



TOWN OF VIEW ROYAL

FEES AND CHARGES BYLAW NO. 958

As Amended by Bylaws No. 969, 981, 991, 1009, 1015, 1021, 1023,
1026, 1028, 1036, 1038, 1046, 1058, 1068, 1070, 1077, 1078, 1085, 1089, 1098, 1108,
1115, 1119, 1122, 1123, 1127, 1141, 1146, 1148 and 1158
CONSOLIDATED FOR CONVENIENCE

A BYLAW TO REGULATE THE FEES AND CHARGES OF THE TOWN OF VIEW ROYAL

SCHEDULE A

Administration

Item	Item Detail	Fee	Fee Description
Agenda (without backup materials)	Council, Committee of the Whole, or any other municipal committee, commission or board	\$0.00	Per copy
Agenda (complete with all backup materials in monochrome)	Council, Committee of the Whole, or any other municipal committee, commission or board	\$0.50	Per page
		\$20.00	Maximum per agenda
Agenda (complete with all backup materials in colour)	Council, Committee of the Whole, or any other municipal committee, commission or board	\$2.00	Per page
		\$80.00	Maximum per agenda
Agenda Annual Subscription (complete with all backup materials in monochrome)	Council and Committee of the Whole (both)	\$400.00	Annual subscription payable in advance; prorated by month to end of current calendar year
Agenda Annual Subscription (complete with all backup materials in colour)	Council and Committee of the Whole (both)	\$650.00	Annual subscription payable in advance; prorated by month to end of current calendar year
Bylaws or Special Reports (copies of)	Excluding printed and bound bylaws	\$0.50	Per page
		\$30.00	Maximum per bylaw
Faxes (sending or receiving)	Local send and local/long distance receive	\$4.00	Per page
	Long distance send	\$7.00	Per page
Minutes	Council, Committee of the Whole, or any other municipal committee, commission or board	\$0.50	Per page
		\$15.00	Maximum per set of minutes
Minutes, Annual Subscription in monochrome	Council and Committee of the Whole (both)	\$100.00	Annual subscription payable in advance; prorated by month to end of current calendar year
Mortgage Company Listings		\$10.00	Per folio
Municipal Goods (clothing etc)		At cost plus 20% for Administration	Per item
Non-Sufficient Funds Cheque		\$25.00	Per cheque
Monochrome Reproductions, Plain Paper		\$0.50	Per 8.5" X 11"
		\$0.75	Per 8.5" x 14"
		\$2.00	Per 11" X 17"
		\$15.00	Per 24" x 36"

		\$25.00	Per 36" x 48"
Colour Reproductions, Plain Paper		\$2.00	Per 8.5" X 11"
		\$2.00	Per 8.5" x 14"
		\$5.00	Per 11" X 17"
		\$25.00	Per 24" x 36"
		\$35.00	Per 36" x 48"
Reproductions, Glossy Paper		\$50.00	Per 24" x 36"
		\$75.00	Per 36" x 48"
Administrative Staff Time	For requested work	\$15.00	Per 15 minutes or portion thereof after the first 15 minutes; deposit equal to estimated cost required prior to start of work where estimate exceeds \$420.00 (one day)

Building *(Amendment Bylaw No. 1119)*

	Item Detail	Fee	Fee Description
Building Permit, and other permits (cost of construction)	\$0-\$1,000	Minimum \$100	Section 11.21 of Building Bylaw No. 1111 <i>(Amendment Bylaw No. 1141)</i>
	\$1,001 - \$100,000	For cost of construction in excess of \$1,000 and less than or equal to \$100,000, the fee shall be \$100 for the first \$1,000 plus 1.25% of the amount or part thereof for the next \$99,000	
	\$100,001 - \$500,000	For cost of construction in excess of \$100,000 and less than or equal to \$500,000, the fee shall be \$1,338 for the first \$100,000 plus 1% of the amount or part thereof for the next \$400,000	
	Over \$500,000	For cost of construction in excess of \$500,000, the fee shall be \$5,338 plus 0.75% of the amount or part thereof over \$500,000	
	Application Fee at submission (non-refundable)	25% of total permit fee Minimum \$100	
Demolition Permit		\$100	Section 8(5) and 8(8) of Building Bylaw No. 1111
Wood Burning Appliance Permit		\$100	Section 11.21 of Building Bylaw No. 1111
Plumbing Permits	Minimum permit fee	\$100	Section 11.24 of Bylaw No. 1111
	Fixture cost up to 10 fixtures (including but not limited to, auto washer, backflow preventor, basin, bath, dishwasher, drinking fountain, floor/funnel drain,	\$15 each	

