



City of Prince Rupert

Fee-Setting Bylaw No. 3165, 2003

(With Amendments to December 13, 2004)

Consolidated for Convenience Only

This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaws of this subject.

CITY OF PRINCE RUPERT

BYLAW NO. 3165, 2003

BEING A BYLAW TO SET FEES AND CHARGES FOR ADMINISTRATIVE COSTS AND SERVICES

WHEREAS pursuant to the *Local Government Act* R.S.B.C. 1996, c. 323, Council may by bylaw establish fees for administrative costs and services;

AND WHEREAS Council is desirous of setting fees to defray certain administrative costs and services;

NOW THEREFORE the Council of the City of Prince Rupert, in open meeting assembled, **ENACTS AS FOLLOWS:**

Citation

1. This Bylaw may be cited as **“Prince Rupert Fee-Setting Bylaw No. 3165, 2003”**.

Fees and Charges

Bylaw 3172

2. (a) Pursuant to Section 194 of the *Community Charter*, SBC 2003, Chapter 26 there is hereby levied a fee for police services provided as set out in Schedule A attached hereto and forming part of this bylaw.

Bylaw 3172

- (b) there is hereby levied fees for administrative services provided as set out in Schedule B attached hereto and forming part of this bylaw.

Bylaw 3172

- (c) there is hereby levied fees for the use, maintenance, and improvement of Transportation Infrastructure provided as set out in Schedule C attached hereto and forming part of this bylaw.

Bylaw 3172

- (d) there is hereby levied fees for use of the Park Avenue Campground and its services as set out in Schedule D attached hereto and forming part of this bylaw.

Bylaw 3172

- (e) there is hereby levied fees for the Prince Rupert Fire And Rescue Department Permits, Inspections & Reports and other services as set out in Schedule E attached hereto and forming part of this bylaw.

Bylaw 3172

- (f) there is hereby levied fees for the use of the Digby Island Ferry and the Prince Rupert Airport Ground Transportation System as set out in Schedule F attached hereto and forming part of this bylaw.

Bylaw 3184

- (g) there is hereby levied fees for the establishment, operation, maintenance, and improvement of a 9-1-1 Public Emergency Reporting and Dispatch Service as set out in Schedule G attached hereto and forming part of this bylaw.

Bylaw 3184

(h) there is hereby levied fees for traffic control and highway related services as set out in Schedule H attached hereto and forming part of this bylaw.

3. All fees and charges must be paid in cash, by cheque, or by debit in advance of the service or delivery of goods.

Bylaw 3172

4. deleted.

READ A FIRST TIME THE 8TH DAY OF DECEMBER, 2003.

READ A SECOND TIME THE 8TH DAY OF DECEMBER, 2003.

READ A THIRD TIME THE 8TH DAY OF DECEMBER, 2003.

ADOPTED THE 22ND DAY OF DECEMBER, 2003.

MAYOR

CORPORATE ADMINISTRATOR

This Bylaw has been consolidated for convenience and includes amendments from:

Bylaw No. 3172, 2004 - Adopted March 31, 2004

Bylaw No. 3181, 2004 - Adopted June 15, 2004

Bylaw No. 3184, 2004 – Adopted December 13, 2004

Schedule A

Prince Rupert Fee-Setting Bylaw No 3165, 2003

Pursuant to Section 363 of the *Local Government Act* there is hereby levied a fee for police services provided as follows:

Services Provided	Fee
Request for Information:	
Reports	\$ 35.00 per incident request ⁽¹⁾
Witness Statements	\$ 15.00 per incident request ⁽¹⁾
MV 6020's – ICBC	\$ 35.00 per incident request
MV 6020 & Worksheet	\$ 35.00 per incident request
Fingerprinting	\$25.00 per set
Additional fingerprint Sets	\$5.00 per set
Fingerprinting – Volunteers - local Non Profit Organizations	No charge
Fingerprinting – Volunteers - Non Profit Organizations located outside the Municipality	\$10.00 per set
Criminal Records Search	\$35.00 per application
Criminal Records Search - Volunteers - local Non Profit Organizations	No charge
Criminal Records Search - Volunteers - Non Profit Organizations located outside the Municipality	\$15.00 per application
Chauffeurs' s Permit	\$35.00 per application
Mechanical Inspections	\$110.00 per vehicle inspection
Measurements	\$ 25.00 per accident scene
Plan Drawing	\$ 35.00 per incident

Field Diagrams	\$ 35.00 per incident
Photographs	\$ 1.75 per photograph
Shipping & Handling	\$ 5.00 per shipment
Photocopying	0.50 per page
Traffic Analyst Report	\$ 575.00 per incident
File Research	\$10.00 per ¼ hour or portion thereof (minimum \$10.00) ⁽¹⁾
Photocopying	0.50 per page

⁽¹⁾ any photocopying charges applicable shall be added to the fee payable

Descriptions of the police services are more particularly described as:

Requests for Information

Written reports regarding property crimes and motor vehicle accidents; copies of witness statements.

