BYLAW NO. 1763

A bylaw to establish fees and charges for services and information.

WHEREAS the Council of The Corporation of the Town of Creston deems it expedient to provide for fees and charges for services and information;

AND WHEREAS the *Community Charter* authorizes municipalities by bylaw to impose fees in respect of a service of the municipality or provision of information;

NOW THEREFORE, the Council of the Town of Creston enacts as follows:

Part 1 Citation

1.1 This bylaw may be cited as Fees and Charges Bylaw No. 1763, 2011.

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 Previous Bylaw Repeal

3.1 Town of Creston Bylaw No. 1296, cited as "Fees and Charges Bylaw No. 1296, 1994" and all amendments thereto, are hereby repealed.

Part 4 Fees and Charges

- 4.1 The Town of Creston imposes fees for the provision of services and information as specified in Schedules 1 to 9 inclusive.
- 4.2 Fees or charges imposed under this Bylaw for the provision of services or information apply instead of fees or charges imposed under other bylaws for the same services or information. A reference to a more specific matter supersedes a reference to a more general matter.

Schedules

Schedule 1 – General Administration	
Schedule 2 – Animal Control Schedule 3 – Building Permit and Inspection Sel	nvices
Schedule 4 – Business Licences	VICES
Schedule 5 – Finance and Taxes	
Schedule 6 - Fire and Rescue Permits and Serv	rices
Schedule 7 - Planning, Land and Development	Permits and Services
Schedule 8 – Parks and Community Services	
Schedule 9 – Cemetery Fees	- 1 ///
Schedule 10 – Solid Waste Fees	BL#1922
READ A FIRST TIME by title and SECOND TIM	E by content this 22 nd day of November, 2011.
READ A THIRD TIME by title this 22 nd day of No	vember, 2011.
ADOPTED this 13 th day of December, 2011.	
"Ron Toyota"	"Bev Caldwell"
Mayor Ron Toyota	Bev Caldwell, Executive Assistant

Schedule 1 - General Administration

General Documents and Services (subject to applicable taxes) **Description** Fee \$0.25 per page (8.5" x 11" and 8.5" x 14") Photocopies and computer printouts \$0.30 per page (11" x 17") Agendas (one free) additional copies per page \$0.25 \$15.00 **Business Licence List** Bylaws: i. Official Community Plan \$20.00 ii. Works and Services \$20.00 iii. Zoning \$20.00 iv. per page \$0.25 List of Electors (candidates only) \$25.00 Historical Property File Search - Search of \$100.00 Town files to provide information regarding zoning, building and/or fire inspections and if any Board of Variance, Development Variance Permits or Development Permits exist on the property. Other publically available documents per page \$0.25 (to a maximum of \$10.00) Tag for additional container for residential \$2.00 waste collection Criminal Record Check or Fingerprinting \$35.00* *volunteers are exempt from this fee

Schedule 1 – General Administration

Routinely Available Records (subject to applicable taxes)		
Description	Fee	
Locating and retrieving a record	\$7.50 per ¼ hour after the first 3 hours	
Producing a record manually	\$7.50 per ¼ hour	
Preparing a record for disclosure and handling a record	\$7.50 per ¼ hour	
Shipping copies	Actual cost of shipping method chosen by applicant (\$15.00 minimum)	
Routinely available records	If a fee for provision of a record will exceed or is estimated to exceed \$50.00, the applicant must pay the Town a deposit of 50% of the fee or the estimated fee before the Town processes the application.	

Schedule 2 - Animal Control

Schedule of Dog Licence Fees

(subject to applicable taxes)

Description		Fe	ее
Male Dog – Unneutered		Prior to March 31st	After March 31 st , 2021 and each year thereafter BL#1914
		\$105.00	\$110.00
Male Dog – Neutered		\$20.00	\$25.00
Female Dog – Unspayed		\$105.00	\$110.00
Female Dog – Spayed		\$20.00	\$25.00
Dangerous Dog	BL#1834	\$210.00	\$215.00
Special Needs Assistant Animal	BL#1834	No Charge	No Charge
Replacement Tag		\$2.00	\$2.00
	. (====)		

The licence fee shall be reduced by fifty percent (50%) for any dog acquired and/or brought into the Town after the thirty first (31st) day of August in any year.