	laundry tubs, hot water appliance, hose bib, sink, shower, toilet, water service meter, urinal, vent pipe alter)		
	Each additional fixture over 10	\$10 each	
	Servicing Fixtures (including but not limited to, area drain, catch basin, building drain, building drain alter/replace, interceptors, acid neutralizers, hydrant, manhole, inspection chamber, standpipe/ siamese connection, water service pipe, rainwater leader, boiler, backflow prevention, additional hose connection, up to 10 sprinkler heads.	\$30	
	Each additional 20 sprinkler heads, or part thereof	\$20	
Other Fees and Charges	Failed intake screening fee	\$100	Section 11.3 of Building Bylaw No. 1111
	Revision review (after permit issuance	\$100 per hour, a minimum of 1 hour	Section 11.51 of Building Bylaw No. 1111
	Alternative solution	\$200 for each proposal	Section 11.54 of Building Bylaw No. 1111
	Permit transfer or assignment	\$100 per transfer or assignment	Section 8.5 of Building Bylaw No. 1111
	Registered Professional Reduction (new construction only)	5% of the permit fee up to \$500	Section 10.8 of Building Bylaw No. 1111
	Re-evaluation of construction value	Refer to permit fees above	Section 18.3 of Building Bylaw No. 1111
	Permit Extension	20% of the original Permit fee up to a maximum of \$500, and a minimum fee of \$100.	Section 11.47 of Building Bylaw No. 1111
	Permit refund	50% of the refundable portion of the permit fee	Section 11.32 of Building Bylaw No. 1111
Inspection Fees	Re-inspection	\$100 per inspection	Section 14.11 of Building Bylaw No. 1111
	Special inspection (during work hours)	\$100 per hour plus any other required fees	
	Special inspection (after work hours)	\$135 per hour (minimum 4 hours)	
	Special Safety inspection for unsafe premises	\$1500	Section 24.7 of Building Bylaw No. 1111 and Section 5.1 a of Safe

			Premises Bylaw No. 652
Security Deposits	Excavation	Minimum of \$50,000 or 2 times cost estimate for site restoration	Section 11.28 of Building Bylaw No. 1111
	Demolition interim landscaping	120% of cost estimate provided by a qualified professional	Section 8.10 of Building Bylaw No. 1111
Security Deposits for Damage	Building move (out of View Royal)	\$5000	Section 21.2 of Building Bylaw No. 1111
	Building move (into View Royal)	\$20,000	
	Boulevard only	\$750	Section 11.29 of Building Bylaw No. 1111
	Curb, gutter, boulevard and irrigation	\$1500	
	Curb, gutter and concrete sidewalk only	\$1250	
	Curb, gutter, sidewalk, boulevard and irrigation	\$2000 (\$500 will be held until irrigation is tested)	
	Streetlight	\$2000	
	Each street and boulevard tree	\$500 (up to a maximum of \$2000)	
Cost Recovery	Legal fees (preparation, registration, and discharge of any legal documents)	Legal fees incurred by the Town plus an administrative fee of \$100 per hour	Section 11.27 of Bylaw No. 1111
	Miscellaneous services	\$100 per hour; min 1 hour	Section 11.26 of Building Bylaw No. 1111
Penalties	Stop work notice	\$1000	Section 25.4 of Building Bylaw No. 1111
	Work without permit	2 times permit fee to a maximum of \$25,000. Minimum \$1000	Section 25.3 of Building Bylaw No. 1111

Bylaw

Item	Item Detail	Fee	Fee Description
Boarding	Dog	\$15.00	For each day or part thereof of the impoundment period. As per Bylaw No. 614.
	Cat	\$10.00	
	Bird, rabbit or rodent	\$5.00	
	Other animal	\$20.00	
Dangerous dog sign		\$10.00	As per Bylaw No. 614
Dog License (Annual)	Male dog - unneutered	\$45.00	
	Male dog - neutered	\$25.00	
	Female dog - unspayed	\$45.00	
	Female dog - spayed	\$25.00	
	Guide dog or police dog	\$0.00	
	Dangerous dog	\$100.00	
	Late dog licensing penalty	\$10.00	

