



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**SPECIAL MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON MAY 5, 2017 at 9:00 AM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

AGENDA

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Public Participation**
- 4. Delegations**
- 5. Minutes**
- 6. Business Arising from the Minutes**
- 7. Unfinished Business**
- 8. Reports**
- 9. Resolutions**
- 10. Bylaws**
 - A. 2017-2021 Five Year Financial Plan Bylaw No. 522, 2017 – Adoption (Page 3)
THAT 2017-2021 Five Year Financial Plan Bylaw No. 522, 2017 be adopted.
 - B. Tax Rates Bylaw No. 523, 2017 – Adoption (Page 9)
THAT Tax Rates Bylaw No. 523, 2017 be adopted.
 - C. Fees Bylaw No. 497, 2016, Amendment Bylaw No. 526, 2017 – Adoption (Page 13)
THAT Fees Bylaw No. 497, 2016, Amendment Bylaw No. 526, 2017 be adopted.
- 11. Correspondence**
- 12. New Business**



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

13. Public Questions & Comments

14. Adjournment



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	2017-2021 Five Year Financial Plan Bylaw No. 522, 2017		
Author	Pamela Rooke	Reviewed By:	
Date	May 3, 2017	Version	
Issued for	May 5, 2017 Special Council Meeting		

RECOMMENDATION

THAT the 2017-2021 Five Year Financial Plan Bylaw No. 522, 2017 be adopted.

ATTACHMENTS

2017-2021 Five Year Financial Plan Bylaw No. 522, 2017

KEY INFORMATION

Staff presented the draft 2017-2021 Five Year Financial Plan Bylaw to Council at the April 4, 2017 Council Strategy Committee meeting for review and discussion. At the May 2, 2017 regular Council meeting, the 2017-2021 Five Year Financial Plan Bylaw No. 522, 2017 was given third reading.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



2017-2021 Five Year Financial Plan Bylaw No. 522, 2017

Adopted:

PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0
Phone: 604-921-9333 Fax: 604-921-6643
Email: office@lionsbay.ca Web: www.lionsbay.ca

**2017 – 2021 FIVE YEAR FINANCIAL PLAN
BYLAW NO. 522, 2017**

A bylaw to approve the Five Year Financial Plan for the years 2017 – 2021 inclusive

Pursuant to the provisions of section 165 (1) of the *Community Charter*, the Municipal Council caused to be prepared a Five Year Financial Plan for the period 2017 to 2021 inclusive and the Municipal Council of the Village of Lions Bay, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as "**2017 – 2021 Five Year Financial Plan Bylaw No. 522, 2017**".
2. The 2016-2020 Five Year Financial Plan Bylaw No. 503, 2016 (adopted on May 10, 2016) is hereby repealed.
3. The Council does hereby adopt the Five Year Financial Plan for the years 2017-2021 inclusive, for each year of the plan, as set out in Schedules A and B, attached to this Bylaw and forming a part thereof, as follows:

Schedule A: Consolidated Financial Plan
Schedule B: Statement of Objectives and Policies