MV-6020's ICBC

Accident reports requested by ICBC

MV-6020's & Worksheet

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

Fingerprint Set

Fingerprints required for employment, criminal record checks, and private investigator's license.

Fingerprint Set - Volunteers – Local Non-Profit Organizations

Bona fide registered local non-profit organizations where no remuneration is received. Letter on organization's letterhead and registration number must validate the application.

Fingerprint Set - Volunteers – Non-Profit Organizations Located outside the Municipality

Bona fide registered non-profit organizations located outside the Municipality where no remuneration is received. Letter on organization's letterhead and registration number must validate the application.

Criminal Records Search

Provide complete background check of local, national and North American records.

Criminal Record Search – Volunteers for local non-profit Organizations

Provide complete background check of local, national and North American records for volunteers for bona fide registered local non-profit organizations where no remuneration is received. Letter on organization's letterhead and registration number must validate the application.

Criminal Records Search – Volunteers for non-local non-profit organizations

Provide complete background check of local, national and North American records for volunteers for bona fide registered non-profit organizations located and operating outside of the City. Letter on organization's letterhead and registration number must validate the application.

Chauffeur's Permit

Provide a driver 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 locating and retrieving records, and examining and investigating material.

Bylaw 3172

Schedule B

ADMINISTRATIVE SERVICES

Pursuant to Section 194 of the *Community Charter*, SBC 2003, Chapter 26, there is hereby levied fees for administrative services provided as follows:

General Administrative Services

Services Provided	Fee
Minutes of Council Proceedings	\$0.25 per page
Zoning Bylaw	
Document Only	\$ 20.00 per bylaw
Map Schedules	\$16.00 per schedule
Official Community Plan	
Document Only	\$20.00 per bylaw
Map Schedules	\$16.00 per schedule
All Other bylaws	\$0.25 per page
Photocopying	
Black & White up to 8.5" x 14"	\$0.25 per page
Black & White over 8.5" x 14"	\$0.50 per page
Colour up to 8.5" x 14" (if available)	\$1.00 per page
Colour over 8.5" x 14" (if available)	\$2.00 per page
Double-sided copying	usual price per page X 2
Fax Fees	
Send fax locally	\$1.50 per page
Send fax long distance	\$2.00 per page
Receive a fax	\$1.00 per page
City Pin	
Retail	\$2.00
For resale	\$1.00

Services Provided	Fee
Information requiring research Requests for information of any kind or for any purpose, requiring research into the City's archived records; or for information dating back over two (2) years; or for information requiring more than fifteen (15) minutes to locate	\$75.00 the first hour, after the first fifteen (15) minutes, minimum charge of \$50.00 \$10.00 for every fifteen (15) minutes or portion thereof, after the first hour plus the applicable photocopying rate if copies are made.
Certification By Commissioner for Taking Affidavits	\$10.00 per signature
Special Occasion Licensed Event For a Special Occasion Licensed event on City property or requiring a Special Occasion Licence requiring City approval	\$50.00 per application
Application to the Board of Variance	\$330.00
 Finance Related Services	
Invoicing charge for items costing less than \$20.00 not paid for at the time of purchase and invoicing is required.	\$20.00 minimum amount per invoice.
Annual Financial Report	\$10.00 per copy
Annual 5 – Year financial Plan	\$20.00 per copy
Returned Cheques	\$25.00 per returned cheque
Charge for N.S.F. transaction	\$25.00 per N.S.F transaction
Fee for placing a stop payment order and replacing the cheque	\$25.00 per cheque.
General Accounts Receivable outstanding on the 25 th day of the month following the billing date	2% per month additional charge shall be added to the account unless a different penalty is specified in a bylaw pertaining to the service provided.

