



**DISTRICT OF WEST VANCOUVER**  
750 17TH STREET, WEST VANCOUVER BC V7V 3T3

5.

## COUNCIL REPORT

Date:	October 16, 2020
From:	Isabel Gordon, Director of Financial Services
Subject:	Proposed Fees and Charges Bylaw No. 5025, 2019, Amendment Bylaw No. 5103, 2020
File:	08.1610.20/5103.2020

### RECOMMENDATION

THAT proposed “Fees and Charges Bylaw No. 5025, 2019, Amendment Bylaw No. 5103, 2020” be read a first, second and third time.

#### 1.0 Purpose

This report summarizes the annual review of fees and charges including the establishment of new fee structures, revision of existing fees and elimination of fees that are no longer required.

#### 2.0 Executive Summary

This report addresses changes, additions and the deletion of fees charged by the municipality. For 2021, revision of the fees and charges has been limited to those items requiring adjustment to reflect new policies and procedures or significant changes in the cost of services.

Due to the economic and social impact of COVID-19, general increases and inflation adjustments that have been routinely proposed in prior years have been omitted in the 2020 revision. Changes that are being proposed support specific policy objectives (e.g. changes re development permits) or align the fee structure with the cost of operations (e.g. Police callout rates).

#### 3.0 Legislation

Section 194 of the *Community Charter* enables Council, by bylaw, to impose a fee in respect of:

- a) all or part of a service of the municipality;
- b) the use of municipal property; or
- c) the exercise of authority to regulate, prohibit or impose requirements.

## 4.0 Official Community Plan

Review of the fees and charges is an essential element of the overall financial planning and budgeting process implemented by the District. This process has been conducted in alignment with the Official Community Plan (OCP) as outlined in section 3.1 – financial planning process:

*Section 477 of the Act requires that when a proposed OCP is prepared it must be considered in conjunction with the municipality's financial plan. Following adoption, the District's annual planning and budget process would then be conducted in alignment with this plan.*

## 5.0 Background

Fees and charges are typically reviewed and established annually. This year; however, due to COVID-19 and its social, economic and operational impact, staff conducted a limited operational review of existing divisional fees and charges. While the District does need to strike a balance between operational viability and the intent to minimize cost increases for the residents, for 2021 it is proposed that fee changes be limited to a small sub-set of fees.

### 5.1 Previous Decisions

At the July 16, 2019 Council meeting, Council passed the following resolution:

*THAT proposed "Fees and Charges Bylaw No. 5025, 2019" be adopted.*

## 6.0 Analysis

### 6.1 Discussion

Fees and charges are the largest non-taxation funding source for services provided by the District of West Vancouver.

The proposed 2021 fee structure reflects changes in the provision of District services and the overarching principle of minimizing impact on residents and businesses during a time of economic and social pressures arising due to COVID-19. Specific changes are identified in **Appendix A** and explained below.

### Development and Permits

Minor changes are proposed for Planning and Development Services fees as follows:

- clarification for pre-application fees to create a separate category that is consistent with Council's Preliminary Development Proposal and Public Consultation Policy
- a new fee is proposed for preliminary development proposals where a report to Council is necessary in order to recover the

associated staff costs and this type of work is currently not cost recovered

- clarification of the fee for tree work in a watercourse protection area to align with the fee for tree removals for private and public lands
- a change is proposed in the collection procedures for land development fees to collect these fees at the time of application submission which is consistent with how all other fees are collected

### **Protective Services**

The West Vancouver Police Department (WVPD) provides various policing services for District events and third party special events occurring in the District. The WVPD provides these policing services by assisting in planning, security, staffing deployment and traffic control. Examples of special events include parades, marches, TV and movie productions, fund-raising events, concerts, sporting events and other occasions that may require police presence. Fees charged reflect full cost recovery including wages, overtime rates where applicable and administration and overhead costs. Fees increased by 10 to 12 percent from 2020 to account for higher wage rates and further refined estimates of recoveries of administration and overhead costs.

### **6.2 Sustainability**

Ongoing review of fees and charges is a key element of the District's financial planning and sustainability framework, enabling accurate forecast of the District's revenue and supporting the alignment of the fee structure with the cost of providing services.

## **7.0 Options**

### **7.1 Recommended Option**

Proceed with first, second and third readings of proposed Fees and Charges Bylaw No. 5025, 2019, Amendment Bylaw No. 5103, 2020.

### **7.2 Considered Options**

Defer consideration of the proposed bylaw and request further information.

## **8.0 Conclusion**

Each year, the District reviews its fees and charges to ensure that they are relevant and reasonable based on the market and the cost to provide those services. The annual review includes the establishment of new fee structures, revision of existing fees and elimination of fees that are no longer required.

Date: October 16, 2020  
From: Isabel Gordon, Director of Financial Services  
Subject: Fees and Charges Bylaw No. 5025, 2019, Amendment No. 5103, 2020

---

Page 4

Proposed Fees and Charges Bylaw No. 5025, 2019, Amendment Bylaw No. 5103, 2020 reflects the impact of fee-specific cost drivers, allowing the District to provide necessary services on a financially sustainable basis.

