



THE CORPORATION OF THE CITY OF NORTH VANCOUVER

**“Fees and Charges Bylaw, 1993, No. 6383”**

**CONSOLIDATED FOR CONVENIENCE – DECEMBER 4, 2023**

<b>Amendment #</b>	<b>Adoption Date</b>	<b>Subject</b>
6621	January 9, 1995	Fees and Charges
6720	September 18, 1995	Zoning Bylaw Fees
6836	December 12, 1996	Fees and Charges
6909	May 26, 1997	Site History Review Charge
6948	October 6, 1997	Engineering Fees and Charges
7295	March 12, 2001	Increased Liquor License Capacity Fee
7518	June 16, 2003	Patron Participation Endorsement Fee
7565	November 24, 2003	Fees for Police Services
7662	December 13, 2004	Schedule A
8007	September 21, 2009	Fees for Police Services
8047	November 2, 2009	Schedule A
8161	April 4, 2011	Tree Permit Fee
8370	May 26, 2014	Fees for Police Services
8416	May 11, 2015	Filming Schedule of Fees
8463	February 15, 2016	Filming Schedule of Fees
8544	April 24, 2017	Filming Schedule of Fees
8571	July 24, 2017	Street Tree Planting Fees
8594	November 27, 2017	Fees for Police Services
8630	April 23, 2018	Lawn Watering Permit Fees
8759	February 24, 2020	Filming Schedule of Fees
8857	July 12, 2021	Fire Bylaw Fees
8858	July 19, 2021	Filming Schedule of Fees
8897	March 28, 2022	Tree Bylaw
8933	June 20, 2022	Security Alarm Systems
8984	December 4, 2023	Schedule C – Filming Fees

The Corporation of the City of North Vancouver

BYLAW NO. 6383

A bylaw to impose fees for providing information pursuant to Section 194 of the *Community Charter* [SBC 2003] Chapter 26

**WHEREAS** section 194 of the *Community Charter* authorizes municipalities, by bylaw, to impose fees in respect of services or for the provision of information;

**AND WHEREAS** Council deems it necessary and desirable to exercise the authority provided by the *Community Charter* to cover costs of providing services and information where appropriate; [Bylaw 8933, June 20, 2022]

**NOW THEREFORE** the Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as “**Fees and Charges Bylaw, 1993, No. 6383**”.
2. The fees to be charged for the provision of copies of list of electors, Council minutes, bylaws, tax demand notices, certificates of tax status, the fee to be charged per public seat at an exhibition to raise money for an athletic commission; general fees; Engineering fees and charges and tree permit fees shall be as set out in Schedule “A”, Police services fees shall be as set out in Schedule “B”, and filming fees shall be as set out in Schedule “C” attached to and forming part of this Bylaw. [Bylaw 8416, Adopted May 11, 2015]

READ a first time by the Council on the 15th day of March, 1993.

READ a second time by the Council on the 15th day of March, 1993.

READ a third time and passed by the Council on the 15th day of March, 1993.

RECONSIDERED and finally adopted by the Council, signed by the Mayor and City Clerk, and sealed with the Corporate Seal on the 22nd day of March, 1993.

Signed by: Mayor John E. Loucks

Signed by: Bruce A. Hawkshaw, City Clerk

## SCHEDULE A

Fees and charges for copies of Council minutes, bylaws, tax demand notices, certificates of tax status, the fee per seat at an athletic commission exhibition and general fees are as follows:

DESCRIPTION	FEE (plus applicable taxes)
Council Minutes per page	25 ¢
Bylaws: 1 – 4 pages 5 – 15 pages 16 – 25 pages 26 – 35 pages 36 pages plus	\$1.00 \$2.00 \$5.00 \$8.00 \$10.00
Official Community Plan	\$15.00
Zoning Bylaw: Component One: General Regulations Consolidated Component Two: Development Regulations Component Three: Zoning Map - page - each additional page - full map	\$10.00 \$20.00  \$2.63 \$1.76 \$39.47
Tax Demand Notice (S. 237 <i>Community Charter</i> )	\$20.00
Certificate of Tax Status – Manual Certificate of Tax Status – via Internet and BC Online (S. 258 <i>Community Charter</i> )	\$35.00 \$30.00
Athletic Commission Fee per Seat	\$1.00
<b>GENERAL FEES:</b>	
Returned Cheques by Bank	\$25.00
Tax Refund to Mortgage Companies – per property tax roll	\$30.00
Mortgage Company Administration Fee for payment of property taxes - per property tax roll	\$10.00
CNV Parcel Maps - per page - each additional page - full map	\$2.63 \$1.76 \$39.47
GIS City Map - 18 x 24	\$15.00