Services Provided	Fee
Tax Certificates to non-property owners	\$25.00 per property
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) Assessed Value	
(f) Mill rates	
(g) Mailing Address	
Collection Agency charges	
for unpaid Municipal tickets turned over to a Collection Agency (over and above the fine set out in the ticket)	\$15.00 per ticket
for unpaid accounts turned over to a Collection Agency (over and above the amount of the debt outstanding)	50% of the amount outstanding shall be added to the account.
 Development Services Related Services	
Zoning Particulars letters (Comfort Letters)	\$65.00
Removal of Notice on Title	\$100.00 per civic address
Covenant information via BCOonline	\$15.00 per civic address
Certificate of Title through BC Online	\$10.00
Business Licence Information	
Mailing Labels	\$1.00 per sheet
Detailed Report of all Businesses	\$40.00 per report
Custom Report	\$0.50 per page

Services Provided	Fee
Monthly Trade Licence Activity Reports	\$5.00 per month
Monthly Building Permit Activity Reports	\$5.00 per month
Civic Address change (where possible)	\$350.00 per civic address
Reprint of Trade Licence	\$5.00 per reprint

Engineering Related Services

FTP Site Access	\$100.00 per year
Blasting Permit	\$50.00 for each seven (7) day period or part thereof
Noise Permit	\$10.00 per day
Tree cutting Permit	\$25.00 per application
Plan Reproduction	minimum charge of \$2.50
24" wide	\$1.00 per linear foot
30" wide	\$1.25 per linear foot
36" wide	\$1.50 per linear foot
42" wide	\$1.75 per linear foot
Colour Computer Prints	
8 1/2" x 11" - Paper	\$5.00 each
8 1/2" x 11" - Glossy	\$10.00 each
36" x 24" - Paper	\$10.00 each
36" x 24" – Paper (with Air Photo)	\$35.00 each
36" x 24" - Glossy	\$60.00 each
36" x 9' – Zoning Map etc.	\$35.00 each
36" x 9' - Zoning Map w/Air Photo etc.	\$100.00 each

Bylaw 3181

Schedule C

TRANSPORTATION INFRASTRUCTURE

Pursuant to Section 194 of the *Community Charter*, SBC 2003, Chapter 26, there is hereby levied fees for the use, maintenance, and improvement of Transportation Infrastructure provided as follows:

Services Provided	One Way Fee
Transportation Infrastructure	\$16.00 per aircraft passenger
Prince Rupert Airport Authority Fee	<u>\$12.00 per aircraft passenger</u>
Total one-way Transportation Infrastructure Fee	\$28.00

Bylaw 3172

Schedule D

CAMPGROUND FEES AND CHARGES

Pursuant to Section 194 of the *Community Charter*, SBC 2003, Chapter 26, there are hereby levied fees for Park Avenue Campground as follows:

Services Provided	Fee
Serviced site	\$25.00 + GST
Unserviced site	\$16.00 + GST
Tenting & Overflow site	\$14.00 + GST
Wood	\$5.00 per bundle

Bylaw 3172

Schedule E

PRINCE RUPERT FIRE AND RESCUE DEPARTMENT PERMIT, INSPECTION & REPORT FEES AND CHARGES

1. The Fees specified in this Schedule, shall be paid to the City by all applicants for any permit required by Bylaw, or under any Code adopted by Bylaw or by the regulations passed pursuant to the provisions of the Fire Services Act of British Columbia, R.S.B.C. 1996, Chapter 144 and for the inspection of any work or thing for which the said permit is required or for any service named herein, that is requested by an applicant.
2. Pursuant to Section 194 of the *Community Charter*, SBC 2003, Chapter 26, there is hereby levied fees for Fire and Rescue Department Services as follows:

<u>Service or Regulation</u>	Fee
1. For the inspection of the installation or removal of fuel storage tanks, waste oil tanks and dispensing pumps;	
(a) Each Tank	\$50.00
(b) Each Pump	\$50.00
(c) Each additional visit or inspection if more than two are required	\$30.00
2. Open air burning Permit	\$20.00
3. Fireworks Display Permit	\$20.00
4. Inspection of lands, buildings and/or premises other than routine inspection required by the British Columbia Fire Services Act, RSBC 1996, Chapter 144	\$50.00
5. Report of a file search for lands, buildings and/or premises other than routine inspections required by the Prince Rupert Fire Rescue Department	\$50.00
6. Fire Hydrant Flow Testing Report	
(a) 1 to 5 hydrants	\$100.00
(b) for each additional hydrant more than 5	\$20.00
7. Fire Investigations	
(a) Reports (copying)	\$10.00
(b) Photos (printing per roll of film)	\$40.00

Bylaw 3184

Schedule F

**DIGBY ISLAND FERRY AND PRINCE RUPERT AIRPORT GROUND
TRANSPORTATION SYSTEM TARIFFS, FEES, AND CHARGES**

Pursuant to Section 194 of the *Community Charter*, SBC 2003, Chapter 26, there is hereby levied fees for the use of the Digby Island Ferry and the Prince Rupert Airport Ground Transportation System, effective May 1, 2004,:

Service Priority Note:

Passage on the Digby Island Ferry is allocated on a priority basis to, in the following order: Airport and Airport Society Employees and vehicles, Ground Transportation System Vehicles, weather operation personnel, Freight and Cargo vehicles, other commercial vehicles, and private vehicles. The City reserves the right to refuse passage to any vehicle if the ferry’s capacity will be reached with vehicles of a higher priority.