Schedule of Impoundment and Boarding Fees (subject to applicable taxes)		
Description	Fee	
1 St day or portion thereof	\$50.00	
Each subsequent day or portion thereof	\$14.90	

Schedule 2 - Animal Control

Schedule of Cat Licence Fees

(subject to applicable taxes)

Description	Fe	ee
	Prior to March 31st	After March 31st
Male Cat – Unneutered	\$105.00	\$110.00
Male Cat – Neutered	\$20.00	\$25.00
Female Cat – Unspayed	\$105.00	\$110.00
Female Cat – Spayed	\$20.00	\$25.00
Replacement Tag	\$2.00	\$2.00

The licence fee shall be reduced by fifty percent (50%) for any cat acquired and/or brought into the Town after the thirty first (31st) day of August in any year.

Schedule of Impoundment and Boarding Fees (subject to applicable taxes)

(Subject to applicable taxes)		
Description	Fee	
1 St day or portion thereof	\$50.00	
Each subsequent day or portion thereof	\$14.90	

Schedule 2 - Animal Control

Schedule of Hen Licence Fees (subject to applicable taxes)		
Description	Fee	
Backyard Hen Pilot Program licence	\$50.00	

Schedule of Impoundment and Boarding Fees (subject to applicable taxes)		
Description	Fee	
1 st day or portion thereof	\$17.00	
Each subsequent day or portion thereof	\$5.00	

Schedule 3 – Building Permit and Inspection Services

Building Permit Fees (subject to applicable taxes)		
Description	Fee	
Base Fee:		
When the value of the work does not exceed \$5,000.00 (minimum fee)	\$100.00	
For each additional \$1,000.00 or part thereof by which the value exceeds \$5,000.00 up to a maximum of \$2,000,000.00	\$10.00	
For each additional \$1,000.00 or part thereof by which the value exceeds \$2,000,000.00	\$5.00	
Plumbing – Base Rate Plumbing – Per Plumbing Fixture* In-Ground Swimming Pool Change of Occupancy Manufactured Home Set-up (plus foundation fee – see Schedule 3A) (CAN/CSA Z-240 and CAN/CSA A-227	\$50.00 \$10.00 \$100.00 \$100.00	
homes) Single Wide Double Wide Demolition/Moving Temporary Remove Notice on Title Re-inspection (failed inspection) Building Permit Renewal Building Occupancy Load Calculation	\$250.00 \$350.00 \$100.00 \$100.00 \$750.00 \$50.00 \$100.00	

* Plumbing Fixture means:

- .1 any plumbing device served by, or required to be served by a trap, including floor drains;
- .2 any combination of roof drains serving one roof surface;
- .3 swimming pool drains;
- .4 hot water storage tanks;
- .5 catch basins in storm drainage systems; and
- .6 interceptors

Building permit fees may be refunded only upon written request from the applicant up to six (6) months from the date of issuance of the building permit subject to the following conditions:

- .1 No permit related work on site has commenced; and
- .2 A reduction of \$25.00 or 25% of the permit fee, whichever is greater, once a building permit has been issued.

A new permit may be issued after cancellation, at a fee of 50% of the new permit fee or \$100.00, whichever is greater.