	Replacement tag, if lost or stolen	\$5.00	
	Early dog license renewal discount	\$5.00	Prior to December 31. As per Bylaw No. 614
	Spayed or Neutered within the last 12 months	\$0.00	Must attach Veterinarian invoice. As per Bylaw No. 614.
Impoundment For Non-Dangerous Dog	First impoundment	\$75.00	As per Bylaw No. 614
	Second impoundment	\$100.00	
	Third impoundment	\$150.00	
Impoundment For Dangerous Dog	First impoundment	\$100.00	
	Second impoundment	\$250.00	
	Third impoundment	\$500.00	
Impoundment For Other Animals	Cat	\$25.00	For each impoundment. As per Bylaw No. 614.
	Bird, rabbit or rodent	\$10.00	
	Other animal	\$50.00	
Kennel Fees	Breeding kennel 4 or less dogs	\$75.00	As per Bylaw No. 614
	Breeding kennel 5-10 dogs	\$150.00	
	Breeding kennel more than 10 dogs	\$150.00	
	Boarding kennel	\$200.00	

Development Services

Item	Item Detail	Fee	Fee Description
Address Change For Personal Preference	Detached or Duplex Residential	\$250	
	Attached Residential	\$250 plus \$25 per attached residential unit	
Business License	Home Crafts	\$50.00	As per Bylaw No. 952
	Home Occupation	\$100.00	
	Non-resident	\$100.00	
	Commercial - small	\$100.00	Less than 464 m2 (5,000 ft2). As per Bylaw No. 952.
	Commercial – large	\$200.00	464 m2 (5,000 ft2) and larger. As per Bylaw No. 952.
	Intermunicipal	\$100.00	As per Bylaw No. 952
	Intercommunity	\$170.00	As per Bylaw No. 952
	Apartments	\$15 per unit (minimum \$100)	As per Bylaw No. 952
	Pub	\$500.00	
	Liquor sales	\$300.00	Off-site consumption. As per Bylaw No. 952
	Drug Paraphernalia	\$2,000.00	As per Bylaw No. 952
	Transfer place of business	\$10.00	
	Late renewal of license	10% or \$25.00, minimum \$25.00	
	Retail Cannabis Store	\$1,500.00	As per Bylaw No. 1123
Comfort Letter	Detached or Duplex Residential	\$150 per address	
	Commercial/Industrial/Attached Residential	\$200 plus \$25 per attached residential unit base fee	\$60/hr for every hour after four hours
Filming Permit, Commercial – Movie,	Crew Size Under 10	\$62.47	Hourly fee
	Crew Size 10 or more	\$124.96	Hourly fee

TV, Tour Photography, Photography	Application Changes/Rescheduling	\$41.65	Per change
	City Services Deposit	Up to \$20,000	(at the discretion of Town of View Royal Director or CAO) Refundable deposit
Liquor licence applications that require local government input (not including municipal operations)	New applications	\$500.00	Per application
	Revisions to existing licences	\$300.00	Per application
	Applications that require public notification	\$175.00 additional plus actual cost of advertising, notices and postage	Per application; deposit equal to estimated cost of advertising, notices and postage required from applicant with application
Planning Application	Rezoning and temporary commercial or industrial use permits	\$2,200.00	
	Development Permit/Development Variance Permit	\$550.00 for first five variances	
	Additional Variance Fee	\$100.00 per variance	
	Large Projects Fee	Gross floor area (sq. m.) x \$1.15	All commercial and industrial projects, and residential projects over 4 dwelling units
	Official Community Plan or Land Use Contract amendment	\$2,200.00	
	Public Hearing Deposit	\$2500 (plus increments of \$500 as necessary)	
	Public notification for a Development Permit with Variance or Development Variance Permit	\$200.00	(Amendment Bylaw No. 1141)
	Board of Variance application/appeal	\$300.00	
	Public notification for Board of Variance Application	\$200.00	(Amendment Bylaw No. 1141)
	Subdivision application	\$2,200 + \$100 per lot created	
	Application for an Air Space Subdivision	\$10,000.00	
	Final Approval of Subdivision	\$500.00 + \$100 per lot created	
	Final Approval of Air Space Subdivision	\$10,000.00 plus all legal costs associated with the preparation and review all documents to be registered	
	Statement of Conditions Renewal or extension	\$750.00	
	Approval of Phased Strata Plan; or amendment of a Phased Strata Plan (due upon Form P submission)	\$500.00	Per Phase
	Lot line adjustment	\$750.00	
	Application for exclusion from Agricultural Land Reserve	\$2,000.00	
	Subdivision or non-farm use of land within Agricultural Land Reserve	\$1,000.00	