READ A FIRST TIME	April 18, 2017
READ A SECOND TIME	April 18, 2017
READ A THIRD TIME	May 2, 2017
ADOPTED	

Mayor

Corporate Officer

**Certified a true copy of
2017 – 2021 Five Year Financial Plan
Bylaw No. 522, 2017 as adopted.**

Corporate Officer

Schedule A**Consolidated Financial Plan 2017 - 2021**

	2017	2018	2019	2020	2021
Revenues					
Taxation	1,443,043	1,512,277	1,586,010	1,663,430	1,744,721
Parcel Taxes	10,585	10,585	10,585	10,585	10,585
Utility Fees and Rates	1,087,239	1,130,314	1,175,502	1,226,617	1,276,352
Fees, Licenses and Permits	152,253	112,444	112,819	114,599	116,864
Small Community Grant	295,000	295,000	295,000	295,000	295,000
Other Grants	2,602,116	896,682	1,090,952	1,582,048	660,306
Proceeds from Borrowing	460,870	600,361	713,992	808,252	416,525
Net Proceeds from Land Sales	3,219,250	6,000,000	-	-	-
Other	110,832	112,856	116,679	121,100	126,195
Grand Total	9,381,188	10,670,519	5,101,539	5,821,631	4,646,548
Expenditures					
Amortization	507,494	620,227	778,896	1,006,253	1,275,090
General Government	771,179	753,394	756,455	770,389	781,918
Fire Services	310,016	306,961	309,900	312,885	315,917
Bylaw Services	34,233	34,843	35,406	36,038	36,560
Public Works	458,561	431,448	437,983	445,128	451,302
Planning and Development	120,925	61,156	57,703	53,323	53,826
Parks, Recreation and Facilities	207,307	184,071	186,567	189,305	191,625
Solid Waste	184,784	184,784	184,784	188,478	188,478
Sewer Fund	57,049	57,758	58,619	59,524	60,376
Water Fund	583,093	586,378	594,572	603,496	611,355
Interest Payments	91,456	123,389	146,453	170,568	189,229
Grand Total	3,326,097	3,344,410	3,547,339	3,835,387	4,155,676
Surplus/(Deficit)	6,055,091	7,326,109	1,554,200	1,986,245	490,872
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on tangible capital assets	507,494	620,227	778,896	1,006,253	1,275,090
MFA Actuarial Gain on Debt	(20,422)	(23,456)	(27,017)	(30,983)	(35,467)
Cash surplus	6,542,163	7,922,881	2,306,079	2,961,514	1,730,495
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(109,521)	(155,482)	(168,374)	(188,571)	(199,631)
Capital Expenditures	(4,041,280)	(2,864,743)	(1,937,644)	(2,523,000)	(1,209,531)
Transfer from (to) Surplus	134,338	53,795	-	-	-
Transfer to Gas Tax Fund	(56,450)	(56,450)	(56,450)	(56,450)	(56,450)
Transfer from (to) Reserves	(2,469,250)	(4,900,000)	(143,611)	(193,493)	(264,883)
Financial Plan Balance	(0)	0	0	0	(0)

SCHEDULE B

Statement of Objectives and Policies

Funding Sources

Table 1 shows the proportion of total revenue that is proposed to come from each funding source as described in Section 165(7) of the *Community Charter*.

In prior years, property taxation has been the Village's largest portion of revenues. In 2017, the Village has been awarded a Clean Water Waste Water Fund grant of \$2,250,130. A Loan Authorization Bylaw was adopted in December 2016 authorizing the Village to borrow up to \$3,000,000 over the next five years to help fund capital projects. The 2017 revenue includes \$460,870 of proceeds from loans as well as revenue from the sale of Village owned property.

Objective

- The Village will continue to look for opportunities to reduce the percentage of revenue that comes from property taxation by pursuing alternate revenue sources such as grants.

Policies

- Annual user rates for water, sewer and solid waste utilities are established to cover all operating and capital costs of the utility.
- Where feasible, the Village charges user fees for services and reviews these fees annually.
- The Village will continue to look for opportunities for grants to cover the cost of infrastructure replacement.

Table 1: Sources of Revenue		
Revenue Source	% of Total Revenue	Dollar Value
Other Revenue	35.5%	3,330,082
Grants	30.9%	2,897,116
Property Taxes	15.4%	1,443,043
Utility Fees and Rates	11.6%	1,087,239
Proceeds from Borrowing	4.9%	460,870
Fees, Licenses and Permits	1.6%	152,253
Parcel Taxes	0.1%	10,585
TOTAL	100.0%	\$ 9,381,188

Property Tax Distribution

Table 2 outlines the distribution of property tax revenue among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate because the residential property class forms the largest portion of the assessment base and consumes the majority of the Village's services.

Objective

- To set tax rates based on the principle of equity and responsiveness to economic goals.

Policies

- The Village will review and compare their distribution of property tax rates to other municipalities with similar property class compositions.
- The Village sets the class multiple for recreation/non-profit equal to residential and sets the class multiple for utilities to the maximum allowed by the Province.

Property Class	% of Total Property Taxation	
	2016	2017
Residential (1)	99.78%	99.59%
Utilities (2)	0.05%	0.09%
Business (6)	0.14%	0.11%
Recreation (8)	0.03%	0.21%
TOTAL	100.00%	100.00%

Permissive Tax Exemptions

The Village of Lions Bay has no permissive tax exemptions in effect at this time as there are no qualifying organizations.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Tax Rates Bylaw No. 523, 2017		
Author	Pamela Rooke	Reviewed By:	
Date	May 3, 2017	Version	
Issued for	May 5, 2017 Special Council Meeting		

RECOMMENDATION

THAT the Tax Rates Bylaw No. 523, 2017 be adopted.

ATTACHMENTS

Tax Rates Bylaw No. 523, 2017.