SCHEDULED SERVICE

Vehicle Fares (private and commercial):	Round Trip
Passenger vehicles Up to 2,300 kg. G.V.W. (private)	\$5.00
Commercial vehicles up to 2,300 kg. G.V.W.	\$20.00
2,300 kg. To 11,500 kg. G.V.W.	\$100.00
11,500 kg. to 13,636 kg. G.V.W.	\$130.00
Additional Fee for Dangerous Cargo	\$100.00
Airline Passenger and Passenger Baggage Transportation	Included in Transportation Infrastructure Fee – See Schedule “C”
	[\$16.00 per aircraft passenger one-way & \$12.00 per aircraft passenger one-way payable to the Airport society. Total one- way \$28.00 per aircraft passenger]
Vehicle Fares (private and commercial):	Monthly Fee
Regular Freight Transportation Vehicles	\$2,000.00

All of the above prices are for a vehicle and driver.

Dangerous Cargo round trips must be requested 72 hours in advance, and are dependent upon availability of access on regularly scheduled runs. If regularly scheduled runs are not available, charter service rates apply.

**NON- SCHEDULED SERVICE TO
DIGBY ISLAND VIA THE NORMAL
ROUTE**

Fee

Less than two hours before or less than one hour after Regular Hours of Operation, or during shift break (outside of regularly scheduled runs).

\$300.00 per round trip, or \$300.00 for every half hour or every part thereof, whichever is greater, from start or end of regular operation.

More than two hours before or more than one hour after Regular Hours of Operation

\$1,800 minimum flat fee for a maximum time limit of three hours, plus \$300.00 for every half hour or every part thereof in excess of the first three hours

**CHARTER SERVICE FOR SERVICE
OTHER THAN TO DIGBY ISLAND
VIA NORMAL ROUTE**

Fee

Less than two hours before or less than one hour after Regular Hours of Operation, or during shift break (outside of regularly scheduled runs).

\$600.00 for every hour or every part thereof, from start or end of regular operation.

More than two hours before or more than one hour after Regular Hours of Operation

\$1,800 minimum flat fee for a maximum time limit of three hours, plus \$600.00 for every hour or every part thereof in excess of the first three hours

**Charter Service must be requested a minimum of 24 Hours in advance – NO ON
CALL BASIS AVAILABLE**

Bylaw 3184

Schedule G

9-1-1 PUBLIC EMERGENCY REPORTING AND DISPATCH SERVICE

Pursuant to Section 194 of the *Community Charter*, SBC 2003, Chapter 26, there is hereby levied fees for the establishment, operation, maintenance, and improvement of a 9-1-1 Public Emergency Reporting and Dispatch Service:

9-1-1 Dispatch Service

Services Provided	Fee Per Telephone Line	Fee Per Wireless Telephone Number
9-1-1 Dispatch Service (consisting of)		
PSTN Access	\$0.21 per month	\$0.21 per month
Facility Charge	\$0.07 per month	\$0.07 per month
Dispatch Charge	\$0.75 per month	\$0.75 per month
Total Call Answer Levy	\$1.03 + GST per month	\$1.03 + GST per month

Schedule H

TRAFFIC CONTROL FEES AND CHARGES

Pursuant to Section 194 of the *Community Charter*, SBC 2003, Chapter 26, there is hereby levied fees for traffic control and highway related services:

Traffic Control & Highway Related Services

Services Provided	Fee
Removing a vehicle from a highway or public place;	Invoice cost of Towing Company plus \$20.00 administration fee
Detaining or impounding a vehicle	\$10.00 per day or portion thereof
Removing chattels or obstructions from a highway or public place;	City's cost under a work order, or Invoice cost of third party plus \$20.00 administration fee
Detaining or impounding a chattel or obstruction;	\$10.00 per day or portion thereof.
Commercial Vehicle Parking Permit	\$10.00 per day or portion thereof.
Handicap/Disability Parking Permit	\$10.00 per Permit (for a maximum period of three months)
Overtime Parking Permit	\$10.00 per day or portion thereof.
Permit to Construct on City property	\$25.00
Parade Permit	\$10.00 per application
Excavation Permit	\$10.00 per application
Construction/Excavation Deposit Refund Inspection Fee	\$25.00
Temporary Street, public parking lot, or sidewalk closure	\$10.00 per application
Permit for Container in Public place	\$10.00 per day or portion thereof
Tree cutting Permit within highway	\$25.00 per application

Services Provided	Fee
Community Service sign	
For permission to erect community service	\$20.00 per application
sign on Highway for up to 14 days	\$100.00 deposit