Schedule 3A – Building Permit and Inspection Services

Construction Values (subject to applicable taxes)	
Description	Fee/Construction Value
Residential Construction: (value per square foot unless otherwise noted)	
1 Floor Finished – Full Basement Unfinished Add for Finished Basement 1 Floor Finished – Crawl Space 1 Floor Finished – Slab on Grade Additional Levels above Main Floor Add for Fireplace or Wood Burning Appliance Basement Foundation Only (for Relocation of Residence) Attached or Detached Garage Carport Deck with Roof Deck (no Roof) Accessory Building	\$175.00 \$50.00 \$125.00 \$125.00 \$100.00 \$4,000.00 (each) \$40.00 \$50.00 \$30.00 \$30.00 \$25.00
Mobile Home / Manufacture Home: (value per square foot unless otherwise noted)	\$50.00
Crawl Space Foundation Basement Foundation Roof Over Additions	\$30.00 \$40.00 \$30.00 \$80.00
Commercial or Industrial Construction: (value per square foot unless otherwise noted)	
Value of construction for Commercial, Industrial or Institutional buildings will be calculated as per the CONTRACT or TENDERED cost. Where there is no contract or tendered price, the value shall be calculated according to the following schedule:	
Building Shell (Including Exterior Walls) Building Shell (No Exterior Walls) Fitout - Restaurant Fitout - Office Fitout - Retail Fitout - Industrial	\$80.00 \$50.00 \$60.00 \$60.00 \$50.00 \$20.00

Schedule 4 - Business Licence Fees

Schedule of Business Licence Fees

NOTE: A \$20.00 late payment fee will be applied to all Business Licence renewals where payment is received after January 31st of each year

Fee
2021/2022
\$45.00
\$85.00
\$145.00
\$500.00
\$340.00
\$25.00 \$40.00
\$300.00
\$85.00

For the purposes of this schedule, "commercial area" is defined as all building space used by a business to conduct its operations. This includes retail, office, accommodation, supply storage, inventory storage, garage, workshop, basements, and furnace and utility rooms.

Schedule 4 - Business Licence Fees (continued)

Schedule of Business Licence Fees (continued)

NOTE: A \$20.00 late payment fee will be applied to all Business Licence renewals where payment is received after January 31st of each year

Description	Fee
	2021/2022
Change of Business Location if new inspections are required	\$50.00
Change of Business Name or Location if new inspections are not required	\$20.00
Inter-Community Business Licence (Kootenay Region) - Starting January 1, 2020	\$100.00
Young Entrepreneurs Permit (18 years of age and under only) - May through September	\$20.00

^{*} The Business Licence fees for businesses that declare participation in the Community Health Initiative Program are reduced to zero for the year 2021 only.

Schedule 5 - Finance and Taxes

Documents, Services and Taxes (subject to applicable taxes)			
Description	Fee		
NSF Fees	\$25.00		
Service charges for late payment of invoiced fees, charges and rents	1.5% per month		
Tax Certificate (other than owner) Online (additional service charges from online providers apply) Direct requests to Town	\$20.00 (Per Folio) \$55.00 (Per Folio)		
Title Search (with P.I.D.)	\$55.00 (Per Title)		

Schedule 6 - Fire and Rescue Permits and Services

Fireworks Permits & Fees (subject to applicable taxes)				
Description	Fee			
a) Consumer Fireworks Permit	\$20.00			
b) Display Fireworks Permit	\$100.00			
c) Pyrotechnics Fire Safety Plan Review	\$200.00			
d) Fire Protection for Pyrotechnic Special Effects Fireworks Event (minimum 4 hour charge for personnel and equipment	As per Inter-Agency Guide*			
e) Open Burning Permits - Residential leaves, foliage, weeds - Freestanding grass and brush - Large Piles - Land Clearing	\$15.00 \$50.00 \$85.00 \$250.00 per pile			
f) Fuel Storage Tanks – above and below ground plan review site inspection fee	and \$200.00 per site			
g) For conducting onsite inspections of underground and aboveground fuel/oil tank installation and removal during the hours of 1630 hrs. to 0830 hrs. and anytime on weekends;	\$200.00 per hour e			
h) For property and premises file inquiry (with owner's permiss to a third party.	sion) \$75.00			
 For conducting fire flow tests of fire hydrants as requested to business and industry. 	sy \$200.00 per hour			

(* Inter-Agency Guide refers to the publically available Inter-Agency Operational Procedures and Reimbursement Rates document (as amended from time to time) which may be viewed here: https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-

recovery/embc/policies/inter-agency working group report reimbursement rates 2018.pdf)

