

CITY OF SURREY
BY-LAW NO. 16204

A by-law to amend the provisions of the “Surrey Fee-Setting
By-law, 2001, No. 14577,” as amended.

.....

The Council of the City of Surrey, in open meeting assembled, ENACTS AS FOLLOWS:

1. “Surrey Fee-Setting By-law, 2001, No. 14577,” as amended is hereby further amended as follows:
 - (1) Amend the preamble by deleting “the “Local Government Act”, R.S.B.C. 1996, c. 323,” and replacing it with “the “Community Charter”, S.B.C. 2003, c. 26”.
 - (2) Amend sections 1. to 4.1 by deleting them in their entirety and replacing them with the following sections:
 1. Pursuant to Section 15.1 of the “Liquor Control and Licensing Act” there is hereby levied a fee of \$150.00 for all Designated Food Area applications.
 2. Pursuant to Section 194 of the “Community Charter” there is hereby levied a fee for Administrative services provided as set out in Schedule A attached hereto and forming part of this by-law.
 3. Pursuant to Section 194 of the “Community Charter” there is hereby levied a fee for Police services provided as set out in Schedule B attached hereto and forming part of this by-law.
 4. Pursuant to Section 194 of the “Community Charter” there is hereby levied a fee for Real Estate Division services provided as set out in Schedule C attached hereto and forming part of this by-law.
 - 4.1 Pursuant to Section 194 of the “Community Charter” there is hereby levied a fee for Engineering Department services provided as set out in Schedule D attached hereto and forming part of this by-law.

4.2 Pursuant to Section 931(1)(d) of the “Local Government Act” there is hereby levied a fee for Board of Variance services provided as set out in Schedule E attached hereto and forming part of this by-law.

(3) Schedule A is amended by deleting it in its entirety and inserting a new Schedule A, attached hereto and forming part of this by-law.

(4) Schedule B is amended by deleting it in its entirety and inserting a new Schedule B, attached hereto and forming part of this by-law.

(5) Schedule D is amended by deleting it in its entirety and inserting a new Schedule D, attached hereto and forming part of this by-law.

(6) Adding Schedule E, attached hereto and forming part of this by-law.

2. This By-law shall be cited for all purposes as “Surrey Fee-Setting By-law, 2001, No. 14577, Amendment By-law, 2006, No. 16204”.

PASSED THREE READINGS by the City Council on the 18th day of December, 2006.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the 15th day of January , 2007.

_____MAYOR

_____CLERK

Schedule A
Surrey Fee Setting By-law

Pursuant to Section 194 of the “Community Charter” there is hereby levied a fee for administrative services as follows:

<u>Services Provided</u>	<u>Fee</u>
1. Minutes of Council Proceedings	\$ 0.25 per page
2. Zoning By-law	\$ 22.00 per by-law
3. Official Community Plan By-law	
Complete By-law	\$ 59.00 per by-law
Schedule A - Land Use Designation Map	\$ 17.00 per schedule
4. All other by-laws	\$ 0.25 per page
5. Photocopying	
Black and White	\$ 0.25 per page
Colour	\$ 1.00 per page
6. Annual Financial Report	\$ 15.00 per copy
7. Annual 5-Year Financial Plan	\$ 30.00 per copy
8. Photocopies from the British Columbia Assessment Authorities book	\$ 16.00 per page
9. Returned cheques	\$ 25.00 per returned cheque
10. Finance Administrative Fee	
- Accounts Receivable Invoices	5% of Invoice Amount (before GST)
	Minimum \$15.00
	Maximum \$50.00
11. Tax Notice Computer Tape of the annual property tax account master file	\$ 0.01 per property
12. Researching historical tax information	\$ 30.00 per hour
	\$ 30.00 Minimum
13. Special Water Meter Reading	\$ 30.00 per hour
	\$ 60.00 Minimum

14.	Refunds or fund transfers between properties	\$ 25.00 per property transfer
15.	Electronic Multiple property payment lists	\$ 5.50 per property roll
16.	Hard Copy Multiple property payment lists	\$ 8.00 per property roll
17.	Tax Certificates to non-property owners	
	- Electronic	\$ 26.00 per property
	- Manual	\$ 35.00 per property
18.	Registration and removal of liens on tax sale properties as charged by the Land Title Office	\$ 25.00 per property
19.	Ownership transfer on tax sale properties as per the Land Title Office	\$ 64.75 per property
20.	Property Information to non-property owners including but not limited to:	\$ 2.50 per property request
	a. Roll Number	
	b. Legal Description	
	c. Ownership	
	d. Tax Levy	
	e. Taxes Paid	
	f. Assessed Value	
	g. Mill Rates	
	h. Mailing Address	
21.	Consultant Reports	\$ 50.00 per report
22.	Video Tapes of Council Proceedings	\$ 35.00 per video tape
23.	Noise Extension Application Pursuant to Section C .3. of the Surrey Noise Control By-law, 1982, No. 7044	\$ 50.00 per application
24.	Liquor License Temporary Change to Hours of Operation	\$ 50.00 per application

Schedule B
Surrey Fee Setting By-law

Pursuant to Section 194 of the “Community Charter” there is hereby levied a fee for police services provided as follows:

	<u>Services Provided</u>	<u>Fee</u>	
1.	Request for Information:		
	Thefts, B&E’s, MVA’s	\$ 40.00	per incident request
	Witness Statements	\$ 19.00	per incident request
2.	MV 104’s – ICBC	\$ 40.00	per incident request
3.	MV 104 & Worksheet	\$ 40.00	per incident request
4.	Criminal Records Search	\$ 40.00	per application
	Addition Fingerprints Sets	\$ 6.00	per fingerprint set
5.	Chauffeur’s Permit	\$ 40.00	per application
6.	Security Company Personnel Indices Checks	\$ 40.00	per individual application
7.	Mechanical Inspections	\$ 113.00	per vehicle inspection
8.	Measurements	\$ 30.00	per accident scene
9.	Plan Drawing	\$ 40.00	per incident
10.	Field Diagrams	\$ 40.00	per incident
11.	Photographs	\$ 2.00	per photograph
	Shipping & Handling	\$ 6.00	per shipment
12.	Court Order of Photocopying file	\$ 40.00	per file
	Photocopy Fee exceeding 70 pages	\$ 1.00	per page
13.	Full Traffic Analyst Report	\$ 628.00	per incident
	Preliminary Analyst Report	\$ 163.00	per incident

14.	File Research	\$ 35.00	per hour
		\$ 35.00	minimum
15.	Photo CD – Colour Laser Photographs	\$ 42.00	per CD
16.	Crash Data Retrieval Report (ICBC)	\$ 37.00	per incident (no GST)
	Crash Data Retrieval Report (Non-ICBC)	\$ 163.00	per incident
17.	VHS Copies	\$ 36.00	per copy
18.	Cassette Tapes	\$ 12.00	per copy

Descriptions of the police services are more particularly described as:

MV 104's – ICBC

Accident reports requested by ICBC.

MV 104's & Worksheet

Motor vehicle accident reports whereby RCMP may/may not be required to attend. Completed forms require opinion of RCMP.

Criminal Records Search

Provide complete background check of local, national and North American records. This fee will apply to everyone except volunteers.

Volunteer Criminal Records Search

Provide complete background check of local, national and North American records. This fee will apply to all volunteers except Surrey residents volunteering for Surrey-based organizations.

Chauffeur's Permit

Provide a driving record check and criminal record check.

Mechanical Inspection

RCMP requires a mechanical inspection in serious motor vehicle accidents. A certified mechanical engineer's report is required to ascertain whether an accident was caused by human source and/or mechanical problems.

Measurements

Accident scene measurements required in serious motor vehicle accidents.

Plan Drawing

Traffic analysts provide an overview of an accident via field drawings, sketches, etc.

Analyst Report

Traffic analyst report is a certified report of the accident.

Photographs

Photographs of accident scenes, break and enters, wilful damage, property damage, etc.

File Research

Time spent to examine and investigate material.

Crash Data Retrieval Report

Report based on the data extracted from a vehicle's black box.

Schedule D
Surrey Fee Setting By-law

Pursuant to Section 194 of the “Community Charter” there is hereby levied a fee for Engineering Department services provided as follows:

Administration

1. Design Criteria Manual (Printed Version)	\$30.00	
2. Supplementary Master Municipal Construction Documents	\$30.00	
3. GIS Map Products		
- Digital Data	\$35.00 \$70.00 \$35.00	Base Data Legal Base Orthophoto Image - per map page
- Drawing Prints	\$4.00	
- Map Books	\$800.00 – 19” x 17” (quarter map section – 560 pgs) \$600.00 – 36” x 32” \$200.00 – 19” x 17” (full map section–140 pgs)	
- Custom Maps	\$50.00 Minimum Charge Plus \$50.00/hour beyond 1 hour	
- Digital Technical Reports	\$35.00 - Minimum - \$25.00 for each CD plus - \$10.00 per Report	
- Lamination	\$15.00 – 11” x 17” \$18.00 – 18.5” x 24.5” \$22.00 – 25” x 37” \$29.00 – 37” x 49”	
- Large Size Photocopy Prints	\$4.00 – Anything above	

	11" x 17"	
	\$4.00 – E Size	
- Spatial Query/Analysis	\$50.00 Minimum Charge plus \$50.00/hour for custom work beyond 1 hour	
- White Foam Board	\$30.00 – 25" x 37" - in addition to cost of map \$44.50 – 37" x 49" \$58.50 – 43" x 61"	
- Standard Hard-Copy Map	\$6.00 – 19" x 17" \$10.00 – 18" x 24" \$15.00 – 36" x 32" \$25.00 – 36" x 48"	Orthophoto – Add \$5.00 for all

Roads

4. Legal Traffic Operation Requests	\$300.00 Minimum Charge \$100.00/hour for Engineers time beyond 1.5 hours
5. Legal Signal Timing Data Request	\$300.00 per request
6. Traffic Volume Count	\$70.00 per 1 st request \$20.00 per additional requests

Survey

7. Replacement of Destroyed Survey Monument	\$1,650.00 per disturbed ISA Mon \$3,000.00 per disturbed SBM Mon \$7,000.00 per disturbed HPN Mon
---	---

Schedule E
Surrey Fee Setting By-law

Pursuant to Section 931(1)(d) of the “Local Government Act” there is hereby levied a fee for Board of Variance services provided as set as follows:

<u>Services Provided</u>	<u>Fee</u>
1. Board of Variance Application Pursuant to Section 10 the Surrey Board of Variance By-law, 2004, No. 15317.	\$ 220.00
2. Board of Variance Second Application for the same matter Pursuant to Section 11 the Surrey Board of Variance By-law, 2004, No. 15317.	\$ 57.00