	Covenants	Actual cost	Applicant will re-imburse town for all costs associated with preparation of covenants, easements and SRW's
	Public meeting required by Council regarding lands within Agricultural Land Reserve	\$1,800.00	
	Landscape Installation Security (Security Deposit)	120% of estimated cost of works and services for landscaping and screening installation	As per Section 6.8 of Bylaw No. 900 (Amendment Bylaw No. 1078)
Secondary Suite Type 2 Permit renewal		\$100.00	As per Bylaw No. 1127
Sign Permit	Permanent Sign	\$250.00	As per Bylaw No. 35
	Commercial Real Estate Sign	\$250.00	
	Temporary Sign	\$550.00	
	Temporary Sign renewal fee	\$50	As per Section 48.7.d of Bylaw No. 35

Engineering

Item	Item Detail	Fee	Fee Description
Subdivision and Development – Engineering Administration and Inspection fee			
	Fee	4% of estimated cost of installation of required works and services. The minimum fee is \$300	Section 6.2a) of Bylaw No. 985
Residential Garbage and Household Food Waste Collection	Curbside Collection		As per Bylaw No. 745 <i>(Amendment Bylaw No. 969, 991, 1021, 1046, 1070, 1098 and 1115)</i>
	Fee	Effective Date	
	\$ 250.00 per Dwelling Unit	January 1, 2023	
	\$ 265.00 per Dwelling Unit	January 1, 2024	
	\$ 275.00 per Dwelling Unit	January 1, 2025	
	\$ 290.00 per Dwelling Unit	January 1, 2026	
	\$ 300.00 per Dwelling Unit	January 1, 2027	
	On-site Collection		
	Fee	Effective Date	
	\$ 500.00 per Dwelling Unit	January 1, 2023	
	\$ 530.00 per Dwelling Unit	January 1, 2024	
	\$ 550.00 per Dwelling Unit	January 1, 2025	
	\$ 580.00 per Dwelling Unit	January 1, 2026	
	\$ 600.00 per Dwelling Unit	January 1, 2027	
	Extra Bag Decals		
	Fee	Effective Date	
	\$ 3.50 per decal	June 1, 2022	
Sanitary Sewer Usage Fee – Minimum Fee	Town of View Royal Rate	\$37	As per Bylaw No. 397 <i>(Amendment Bylaw No. 1108, 1122, 1148 and 1158)</i>
	Capital Regional District Rate	\$63	
	TOTAL MINIMUM FEE PER PREMISE:	\$100	
Sanitary Sewer Usage Fee – Prescribed Rate	Town of View Royal (\$/m3)	\$0.9436	
	Capital Regional District Rate	\$1.6319	

	(\$/m3)		
	TOTAL PRESCRIBED RATE PER CUBIC METRE:	\$2.5755	
Application for Sewer Connection	Connection to sewer system	\$250.00 per connection	
	Dye Test	\$100.00 per test	
Application for Storm Drain Connection	Connection to storm drain system	\$250.00 per connection	As per Bylaw No. 902
	Dye Test	\$100.00 per test	
	Inspection	\$250.00 per inspection of new or amended infrastructure	
Request for Traffic Data	Request for existing traffic data	\$0	For existing traffic data Town already has in files
	Request for traffic count data from signalized intersection	Actual cost of contractor/consultant invoice(s) plus Staff Time (see Admin Department)	Per location. Fee includes contractor to retrieve data from signal mainframe; possible use of consultant to get data into readable format; and staff time to coordinate and send data
	Traffic data request for new location - using Town counter	\$100	Flat fee per location. Includes set up and pick up of counter and supply of basic data derived from counter
	Traffic data request for new location - using Town counter including data analysis	\$100 plus Staff Time (see Admin Department)	Flat fee per location plus staff time for analysis and associated reports
Application for Permit - Tree Removal/Alteration	Request to remove or alter a tree	\$0.00	As per Section 5.8.1 of Bylaw No. 1069
	At the sole discretion of the Director, fee charged if applicant cannot comply with permit requirement of 2 replacement trees for every 1 removal	\$700.00 per replacement tree	As per Section 5.21 of Bylaw No. 1069
	Re-inspection Fee	\$100.00	As per Section 5.9 of Bylaw No. 1069
	Priority Processing Fee	\$100.00	As per Section 5.8.2 of Bylaw No. 1069
Amenity Donations	Donation for the purchase of bench amenity item	\$2,700 plus additional \$300 for plaque if desired	Per bench. Average cost for administration, purchase and installation of item.
	Donation for the purchase of picnic table amenity item	\$2,200 plus additional \$300 for plaque if desired	Per picnic table. Average cost for administration, purchase and installation of item.
	Donation for the purchase of bike rack amenity item	\$1,200 plus additional \$400 for plaque and base if desired	Per bike rack. Average cost for administration, purchase and installation of item.