KEY INFORMATION

Per the Community Charter section 197(1), each year Council must adopt a tax rate bylaw after adoption of the financial plan but before May 15. At the May 2, 2017 regular Council meeting, the Tax Rates Bylaw No. 523, 2017 was given third reading.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Tax Rates Bylaw No. 523, 2017

Adopted:

PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0
Phone: 604-921-9333 Fax: 604-921-6643
Email: office@lionsbay.ca Web: www.lionsbay.ca

TAX RATES BYLAW NO. 523, 2017

A bylaw for the levying of rates for Municipal and Regional District purposes for the year 2017.

The Council of the Village of Lions Bay, in open meeting assembled, enacts as follows:

1. The following rates are hereby imposed and levied for the year 2017 on the taxable land and improvements as set out in the assessment roll:
 - a) For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "A" of Schedule "A" attached hereto and forming a part hereof.
 - b) For purposes of the Metro Vancouver Regional District on the assessed value of land and improvements taxable for regional hospital district purposes, rates appearing in Column "B" of Schedule "A" attached hereto and forming a part hereof.
2. This Bylaw may be cited as "Tax Rates Bylaw No. 523, 2017"

READ A FIRST TIME **April 18, 2017**

READ A SECOND TIME **April 18, 2017**

READ A THIRD TIME **May 2, 2017**

ADOPTED

Mayor

Corporate Officer

**Certified a true copy of
Tax Rates Bylaw No. 523, 2017 as adopted.**

Corporate Officer

SCHEDULE "A"**Forming part of Tax Rates Bylaw No. 523, 2017****TAX RATES****(Dollars of tax per \$1,000.00 taxable value)**

Property Class	A General Municipal	B Greater Vancouver Regional District
1. Residential	1.4842	0.0505
2. Utilities	40.0000	0.1767
3. Business and Other	4.5638	0.1237
4. Recreation / Non-Profit	1.4842	0.0505



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Fees Bylaw No. 497, 2016, Amendment Bylaw No. 526, 2017		
Author	Shawna Gilroy	Reviewed By:	Peter DeJong
Date	May 3, 2017	Version	2
Issued for	May 5, 2017 Special Council Meeting		

Recommendation:

THAT Fees Bylaw No. 497, 2016, Amendment Bylaw No. 526, 2017 be adopted.

Attachments:

- (1) Draft Fees Bylaw No. 497, 2016, Amendment Bylaw No. 526, 2017
- (2) Draft Consolidation of Fees Bylaw No. 497, 2016

Key Information:

The Village Office has purchased biodegradable, compostable organics bags from Waste Control Services to sell to residents for their kitchen organics bins. In order to sell the bags to residents, the fee must be included in the Fees Bylaw.

Options:

- (1) Adopt the bylaw;
- (2) Send the bylaw back to staff with other instructions.

Preferred Option:

Adopt the bylaw to allow the office to sell biodegradable organics bags as soon as possible.

Legal Considerations:

None



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Follow Up Action:

If the bylaw is adopted, it will be posted on the Village website and the office will notify residents that organics bags will be sold at the Village office.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



**Fees Bylaw No. 497, 2016,
Amendment Bylaw No. 526, 2017**

Adopted:

PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0
Phone: 604-921-9333 Fax: 604-921-6643
Email: office@lionsbay.ca Web: www.lionsbay.ca

Fees Bylaw No. 497, 2016, Amendment Bylaw No. 526, 2017

A bylaw to amend Fees Bylaw No. 497, 2016

WHEREAS, pursuant to the provision of the *Community Charter and the Local Government Act*, the Village of Lions Bay may impose municipal fees in respect of all or part of a service of the municipality, the use of municipal property, the exercise of authority to regulate, prohibit or impose requirements, or in respect of such other matters permitted by an enactment;

NOW THEREFORE the Council of the Village of Lions Bay in open meeting assembled enacts as follows:

Part 1 – CITATION:

- 1.1 This Bylaw may be cited for all purposes as "Fees Bylaw No. 497, 2016, Amendment Bylaw No. 526, 2017".

Part 2 – AMENDMENTS

- 2.1 Schedule 1 – General Administration is hereby amended by adding the following line:

Biodegradable Organics Bags	\$4 plus GST
-----------------------------	--------------

READ A FIRST TIME

May 2, 2017

READ A SECOND TIME

May 2, 2017

READ A THIRD TIME

May 2, 2017

ADOPTED

May __, 2017

Mayor

Corporate Officer

**Certified a true copy of Fees
Bylaw No. 497, 2016, Amendment
Bylaw No. 526, 2017, as adopted.**

Corporate Officer



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Fees Bylaw No. 497, 2016

Office Consolidation: May 3, 2017

This document is an office consolidation of Village of Lions Bay Trees, Views and Landscapes Bylaw No. 393, 2007 (formerly Village of Lions Bay Tree Bylaw No. 393, 2007) with subsequent amendments adopted by the Village of Lions Bay.

