



**City of Maple Ridge**  
**Community Development & Enterprise Services Committee**  
**MEETING AGENDA**  
Monday, May 3, 2021 from 10:30 am – 12:00 pm  
Held virtually via Zoom

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Due to COVID-19 the meeting will be held via Zoom teleconference.  
Participants are asked to join the meeting using the following access information:  
<https://mapleridge-ca.zoom.us/j/99052125188?pwd=Z1o1Q1EzdVR6UGJMS0lFbEdEQmpiZz09>  
Phone: 778-907-2071 Meeting ID: 990 5212 5188 Passcode: 598294

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1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**
3. **ADOPTION OF MINUTES** – April 19, 2021
4. **DELEGATIONS** – Nil
5. **NEW AND UNFINISHED BUSINESS**
  - 5.1. **Development Services Fees Report**
    - Dan Olivieri, Research Technician

Staff report dated May 3, 2021 providing a review of current development services fees and new recommended rates that bring the City in alignment with fees charged by other municipalities and reflect increases to labour costs since the fees were last updated.
6. **QUESTION PERIOD**
7. **NOTICE OF CLOSED MEETING**
8. **ADJOURNMENT**

*Next Committee Meeting: Monday June 7, 2021 at 10:30 am*

**QUESTION PERIOD**

Question Period provides the public with the opportunity to ask questions or make comments on agenda items.  
Each person will be given 2 minutes to speak. Up to ten minutes in total is allotted for Question Period.

/em



City of Maple Ridge  
Community Development & Enterprise Services Committee  
**MEETING MINUTES**

The Minutes of the Regular Meeting of the Community Development & Enterprise Services Committee held virtually and in the Blaney Room, City Hall on April 19, 2021 at 10:30 am

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**COMMITTEE MEMBERS PRESENT**

Councillor Dueck, Chair  
Councillor Svendsen  
Councillor Yousef\*

**COUNCIL MEMBERS PRESENT**

Mayor Morden\*

**STAFF MEMBERS PRESENT**

Al Horsman	Chief Administrative Officer
Christine Carter*	General Manager Planning and Development Services
David Pollock*	General Manager Engineering Services
Christina Crabtree	General Manager Corporate Services
Laura Benson	Senior Policy and Sustainability Analyst
Wendy Dupley*	Director, Economic Development and Tourism
Karen Stewart*	Chief Information Officer
Josh Mickleborough	Director, Engineering
Erin Mark	Clerk 3

\*Participated remotely due to the COVID-19 pandemic.

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**1. CALL TO ORDER**

**2. APPROVAL OF THE AGENDA**

R/2021-CDES-012

It was moved and seconded

**That the agenda of the April 19, 2021 Community Development & Enterprise Services Committee be approved as circulated.**

CARRIED

**3. ADOPTION OF MINUTES**

R/2021-CDES-013

It was moved and seconded

**That the minutes of the March 22, 2021 Community Development & Enterprise Services Committee meeting be adopted as circulated.**

CARRIED

**4. DELEGATIONS – Nil**

**5. NEW AND UNFINISHED BUSINESS**

**5.1. Connected Community Strategy**

C. Crabtree, General Manager Corporate Services, provided a brief introduction to the item. K. Stewart, Chief Information Officer, delivered a presentation providing the background of the City's current Fibre Network Strategy, details on the existing fibre infrastructure within the community and described how significant changes in how the community uses technology has created a need to reevaluate the approach to developing a connected community.

Ms. Stewart shared that Council has approved a recommendation to obtain consulting services to develop the next phase of the City's fibre strategy by evaluating the City's existing strategies and policies and the demands of the community to determine the best path forward in maximizing the value of our existing assets and to provide options and costs associated with the proposed approaches.

Committee members asked about what determines when fibre infrastructure is placed during capital projects and development. The Committee discussed the scope of work for the fibre strategy consultant and requested that the terms of reference for the RFP be presented to the Community Development & Enterprise Services Committee before being issued for tender.

R/2021-CDES-014

It was moved and seconded

**That the Connected Community Strategy presentation by the Chief Information Officer be received into the record.**

CARRIED

**6. QUESTION PERIOD – Nil**

**7. NOTICE OF CLOSED MEETING – Nil**

**8. ADJOURNMENT at 11:15 am.**

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Councillor Judy Dueck, Chair

/em



City of Maple Ridge

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer

**MEETING DATE:** May 3, 2021  
**FILE NO:** 01-0110-01  
**MEETING:** CDES Committee

**SUBJECT:** Development Services Fee Review

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**EXECUTIVE SUMMARY:**

The City of Maple Ridge last completed a review of its development application fees in 2007. Increases at that time were phased in over four years, and new rates have not been adopted for development application fees since 2011, and building rates since 2012. Over that time, internal costs, the development environment, market rates and the standard fee model for municipalities have changed.

Proposed rates bring the City in alignment with fees charged by other municipalities and reflect increases to labour costs since fees were last updated.

**RECOMMENDATION:**

Receive for information and discussion.

**DISCUSSION:**

The processing of development applications is a resource-intensive service requiring a collaborative and coordinated approach involving the Building, Engineering, and Planning Departments. Fees are collected for the services provided through three bylaws: the Building Bylaw, Development Application Fee Bylaw, and Subdivision and Development Servicing Bylaw. As such, it is crucial to view all bylaws that govern their work as 'Development Services'.

Over the past several years, the development environment in Maple Ridge has become increasingly complex. Applications such as the Era development, which will bring significant density to the Town Centre, are greater in scope and require greater resources throughout the development process. Simultaneously, the number of applications has also increased. Notably, between 2019 and 2020, the City experienced an increase of 178 (45%) active Planning applications, 512 (11%) Building Permits, and 37 (12%) Engineering referrals. Although the data demonstrates the direct impact of increased volumes on each department, cumulatively there is an unseen compounding effect that impacts the demands on staff and processing times.

To improve the level of customer service and better resource development services departments, during the business planning process for 2021 four new positions were adopted into the Financial Plan as noted in Table 1. The integration of these roles is contingent on the review and adoption of new development fees.

Table 1 - New Development Positions

Role	Department	Budgeted Salary
<b>Development Supervisor Major Project</b>	Planning	\$143,000
<b>Permits Coordinator</b>	Building	\$86,000
<b>Building Inspector 1</b>	Building	\$110,000
<b>Infrastructure Development Major Projects</b>	Engineering	\$143,000

The City's last review of its development application fees and charges was in 2007. Increases at that time were phased in over four years, and rates have not changed since 2011 for the Development Application Fee Bylaw and 2012 for the Building Bylaw. Since that time, operating costs related to providing this service have steadily increased, and as a result, the burden for this cost has been shifting from development to general taxation. As a result, a review has been conducted to compare the City's current rates to those of other jurisdictions, as prescribed by Policy No. 9.0 of the Financial Sustainability Plan.