	Donation for the purchase of tree amenity item	\$600 plus additional \$400 for plaque and base if desired	Per tree. Average cost for administration, purchase and installation of item.
Community Gardens	Annual fee	n/a	Per garden plot
	Annual fee - small plot	\$20	Per garden plot
	Annual fee - medium plot	\$25	Per garden plot
	Annual fee - large plot	\$30	Per garden plot
Electric Vehicle Charging Stations – User Fees	Per hour fee for the first three hours	\$1.00	Per location
	Per hour fee for each hour thereafter following the first three hours	\$2.00	

Finance

Item	Item Detail	Fee	Fee Description
Account Receivable – interest charges	Invoices outstanding over 30 days from end of month billed	1.5% per month	As per Bylaw No. 703
		20% compounded annually	
Annual Gross Tax Information File	USB Key	\$60.00 per copy	
Business Licence List		\$0.50 per page	
		\$7.50 minimum to a maximum of \$30.00	
Property Tax Certificate	For a registered owner or mortgage holder	\$0.00 per certificate of statement	
	Other than for a registered owner or mortgage holder	\$30.00 per certificate (one roll number)	
Statement of Financial Information, including Annual Report	Fee set by Provincial “Financial Information Regulation”	\$7.50 per copy	

Fire

Item	Item Detail	Fee	Fee Description
False Alarm	First false alarm	\$0.00	As per Bylaw 658
	Second false alarm	\$150.00	
	Third and subsequent false alarm	\$500.00	
Display Fireworks Permit	Permit for a display Fireworks Show	\$75.00	As per Bylaw 640
Fireworks Permit	Permit for a Fireworks	\$1	
Pyrotechnics Fire Safety Plan Review		\$150.00	

Police (RCMP)

Item	Item Detail	Fee	Fee Description
Collison Report	Law firms, insurance companies	\$60.00	As per Bylaw 1023
	First copy to ICBC, driver, property owners, passengers, etc.	No charge	
	Second copy	\$25.00	
Traffic Analyst/Reconstruction Report	Per report	\$250.00	
Mechanical Inspection Report	Per report	\$100.00	
Field Diagrams/Scene Sketch	Not to scale	\$25.00	
	To scale	\$50.00	
Court Orders	1-2 hours	\$80.00	
	Each additional hour	\$30.00	
Search fee for multiple files	Per hour	\$30.00	
Investigative Reports	Police report/synopsis of incident/insurance claim report	\$60.00	
Police Information Check	Adoption/Homestay/Employment	\$70.00	
	Practicum	\$35.00	
Fingerprints	Manual and Electronic	\$70.00	
	Each additional set	\$25.00	
Criminal Records Review Program	Electronic fingerprints – volunteer and employment	\$70.00	
	Each additional set	\$25.00	
Transcribed Statements	Per statements	\$30.00	
Electronic Media (photos, videos, in-car video, etc.)	Per file	\$25.00	
Audio Recordings	Per audio recording	\$30.00	
CD/DVD's	Supply of single CD or DVD	\$2.50	

Streets

Item	Item Detail	Fee	Fee Description
Removal and Impoundment	Up to 65kg, first detention or removal	\$25.00	As per section 7.3 Bylaw No. 980
	Up to 65kg, second or subsequent detention or removal	Actual cost plus 15%	
	Over 65kg first detention or removal		
	Over 65kg second or subsequent detention or removal		
	Skateboard or other human powered device detention	\$2.00 per day	
Boulevard Improvement of Modification Permit		\$0	As per section 7.9.2 Bylaw No. 980
Driveway Crossing Permit	Installation of a new driveway or modification of an existing driveway	\$100 per crossing	As per section 7.9.2 Bylaw No. 980
Street Use Permit	Community (Not for Profit)	\$0	As per section 7.9.2 Bylaw No. 980
	Commercial	\$50 per day	As per section 7.9.2 Bylaw No. 980
	Development Servicing	Engineering Inspection fee	As per section 7.9.2 Bylaw No.

Street Construction Permit		plus deposit	980
	Capping Services prior to Demolition of a building	\$300 plus Deposit	
	Driveway Crossing	Application fee plus Deposit	
	Permit Renewal	\$50	
Oversize Vehicle Permit	Oversized vehicle with or without a pilot vehicle, or a house move	\$50	As per section 7.9.2 Bylaw No. 980
Towing and Impoundment of Vehicles		Actual cost plus 15%	As per section 8.10 Bylaw No. 980
Street Occupancy Permit		\$0.75 per square meter per day	As per section 11.2.1 Bylaw No. 980