All persons making use of this consolidation are reminded that it has no Council sanction, that amendments have been incorporated only for convenience of reference, and that for all purposes of interpretation and application, the original bylaws should be consulted. The Village of Lions Bay will, in no event, be liable or responsible for damages of any kind arising out of the use of this consolidation.

This is not the official version of Village of Lions Bay Trees, Views and Landscapes Bylaw No. 393, 2007, as amended, nor is it admissible in a court of law. For such purposes, official certified copies of the original bylaws can be obtained from the Village Office or by contacting us at: admin@lionsbay.ca

List of Amending Bylaws

Bylaw No.	Section	Description	Adopted
519	3	Deletes section 5.1.13	April 4, 2017
526	2.1	Amends schedule 1	

Fees Bylaw No. 497, 2016

A bylaw to provide for the imposition of fees.

WHEREAS, pursuant to the provision of the *Community Charter and the Local Government Act*, the Village of Lions Bay may impose municipal fees in respect of all or part of a service of the municipality, the use of municipal property, the exercise of authority to regulate, prohibit or impose requirements, or in respect of such other matters permitted by an enactment;

NOW THEREFORE the Council of the Village of Lions Bay in open meeting assembled enacts as follows:

Part 1 – CITATION:

1.1 This Bylaw may be cited for all purposes as "Fees Bylaw No. 497, 2016".

Part 2 – SEVERABILITY:

2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

Part 3 – FEES AND CHARGES

3.1 The municipality hereby imposes the fees for the provision of services and information as specified in Schedules 1 to 10 inclusive, which are attached hereto and form part of this bylaw.

Schedules

Schedule 1: General Administration

Schedule 2: Development, Land and Building Services

Schedule 3: Engineering and Public Works

Schedule 4: Animal Control & Licencing

Schedule 5: Traffic & Parking Fees

Schedule 6: Community Facility Rentals

Schedule 7: Filming

Schedule 8: Fire Rescue / Emergency Permits & Fees

Schedule 9: Memorials and Dedications

Schedule 10: General

- 3.2 Fees imposed under this bylaw for the provision of services or information apply instead of any fees imposed under other bylaws for the same services or information, in the event of any conflict between this bylaw and any other bylaw.

Part 4 – REPEAL

- 4.1 The following bylaws are hereby repealed:

1. Security Alarm System Regulation Bylaw No. 272, 1997;
2. Fees and Charges Bylaw No. 462, 2014;
3. Repeal of Prior Fees and Charges Bylaw No. 465, 2014;
4. Fees and Charges Amendment Bylaw No. 480, 2014; and
5. Fees and Charges Amendment Bylaw No. 490, 2015.

Part 5 – CONSEQUENTIAL AMENDMENTS

- 5.1 The following bylaws are hereby amended as follows:

1. Water Rates and Regulation Bylaw No. 2, 1971, as amended:
 - (a) Section 4 is amended to read: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended"; and
 - (b) Schedule A is amended by deleting section 2, Connection Charges.
2. Village of Lions Bay Sewer Bylaw #101, 1984, as amended:
 - (a) Section 3 is amended by striking the heading and substituting therefore the heading "Fees";
 - (b) Section 3 is further amended by deleting the existing wording and substituting therefore: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended";
 - (c) Section 17 is hereby renumbered as Section 18; and
 - (d) The following is hereby inserted as Section 17:

"17. The tie-in of the building sewer shall be made into a wye at the property line. The owner shall be required to install this wye. A plug shall be inserted into the upper end of the wye to prevent any flow into the sewer system. After the acceptance of the house plumbing by the building inspector and after the building sewer from the wye to the house has been tested successfully, the plug shall be removed in the presence of a representative of the Village. The wye branch shall then be plugged and the excavation backfilled with suitable material. Under no