Schedule 6 - Fire and Rescue Permits and Services

Fire Services Permits and Services

(subject to applicable taxes)

Description

Fee

a) Fees for services described in the Fire Service Bylaw No. 1928, 2021, sections 11.1(a) to 11.1(j);

Command vehicle (all found rate)

Support vehicle (all found rate – 2 firefighters)

Engine (all found rate – 4 firefighters)

Aerial Apparatus (all found rate)

Haz Mat Response Unit

Rescue Unit (all found rate – 5 firefighters)

Water Tender (all found rate – 2 firefighters)

Additional Firefighters

Firefighters for traffic control, fire watch or security

Training Instructor (per instructor)

As per Inter-Agency Guide*

These rates apply for incident responses to an automatic aid, mutual aid or request for assistance to another jurisdiction within the Regional District of Central Kootenay, unless an annual negotiated fee or fixed annual service provision fee is provided within a contract between the Town of Creston and the Regional District of Central Kootenay.

- b) Provincial agencies will be invoiced in accordance with the Inter-Agency Guide*.
- Expenses incurred by the hiring of or purchasing materials from private companies, contractors, individuals or other governments, these expenses shall be invoiced as actual costs.
- d) Services provided by the Fire Department that are not described within the Fire Service Bylaw, and utilizes Fire Department owned vehicles, equipment and/or personnel shall be invoiced in accordance with the Inter-Agency Guide*.
- e) All hourly rates noted are flat rate hours.
- f) The fees and charges imposed pursuant to this Schedule shall be charged to the registered owner of the property at which the incident occurred.
- g) These fees and charges are recoverable in the same manner as property taxes and, if not paid by December 31st of the year which the fees and charges are imposed, are deemed to be taxes in arrears.

(* Inter-Agency Guide refers to the publically available Inter-Agency Operational Procedures and Reimbursement Rates document (as amended from time to time) which may be viewed here: https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/policies/inter-agency-working_group_report_reimbursement_rates.pdf)

Schedule 7A - Planning, Land and Development Services

Land Use Applications and Fees (subject to applicable taxes) **Description Fee** \$250.00 **Board of Variance** < \$100,000 value \$200.00 **Development Permit** >\$100,000 value \$500.00 **Development Variance Permit** \$750.00 (includes advertising costs) (\$100.00 for Sign DVP) \$2,000.00 Official Community Plan (OCP) Bylaw Amendment (includes advertising costs) \$2,000.00 Zoning Bylaw Amendment (includes advertising costs) \$3,500.00 Official Community Plan and Zoning Bylaw Amendment (includes advertising costs) Subdivision creation of one additional lot (base rate) \$400.00 add to base rate for each new lot in excess of one where new infrastructure not required \$50.00 where new infrastructure required \$100.00 Colour Zoning Map (24" x 36") \$30.00/sheet **Encroachment Agreements** \$350.00 Fee waived for facade improvements within the "Downtown Area"* License of Occupation Base Fee \$100.00 Non-Profit or Community Organization Fee waived \$1.500.00 Temporary Use Permit (includes advertising costs) Cannabis Retail Application \$1.500.00 BL#1879 \$3,600.00/parking space not Cash-in-lieu for required off-street provided parking spaces for owners or occupiers of land within 500m of the Cook Street Parking Lot

^{(*} Downtown Area is as defined in the Official Community Plan)

Schedule 7B – Planning, Land and Development Services

Traffic and Parking (subject to applicable taxes)				
	Description	Fee		
	ces in the following Parking Lots shall be available for rent in rdance with the conditions set out in this Section:			
(i)	Parking Spaces No. 57 through 62 of Cook Street Parking Lot I	\$30.00/month \$300.00/year (if paid in advance)		
(ii)	Cook Street Parking Lot II	No charge		
(iii)	Fire Hall Parking Lot	Not available		
(iv) Parking Spaces No. 1 through 10 of the 117 – 11 th Avenue North Parking Lot		\$30.00/month \$300.00/year (if paid in advance)		
Com	mercial Vehicle Parking Permit	\$25.00		
Passenger or Loading Zone Parking Permit		\$500.00		
Parking Meter Space Rental		\$10.00/day Maximum \$40.00/week		
Depo	osit for Parking Meter Hood	\$30.00		