The data used for analysis was collected by City staff and has not been verified by the respective local governments. Two different methodologies were used to identify proposed rates. In the case of the Development Application Fee Bylaw, a broader group of municipalities was chosen as it was identified early in the review that a key recommendation would be to follow the industry standard and transition from a flat fee to variable rate model for rezoning and development permit fees. Since the analysis would not be a like for like comparison, a larger sample allows for better understanding of where the City should position its rates in relation to others.

For the Building Bylaw, a straight comparison to building permit rates was conducted as the fee model was not proposed to change. Only municipalities that utilize a tiered cost model for building permits were used for analysis to ensure the most accurate comparison. A full listing of sample municipalities used for comparison are listed in Table 2.

Table 2 - Comparison Municipalities

Development Application Bylaw	Building Bylaw
Coquitlam	Coquitlam
City of North Vancouver	Port Moody
Mission	City of North Vancouver
New Westminster	District of North Vancouver
Pitt Meadows	New Westminster
Port Coquitlam	Surrey
Port Moody	Township of Langley
Richmond	Mission
Surrey	
Township of Langley	

Two statistical markers are used to compare the rates, the median and mean. The two markers were chosen to identify mid-range fees and establish a statistical anchor by which new rates could be determined.

A third marker, 17%, is the compounded labour rate increases since fees were last reviewed. This benchmark highlights that while the cost of labour to deliver the services has increased, rate adjustments have not been levied to match. The marker was used during analysis but will not form part of the results. Results of the review are separated by each bylaw for simplicity.

### ***Development Application Fee Bylaw***

As identified earlier, the Development Application Fee Bylaw predominantly governs land development processes managed by the Planning Department with support from Engineering. A comparison of current to recommended rates is included as Attachment A – Recommended Development Application Fees. Processes fall into four categories: Rezoning, Subdivision, Development Permits and Administrative fees.

### ***Rezoning & Development Permit Fees***

The fee model utilized by municipalities has changed since 2007. Where previously a flat-fee charge was standard, cities have transitioned to a variable rate structure that includes a base rate plus a per-unit or per-square metre cost. Adoption of this approach ensures that the costs of development are relative to the scale of the application and corresponding demand on municipal resources. Of the development bylaws reviewed, only the District of Mission maintains a flat-fee model for rezoning and development permits.

A 20% increase for base development permit rates will bring the value to average rates and a \$100 variable rate increase brings the recommended fees in line with average values. Reductions from the full rate are provided for environmental and development variance permits, where single-family rates are reduced to 25% and 50%, respectively.

Heritage permits and agreements are recommended to increase up to \$500 for each, which still represents a reduction of up to 75% from market rates. The intent is to offer an incentive for those undertaking heritage work to obtain permits.

### ***Subdivision Fees***

Fees under this category are already levied as a variable model. Recommended increases mostly align with the average rate identified in the analysis. The exceptions are the Subdivision Review fee (ties back to labour rate increases), Subdivision Extensions (ties back to application fees), and PRL extension and Plan Stale Dated Approvals (which are levied a \$250 processing fee).

### ***Administrative Fees***

The recommended fee schedule includes the removal of the Administration Charge, the addition of a Development Information Meeting, legal document processing, a pre-application meeting, environmental investigation map, and telecommunications tower report fees. Recommended rates are calculated based on the hours of burdened staff time when participating, administering, or managing the process.

Additionally, it has become more prevalent in the industry for municipalities to recoup costs borne from the review of development documents by legal representation. Some municipalities that have implemented this practice include Pitt Meadows, Port Coquitlam, and

the Township of Langley. It is recommended that a cost recovery provision be included in the new rate schedule to avoid the burden on General Revenue. With the pending recruitment of internal legal counsel, this provision could eventually be a fee for service instead of cost-recovery.

**Scenario Comparison**

In order to properly evaluate the cumulative effect of each increase to a specific development, we have modeled four different in-stream development applications to understand how much the City would have collected for larger scale applications, had the new rate structure been in place, and how the City would now compare to its counterparts. A subset of the full sample of municipalities was used for the calculation. The cities selected for this comparison, including Maple Ridge, form the top five fastest growing municipalities, as calculated by the 2011-2016 population growth rate. All data was calculated by City staff and has not been verified by representatives at the listed municipalities.

Scenario 1- Single Family Development

This development scenario includes fees for subdivision and rezoning of three lots into 63 single-family lots, an Official Community Plan amendment, a public hearing and a pre-application review meeting.

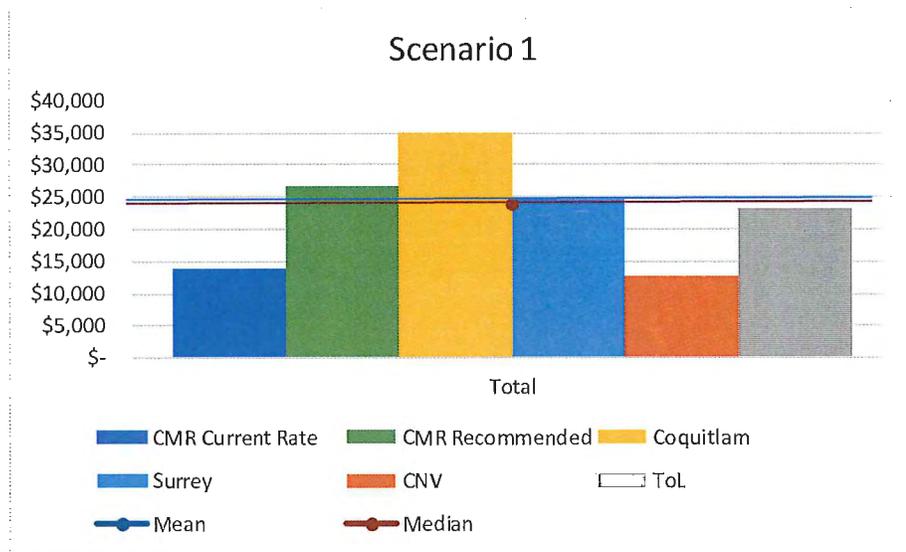


Figure 1 - Scenario 1

As noted in Scenario 1, current development application rates are 42% lower than the average. Recommended rates would increase revenue by approximately \$13,000 and bring the total within range of the average.

Scenario 2- Single Family & Townhouse

This development includes a subdivision from 11 lots to 89 including 89 R-2 lots and 262 townhouse units. Development permits, development variance, amendments, a public hearing and pre-application are also required.

