

**TOWN OF CRESTON**

**Consolidated to  
May 10, 2016**

**BYLAW NO. 1763**

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

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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Town of Creston Bylaw No. 1296, cited as “Fees and Charges Bylaw No. 1296, 1994” and all amendments thereto, are hereby repealed.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 Services
- Schedule 4 – Business Licences
- Schedule 5 – Finance and Taxes
- Schedule 6 – Fire and Rescue Permits and Services
- Schedule 7 – Planning, Land and Development Permits and Services
- Schedule 8 – Parks and Community Services
- Schedule 9 – Cemetery Fees

READ A FIRST TIME by title and SECOND TIME by content this 22<sup>nd</sup> day of November, 2011.

READ A THIRD TIME by title this 22<sup>nd</sup> day of November, 2011.

ADOPTED this 13<sup>th</sup> day of December, 2011.

“Ron Toyota”  
Mayor Ron Toyota

“Bev Caldwell”  
Bev Caldwell, Executive Assistant

## Schedule 1 – General Administration

<b>General Documents and Services</b> (subject to applicable taxes)	
Description	Fee
Photocopies and computer printouts	\$0.25 per page (8.5" x 11" and 8.5" x 14") \$0.30 per page (11" x 17")
Agendas (one free) additional copies per page	\$0.25
Business Licence List	\$15.00
Bylaws:	
i. Official Community Plan (11" x 17" map included)	\$20.00
ii. Works and Services	\$20.00
iii. Zoning (11" x 17" map included)	\$20.00
iv. per page	\$0.25
List of Electors (candidates only)	\$25.00
Historical Property File Search – Search of Town files to confirm conformance with zoning, building and/or fire standards and if any Board of Variance or Development Permits exist on the property.	\$50.00
Other public documents per page (to a maximum of \$10.00)	\$0.25
Tag for additional container for residential waste collection	\$2.00
Criminal Record Check or Fingerprinting <i>*volunteers are exempt from this fee</i>	\$35.00*

## Schedule 1 – General Administration

<b>Routinely Available Records</b> (subject to applicable taxes)	
<b>Description</b>	<b>Fee</b>
Locating and retrieving a record	\$7.50 per ¼ hour after the first 3 hours
Producing a record manually	\$7.50 per ¼ hour
Producing a record from a machine readable record	\$15.00 per ¼ hour for developing a computer program to produce the record plus \$0.30 per page of printout produced
Preparing a record for disclosure and handling a record	\$7.50 per ¼ hour
Shipping copies	Actual cost of shipping method chosen by applicant
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.

BL#1820

## Schedule 2 – Animal Control

<b>Schedule of Dog Licence Fees</b> (subject to applicable taxes)		
<b>Description</b>		<b>Fee</b>
Male Dog – Unneutered		\$100.00
Male Dog – Neutered		\$15.00
Female Dog – Unspayed		\$100.00
Female Dog – Spayed		\$15.00
Dangerous Dog	<b>BL#1834</b>	\$200.00
Special Needs Assistant Animal	<b>BL#1834</b>	No Charge
Replacement Tag		\$2.00
<p>The licence fee shall be reduced by fifty percent (50%) for any dog acquired and/or brought into the Town after the thirty first (31<sup>st</sup>) day of August in any year.</p>		

<b>Schedule of Impoundment and Boarding Fees</b> (subject to applicable taxes)	
<b>Description</b>	<b>Fee</b>
1 <sup>st</sup> day or portion thereof	\$50.00
Each subsequent day or portion thereof	\$14.90

## Schedule 2 – Animal Control

<b>Schedule of Cat Licence Fees</b> (subject to applicable taxes)	
<b>Description</b>	<b>Fee</b>
Male Cat – Unneutered	\$100.00
Male Cat – Neutered	\$15.00
Female Cat – Unspayed	\$100.00
Female Cat – Spayed	\$15.00
Replacement Tag	\$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 (31 <sup>st</sup> ) day of August in any year.	

