

CITY OF SURREY
BY-LAW NO. 16524

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

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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) 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.
 - (2) 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.
 - (3) Schedule C is amended by deleting it in its entirety and inserting a new Schedule C, attached hereto and forming part of this by-law.
 - (4) 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.
 - (5) Schedule E is amended by deleting it in its entirety and inserting a new Schedule E, attached hereto and forming part of this by-law.

1. This By-law shall be cited for all purposes as “Surrey Fee-Setting By-law, 2001, No. 14577, Amendment By-law, 2007, No. 16524”.

PASSED THREE READINGS by the City Council on the 17th day of December, 2007.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the 14th day of January, 2008.

_____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	\$ 60.00 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.	Refund servicing fee or transfer of servicing securities	\$ 25.00 per project
16.	Electronic Multiple property payment lists	\$ 5.50 per property roll
17.	Hard Copy Multiple property payment lists	\$ 8.00 per property roll
18.	Tax Certificates to non-property owners	
	- Electronic	\$ 26.00 per property
	- Manual	\$ 35.00 per property
19.	Registration and removal of liens on tax sale properties as charged by the Land Title Office	\$ 25.00 per property
20.	Ownership transfer on tax sale properties as per the Land Title Office	\$ 64.75 per property
21.	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	
22.	Consultant Reports	\$ 50.00 per report
23.	Video Tapes of Council Proceedings	\$ 35.00 per video tape
24.	Noise Extension Application Pursuant to Section C .3. of the Surrey Noise Control By-law, 1982, No. 7044	\$ 50.00 per application
25.	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 Witness Statements	\$ 42.00	per incident request
		\$ 20.00	per incident request
2.	MV 104's – ICBC	\$ 42.00	per incident request
3.	MV 104 & Worksheet	\$ 42.00	per incident request
4.	Criminal Records Search	\$ 42.00	per application
	Addition Fingerprints Sets	\$ 7.00	per fingerprint set
5.	Chauffeur's Permit	\$ 42.00	per application
6.	Security Company Personnel Indices Checks	\$ 42.00	per individual application
7.	Mechanical Inspections	\$ 117.00	per vehicle inspection
8.	Measurements	\$ 31.00	per accident scene
9.	Plan Drawing	\$ 42.00	per incident
10.	Field Diagrams	\$ 42.00	per incident
11.	Photographs	\$ 2.00	per photograph
	Shipping & Handling	\$ 7.00	per shipment
12.	Court Order of Photocopying file	\$ 42.00	per file
	Photocopy Fee exceeding 70 pages	\$ 1.00	per page
13.	Full Traffic Analyst Report	\$ 650.00	per incident
	Preliminary Analyst Report	\$ 168.00	per incident

14.	File Research	\$ 36.00	per hour
		\$ 36.00	minimum
15.	Photo CD – Colour Laser Photographs	\$ 43.00	per CD
16.	Crash Data Retrieval Report (ICBC)	\$ 38.00	per incident (no GST)
	Crash Data Retrieval Report (Non-ICBC)	\$ 168.00	per incident
17.	VHS Copies	\$ 37.00	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 C
Surrey Fee Setting By-law

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

<u>Services Provided</u>	<u>Fee</u>	
1. Road Closure	\$2,500.00	per closure inclusive of GST
2. Habitat Replacement on City Lands	\$2,500.00	inclusive of GST

Real Estate Division services are more particularly described as:

ROAD CLOSURE

Except where a road or lane closure is initiated by the City, applicants for a road or lane closure shall pay a processing fee of \$2,500.00 inclusive of GST. This fee is payable after Council approval of the closure but before introduction of the closure by-law. This fee is non-refundable.

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	\$310.00 Minimum Charge \$105.00/hour for Engineers time beyond 1.5 hours
5. Legal Signal Timing Data Request	\$310.00 per request
6. Traffic Volume Count	\$75.00 per 1 st request \$25.00 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
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ESC Permit

8. ESC application fee	\$400.00 per application
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Water

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| 9. Water Meter Installation
Standards & Specification (Printed Version) | \$30.00 per copy |
| 10. Connection to an existing water main connection, provided
that the connection was not part of a local service area or
other cost recovered project. | \$1,880.00 per
connection |
| 11. Temporary water service turn off/on
during regular City working hours | \$55.00 each occurrence |
| outside regular City working hours | \$90.00 each occurrence |
| 12. Special Water Meter Reading | \$30.00 per hour
\$60.00 minimum |

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.	\$ 225.00
2. Board of Variance Second Application for the same matter Pursuant to Section 11 the Surrey Board of Variance By-law, 2004, No. 15317.	\$ 60.00