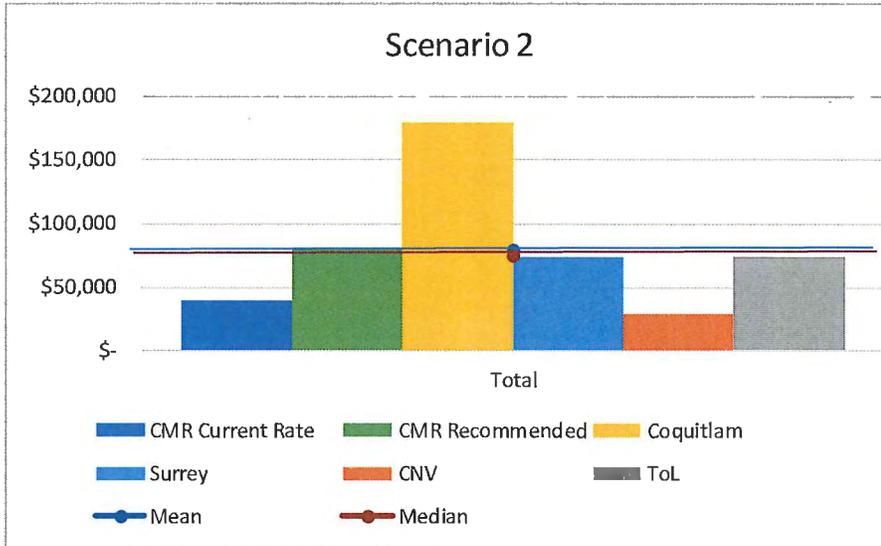


Figure 2 - Scenario 2

The results of Scenario 2 demonstrate that recommended rates would bring the City of Maple Ridge in line with the average total development application costs. Also ranking the City within close range of both Surrey and the Township of Langley. Approximately \$42,000 of revenue would be generated based on the recommended fee structure.

Scenario 3 – Comprehensive Development including Apartment & Commercial

This development includes subdivision into three lots of Comprehensive Development including 192 residential units and 700 square metres of commercial space. Development permits, development variance, amendments, a public hearing and pre-application are also required.

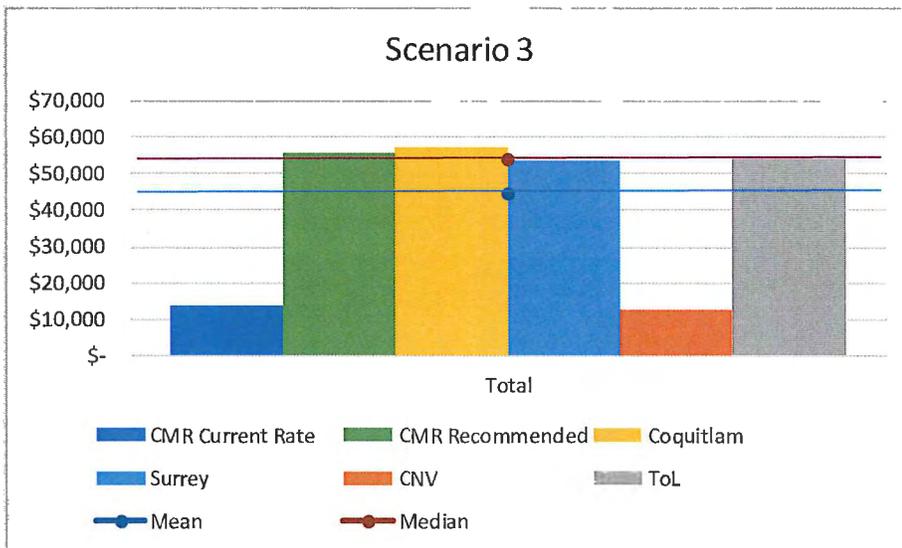


Figure 3 - Scenario 3

In the third development scenario, the City’s recommended rates would rank second highest and represents an increase of approximately \$42,000 in development fees from current levels.

Scenario 4 - Apartment

This development includes rezoning to Comprehensive Development for 244 units and development permits, development variance, amendments, a public hearing and pre-application are required.

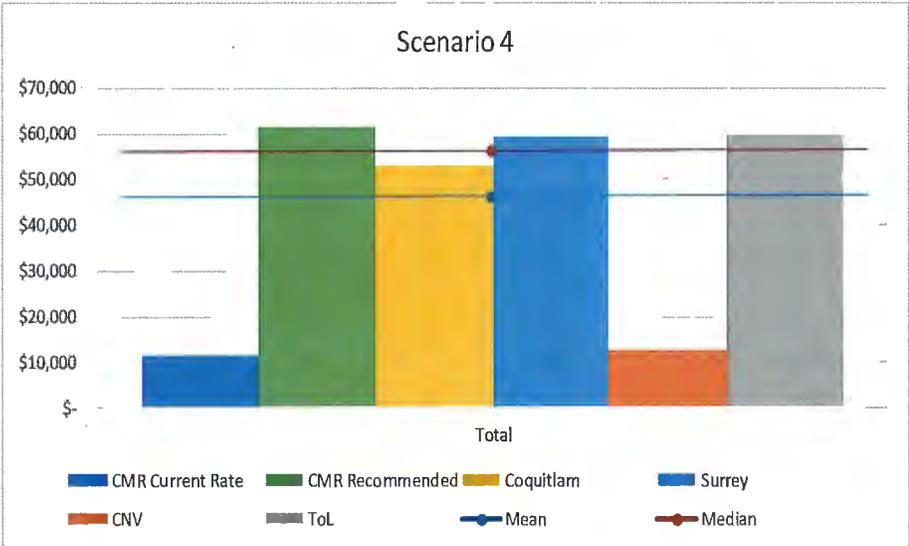


Figure 4 - Scenario 4

The final scenario results in the City’s recommended rates coming in above the average and the median. However, total costs are within 5% of Surrey and Township of Langley fees.

Overall, the scenario analysis indicates that the recommended fees would bring Maple Ridge in line with other municipalities and generally within the range of average costs of our peers.

Table 3 - Revenue Comparison

Scenario	Current	Recommended	Change
1	\$13,774	\$26,750	\$12,926
2	\$39,206	\$80,879	\$41,673
3	\$13,674	\$55,599	\$41,924
4	\$11,252	\$61,650	\$50,398

**Building Bylaw**

The fees embedded in the Maple Ridge Building Bylaw have not been revised since 2012. Unlike the Development Application Fee Bylaw, the fee structure in the industry has not

changed since rates were last reviewed. As a result, a straight fee to fee comparison was conducted with other jurisdictions, as noted earlier in Table 2.