- circumstances shall the building sewer be used for drainage purposes during construction.
- (e) Schedule A is hereby deleted.
3. Subdivision Bylaw No. 141, 1985, as amended:
- (a) Section 5 is amended to read: "Fees for services that may be or are provided under this Bylaw or Development Application Procedures and Fees Bylaw No. 431, 2011, as amended, shall be payable as set out in Fees Bylaw No. 497, 2016, as amended. These fees shall be in addition to any fees prescribed under the *Land Title Act*, RSBC 1996, Chapter 250".
4. Lions Bay Soil and Material Deposit Bylaw No. 157, 1987:
- (a) Section 6 is amended to read: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended".
5. Village of Lions Bay Blasting Bylaw No. 170, 1988:
- (a) Section 5 is amended to read: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended".
6. Building Regulation Bylaw 234, 1994:
- (a) The heading for Section 21 is hereby amended by adding the words: "and Fees" to the word: "Schedules";
- (b) The existing Section 21 is hereby renumbered as Section 21(b);
- (c) The following shall be inserted as Section 21(a): "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended"; and
- (d) Schedule D, Village of Lions Bay Permit Fees, is hereby deleted.
7. Animal Control and Licencing Bylaw No. 461, 2014:
- (a) All references in Sections 5, 11 and 12 to Village of Lions Bay Fees and Charges Bylaw No. 462, 2014 are hereby deleted and replaced with references to Fees Bylaw No. 497, 2016, as amended.
8. Village of Lions Bay Trees, Views and Landscapes Bylaw No. 393, 2007, as amended:
- (a) The reference in Section 3.4.1.4 to Fees and Charges Bylaw No. 462, 2014 is hereby replaced with a reference to Fees Bylaw No. 497, 2016, as amended.
9. Traffic and Parking Bylaw No. 413, 2009, as amended:

(a) The following is inserted as Section 35: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended".

10. Fire Bylaw No. 428, 2011, as amended:

- (a) Section 53 is hereby renumbered as Section 54;
- (b) The following is hereby inserted as Section 53: "Additional fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended".
- (c) Appendix B is hereby deleted.

11. Development Application Procedures and Fees Bylaw No. 431, 2011, as amended:

- (a) All references in Sections 3 and 12 to Village of Lions Bay Fees and Charges Bylaw No. 462, 2014 are hereby deleted and replaced with references to Fees Bylaw No. 497, 2016, as amended.

12. Village of Lions Bay Outdoor Water Use Bylaw No. 484, 2015:

- (a) The reference in Section 4 of Schedule B to the Village of Lions Bay Fees and Charges Bylaw is hereby deleted and replaced with a reference to Fees Bylaw No. 497, 2016, as amended.

Part 6 – EFFECTIVE DATE

6.1 This bylaw shall come into force and take effect on January 1, 2017.

READ A FIRST TIME	December 15, 2015
READ A SECOND TIME	December 15, 2015
READ A THIRD TIME	December 6, 2016
ADOPTED	December 20, 2016

Mayor

Corporate Officer

**Certified a true copy of Fees
Bylaw No. 497, 2016 as adopted.**

Corporate Officer

SCHEDULE 1 – GENERAL ADMINISTRATION

Description	Fee
Freedom of Information and Protection of Privacy Act Fees payable for requests made under the <i>Freedom of Information and Protection of Privacy Act and Regulation</i>	As per <i>Freedom of Information and Protection of Privacy Act and Regulation</i> , Schedule of Maximum Fees.* *Note: For commercial applicants, for each service listed, the actual cost to the public body of providing that service shall be determined at the rate of \$10.00 per ¼ hour.
Locating, retrieving, producing or preparing records for disclosure	\$7.50 per ¼ hour
Shipping documents	Actual cost of shipping method chosen by applicant
Photocopying / printing / scanning documents (FOI)	\$0.25 per page (black & white) \$1.65 per page (colour)
Copy of house plans	\$75 plus actual costs
NSF cheque fee (returned cheques)	\$30 per cheque
Tax certificates	\$30 each
Property title search from Land Title Office	\$25
Reprinted tax / utility documents	\$20 per document (no charge for property owner)
Lions Bay Flag	\$100
Lions Bay Historical Society Booklet	\$10
Lions Bay stickers	\$2
Community Garden	\$25 per plot annually
Permit under Outdoor Water Use Bylaw No. 484	\$40
<u>Biodegradable Organics Bags</u>	<u>\$4 plus GST</u>