Schedule 7C - Planning, Land and Development Services

Fees for Sign Permits and Installation (subject to applicable taxes)				
Description	Fee			
Sign Permit	\$25.00			
Community Use Banner Sign	\$25.00			
Community Use Portable Sign (per community event)	\$25.00			
Portable (Sandwich Board) Sign	\$25.00			
Rooftop Sign	\$25.00			
Third Party Directional Sign	\$25.00 yearly			
Temporary Promotional Sign	\$25.00			

BL#1840

Schedule 7D - Miscellaneous Fees

Miscellaneous Fees (subject to applicable taxes)				
Description	Fee*			
Storm Sewer Connection Fee (150mm) (minimum charge)	\$3,000.00			

^{*}The Town of Creston reserves the right to charge actual costs, which are in excess of the connection fee charged for any connections done.

Schedule 8 - Parks and Community Services

Parks Booking Fees (subject to applicable taxes)				
Description	Fee**			
Millennium Park Open Booking Closed Booking	\$20.00 \$200.00			
Centennial Park Open Booking (covered picnic area only)	\$20.00			
Spirit of Creston Square Open Booking * There may be a fee to offset costs borne by the Town.	\$0.00*			
11th Avenue South Walkthrough Open Booking (non-profit community events only) * There may be a fee to offset costs borne by the Town.	\$0.00*			
Downtown Greenspace Open Booking (non-profit community events only)	\$20.00			
All other Parks and Public Places Open Booking	\$20.00			

^{**} Locally-based, registered, non-profit organizations are exempted from paying the above park and public places booking fees when the booking is part of an *Established Annual Community Event*, as defined in *Parks, Trails and Public Places Regulations Bylaw No. 1788, 2014.*

Schedule 8B – Parks and Community Services

Airport - Deleted

Schedule 9 – Cemetery Fees

FEES (subject to applicable taxes)									
PLOT FEES (Right of Internment)		Resident				Non-Resident			
	Plot Fee	Care Fund	Total Fee	Plot I	Fee	Care Fund	Total Fee		
Adult Size	\$835.00	\$280.00	\$1,115.00	\$1,50	0.00	\$500.00	\$2,000.00		
Child Size	\$600.00	\$200.00	\$800.00	\$96	0.00	\$320.00	\$1,280.00		
Infant Size	\$400.00	\$135.00	\$535.00	\$75	0.00	\$250.00	\$1,000.00		
Cremated Remains Size (for each)	\$580.00	\$195.00	\$775.00	\$65	0.00	\$220.00	\$870.00		
Columbarium Niche (Base Fee) (see 'Additional Fees' below)	\$1,750.00	\$310.00	\$2,060.00	\$2,50	0.00	\$400.00	\$2,900.00		
BURIALS			Resident			Non-Res	ident		
Adult Size			\$6	70.00	\$927.0				
Child Size			\$4	64.00	\$721.		\$721.00		
Infant Size			\$3	50.00		\$618.00			
Cremated Remains			\$2	32.00			\$361.00		
Second or Subsequent Ren Interred at Same Time as F Remains in Same Vault				20.00		\$180.00			
EXHUMATION									
All Grave Sizes			\$1,200.00			\$1,200.00			
Extra Deep		\$2,200.		00.00	\$2,200.0		\$2,200.00		
Cremated Remains		\$300.00		00.00	\$300.00				
ADDITIONAL FEES									
Extra Deep		\$300.00			\$400.00				
Interments After 2:30 p.m. V	Veekdays	\$150.00		\$200.00					
Casket Burials Saturday, Su Statutory Holidays	ınday,	\$500		00.00	0		\$550.00		
Cremation Saturday, Sunda Statutory Holidays	у,	\$20		00.00		\$250.00			
Winter Rate (November 1 to March 31)		\$300.00		\$300.00					
Transfer of Licence			\$8		\$		\$80.00		
	stallation of Memorial Markers ncludes Care Fund of \$50.00)		\$2	65.00			\$300.00		