Where development application fees are levied on an area or per-unit basis, building permits reference construction value. Many jurisdictions implement a tiered model whereby as construction values increase, the amount per \$1,000 charged decreases. Only Pitt Meadows and Port Coquitlam have a single non-tiered rate, of \$10 per thousand. To match the City's structure, these two jurisdictions were not used for the comparison. Current Maple Ridge rates are listed in Table 4.

The review of rates has identified that the current base rate falls in line with the average, as noted in Figure 5 – Base Rates. Therefore, the recommendation is to maintain the current rate.

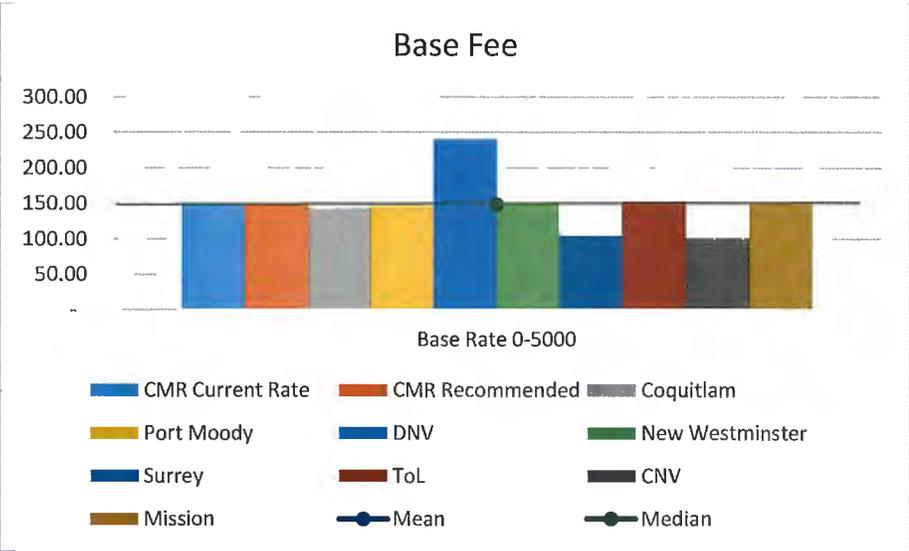


Figure 5 - Base Rates

Current rates for the remaining tiers vary from 40% to 68% below the average. As is evident in Figures 1-4 in Attachment B – Building Permit Tier Charts, there is significant variance between the highest and lowest values. Therefore, median rates, the value directly in the middle of highest and lowest, were used to guide the recommended rates.

Table 4- Building Bylaw Rate Comparison

Fee Name	Current	Recommended
<b>Base Rate 0-5000</b>	150.00	150.00
<b>for each additional \$1,000.00 or part thereof up to \$25,000.00</b>	8.95	13.75
<b>for each additional \$1,000.00 or part thereof up to \$50,000.00</b>	8.65	13.10
<b>for each additional \$1,000.00 or part thereof up to \$75,000.00</b>	8.10	10.50
<b>for each additional \$1,000.00 or part thereof up to \$100,000.00</b>	7.60	10.00
<b>for each additional \$1,000.00 or part thereof up to infinite</b>	6.30	9.75

All other rates are recommended to increase by the proposed and applied labour increases since 2012, which is 17%, rounded to the nearest dollar. Exceptions to this recommendation are base electrical and gas permits. For these permits, we are recommending they be maintained at current levels to promote attainment of these permits, as well as permit assignments and transfers. The City is already at the top end of the range for these aforementioned permits.

**Subdivision and Development Services Fees**

A scan of other municipalities’ development application, building, and engineering bylaws have not identified additional fees that are administered consistently across jurisdictions to collect revenue for development engineering, aside from fees that are already being charged. City staff have identified processes for which additional fees should be collected, as set out in Table 5.

*Table 5 - Proposed Engineering Fees*

Proposed Fee	Amount
Building Permit Engineering Service Review	\$50
Land Use Inquiry – Engineering Referral	\$100
Yards Inspection – Single Family	\$50
Yards Inspection – MF/Commercial/Industrial	\$100
Yards Re-inspection if work not complete	\$250
Refundable Damage Deposit – SFD	\$1,500

**Consultation**

Staff have engaged the development community regarding the upcoming increase in fees through the Maple Ridge Municipal Liaison Committee. Representatives from the Urban Development Institute, Homebuilders Association Vancouver, and local developers acknowledged that current rates are low and indicated support for increases, recognizing the relationship between funding, staffing and processing times. Proposed rates will be forwarded to the group for further consultation.

**Performance Measures**

Council has communicated a strong desire to quantify the performance of the City and its operational departments using metrics. Under Growth, the Strategic Performance Dashboard enables the public and Council to monitor key performance indicators related to development service processes: rezoning processing time from application to first reading; Building Permit processing time for commercial and residential applications; and Engineering Department referral processing time. In addition, the Quarterly Report expands on the metrics to provide year over year file volumes for development applications, building permits, and referrals to Engineering.

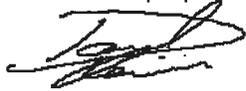
Additional measures will be identified as a result of the Building Department review and, pending grant funding, the broader development services process review. These measures will be monitored closely to understand the impact of additional staffing.

## **Local Government Development Approvals Program**

The Province of BC has launched a grant program to support local governments identify efficiencies within the development approvals process. Funding can be used to engage a consultant to assess current practices and suggest improvements based on a best-practices guide developed by the Province. A staff report detailing a proposed scope of work expanding on the current Building Department review was presented at Council Workshop on April 27, 2021. A recommended outcome of the project funded by the grant is a third-party assessment of fees, across the region, to guide the one-year review of any updated fees adopted by Council.

### **CONCLUSION:**

Staff resources for Building, Engineering, and Planning Departments were approved during Business Planning, contingent on increasing fees. Proposed fees align the City of Maple Ridge with rates charged by other municipalities. The development community is supportive of increasing fees to fund additional staff. Feedback from Community Development and Enterprise Services Committee will be incorporated prior to presentation of the proposed increases at Committee of the Whole.