<b>DESCRIPTION</b>	<b>FEE (plus applicable taxes)</b>
- 24 x 36 - 36 x 44	\$20.00 \$30.00
Registered Plans – per page	\$0.88
Strata Title Plans – per page	\$0.88
Building Plans – microfiche - administration fee - plus per page	\$25.00 \$0.88
Building Plans – paper copy - administration fee	\$25.00 plus cost of printing
Geographic Information System Plots and Reports - administration fee - plus per hour processing (minimum ½ hour)	\$25.00 \$100.00
Site History Review	\$200.00
<b>ENGINEERING FEES &amp; CHARGES:</b>	
Survey Lot Corners or Sewer Inverts	\$150.00
Survey and Service Information for: - Single Family dwelling - Duplex	\$220.00 \$220.00
Survey, Building Grades and Service Information for: - Multi-Family Units - Commercial	\$310.00 \$310.00
Additional Copies on request – per copy	\$15.00
Increased Liquor License Capacity – per application	\$500.00 plus actual costs of advertising
Patron Participation Endorsement – per application	\$450.00
Tree Permit Fee - Low impact - Moderate impact - High impact	\$75.00 \$125.00 \$175.00
Street Tree Planting – per tree <i>[Bylaw 8571, July 24, 2017]</i>	\$750

DESCRIPTION	FEE (plus applicable taxes)
Lawn Watering Permit: - Single Family / Duplex - Multi-Family - Commercial / Industrial - Lawn with Clover <i>[Bylaw 8630, April 23, 2018]</i>	\$30.00 \$75.00 \$150.00 No fee

**SCHEDULE B  
POLICE SERVICES FEES**

In order to recover some of the costs of various policing services, certain services carry a user or administration fee. The fees below are not inclusive of GST.

<b>SERVICE PROVIDED</b>	<b>FEE CHARGED</b>
Audio Reproduction - First Hour - Cost of CD/DVD	\$70.00 \$5.10
CD of Photographs	\$40.00
Court Ordered File Disclosure	Copying Charge + \$57.50
Crash Data Retrieval Report	\$180.00
Police Information Check	\$58.70
Police Information Check – Volunteers – Local Residents	Free
Field Drawing / Diagram / Reproduction	Cost + \$40.00
File Research – Cost per Hour	\$50.00
Fingerprints (up to 2 sets) - Additional Sets	\$58.70 \$10.00
Forensic Video Analysis – Cost per Hour	\$200.00
Full Collision Analyst / Reconstructionist Report	\$600.00
Insurance Claim Letter	\$57.50
Local Police Records Check	\$57.50
Measurements	\$207.00
Mechanical Inspection Report	Cost + \$57.50
MV6020 – Motor Vehicle Accident Report	\$57.50
Name Change Application	\$57.50
Passport Letter	\$57.50
Photocopying charge per page	\$0.75
Photographs (each – 4 x 6)	\$4.00

<b>SERVICE PROVIDED</b>	<b>FEE CHARGED</b>
Police Certificate (including fingerprints if required)	\$57.50
Police Report	\$57.50
Security Licence	\$90.00
Shipping	Cost + \$5.00
Taxi Permit Application	\$58.70
Taxi Permit Application (2 years)	\$115.00
Taxi Permit (lost/replacement fee)	\$28.75
Traffic Analyst Investigation Report	\$90.00
Video Reproduction - First Hour (\$26.00 per hour after) - Cost of CD/DVD	\$70.00 \$16.00
Visa Application (including fingerprints if required)	\$57.00