<b>Schedule of Impoundment and Boarding Fees</b> (subject to applicable taxes)	
<b>Description</b>	<b>Fee</b>
1 <sup>st</sup> day or portion thereof	\$50.00
Each subsequent day or portion thereof	\$14.90

## Schedule 3 – Building Permit and Inspection Services

<b>Building Permit Fees</b> (subject to applicable taxes)	
Description	Fee
<b>Base Fee:</b>	
When the value of the work does not exceed \$5,000.00 (minimum fee)	\$50.00
For each additional \$1,000.00 or part thereof by which the value exceeds \$5,000.00 up to a maximum of \$1,000,000.00	\$10.00
For each additional \$1,000.00 or part thereof by which the value exceeds \$1,000,000.00	\$5.00
<ul style="list-style-type: none"> <li>Plumbing – Base Rate</li> <li>Plumbing – Per Plumbing Fixture*</li> <li>In-Ground Swimming Pool</li> <li>Change of Occupancy</li> <li>Manufactured Home Set-up (plus foundation fee – see Schedule 3A) (CAN/CSA Z-240 and CAN/CSA A-227 homes)                             <ul style="list-style-type: none"> <li>Single Wide</li> <li>Double Wide</li> </ul> </li> <li>Demolition/Moving</li> <li>Temporary</li> <li>Remove Notice on Title</li> <li>Re-inspection (failed inspection)</li> <li>Building Permit Renewal</li> <li>Building Occupancy Load Calculation</li> </ul>	<ul style="list-style-type: none"> <li>\$50.00</li> <li>\$10.00</li> <li>\$100.00</li> <li>\$100.00</li> <li></li> <li>\$200.00</li> <li>\$300.00</li> <li>\$50.00</li> <li>\$50.00</li> <li>\$750.00</li> <li>\$50.00</li> <li>\$50.00</li> <li>\$50.00</li> </ul>
<p><i>* Plumbing Fixture means:</i></p> <ul style="list-style-type: none"> <li>.1 any plumbing device served by, or required to be served by a trap, including floor drains;</li> <li>.2 any combination of roof drains serving one roof surface;</li> <li>.3 swimming pool drains;</li> <li>.4 hot water storage tanks;</li> <li>.5 catch basins in storm drainage systems; and</li> <li>.6 interceptors</li> </ul>	
<p>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:</p> <ul style="list-style-type: none"> <li>.1 No permit related work on site has commenced; and</li> <li>.2 A reduction of \$25.00 or 25% of the permit fee, whichever is greater, once a building permit has been issued</li> </ul>	
<p>A new permit may be issued after cancellation, at a fee of 50% of the new permit fee or \$100.00, whichever is greater</p>	

## Schedule 3A – Building Permit and Inspection Services

<b>Construction Values</b>	
Description	Fee (per.sq.ft)
<b>Residential Construction:</b>	
1 Floor Finished (Better Quality) – Full Basement Unfinished	\$150.00
1 Floor Finished (Standard Quality) – Full Basement Unfinished	\$125.00
Add for Finished Basement	\$25.00
1 Floor Finished – Crawl Space	\$100.00
1 Floor Finished – Slab on Grade	\$100.00
Additional Levels above Main Floor	\$70.00
Add for Fireplace or Wood Burning Appliance	\$4,000.00 (each)
Basement Foundation Only (for Relocation of Residence)	\$35.00
Attached or Detached Garage	\$40.00
Carport	\$25.00
Deck with Roof	\$30.00
Deck (no Roof)	\$25.00
Accessory Building	\$40.00
<b>Mobile Home / Manufacture Home:</b>	
Crawl Space Foundation	\$20.00
Basement Foundation	\$35.00
Roof Over	\$25.00
Additions	\$60.00
<b>Commercial or Industrial Construction:</b>	
<b>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:</b>	
Building Shell (Including Exterior Walls)	\$60.00
Building Shell (No Exterior Walls)	\$40.00
Fitout - Restaurant	\$50.00
Fitout - Office	\$40.00
Fitout - Retail	\$30.00
Fitout - Industrial	\$15.00