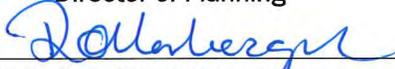
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Prepared by: **Dan Olivieri**  
Research Technician



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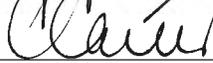
Reviewed by: **Chuck Goddard**  
Director of Planning



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Reviewed by: **Josh Mickleborough**  
for Director of Engineering

for



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Reviewed by: **Stephen Cote-Rolvink**  
Chief Building Official

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Approved by: **Christina Crabtree**  
General Manager of Corporate Services



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Concurrence: **Al Horsman**  
Chief Administrative Officer

### **Attachments:**

- (A) Recommended Development Application Fees
- (B) Building Permit Tier Charts
- (C) Recommended Building Bylaw Fees

## Attachment A – Recommended Development Application Fees

REZONING FEES	Current Fees	Recommended
Single family- plus:	\$2,578	\$3,000
(per lot fee)		\$100
Multi-family- plus:	\$4,708	\$3,800
(per unit fee)		\$80
Commercial- plus:	\$4,708	\$3,500
(per 100 sq. m. fee)		\$100
Industrial- plus:	\$4,708	\$3,500
(per 100 sq. m. fee)		\$50
CD Zone	\$4,708	\$5,000
	\$2,035	
Residential/unit		\$100
Commercial/ 100 sq. m.		\$100
Industrial/ 100 sq. m.		\$100
Rezoning Extension Fee at 1st and 3rd Reading	\$678	50% of Rezoning Application Fee
Zoning Bylaw Text Amendment Fee	\$1,913	\$3,500
OCP Amendment Fee	\$3,608	\$4,000
OCP Extension at 1st or 3rd Reading Fee	\$0	50% of Rezoning Application Fee
OCP Text Amendment Fee	\$0	\$2,500
Public Hearing Fee	\$882	\$1,200
Letter of Inquiry Fee	\$136	\$250

## Attachment A – Recommended Development Application Fees

SUBDIVISION FEES	Current Fee	Recommended
Subdivision Base:	\$2,442	\$2,500
(per lot fee)	\$68	\$100
Subdivision Review (Lot-line adjustment & consolidation)	\$1,085	\$1,270
Phases Strata Plan – plus:	\$346	\$1,000
(each phase review)		\$500
Form P Approval	\$0	\$500
Strata Title Conversions	\$0	\$2,400
Phased Strata Plan Amendments	\$346	\$500
Subdivision Extension Fee	\$346	50% of Subdivision Application
PRL Extension Fee	\$0	\$250
Subdivision Plan Stale Dated Approval	\$0	\$250

## Attachment A – Recommended Development Application Fees

DEVELOPMENT PERMITS	Current Fees	Recommended
Multi-family Residential/Intensive infill – plus:	\$2,492	\$3,000
(per unit fee)		\$100
Commercial –plus:	\$2,492	\$3,000
(per 100 sq. m.)		\$100
Industrial - plus	\$2,492	\$3,000
(per 100 sq. m.)		\$100
Environmental	\$2,492	\$3,000
- Single Family	\$692	\$750
Development Variance Permit	\$2,492	\$3,000
- Single Family		\$1,500
DP Minor Amendments	\$336	\$500
Heritage Revitalization Agreement	\$50	\$500
Heritage Alteration Permit Agreement	\$0	\$500
Heritage Alteration Permit	\$68	\$500

## Attachment A – Recommended Development Application Fees

ADMINISTRATIVE FEES	Current Fees	Recommended
Temporary Use Permit	\$2,103	\$2,500
Temporary Use Permit extension	\$2,103	\$2,500
Development Information Meeting Fee	\$0	\$500
Board of Variance Fee - (Illegal work penalty)	\$250 \$0	\$500 \$250
Document Registration, Discharge or Modification w/ Council Approval	\$0	\$200 \$400
Legal Document Review Fee	\$0	Reimbursement of City costs
Advisory Design Panel Submission Fee	\$0	\$150
Landscape Inspection Request Fee	\$0	\$150
Environmental Lidar Investigation Map Fee	\$0	\$50
Pre-Application Meeting Fee	\$0	\$350
Tree Permit	\$50	\$75
Per tree in Urban area and Urban Reserve and Rural parcels less than .5 ha	\$25	\$35
Per tree in Urban area and Urban Reserve and Rural parcels greater than .5 ha		\$35
Development & Large Scale Clearing	\$200	\$250
Tree Replacement	\$425	\$425
Parcels With Active Farm Use	\$0	\$0
Telecommunication Tower/Antennae Report		\$3,000