*[Bylaw 8594, November 27, 2017]*

<b>SECURITY SYSTEMS FALSE ALARMS</b>	<b>FEE BASED ON CALENDAR YEAR</b>
First False Alarm	\$0.00
Second False Alarm	\$150.00
Third False Alarm	\$250.00
Fourth False Alarm	\$400.00
Fifth False Alarm	\$600.00
Subsequent to Fifth False Alarms	\$900.00

*[Bylaw 8933, June 20, 2022]*

**SCHEDULE C  
FILMING FEES**

<b>PERMIT</b>	
Film Permit Fee	\$230
Material changes to Issued Permit	\$75
Cancellation of Issued Permit	Permit fee plus all non recoverable costs to the City
Each additional location	\$230
Commercial Media: i.e. still photography, reality TV, corporate video	\$225
Student Film Permit	Free
Damage/Security Deposit	\$5,000 (dependent on location/project)
Youth in Film (one time annual fee, not mandatory) (GST EXEMPT)	\$250

<b>ELECTRICAL PERMIT (GST EXEMPT)</b>	
Single Location permit (one inspection/location)	\$124
Annual Permit	\$750

<b>PARKING, STREET USE &amp; TOW SHOTS</b>	
Street Encroachment Fee	\$350 per day per 100m block face
Missing No Parking Sign, replacement cost	\$15 per sign
Signage Amendment	\$6 per sign
Tow shots	\$150
Street Filming User Fee (per block)	\$175
Street Meter Charges	Standard vehicle space per day billed per current daily rate of 225- East 15th street



<b>PARKING, STREET USE &amp; TOW SHOTS</b>	
Parking Stall Charges	Stall per day billed per current daily rate of 112 East 1st street surface lot + TransLink tax
Parking Lots/Gravel Fields	\$500 per day
Parking Infraction	\$150 per day per occurrence
<b>RCMP (MINIMUM 4 HOUR CALLOUT AND 48 HOUR CANCELLATION NOTICE)</b> <b>NOTE:</b> Hourly rate includes mileage and meal times. Hourly start time will commence once RCMP Officer and/or Sergeant reaches RCMP detachment.	
RCMP Officer (Cst/Cpl)	\$163 per hour
RCMP Sergeant	\$194 per hour
Clerical Staff Time (overtime)	\$80 per hour (no 4 hour minimum)

<b>FIRE DEPARTMENT (MINIMUM 4 HOUR CALLOUT AND 48 HOUR CANCELLATION NOTICE)</b> NOTE: Will include charged time for officers to change into uniform, secure vehicles, depart from, and arrive back at the Fire Hall.	
Firefighters & Vehicles	Charged as per "Fire Bylaw, 2021, No. 8852"

<b>SPECIAL EFFECTS APPLICATION (PYROTECHNICS)</b>	
Special Effects Permit (SPFX)	\$150 (minimum)
Special Effects On-Site Inspection by Fire Officer	\$100 per hour

<b>CITY BUILDINGS AND PLAZAS: DAILY RATE</b>	
Fire Hall, Operations Yard, 14 <sup>th</sup> Street Plaza & other similar sites	\$600 per day
City Hall (per named component)	\$600 per day
City Library	\$2,500 per day
Parks	\$600 per day

<b>CITY BUILDINGS AND PLAZAS: DAILY RATE</b>	
Lunch Tents in Parks	\$250 per day
Prep and Wrap Days	50% of daily amount
Parks Restoration Fee (not mandatory) (GST EXEMPT)	

<b>CITY SHIPYARDS PUBLIC REALM: DAILY RATE</b>	
Each named component (e.g. Spirit Trail, Wallace Mews, Shipbuilder Square, etc.)	\$1,000 per day
Burrard Dry Dock	\$2,500 per day
The Shipyard Commons	\$4,500 per day
The Commons Ice Rink (in addition to the Commons Fee)	\$1,500 per day
Prep and Wrap Days	50% of daily amount (min)
Electrical connection	\$150 per day per connection
Parking at Wallace Mews	\$350 per half block face per day
Shipyards Public Realm Lunch Tents (Shipbuilders' Square or Cates Deck)	<ul style="list-style-type: none"> <li>• \$250 daily per tent no larger than 20'x40'</li> <li>• \$500 daily per tent larger than 20x40</li> <li>• \$1,000 daily for tents that encompass the entire space</li> </ul>

