIGN REGULATION

Sign Regulation Bylaw No. 5560

Sign Permit Fees

Description	Fee
Application processing fee*	\$51.25
Up to 5 m ²	\$51.25
5.01 m ² to 15 m ²	\$67.75
15.01 m ² to 25 m ²	\$101.00
25.01 m ² to 45 m ²	\$137.00
45.01 m ² to 65 m ²	\$182.00
65.01 m ² or more	\$227.00
Permit to alter a sign or relocate a sign on the same lot	\$51.25

**Each applicant for a sign permit shall submit the processing fee together with his application. Upon approval of the application, this fee will be a credit towards the appropriate permit fee levied as set out in this Schedule. In cases of rejection of an application, the processing fee will not be refunded.*

SCHEDULE – TREE PROTECTION

Tree Protection Bylaw No. 8057

Permit Fees

Sections 4.2, 4.6

Description	Fee
<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	\$56.75
Renewal, extension or modification of a permit	\$56.75

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	\$6.50	per trunk
Towing permit	\$56.75	
Inspection fee for each inspection after the second inspection	\$29.00	

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		\$250.00 plus room rental fee
Visiting Delegation or Study Tour	Up to 2 hours	\$250.00 plus room rental fee
	2 to 4 hours	\$500.00 plus room rental fee
	More than 4 hours	\$1000.00 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))	\$34.25
Permit application fee for nematode applications for European Chafer Beetle control, where property does not have water meter service (s.3.1.1(b))	\$34.25
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

Description	Fee
<u>Culvert</u>	
Application Fee	\$334.00
City Design Option	\$1,106.00
Inspection Fee *	\$22.50
<i>*Per linear metre of culvert</i>	
<u>Bridge</u>	
Application Fee	\$113.00
Inspection Fee	\$223.00

Note: There is no City Design Option for bridges