# Attachment B – Building Permit Tier Charts

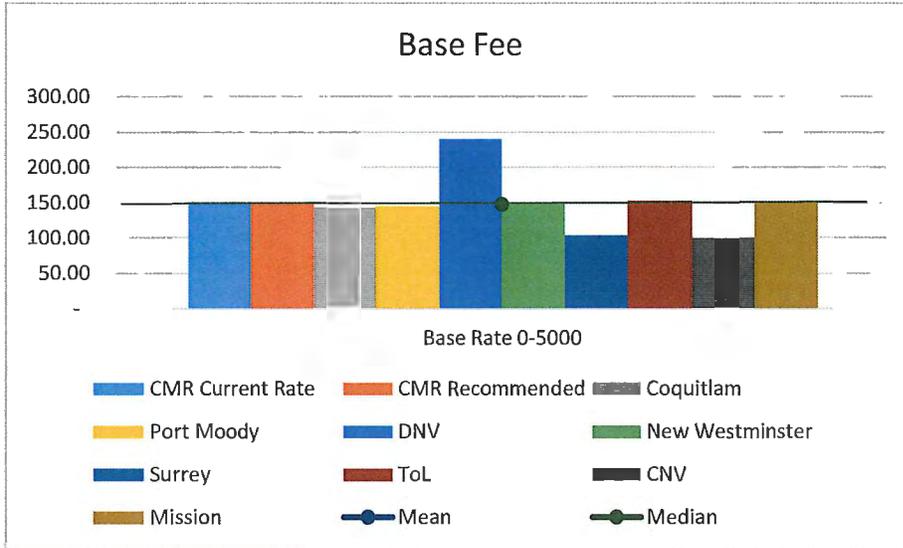


Figure 6 - Base Fee Comparison

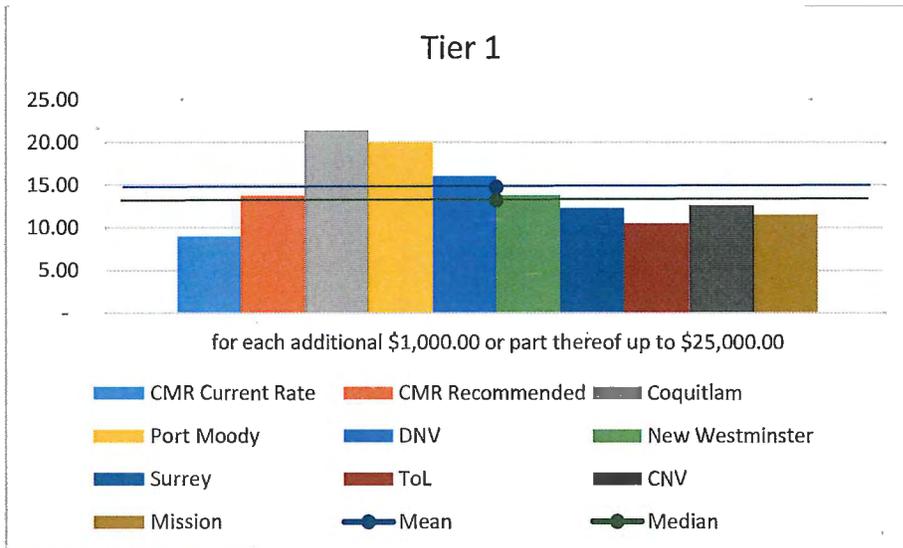


Figure 7 - Tier 1 Comparison

## Attachment B – Building Permit Tier Charts

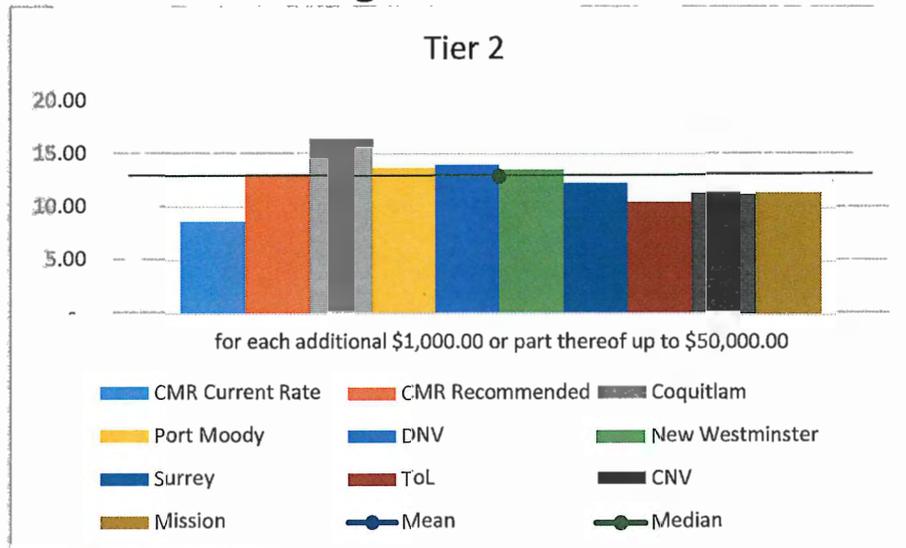


Figure 8 - Tier 2 Comparison

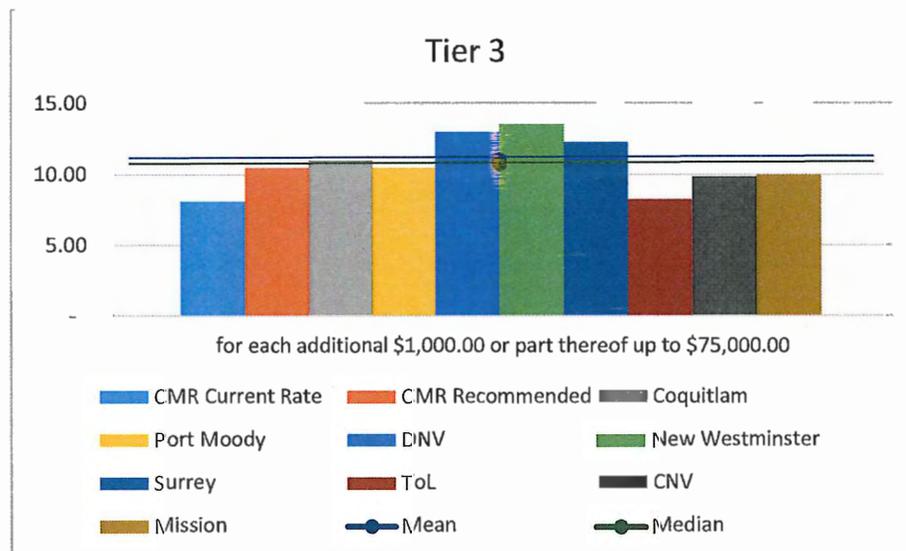


Figure 9 - Tier 3 Comparison

## Attachment B – Building Permit Tier Charts

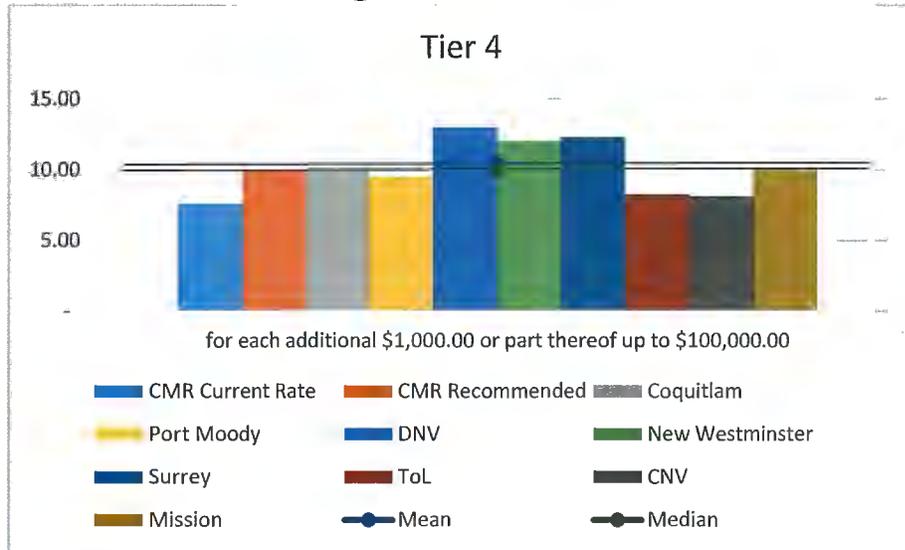


Figure 10 - Tier 4 Comparison

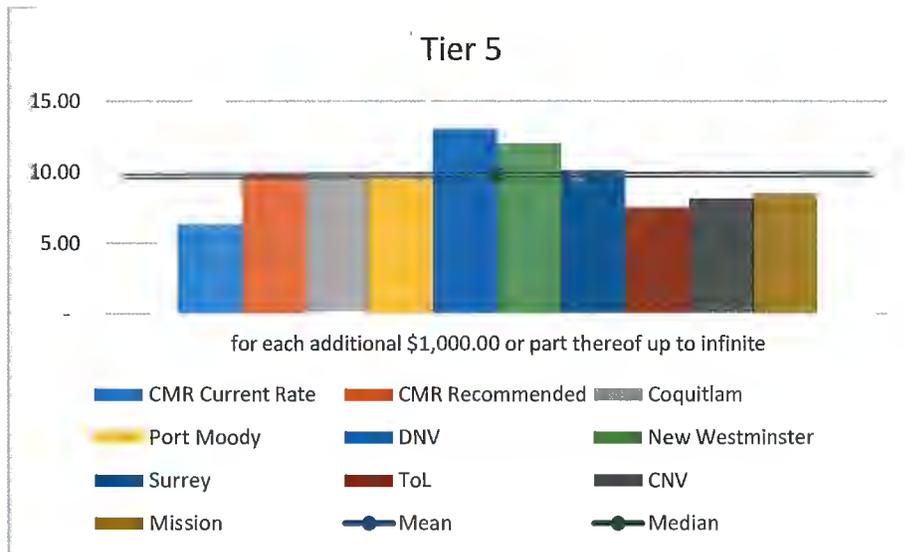


Figure 11 - Tier 5 Comparison

## Attachment C – Recommended Building Bylaw Fees

Fee Name	Current	Recommended
Base Rate 0-5000	150.00	150.00
for each additional \$1,000.00 or part thereof up to \$25,000.00	8.95	13.75
for each additional \$1,000.00 or part thereof up to \$50,000.00	8.65	13.10
for each additional \$1,000.00 or part thereof up to \$75,000.00	8.10	10.50
for each additional \$1,000.00 or part thereof up to \$100,000.00	7.60	10.00
for each additional \$1,000.00 or part thereof up to infinite	6.30	9.75
<b>Building Permit Application Fees</b>		
for other than Single Family Detached Dwellings	85.00	100.00
for other than Single Family & Duplex	500.00	585.00
for Single Family & Duplex	150.00	175.00
to erect a retaining wall - first 20m or portion thereof	100.00	117.00
for each additional 10m or portion thereof	45.00	53.00
to install a fireplace, stove or chimney	100.00	117.00
to install a Dry Chemical Fire Extinguishing System	100.00	117.00
Building demolition (per building)	150.00	175.00
Temporary Building permit (see Bylaw for additional securities)	150.00	175.00
Temporary Second Dwelling (see Bylaw for additional securities)	150.00	175.00
<b>Provisional Occupancy Permit</b>		
Single Family Dwelling		
90 day maximum period	250.00	250.00
renewal (90 day maximum period)	125.00	125.00
Multi Family Dwelling		
120 day maximum period	120.00	120.00
renewal (60 day maximum)	60.00	60.00
Other than Residential		
60 day maximum period	500.00	585.00
Renewal (60 day maximum)	250.00	250.00
Change of Occupancy or use (where permit is not required)	150.00	175.00
Permit Assignment or Transfer fee	150.00	150.00
Permit Renewal Fee	150.00	150.00
Re-inspection Fee where more than 1 re-inspection is required due to the fault of the holder of a Building Permit	150.00	175.00
Address Changes and Additional Unit Numbers		
if Permit has been issued but no occupancy Permit issued	150.00	175.00
Permit application in process but Permit not issued	75.00	88.00
Additional fee for any inspection performed outside the boundaries of the Municipality per total km traveled, measured from the Municipal Hall to the site of the inspection along the shortest available highway route and return travel back to Municipal Hall	0.50	0.58