<b>CEMETERY: DAILY RATE</b>	
Cemetery (Heritage Section)	\$3,000 per day
Prep and Wrap Days	50% of daily amount
Cemetery Caretaker (out of hours only)	\$80 per hour
Cemetery Ground Interment Preparation (incl. digger, truck & two staff)	\$1,760
Parks Restoration Fee (not mandatory) (GST EXEMPT)	

<b>MISCELLANEOUS FEES</b>	
Site Meeting / site liaison fee, for City of North Vancouver staff	at cost
Film Liaison on site	\$80 per hour

GST applies to the fees listed above, except for Electrical Permits. Please note that items in this Schedule of Fees are subject to change without notice.

### **FEE REDUCTION**

The City's Film Office staff have the authority to consider a request for a one-time 50% fee reduction of the City's location fees, subject to the following criteria:

1. Productions should be either non-theatrical (such as shorts, student foundation films, documentaries), or
2. Theatrical productions that are under \$500,000 total gross budget (staff will request they provide their budget top sheet to verify),
3. Filming will not take place over more than two days in the City location,
4. This reduction does not apply to The Shipyards Public Realm.

*[Bylaw 8984, December 4, 2023]*

**SCHEDULE D  
SCHEDULE OF FIRE BYLAW FEES**

File Search – Comfort Letter (up to 2 Hours)	\$150	per 2 hours
Fire Safety Plan Review (up to 2 Hours)	\$150	per 2 hours
Pre-Incident Fire Plan Review (up to 2 Hours)	\$150	per 2 hours
Special Effects Application Review (up to 2 Hours)	\$150	per 2 hours
Development Review Fee	0.10%	Based on value of Building Permit
Development Review Fee	\$75	Minimum on Building Permit
Hourly Fee (For Reviews, Inspections and File Searches):		
Straight Time	\$100	per hour
Time & Half	\$150	per hour
Double Time	\$200	per hour
Fire Investigation:		
Minimum Fee	\$750	per investigation
Damaged or Lost Equipment/Supplies	Replacement Cost	
After Hours Fire Investigation:		
Straight Time	\$100	per hour
Time & Half	\$150	per hour
Double Time	\$200	per hour
Fire Department Standby (Required by Fire Department):		
After Hours – Straight Time	\$100	per hour
After Hours – Time & Half	\$150	per hour
After Hours – Double Time	\$200	per hour
Vehicle/Apparatus	\$171	per hour
<b>PERMIT FEES:</b>		
Permit fees must be paid to the Municipality by all applicants for any Permit required by the Fire Bylaw, 2021, No. 8852 or by the regulations passed pursuant to the <i>Fire Services Act</i> (1996) c. 144, as amended or replaced.		
Permit Processing (up to 2 hours):		
Hourly Fees for Permit Processing as per above “Hourly Fee”	\$150	per 2 hours
Permit Inspections as per above “Hourly Fee”	\$150	per 2 hours
<b>FALSE ALARMS and NUISANCE ALARMS (Based on Calendar Year):</b>		
First False and/or Nuisance Alarm	\$0	
Second False and/or Nuisance Alarm	\$150	
Third False and/or Nuisance Alarm	\$250	
Fourth False and/or Nuisance Alarm	\$400	
Fifth False and/or Nuisance Alarm	\$600	
Subsequent to Fifth False and/or Nuisance Alarm	\$900	

[Bylaw 8857, July 12, 2021]

**SCHEDULE E  
SCHEDULE OF TREE BYLAW FEES**

<b>PERMIT FEES:</b>		
Application Base Fee + Tree Removal Fee	\$175 + \$75	per tree removed
Inspection Fee	\$130	per site visit
Replacement Tree Security	\$975	per tree replaced
Tree Replacement Cash-in-Lieu	\$750	per tree removed
Ecological Compensation	\$1500	per tree removed

*[Bylaw 8897, March 28, 2022]*