

TOWN OF CRESTON

Consolidated to
September 3, 2019

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Town of Creston Bylaw No. 1296, cited as “Fees and Charges Bylaw No. 1296, 1994” and all amendments thereto, are hereby repealed.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 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 22nd day of November, 2011.

READ A THIRD TIME by title this 22nd day of November, 2011.

ADOPTED this 13th day of December, 2011.

“Ron Toyota”
Mayor Ron Toyota

“Bev Caldwell”
Bev Caldwell, Executive Assistant

Schedule 1 – General Administration

General Documents and Services (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	\$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 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.	\$100.00
Other publically available 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*

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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.

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Schedule 2 – Animal Control

Schedule of Dog Licence Fees (subject to applicable taxes)			
Description		Fee	
		Prior to March 31st	After March 31st
Male Dog – Unneutered		\$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 (31 st) 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

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Schedule 2 – Animal Control

Schedule of Cat Licence Fees (subject to applicable taxes)		
Description	Fee	
	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
<p>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.</p>		

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

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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)	\$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
Plumbing – Base Rate	\$50.00
Plumbing – Per Plumbing Fixture*	\$10.00
In-Ground Swimming Pool	\$100.00
Change of Occupancy	\$100.00
Manufactured Home Set-up (plus foundation fee – see Schedule 3A) (CAN/CSA Z-240 and CAN/CSA A-227 homes)	
Single Wide	\$250.00
Double Wide	\$350.00
Demolition/Moving	\$100.00
Temporary	\$100.00
Remove Notice on Title	\$750.00
Re-inspection (failed inspection)	\$50.00
Building Permit Renewal	\$100.00
Building Occupancy Load Calculation	\$100.00
<p><i>* Plumbing Fixture means:</i></p> <p>.1 any plumbing device served by, or required to be served by a trap, including floor drains;</p> <p>.2 any combination of roof drains serving one roof surface;</p> <p>.3 swimming pool drains;</p> <p>.4 hot water storage tanks;</p> <p>.5 catch basins in storm drainage systems; and</p> <p>.6 interceptors</p>	
<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> <p>.1 No permit related work on site has commenced; and</p> <p>.2 A reduction of \$25.00 or 25% of the permit fee, whichever is greater, once a building permit has been issued.</p>	
<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

Construction Values (subject to applicable taxes)	
Description	Fee
<u>Residential Construction:</u> <u>(value per square foot unless otherwise noted)</u>	
1 Floor Finished – Full Basement Unfinished	\$175.00
Add for Finished Basement	\$50.00
1 Floor Finished – Crawl Space	\$125.00
1 Floor Finished – Slab on Grade	\$125.00
Additional Levels above Main Floor	\$100.00
Add for Fireplace or Wood Burning Appliance	\$4,000.00 (each)
Basement Foundation Only <i>(for Relocation of Residence)</i>	\$40.00
Attached or Detached Garage	\$50.00
Carport	\$30.00
Deck with Roof	\$30.00
Deck (no Roof)	\$25.00
Accessory Building	\$50.00
<u>Mobile Home / Manufacture Home:</u> <u>(value per square foot unless otherwise noted)</u>	
Crawl Space Foundation	\$30.00
Basement Foundation	\$40.00
Roof Over	\$30.00
Additions	\$80.00
<u>Commercial or Industrial Construction:</u> <u>(value per square foot unless otherwise noted)</u>	
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)	\$80.00
Building Shell (No Exterior Walls)	\$50.00
Fitout - Restaurant	\$60.00
Fitout - Office	\$60.00
Fitout - Retail	\$50.00
Fitout - Industrial	\$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 31 st of each year		
Description	Fee	
	2019	2020
Home Crafts 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.	\$43.00	\$45.00
Commercial – Small 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.	\$80.00	\$85.00
Commercial – Large 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	\$138.00	\$145.00
Cannabis Retail BL#1879 Includes, any business that dispenses, sells, or distributes Cannabis as lawfully permitted and authorized under a Retail Cannabis Licence and the Cannabis Distribution Act of British Columbia and Cannabis Act of Canada and the respective regulations thereunder enacted and amended from time to time.	\$500.00	\$500.00
Industrial Operations including manufacturing facilities with greater than 20 employees. Manufacturing facilities include breweries, sawmills, fabrication plant, cement plants, etc.	\$320.00	\$340.00
Commercial Vendor Permit 3 days or less 4 days up to a maximum of 1 month* <i>* after 1 month, permits may be renewed.</i>	\$25.00 \$35.00	\$30.00 \$40.00
Temporary – Carnival, Amusement	\$200.00	\$300.00
Temporary – All Other	\$80.00	\$85.00
Non-Profit Society Business	\$25.00	\$30.00
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”		