Miscellaneous, House Move and Special Inspections		
during normal working hours	90.00	105.00
outside normal working hours	120.00	140.00

## Attachment C – Recommended Building Bylaw Fees

fee per page for plans for micro film charge or digitization of data over and above the Building Permit Fee. 50 page minimum for single family and duplexes and 300 page minimum for multi residential, commercial, industrial and institutional	5.00	5.85
Charges as shown below will be applicable for examination of alternate solutions, plans and specifications:		
Plan Check Fee including up to two hours; and	150.00	170.00
per hour thereafter	75.00	85.00
Single or Two Family - minimum per unit	150.00	175.00
Other than Single or two Family - minimum per Building	150.00	175.00
Initial review of each alternate solution;	400.00	468.00
and per revision thereof	200.00	200.00
Fee for each submission for minor revisions being requested to plans issued in support of a building permit. Any major revisions or revisions requiring structural modifications will be assessed and additional plan check fee as specified above	150.00	150.00
Building record search for legal purposes per parcel or file; plus	200.00	200.00
Supporting documentation per page	10.00	11.69
Business Licence Inspection fee - minimum	75.00	85.00
Business Licence Inspection fee - maximum	150.00	170.00
Environmental inspection		
for each residential unit with a value in excess of \$20,000.00	75.00	88.00
for each non residential unit with a value in excess of \$40,000.00	75.00	88.00
Plumbing Permit Fees		
Minimum fee for any Plumbing Permit or inspections	100.00	100.00
Plumbing Construction which involves the installation of fixtures:		
for the first fixture; plus	20.00	23.00
for each additional fixture	18.50	22.00
for each roughed in fixture location	10.00	12.00
Additional fee (per dwelling unit) for Plumbing Permit application for other than single family detached dwelling	40.00	47.00
Permit fees for finishing Plumbing only (installation of fixtures where rough-in Plumbing exists) shall be 50% of the above fees		
For Plumbing Construction which involves the connection of hydraulic equipment or the installation of vacuum breakers, backflow prevention devices or similar equipment (per item connected or installed)	40.00	47.00
For Plumbing Construction which involves the installation of lawn irrigation systems	65.00	75.00
For Plumbing construction which involves the installation of fire sprinkler systems:		
For up to fifteen (15) sprinkler heads	150.00	150.00
For each additional sprinkler head	1.00	1.20
For Plumbing Construction which involves the installation of sandpipes, Fire Department connections, fire hose connections and fire hydrants (for each hydrant or hose connection)	35.00	41.00