## Schedule 4 – Business Licence Fees

<b>Schedule of Business Licence Fees</b>		
<b>Description</b>	<b>Fee</b>	
<b>Home Crafts</b> Home crafts would be classified as articles made by hand such as jewelry, dolls, woodcrafts, stuffed animals, holiday art, toys, greeting cards, candles, soap, flower arranging, clothing and fabric art.	<b>2016</b>	<b>2017 (Onwards)</b>
	\$40.00	\$43.00
<b>Commercial – Small</b> Included in this category are any businesses or commercial ventures not included under any other business licence rate category under this Bylaw which occurs within Creston town limits and is not exempted elsewhere, agents or peddlers whereby the fee is applicable for each and every representative who sells, solicits, or takes orders for the sale by retail of goods or services to be supplied by another person; accommodation all types excluding hotel, motels, inns greater than 464.5 sq. meters or 5000 Sq. feet; contractors; home-based business not included in Home Crafts.	\$75.00	\$80.00
<b>Commercial – Large</b> Includes, any business whose commercial area is 464.5 sq. meters or 5000 sq. feet in size or greater; small industrial operations with less than 20 employees, hotels, motels and inns greater than 464.5 sq. meters or 5000 sq. feet	\$130.00	\$138.00
<b>Industrial</b> Operations including manufacturing facilities with greater than 20 employees. Manufacturing facilities include breweries, sawmills, fabrication plant, cement plants, etc.	\$300.00	\$320.00
<b>Commercial Vendor Permit</b> 3 days or less 4 days up to a maximum of 1 month* <i>* after 1 month, permits may be renewed.</i>	\$25.00	\$25.00
	\$35.00	\$35.00
<b>Temporary – Carnival, Amusement</b>	\$200.00	\$200.00
<b>Temporary – All Other</b>	\$75.00	\$80.00
<b>Non-Profit Society Business</b>	\$25.00	\$25.00
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. If a part of the building is used exclusively for another purpose or is calculated as another business’ “commercial area”		
<b>Change of Business Location if new inspections are required</b>	\$50.00	\$50.00
<b>Change of Business Name</b>	\$20.00	\$20.00

## Schedule 5 – Finance and Taxes

<b>Documents, Services and Taxes</b> (subject to applicable taxes)	
<b>Description</b>	<b>Fee</b>
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) \$40.00 (Per Folio)

BL#1840

## Schedule 6 – Fire and Rescue Permits and Services

<b>Fireworks Permits &amp; Fees</b> (subject to applicable taxes)	
<b>Description</b>	<b>Fee</b>
a) Consumer Fireworks Permit	\$10.00
b) Display Fireworks Permit	\$75.00
c) Pyrotechnics Fire Safety Plan Review	\$150.00
d) Fire Protection for Pyrotechnic Special Effects Fireworks Event (minimum 4 hour charge for personnel and equipment)	\$537.00 per hour
e) Open Burning Permits  Residential leaves, foliage, weeds Freestanding grass and brush Large Piles Land Clearing	 \$10.00 \$40.00 \$75.00 \$250.00 per pile
f) Fuel Storage Tanks – above and below ground plan review and site inspection fee	\$150.00 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
h) For property and premises file inquiry (with owner's permission) to a third party.	\$50.00
i) For conducting fire flow tests of fire hydrants as requested by business and industry.	\$200.00 per hour

## Schedule 6 – Fire and Rescue Permits and Services

### Fire Services Permits and Services (continued)

(subject to applicable taxes)

Description	Fee
a) Fees for services described in the Fire Service Bylaw, Section 14.1(a) to 14.1(j);	
Command vehicle (manned rate)	\$250.00 per hour
Support vehicle (manned rate – 2 firefighters)	\$250.00 per hour
Engine (manned rate – 4 firefighters)	\$537.00 per hour
Haz Mat Response Unit	\$400.00 per hour
Rescue Unit (manned rate – 5 firefighters)	\$450.00 per hour
Water Tender (manned rate – 2 firefighters)	\$333.00 per hour
Additional Firefighters	\$34.00 per hour
Firefighters for traffic control, fire watch or security	\$34.00 per hour
Training Instructor (per instructor)	\$75.00 per hour
<p>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.</p>	
b) Provincial agencies will be invoiced in accordance with section “J” unless specific provincial government rates for the agency exist.	
c) 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 at the hourly rates listed in section “J” of this schedule.	
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 31 <sup>st</sup> of the year which the fees and charges are imposed, are deemed to be taxes in arrears.	



## Schedule 7B – Planning, Land and Development Services

<b>Traffic and Parking</b> (subject to applicable taxes)	
Description	Fee
<p>Spaces in the following Parking Lots shall be available for rent in accordance with the conditions set out in this Section:</p> <ul style="list-style-type: none"> <li>(i) Spaces No. 81 through 86 in Parking Lot I of the Cook Street Parking Lot</li> <li>(ii) Lot II of the Cook Street Parking Lot</li> <li>(iii) Fire Hall Parking Lot</li> </ul>	<p>\$20.00/month \$200.00/year (if paid in advance)</p>
Commercial Vehicle Parking Permit	\$25.00
Passenger or Loading Zone Parking Permit	\$500.00
Parking Meter Space Rental	\$10.00/day Maximum \$40.00/week
Deposit for Parking Meter Hood	\$30.00