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	
	2019	2020
Change of Business Location if new inspections are required	\$50.00	\$50.00
Change of Business Name	\$20.00	\$20.00
Inter-Community Business Licence (Kootenay Region) - Starting January 1, 2020	N/A	\$100.00
Young Entrepreneurs Permit (18 years of age and under only) - May through September	N/A	\$20.00

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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)	\$20.00 (Per Folio)
- Direct requests to Town	\$45.00 (Per Folio)
Title Search (with P.I.D.)	\$45.00 (Per Title)

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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 <ul style="list-style-type: none"> - Residential leaves, foliage, weeds - Freestanding grass and brush - Large Piles - Land Clearing 	<ul style="list-style-type: none"> \$15.00 \$50.00 \$85.00 \$250.00 per pile
f) Fuel Storage Tanks – above and below ground plan review and site inspection fee	\$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
h) For property and premises file inquiry (with owner’s permission) to a third party.	\$75.00
i) For conducting fire flow tests of fire hydrants as requested by business and industry.	\$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)

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Schedule 6 – Fire and Rescue Permits and Services

Fire Services Permits and Services (subject to applicable taxes)																					
Description	Fee																				
<p>a) Fees for services described in the Fire Service Bylaw, Section 14.1(a) to 14.1(j);</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Command vehicle (manned rate)</td> <td style="width: 30%;">As per Inter-Agency Guide*</td> </tr> <tr> <td>Support vehicle (manned rate – 2 firefighters)</td> <td></td> </tr> <tr> <td>Engine (manned rate – 4 firefighters)</td> <td></td> </tr> <tr> <td>Aerial Apparatus (manned rate)</td> <td></td> </tr> <tr> <td>Haz Mat Response Unit</td> <td></td> </tr> <tr> <td>Rescue Unit (manned rate – 5 firefighters)</td> <td></td> </tr> <tr> <td>Water Tender (manned rate – 2 firefighters)</td> <td></td> </tr> <tr> <td>Additional Firefighters</td> <td></td> </tr> <tr> <td>Firefighters for traffic control, fire watch or security</td> <td></td> </tr> <tr> <td>Training Instructor (per instructor)</td> <td></td> </tr> </table> <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>		Command vehicle (manned rate)	As per Inter-Agency Guide*	Support vehicle (manned rate – 2 firefighters)		Engine (manned rate – 4 firefighters)		Aerial Apparatus (manned rate)		Haz Mat Response Unit		Rescue Unit (manned rate – 5 firefighters)		Water Tender (manned rate – 2 firefighters)		Additional Firefighters		Firefighters for traffic control, fire watch or security		Training Instructor (per instructor)	
Command vehicle (manned rate)	As per Inter-Agency Guide*																				
Support vehicle (manned rate – 2 firefighters)																					
Engine (manned rate – 4 firefighters)																					
Aerial Apparatus (manned rate)																					
Haz Mat Response Unit																					
Rescue Unit (manned rate – 5 firefighters)																					
Water Tender (manned rate – 2 firefighters)																					
Additional Firefighters																					
Firefighters for traffic control, fire watch or security																					
Training Instructor (per instructor)																					
b) Provincial agencies will be invoiced in accordance with the Inter-Agency Guide*.																					
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 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 31 st 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_2018.pdf)

Schedule 7A – Planning, Land and Development Services

Land Use Applications and Fees (subject to applicable taxes)	
Description	Fee
Board of Variance	\$250.00
Development Permit	< \$100,000 value \$200.00 >\$100,000 value \$500.00
Development Variance Permit	\$750.00 (includes advertising costs) (\$100.00 for Sign DVP)
Official Community Plan (OCP) Bylaw Amendment	\$2,000.00 (includes advertising costs)
Zoning Bylaw Amendment	\$2,000.00 (includes advertising costs)
Official Community Plan and Zoning Bylaw Amendment	\$3,500.00 (includes advertising costs)
Subdivision	
(i) creation of one additional lot (base rate)	\$400.00
(ii) 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 façade improvements within the "Downtown Area"*
License of Occupation	
Base Fee	\$100.00
Non-Profit or Community Organization	Fee waived
Temporary Use Permit	\$1,500.00 (includes advertising costs)
Cannabis Retail Application BL#1879	\$1,500.00