Schedule 9 – Cemetery Fees

	ES (continued) ct to applicable taxes)	
ADDITIONAL FEES (continued)	Resident	Non-Resident
Plot Grave Liners - Purchase through Funeral Home: Regular Size Liner Over-Sized Liner (Price current as of Dec. 2020)	\$585.00 \$785.00	\$585.00 \$785.00
Cremation Vaults	\$175.00	\$175.00
Rental of Tent, Chairs, Greens or Lowering Device	Purchase through Funeral Home if required	Purchase through Funeral Home if required
Marker Removal and Resetting Fee	\$115.00	\$138.00
Additional Care Fund contribution for Second and Subsequent Burial Request in same plot	As per current Care Fund fee listed under 'Plot Fees'	As per current Care Fund fee listed under 'Plot Fees'
Niche Inscriptions	\$325.00 minimum or actual cost	\$325.00 minimum or actual cost
Inurnment, Niche Opening/Closing Fee	\$300.00	\$350.00
Disurnment-Inurnment Permit Fees (after Columbaria are installed)	\$85.00	\$115.00
Memorial Plaque in Memorial Wall: Base fee for plaque & installation Engraving (minimum fee) Care Fund	\$625.00 \$325.00 \$50.00	\$700.00 \$325.00 \$50.00
Columbarium Niche Additional Fees: Top Row Second Row Third Row Fourth Row Fifth Row (Care Fund included in Base Fee)	\$1,000.00 \$600.00 \$450.00 \$300.00 \$0.00	\$1,100.00 \$700.00 \$550.00 \$400.00 \$0.00
Custom Memorial Tree Grate for Downtown Creston Cast Iron, Natural Finish Non-Resident: Not originating from the state of	\$900.00 minimum or actual costs of labour and materials + 20% admin fee	\$1,000.00 minimum or actual costs of labour and materials + 20% admin fee

Non-Resident: Not originating from the RDCK Areas A, B, C or the Town of Creston

Schedule 10 - Solid Waste Fees

Annual Fees (subject to applicable taxes)						
Description Fee						
	2021	2022	2023	2024	2025	2026
Commercial	\$102.00	\$102.00	\$105.00	\$107.00	\$109.00	\$111.00
Residential (includes all Single & Multi Family)	\$108.00	\$125.50	\$127.00	\$129.00	\$131.50	\$135.00
Secondary Suites	\$55.00	\$73.50	\$74.00	\$75.00	\$77.50	\$80.00

Please refer to the Solid Waste Management Regulations Bylaw No. 1900, 2019 for disposal rules.

Replacement Bin	Per Unit Cost
46L Green Bin + Kitchen Catcher	\$30.00
60L Blue Boxes	\$11.00

INDEX OF AMENDING BYLAWS

Bylaw #1802	Adopted August 12, 2014
Bylaw #1820	
Bylaw #1834	Adopted December 15, 2015
Bylaw #1840	
Bylaw #1879	
Bylaw #1893	
Bylaw #1896	
Bylaw #1904	
Bylaw #1908	
Bylaw #1910	
Bylaw #1914	Adopted April 14, 2020
Bylaw #1922	
Bylaw #1934	Adopted July 13, 2021
Bylaw #1948	Adopted February 8, 2022
Bylaw #1956	
Bylaw #1963	Adopted October 11, 2022

NOTE TO USERS

"WHEREAS each bylaw consolidation shall be proof, in the absence of evidence to the contrary, of the original bylaw, of all bylaws amending it and of the fact of passage of the original and all amending bylaws", pursuant to 'Authority to Consolidate Municipal Bylaws No. 1533', which was adopted on the 11th day of June, 2001.