

TOWN OF SMITHERS

ADMINISTRATIVE FEES AND CHARGES BYLAW NO. 1458

A Bylaw to establish administrative fees and charges.

WHEREAS pursuant to Section 194 of the *Community Charter*, Council may, by bylaw, impose a fee payable in respect of all or part of a service of the municipality;

NOW THEREFORE the Municipal Council of the Town of Smithers, in open meeting assembled, enacts as follows:

1. CITATION:

This Bylaw may be cited for all purposes as “Administrative Fees and Charges Bylaw No. 1458”, and comes into effect on the date of adoption.

2. REPEALS:

This Bylaw repeals “Administrative Fees and Charges Bylaw No. 1354”, and any amendments thereto.

3. ADMINISTRATIVE FEES AND CHARGES

- a) Fees and charges to provide municipal administrative works and services shall be due and payable upon receipt of goods and/or services as specified in Schedule “A” attached to and forming part of this bylaw.
- b) The Mayor, Chief Administrative Officer or designate may waive in whole or in part any fee or charge or refund any fee or charge.
- c) The Mayor, Chief Administrative Officer or designate may recover any administrative fees or charges for different business activities affecting property or recreation including administrative services performed outside the municipality.

4. EFFECTIVE DATE:

This bylaw comes into effect on the date of adoption.

5. SEVERABILITY:

If any section, subsection, sentence, clause, or phrase in this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid portion thereof shall be severed and the decision that it is invalid shall not affect the validity of the remaining portions of the Bylaw.

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READ A FIRST TIME THIS 13TH DAY OF JANUARY, 2004.

READ A SECOND TIME THIS 13TH DAY OF JANUARY, 2004.

READ A THIRD TIME THIS 13TH DAY OF JANUARY, 2004.

ADOPTED THIS 27TH DAY OF JANUARY, 2004.

The Corporate Seal of the Town of
Smithers was hereto affixed in the
presence of

S E A L

James A. Davidson
Mayor

Wallace Mah
Corporate Administrator (CAO)

**CERTIFIED A TRUE AND CORRECT
COPY** of Bylaw No. 1458 cited as
"Administrative Fees and Charges Bylaw
No.1458".

Wallace Mah
Corporate Administrator (CAO)

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SCHEDULE "A"

Note: All fees and charges are taxable unless specified.
 * - indicates GST not applicable.

FEES & CHARGES

1. GENERAL	
a) Photocopies of Miscellaneous Documents:	
i) 8 ½" x 11" or 8 ½" x 14"	\$0.25 per page side
ii) 11" x 17"	\$0.30 per page side
iii) 8 ½" x 11" or 8 ½" x 14" (color ink/toner)	\$1.65 per page side
b) Facsimiles:	
i) (on account) local telephone number	\$0.50 per page
ii) (on account) non-local telephone number	\$1.00 per page
c) Microfilm/micro fiche Printouts (Non-Engineering)	\$0.50 per page side
d) Computer tape, floppy diskette or compact disc	\$8.00
e) Shipping	At cost
f) Requests for information requiring research into the Town's archival records; or for information dating back over two (2) years; or for information requiring more than fifteen (15) minutes to locate, will be charged at the hourly rate of \$40.00 per hour (billable in 15-minute increments after the first fifteen minutes, plus any applicable photocopying rates) (this section applies to records available without a formal request).	\$40.00 per hour or \$10.00 per 15 minutes after the first 15 minutes
g) Town Promotional/Custom Products	
i) Town pins	\$2.85
ii) Small Flag	\$15.00
iii) Large Flag	\$100.00
2. ADMINISTRATIVE SERVICES	
a) Bylaws:	
i) Miscellaneous if not listed below	\$0.25 per page side
ii) Business License Bylaw	\$ 5.00
iii) Dog License and Control Bylaw	\$ 2.50
iv) Development Procedures Bylaw	\$12.00
v) Noise Bylaw	\$ 1.50
vi) Traffic Bylaw	\$ 3.50
vii) Subdivision Bylaw	\$30.00
viii) Official Community Plan	\$50.00 – includes mapping
ix) Zoning Bylaw	\$50.00 – includes mapping
b) Certification of Miscellaneous Documents	\$10 per document
c) List of Electors as Available (available to persons nominated for local elections)	\$40.00
d) Minutes of Council/Committees	\$0.25 per page side

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Note: All fees and charges are taxable unless specified.
 * No G.S.T. applicable.

FEES & CHARGES

3. BUILDING INSPECTION SERVICES	
a) Building/Business Month End Statistics	\$5.00 per month
b) Business Licensing List (non-commercial use)	\$100.00
c) Land Use Information (Comfort) Letters:	
i) Single Family Residential Property (per letter)	\$50.00
ii) Other Properties (per letter)	\$75.00
4. DEVELOPMENT SERVICES/ENGINEERING	
a) Town Zoning Map (36" x 72" Plotted)	\$30.00 each
b) Town Legal Base (36" x 72" Plotted)	\$30.00 each
c) Drawings - Copy (24" x 36")	\$6.00 each
d) Drawings - Copy (18" x 24")	\$3.00 each
e) Drawings - Copy (non standard)	\$9.00 per meter
f) Drawings – Plotted (non standard)	\$15.00 per meter
g) Microfilm/microfiche Print Outs (Engineering)	\$0.50 per page plus labour if more than 15 minutes - see Schedule "A" 1f
h) Aerial Photography:	
i) Black / White Photocopy	\$1.00 per photo
ii) Colour Copy (scan & plot)	\$10.00 per photo
iii) Reprint of Colour Air Photo	\$30.00 per photo (minimum of two photos)
i) Digital Information (in AutoCAD format):	
i) 230m x 320m (18 acre) grid areas	\$400.00 per grid area
5. FINANCIAL SERVICES	
a) Returned Cheques	\$25.00
b) Taxation:	
i) Certificate of Outstanding Taxes	\$25.00
ii) Tax Demand Notice (reprint)	\$5.00
c) Annual Financial Information Package	\$5.00
6. PROTECTIVE SERVICES	
a) Police Report	No charge
b) i) Police Clearance (without fingerprints)	\$20.00
ii) Criminal Records Search (without fingerprints)	\$20.00
iii) Criminal Records Search (with fingerprints)	\$45.00
iv) Certificates - Visa Applicants (with fingerprints)	\$45.00
c) Traffic Analyst Report	\$500.00
d) Photograph Print	Cost of reprint
e) Certified Information	No charge
f) Pardon Application	No charge

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g) Document Service (served and unserved)	\$25.00
h) I.C.B.C. MV6020 Report	\$15.00