SCHEDULE 2 – DEVELOPMENT, LAND AND BUILDING SERVICES

Description	Fee
Official Community Plan Amendment (Residential)	\$2500 or \$3000 if combined with rezoning application, plus actual advertising cost, plus 10% thereof, with \$700 refunded if no public hearing.
Zoning Bylaw Amendment (Residential)	\$2500, plus actual advertising cost, plus 10% thereof, with \$700 refunded if no public hearing.
OCP or Zoning Amendment (Non-Residential)	\$2500 for first 465 m2 of building area plus \$500 for each additional 100 m2 or part thereof.
Request for Preliminary Review of Subdivision Development Proposal (Initial Meeting)	\$250
Request for Preliminary Review of Subdivision Development Proposal (Preliminary Review Process)	\$2000 plus \$300 for each additional lot after first lot created. Additional expenses may apply per Bylaw No. 431, as amended.
Land Subdivision (Final Approval) Application	\$1000 plus \$200 for each additional lot after first lot created
Development Permit	\$1200
Development Variance Permit	\$750
Temporary Use Permit	\$1,000 plus \$750 for renewal application
Board of Variance	\$500
Building Permit Application Fee (non-refundable)	\$100
Pre-Building Permit Application Consultation Fee	\$75 per hour
<p>Building Permits (based on value of construction):</p> <p>Minimum fee (<\$1,000)</p> <ul style="list-style-type: none"> • \$1,000-\$9,999 • \$10,000-\$49,999 • \$50,000-\$99,999 • \$100,000 and greater <p><i>The minimum fee for a building permit for a <u>new dwelling</u> shall be not less than the fee for a building having a value of \$300,000 (\$3,100.00).</i></p>	<p>\$150 \$150 plus \$12 per \$1,000 \$250 plus \$11 per \$1,000 \$300 plus \$10 per \$1,000 \$400 plus \$9 per \$1,000</p> <p><i>Building permits are valid for two years at which time a renewal permit is required.</i></p>
<p>Permit renewals</p> <p><i>A building permit is valid for two years at which time a renewal permit is required.</i></p>	75% of Building Permit Fee

<p>Damage Deposit (based on value of construction):</p> <ul style="list-style-type: none"> • Up to \$10,000 • Up to \$50,000 • Up to \$250,000 • Greater than \$250,000 <p><i>A Damage Deposit is required when taking out a Building Permit or a Demolition Permit, or when performing other works requiring an engineer's certificate or heavy machinery on Village highways. An occupancy certificate is needed with respect to a Building Permit and an inspection by the Public Works Manager is required prior to a Damage Deposit being returned.</i></p>	<p>\$500 \$1,500 \$3,000 \$5,000</p>
<p>Demolition fees:</p> <p>Accessory building or structure</p> <p>All other buildings</p>	<p>\$100 per building \$1000 per building</p>
<p>Site Alteration Permit (includes soil and other material deposit or removal and land clearing)</p> <p>Reconsideration by Council</p>	<p>\$250 \$750</p>
<p>Change of Address</p>	<p>\$500</p>
<p>Blasting permit application fee</p>	<p>\$250</p>
<p>Secondary suite surcharge</p>	<p>40% of Annual Utility Billing</p>
<p>Tree cutting permit applications</p>	<p>\$75 (non-refundable)</p>
<p>Lawn sprinkling permit application</p>	<p>\$40</p>
<p>Oil Tank Inspection Fee</p>	<p>\$250</p>
<p>Plumbing Fee</p>	<p>\$100 plus \$25 for each fixture</p>
<p>Sprinkler Permit Fee:</p> <p>New construction</p> <p>Renovations requiring sprinkling</p>	<p>\$125 plus \$2.50 per sprinkler head \$250 plus \$2.50 per sprinkler head</p>
<p>Alternate Solutions:</p> <p>Building Inspector (additional charge if required on more involved issues per Building Bylaw)</p> <p>Code Professional (additional charge if required on more involved issues per Building Bylaw)</p>	<p>\$75 per hour (\$225 minimum) Actual cost plus 10%</p>
<p>Extra Inspections (after second inspection)</p>	<p>\$100 per inspection</p>
<p>Lot grading (trucking receipt required)</p>	<p>\$250 (up to 10 loads) \$500 (11-20 loads) \$1000 (more than 20 loads)</p>
<p>Pre-inspection of a building being moved within the Village</p>	<p>\$500 per structure</p>

When a permit is surrendered and cancelled before any construction begins and the owner has provided written notification that the project will not be undertaken	50% of the building permit fee and 100% of the deposit shall be refunded to the property owner.
Plan review for building design modifications	\$75 per hour
Transfer of building permit	\$125
Unregistered Encroachment Agreement	\$400
Review & registration of Section 219 covenant placed according to the Land Title Act	\$400
For discharge of Section 219 covenant placed according to the Land Title Act	\$100

**NOTE: All permits include one inspection. All security deposits are refunded, less costs incurred, after Final Inspection*