## Attachment C – Recommended Building Bylaw Fees

For Plumbing Construction which involves the replacement of a building's water piping system or portion thereof:		
in multi-family residential buildings, hotels and motels (per unit)	24.00	28.00
in all other buildings:		
first 30 metres or part thereof (each)	60.00	70.00
each additional 30 metres or part thereof	30.00	35.00
For Plumbing Construction which involves the installation of storm sewers, perimeter foundation drains, sanitary sewers or water service lines:		
for single or two-family dwellings (each)	60.00	70.00
For other than single or two-family dwellings:		
first 30 metres or part thereof (each)	60.00	70.00
each additional 30 metres or part thereof	30.00	35.00
each sump, catch basin, rock pit, dry well or manhole	30.00	35.00
Re-inspection Fee where more than 1 re-inspection is required due to the fault of the Permit holder (for each extra re-inspection required)	150.00	175.00
Permit assignment or transfer fee	150.00	150.00
Permit renewal	75.00	85.00
Miscellaneous and Special Inspections:		
during normal working hours	90.00	105.00
outside normal working hours	120.00	140.00
Charges as shown below will be applicable for examination of plans and specifications:		
Plan Check Fee including up to two hours and;	150.00	175.00
per hour thereafter	75.00	85.00
Single or Two Family Dwellings (minimum, per unit)	150.00	175.00
Other than Single or two Family - minimum per Building	150.00	175.00
Additional fee for any inspection performed outside the boundaries of the Municipality, per total km traveled, measured from the Municipal Hall to the site of the inspection along the shortest available highway route and return travel back to Municipal Hal	0.50	0.58
Business License Inspection Fee:		
minimum, per inspection	75.00	85.00
maximum, per inspection	150.00	170.00
Gas Permit Fees		
For gas Construction which involves the replacement of an appliance or the installation of a new gas appliance	Minimum	100.00
For single or Multi-Family Dwellings:		
per appliance (\$100.00 minimum)	40.00	47.00
for other than Single of Multi-Family Dwellings:		
up to 102,000 BTU/hr per appliance (\$150.00 minimum)	60.00	70.00
102,001-409,000 BTU/hr per appliance (\$150.00 minimum)	70.00	82.00

## Attachment C – Recommended Building Bylaw Fees

Additional fee per dwelling unit for other than single family detached dwellings	40.00	47.00
Gas Heated Buildings - Building heat loss calculation review:		
per Single Family Dwelling	75.00	88.00
per unit for Multi Family Use (not less than \$75.00 per Building/cluster)	15.00	18.00
per Building for other than Residential	150.00	175.00
For gas construction which involves the installation of vents or furnace plenums only (each)	75.00	88.00
For gas construction which involves the installation of house piping:		
for single or two family dwellings (per unit)	75.00	88.00
for other than single or two family dwellings:		
first 30 metres or part thereof (per unit plus)	60.00	70.00
each additional 30 metres or part thereof (per unit)	30.00	35.00
For each extra re-inspection where more than one (1) inspection is required due to faulty workmanship or materials	150.00	170.00
Permit Renewal	75.00	85.00
Permit Transfer	150.00	150.00
Miscellaneous and special inspections:		
Per hour during normal working hours	90.00	105.00
Per hour outside normal working hours	120.00	140.00
Charges as shown below will be applicable for examination of plans and specifications on application of Gas Permit:		
Plan Check Fee per hour including up to two hours	150.00	170.00
per hour thereafter	75.00	85.00
Single or Two Family Dwellings - minimum per unit	150.00	175.00
Other than Single or Two Family Dwellings - minimum per Building	150.00	175.00
Additional fee for any inspection performed outside the boundaries of the Municipality per total km traveled, measured from the Municipal Hall to the site of the inspection along the shortest available highway route and return travel back to municipal hall	0.50	0.58
Business Licence Inspection Fee:		
minimum per inspection	75.00	85.00
maximum per inspection	150.00	170.00
Electrical Permit Fees		
For one and two Family Dwellings including additions, the Permit fee shall be 15% of the building Permit fee or the minimum electrical Permit fee, which ever is greater		
The following additional charges are applicable to one and two family dwelling when the electrical Permit is taken out in conjunction with a building permit:		
Each hot tub or spa	15.00	18.00
Each hydro massage tub bath	15.00	18.00
Electrical Heating or based on the value of electrical heating contract, which ever is greater	75.00	88.00
Air Conditioning/Heat Pumps (per unit)	15.00	18.00

## Attachment C – Recommended Building Bylaw Fees

Each sub panel	15.00	18.00
For market value of Electrical Equipment, including costs of installation of \$0.00 - \$1000.00	150.00	150.00
For each additional \$1000.00 or part thereof up to \$10,000 plus	23.00	26.86
for each additional \$1000.00 or part thereof up to \$100,000.00 plus	10.00	11.68
for each additional \$1000.00 or part thereof up to \$250,000.00 plus	7.00	8.18
for each additional \$1000.00 or part thereof up to \$300,000.00 plus	5.00	8.84
for each additional \$1000.00 or part thereof over \$300,000.00 to infinite.	4.00	4.67
Underground Service Duct	75.00	88.00
Temporary to permanent connection conversion	75.00	88.00
Temporary Service connection	75.00	88.00
Temporary current Permit for uses other than carnivals		
Initial six (6) month period	200.00	200.00
Each additional six (6) month renewal period	150.00	175.00
Movie Location Fee		
One location – valid for 180 days from issuance	150.00	175.00
Two locations – valid for 180 days	210.00	245.00
Three locations – valid for 180 days	270.00	315.00
Four locations – valid for 180 days	300.00	350.00
Five locations – valid for 180 days	360.00	420.00
Six locations – valid for 180 days	420.00	490.00
Seven locations – valid for 180 days	480.00	560.00
Eight locations – valid for 180 days	540.00	630.00
Nine locations – valid for 180 days	600.00	700.00
Annual Permit – unlimited locations	660.00	770.00
Additional fee: Inspections outside normal work hours	206.00	240.00
Annual Permit for residential, commercial or industrial facilities		
Per KVA of service capacity	0.15	0.25
minimum fee	150.00	175.00
maximum fee	2,500.00	2,800.00
Animal Permit for educational or institutional facilities for each classroom, shop, laboratory, office, etc.	7.50	9.00
Permit for the installation of rough-in low voltage or finish of a previously installed and permitted rough-in installation only for single family & duplex's		
first \$1000.00 in contract value	75.00	85.00
Pool Grounding Permit	100.00	117.00
Re-inspection fee where more than one (1) re-inspection is required due to faulty workmanship or materials		

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for each extra re-inspection required	150.00	175.00
Permit Transfer	150.00	150.00
Permit Renewal	75.00	85.00
Miscellaneous and special inspections		
During normal working hours - per hour	90.00	105.00
Outside normal working hours-per hour	120.00	140.00
Additional fee for any inspection performed outside the boundaries of the Municipality per total km traveled, measured from the Municipal Hall to the site of the inspection along the shortest available highway route and return travel back to municipal hall.	0.50	0.58
Charges as shown below will be applicable for examination of plans and specifications		
Plan Check Fee		
minimum including up to two hours	150.00	170.00
and per hour thereafter	75.00	85.00
Single or Two Family Dwellings - minimum per unit.	150.00	175.00
Other than Single or Two Family Dwellings - minimum per Building.	150.00	175.00
Business License Inspection Fee		
minimum per inspection	75.00	85.00
maximum per inspection	150.00	170.00