BL #1840

## Schedule 7C – Planning, Land and Development Services

<b>Fees for Sign Permits and Installation</b> (subject to applicable taxes)	
<b>Description</b>	<b>Fee</b>
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 8 – Parks and Community Services

<b>Park Rentals</b> (subject to applicable taxes)	
Description	Fee
<b>Millennium Park</b>	
Open Booking	\$20.00
Closed Booking	\$150.00
<b>Centennial Park</b>	
Open Booking	\$20.00
Closed Booking	\$150.00
<b>Walkthrough Park</b>	
Booking Fee	\$20.00
<b>Burns Park</b>	
Booking Fee	\$20.00
<b>Rotary Park</b>	
Booking Fee	\$20.00
<b>Schikurski Park</b>	
Booking Fee	\$20.00
<b>Spirit of Creston Square</b>	
Booking Fee	\$0.00 (Free)*
<i>*There may be a fee to offset costs borne by the Town.</i>	

BL#1802

## **Schedule 8B – Parks and Community Services**

**Airport – Deleted**

**BL#1820**

## Schedule 9 – Cemetery Fees

<b>FEES</b> (subject to applicable taxes)				
<b>PLOT FEES</b>	<b>Resident</b>		<b>Non-Resident</b>	
	<b>Resident Plot</b>	<b>Care Fund</b>	<b>Resident Plot</b>	<b>Care Fund</b>
Adult Size	\$670.00	\$221.00	\$1,200.00	\$396.00
Child Size	\$484.00	\$160.00	\$770.00	\$254.00
Infant Size	\$320.00	\$106.00	\$600.00	\$198.00
Cremated Remains Size	\$464.00	\$153.00	\$525.00	\$173.00
Columbarium Niche	\$1500.00	\$221.00	\$1550.00	\$396.00
<b>BURIALS</b>	<b>Resident</b>		<b>Non-Resident</b>	
Adult Size	\$670.00		\$927.00	
Child Size	\$464.00		\$721.00	
Infant Size	\$350.00		\$618.00	
Cremated Remains	\$232.00		\$361.00	
Second or Subsequent Remains (same vault or other) Interred at Same Time as First Remains in Same Plot	\$120.00		\$120.00	
<b>EXHUMATION</b>				
All Grave Sizes	\$1,200.00		\$1,200.00	
Extra Deep	\$2,200.00		\$2,200.00	
Cremated Remains	\$300.00		\$300.00	
<b>ADDITIONAL FEES</b>				
Extra Deep	\$300.00		\$400.00	
Interments After 3:30 p.m. Weekdays	\$300.00		\$350.00	
Burials Saturday, Sunday, Statutory Holidays	\$500.00		\$550.00	
Cremation Saturday, Sunday, Statutory Holidays	\$200.00		\$250.00	
Snow Clearing Fee (No Frost)	\$150.00		\$150.00	
Frost and Snow Clearing Fee	\$300.00		\$300.00	
Transfer of Licence	\$80.00		\$80.00	
Installation of Memorials (includes Care Fund \$35)	\$250.00		\$285.00	
Plot Grave Liners	\$495.00		\$495.00	
Cremation Liners	\$160.00		\$160.00	
Rental of Lowering Device or Tent	\$185.00		\$185.00	

Marker Removal and Resetting Fee	\$115.00	\$115.00
<b>ADDITIONAL FEES (continued)</b>	<b>Resident</b>	<b>Non-Resident</b>
Additional Care Fund for Second Burial Request	\$200.00	\$200.00
Niche Inscriptions	\$200.00	\$200.00
Inurnment, Niche Opening/Closing Fee	\$115.00	\$115.00
Disurnment-Inurnment Permit Fees (after Columbaria are installed)	\$85.00	\$85.00
Custom Memorial Tree Grate for Downtown Creston Cast Iron, Natural Finish	\$900.00	\$900.00
<b>Non-Resident: Not originating from the RDCK Areas A, B, C or the Town of Creston</b>		

BL#1840

INDEX OF AMENDING BYLAWS

Bylaw #1802 ..... Adopted August 12, 2014  
Bylaw #1820 ..... Adopted May 26, 2015  
Bylaw #1834 ..... Adopted December 15, 2015  
Bylaw #1840 ..... Adopted May 10, 2016

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.*