SCHEDULE 3 – ENGINEERING & PUBLIC WORKS

Description	Fee
Water service connection fees	\$600 plus actual costs
Sewer service connection fees	\$600 plus actual costs
Locate water leak / water shutoff valve on private property / turn water on or off	Regular hours (7 am to 3 pm): \$75 per hour or portion, plus equipment costs After hours: \$115 per hour (3 hour minimum)
Locate Sewer Pipes / Connection	Regular hours (7 am to 3 pm): \$75 per hour or portion, plus equipment costs After hours: \$115 per hour (3 hour minimum)
Public Works hourly rate per worker (regular business hours)	\$75 per hour
Emergency after hours call-out	\$115 per hour (3 hour minimum)
Bear Smart garbage container	\$175
Composter Earth Machine	\$73.50
Composter turner	\$16.30
Carry box	\$6.50

SCHEDULE 4 – ANIMAL CONTROL & LICENCING

Description	Fee
Annual licence for altered dog	\$30 if paid before March 31 st or within 30 days of becoming a new resident or obtaining a new dog \$60 for all others
Annual licence for unaltered dog	\$60 if paid before March 31 st or within 30 days of becoming a new resident or obtaining a new dog \$90 for all others
Rebate of annual licence fee for dog altered subsequent to licence being paid	\$30
Tag replacement	\$10

SCHEDULE 5 – TRAFFIC & PARKING FEES**FEES FOR PERMITS**

Description	Fee
Extra annual resident parking permit – obtainable by a resident, allows parking in “resident parking” zones	\$40 per year (1 free permit for each volunteer firefighter not otherwise receiving a free permit with a property tax notice)
Worksite parking permit for building-site workers for three months – obtainable by homeowners or construction managers on projects, allows parking in “resident parking” or “construction parking” zones	\$40 for three months
Film company parking Film worker’s personal vehicle Film company truck	Refer to Schedule 7: Filming
Visitor parking day pass – obtainable for visitors, allows parking for one day in “resident only” zones	\$15 per vehicle
Special occasion parking for visitors – obtainable by residents, allows parking for one day for guests	\$0 per vehicle
Operating a vehicle or combination of vehicles in excess of 63,500 kgs licensed gross vehicle weight on highway	\$35 per vehicle load
Monthly fee for parking of extraordinary vehicle or trailer on Village property, with permission of Council Extraordinary vehicle or trailer under 6.1 metres in length Extraordinary Vehicle or trailer 6.1- 6.5 metres in length Extraordinary Vehicle or trailer 6.5-7.7 metres in length Extraordinary Vehicle or trailer over 7.7 metres in length	\$80 per month \$80 per month \$110 per month \$135 per month
Daily fee for placing dumpster on highway	\$35

Where work is performed by the Village in cleaning up spills or deposits on a highway, or remediating damage to a highway, fees per hour of work will be charged as shown below, to cover staff time plus use of Village equipment. Actual extra costs to the Village for items such as fuel, materials, turf, plants, storage in commercial premises, and equipment rentals required for clean-up or remediation work, will also be charged, based on invoices or receipts for materials or equipment. If work is performed by a commercial contractor under contract to the Village, the actual cost of the contract will be charged, in addition to a \$150 flat fee for Village administration time.

Clean-up of spills or deposits on highway	Regular hours (7 am to 3 pm): \$75 per hour or portion, plus equipment costs After hours: \$115 per hour (3 hour minimum)
---	--

Remediation of damage to highway	Regular hours (7 am to 3 pm): \$75 per hour or portion, plus equipment costs After hours: \$115 per hour (3 hour minimum)
Administration fee for commercial contract	\$150

FEES FOR REMOVALS FROM HIGHWAY

Where vehicles, obstructions and chattels are removed from a highway, fees per hour of work are charged for removals and towing. If these items are not claimed and must subsequently be advertised and sold at auction, a flat fee is charged to cover the cost of storage, administration time and advertising.	
Removal of chattels, obstructions and things seized from highway	Regular hours (7 am to 3 pm): \$75 per hour or portion, plus equipment costs After hours: \$115 per hour (3 hour minimum) plus \$50 per day fee for storage
Towing of vehicle	Actual cost plus Regular hours (7 am to 3 pm): \$75 per hour or portion, plus equipment costs After hours: \$115 per hour (3 hour minimum)\$100 per
Sale of chattels, obstructions and things seized from highway	\$1000 flat fee

SCHEDULE 6 – COMMUNITY FACILITY RENTALS

Rental fee includes use of kitchen, tables, chairs and music player.