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

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Schedule 7B – Planning, Land and Development Services

Traffic and Parking (subject to applicable taxes)	
Description	Fee
Spaces in the following Parking Lots shall be available for rent in accordance with the conditions set out in this Section:	
(i) Spaces No. 81 through 86 in Parking Lot I of the Cook Street Parking Lot	\$30.00/month \$300.00/year (if paid in advance)
(ii) Lot II of the Cook Street Parking Lot	No Charge
Fire Hall Parking Lot	Not Available
Spaces 1 through 9 in the KES Parking area (located at 117 – 11 th Avenue North)	\$30.00/month \$300.00/year (if paid in advance)
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

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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

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Schedule 7D – Miscellaneous Fees

Miscellaneous Fees (subject to applicable taxes)	
Description	Fee
Storm Sewer Connection Fee (minimum charge)	\$3,000.00 (plus road repairs)

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Schedule 8 – Parks and Community Services

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

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Schedule 8B – Parks and Community Services

Airport - Deleted

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Schedule 9 – Cemetery Fees

FEES				
(subject to applicable taxes)				
PLOT FEES	Resident		Non-Resident	
	Plot	Care Fund	Plot	Care Fund
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 (for each)	\$464.00	\$153.00	\$525.00	\$173.00
Columbarium Niche (Base Fee) (see 'Additional Fees' below)	\$1,560.00	\$221.00	\$2,060.00	\$396.00
BURIALS	Resident		Non-Resident	
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 Interred at Same Time as First Remains in Same Vault	\$120.00		\$180.00	
EXHUMATION				
All Grave Sizes	\$1,200.00		\$1,200.00	
Extra Deep	\$2,200.00		\$2,200.00	
Cremated Remains	\$300.00		\$300.00	
ADDITIONAL FEES				
Extra Deep	\$300.00		\$400.00	
Interments After 2:30 p.m. Weekdays	\$150.00		\$200.00	
Casket Burials Saturday, Sunday, Statutory Holidays	\$500.00		\$550.00	
Cremation Saturday, Sunday, Statutory Holidays	\$200.00		\$250.00	
Winter Rate (November 1 to March 31)	\$300.00		\$300.00	
Transfer of Licence	\$80.00		\$80.00	
Installation of Memorials (includes Care Fund of \$50.00)	\$265.00		\$300.00	
Plot Grave Vaults	Purchase through Funeral Home		Purchase through Funeral Home	
Cremation Vaults	Purchase through Funeral Home		Purchase through Funeral Home	
Rental of Tent, Chairs, Greens or Lowering Device	Purchase through Funeral Home		Purchase through Funeral Home	

Schedule 9 – Cemetery Fees

FEES (continued) (subject to applicable taxes)		
ADDITIONAL FEES (continued)	Resident	Non-Resident
Marker Removal and Resetting Fee	\$115.00	\$115.00
Additional Care Fund for Second Subsequent Burial Request	As per current fee listed under 'Plot Fees'	As per current fee listed under 'Plot Fees'
Niche Inscriptions	\$325.00 minimum or actual cost	\$325.00 minimum or actual cost
Care Fund	\$50.00	\$50.00
Inurnment, Niche Opening/Closing Fee	\$300.00	\$350.00
Disurnment-Inurnment Permit Fees (after Columbaria are installed)	\$85.00	\$115.00
<u>Memorial Plaque:</u> Base fee for plaque & installation	\$500.00	\$550.00
Engraving (minimum fee)	\$325.00	\$325.00
Care Fund	\$50.00	\$50.00
<u>Columbarium Niche Additional Fees:</u> Top Row	\$400.00	\$400.00
Second Row	\$300.00	\$300.00
Third Row	\$200.00	\$200.00
Fourth Row	\$100.00	\$100.00
Fifth Row	\$0.00	\$0.00
Custom Memorial Tree Grate for Downtown Creston Cast Iron, Natural Finish	\$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		

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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
Bylaw #1879	Adopted February 12, 2019
Bylaw #1893	Adopted September 3, 2019

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.