

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 627

A bylaw to impose fees and other charges for administrative services

(consolidated for convenience only to include 627.3)

WHEREAS the *Local Government Act* provides that the Board may, by bylaw impose a fee or charge payable in respect of a service;

AND WHEREAS the Board wishes to establish certain fees and charges associated with the cost of providing various administrative services;

NOW THEREFORE the Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as *Sunshine Coast Regional District Administrative Fees and Charges Bylaw No. 627, 2010*.
2. Schedule A, attached hereto and forming part of this bylaw, is hereby adopted as the Fees and Charges for Administrative Services.
3. The fees and charges set out in Schedule A are hereby imposed on persons using the Service and shall be paid in accordance with Schedule A.

READ A FIRST TIME this 15th day of July, 2010

READ A SECOND TIME this 15th day of July, 2010

READ A THIRD TIME this 15th day of July, 2010

ADOPTED this 29th day of July, 2010

CORPORATE OFFICER

CHAIR

SCHEDULE A

Administrative Fees and Charges

Prices are exclusive of any applicable tax.

1. PRINTED INFORMATION

1.1	Photocopies – single sided, black and white	
	a. 8.5"x11" or 8.5"x14"	\$0.25 per page
	b. 11"x17"	\$0.30 per page
1.2	Microfiche hard copy prints	
	a. 8.5"x11"	\$1.00 per page
	b. 8.5"x14"	\$1.50 per page
	c. 11"x17"	\$2.00 per page
1.3	Planning and Development Publications	
	a. Zoning Bylaw	\$ 5.00
	b. Planning & Development Procedures Bylaw	\$ 5.00
	c. Subdivision Servicing Bylaw	\$ 5.00
	d. Subdivision Servicing Standards (Water & Sewer Manual)	\$20.00
	e. Tree Cutting Permit Bylaw	\$ 5.00
	f. Official Community Plan (Egmont/Pender Harbour, Halfmoon Bay, Roberts Creek, Elphinstone, West Howe Sound, Hillside-Port Mellon or Twin Creeks Area)	\$20.00
	g. Reconnaissance Study of Geotechnical Hazards	\$20.00
1.4	Statement of Financial Information	\$ 5.00
1.5	Copy of BCLS site survey (to registered owner or agent only)	\$15.00
1.6	Lamination of Building Permit Card	\$ 2.00

2. INFORMATION REQUIRING RESEARCH

- 2.1 Requests for information requiring research into the Regional District's archival records; or for information dating back over two (2) years; or for information requiring more than fifteen (15) minutes to locate, will be charged at the hourly rate of \$30.00 per hour (billable in 15-minute increments after the first hour), plus the applicable photocopying rate if copies are made.

3. MAPPING

3.1	Scan / print to PDF	
	Per page	\$ 2.00
3.2	Scan to paper copy	
	Line drawing per square foot of paper	\$ 1.20
	Full colour drawing per square foot of paper	\$ 4.90
3.3	Plot / print paper copy	
	Line drawing per square foot of paper	\$ 0.85
	Full colour drawing per square foot of paper	\$ 4.20
3.4	Repealed	
3.5	Repealed	
3.6	Custom requests and mapping, not including printing	\$ 75.00 per hour
3.7	Shipping and handling fees are charged at cost and are in addition to the fees quoted above.	

4. FINANCIAL PROCESSING CHARGES

4.1	Cheques returned for not sufficient funds	\$25.00
4.2	Payment transfer (no charge for first transaction)	\$10.00
4.3	Foreign currency processing	\$10.00
4.4	Property conveyance utility account information check	\$25.00

5. INTEREST RATES

- 5.1 Late payment(s) will be subject to an interest penalty charge of 1.5% per month (19.56% annually) compounded monthly.
- 5.2 Latecomer agreements will be subject to an interest rate equivalent to the Bank of Canada prime rate.