Description	Fee*
Hall Rental for private events: Examples of use: dances, weddings, ceremonies, etc.	\$220 if liquor being served \$110 if no liquor being served <i>If event occurs over multiple days, the rate above applies per day</i>
Hall Rental for children’s Birthday parties	\$60 per event (maximum 4 hours)
Hall Rental for program use: Examples of use: programs contracted through the Village.	20% of revenue per session, or minimum payment amount of \$40.00 per month, whichever is greater.
Hall Rental for non-profit groups: Community group activities, meeting a maximum of once per week to a maximum of 12 hours per month. Additional fee for events exceeding the maximum Non-profit community groups (single event)	\$40 per month \$25 per event \$25 per event <i>This is the fee rate applicable to requests for fee waivers under the Municipal Grant program.</i>
Hall Drop-In Rate: Examples of use: drop in for casual sports and fitness use (drop in rate does not apply for programs).	Youth: \$5 per person per hour Adult (18+): \$10 per person per hour <i>Youth must be supervised by an adult while using Village facilities.</i>
Meeting Room Rental (accommodates up to 10 persons): Meeting Room A (includes washroom) Meeting Room A and B	\$10 per hour (2 hour minimum) per room
Rental of Tennis Courts for Program Use (max 2 hours per day)	20% of revenue per session or minimum payment amount of \$40.00 per month, whichever is greater.
Insurance costs (if required)	Actual cost as determined by Village’s insurer
Cancellation Fee:	Refer to policy: POL-1408 Refunds & Cancellations

<p>Staff Assistance (assemble/disassemble equipment on-site – excluding stage):</p> <p>Stage (assemble/disassemble):</p> <p>Sound System:</p> <p><i>No offsite rental for stage and sound equipment.</i></p>	<p>\$50 set up \$50 take down</p> <p>\$100</p> <p>\$50</p>
<p>Equipment Rental Rates (for off-site use):</p> <p>Table rental</p> <p>Chair rental</p> <p><i>Equipment not returned within 72 hours will result in forfeiture of deposit.</i></p>	<p>\$10 each</p> <p>\$1 each (\$10 minimum)</p>
<p>Projector and Laptop Rental:</p> <p><i>No offsite rental for projector and laptop.</i></p>	<p>\$25 per use</p>
<p>Deposit for facility / equipment rental:</p>	<p>Equal to rental fee or minimum of \$50, whichever is greater. Refundable in accordance with policy POL- 1407 Community Facility Rentals. Note: Liability for damage or loss is not limited to the deposit amount.</p>

**plus deposit*

SCHEDULE 7 – FILMING

Description	Fee
Filming application fee	\$250
Filming fee (per day)	\$300
Damage deposit	\$5000 (refundable)
Filming in VOLB parks	\$500
Parking fees:	
Car	\$25/day
Truck	\$100/day
Filming Liaison	\$40/hour
Municipal Services	\$80/hour
Fire Rescue Services	\$100/hour
Fireworks (pyrotechnics) permit	\$100

SCHEDULE 8 – FIRE RESCUE / EMERGENCY PERMITS & FEES

Description	Fee
Fire investigation	\$200 per person per hour or portion plus actual site security costs
Fire Safety Plan Review	\$100
Inspection of buildings other than routine inspections (after 2 nd inspection) under the Fire Services Act	\$100
Inspection of buildings other than routine inspections (after 3 rd and subsequent inspection) under the Fire Services Act	\$200
Inspections – special request	\$150
Special events fire permit/inspection	\$100 per person per hour or portion thereof
Fireworks Permit	\$50
Cost recovery for work performed in removal or remediation of a fire hazard at or around a building or premises	<p>\$100 per person per hour or portion thereof to cover time plus use of municipal equipment.</p> <p>Actual extra costs for items such as equipment rentals required for clean up or remediation work will also be charged, based on invoices or receipts for materials or equipment.</p> <p>Actual costs of a commercial contractor under contract to the municipality will be charged in addition to a flat fee of \$150 for municipal administration.</p>

**Note: all permits include one inspection*

SCHEDULE 9 – MEMORIALS AND DEDICATIONS

Description	Fee
Bench Dedication	\$1,200 - \$1,500 includes cost and installation of bench, cost and installation of plaque and ongoing maintenance.

SCHEDULE 10 – GENERAL

Description	Fee
Boat space rental permit at Lions Bay Beach Park	\$125 per calendar year if paid by March 31 st \$150 if paid after March 31 st , but before May 31 st (after May 31 st , boat will be seized and removed) <i>*If a boat space is obtained after March 31st, the lesser permit fee shall apply if payment received within 30 days; the greater permit fee shall apply if payment received after 30 days.</i>
Seizure and removal of boat from boat space rental area for failure to pay annual fee by June 1 st .	\$100 plus \$20/day for storage
Sale of seized boat if unclaimed for 120 days after seizure.	\$500 flat fee

Intentionally Blank