Author:



---

Isabel Gordon, Director of Financial Services

Appendices:

Appendix A: Schedule of Proposed Fee Additions, Deletions and Changes

Appendix B: Fees and Charges Bylaw No. 5025, 2019, Amendment No. 5103, 2020

## Schedule of Proposed Fee Additions, Deletions and Changes

Fee Schedule and Description	Current Fee (Fees & Charges Bylaw No. 5025, 2019)	Proposed Fee (Amendment Bylaw No. 5103, 2020)	Additional Fee Details	Change Type
<b>SCHEDULE A - DEVELOPMENT &amp; PERMITS</b>				
Development Permit with three or less residential units or commercial floor space only; except as otherwise provided for in this fee schedule	\$5,000	This fee is proposed to be removed		Remove existing fee
Development Permit for applications with between four and twenty residential units; except as otherwise provided for in this fee schedule	\$7,500	This fee is proposed to be removed		Remove existing fee
Development Permit for applications with twenty-one residential units or more; except as otherwise provided for in this fee schedule	\$12,500	This fee is proposed to be removed		Remove existing fee
Development Permit except as otherwise provided for in this fee schedule	This fee does currently not exist in the parent bylaw	\$5,000		Add new fee
In addition to any other development application fee, an additional fee may be charged for staff preparation of a preliminary development proposal Council report	This fee does currently not exist in the parent bylaw	\$5,000		Add new fee
For watercourse protection where only site work is proposed or for a proposed addition that is less than 10% of the existing house floor area	\$800	No change to existing fee		Delete "including tree removal" from the current fee description
For watercourse protection where only tree work is proposed	This fee does currently not exist in the parent bylaw	\$300		Add new fee

APPENDIX A

<b>Fee Schedule and Description</b>	<b>Current Fee (Fees &amp; Charges Bylaw No. 5025, 2019)</b>	<b>Proposed Fee (Amendment Bylaw No. 5103, 2020)</b>	<b>Additional Fee Details</b>	<b>Change Type</b>
<p>Add new note under "Building Permit Fees Based on Construction Value" section as follows: All land development permit fees including Traffic Management Plan Review, Environmental Protection, Works and Services Review, and Onsite Storm Water Management Plan (SWMP) fees are collected at time of building permit application and are non-refundable.</p>	<p>Various, based on construction value</p>	<p>No change to existing fees</p>		<p>Add additional footnote to existing fees to specify time of fee collection</p>
<p>Create a new section for called "Pre-Application Fees" under which the following fee will be relocated:  Pre-application review of preliminary development proposals with three or less residential units or commercial floor space only</p>	<p>\$750</p>	<p>No change to existing fee</p>		<p>Create a new section. Move specified existing fees from "Zoning Amendment with Concurrent Development Permit" section to new section.</p>
<p>Create a new section for called "Pre-Application Fees" under which the following fee will be relocated:  Pre-application review of preliminary development proposals with between four and twenty residential units</p>	<p>\$1,500</p>	<p>No change to existing fee</p>		<p>Create a new section. Move specified existing fees from "Zoning Amendment with Concurrent Development Permit" section to new section.</p>
<p>Create a new section for called "Pre-Application Fees" under which the following fee will be relocated:  Pre-application review of preliminary development proposals with twenty-one residential units or more</p>	<p>\$2,000</p>	<p>No change to existing fee</p>		<p>Create a new section. Move specified existing fees from "Zoning Amendment with Concurrent Development Permit" section to new section.</p>

APPENDIX A

Fee Schedule and Description	Current Fee (Fees & Charges Bylaw No. 5025, 2019)	Proposed Fee (Amendment Bylaw No. 5103, 2020)	Additional Fee Details	Change Type
<b>SCHEDULE D - PARKS, CULTURE &amp; COMMUNITY SERVICES</b>				
Police callout rates - Supervisor	\$145/hour	\$160/hour	Per person, per hour; 3-hour minimum (per Collective Agreement)	Increase in fee and addition of minimum callout hours
Police callout rates - Constable	\$125/hour	\$140/hour	Per person, per hour; 3-hour minimum (per Collective Agreement)	Increase in fee and addition of minimum callout hours
<b>SCHEDULE F - PROTECTIVE SERVICES</b>				
Police callout rates - Supervisor	\$145/hour	\$160/hour	Per person, per hour; 3-hour minimum (per Collective Agreement)	Increase in fee and addition of minimum callout hours
Police callout rates - Constable	\$125/hour	\$140/hour	Per person, per hour; 3-hour minimum (per Collective Agreement)	Increase in fee and addition of minimum callout hours

**This page intentionally left blank**

**This page intentionally left blank**



District of West Vancouver

**Fees and Charges  
Bylaw No. 5025, 2019,  
Amendment Bylaw No. 5103, 2020**

Effective Date:

District of West Vancouver

# **Fees and Charges Bylaw No. 5025, 2019, Amendment Bylaw No. 5103, 2020**

## **Table of Contents**

---

Part 1	Citation.....	1
Part 2	Severability .....	1
Part 3	Amendments.....	2
Part 4	Effective Date .....	8

District of West Vancouver

## **Fees and Charges Bylaw No. 5025, 2019, Amendment Bylaw No. 5103, 2020**

A bylaw to establish fees and charges for services and information.

Previous amendments: Amendment bylaw 5084.

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to provide for fees and charges for services and information;

AND WHEREAS section 194 of the *Community Charter* authorizes municipalities by bylaw to impose fees in respect of a service of the municipality or 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;

NOW THEREFORE, the Council of The Corporation of the District of West Vancouver enacts as follows:

### **Part 1 Citation**

- 1.1 This bylaw may be cited as Fees and Charges Bylaw No. 5025, 2019, Amendment Bylaw No. 5103, 2020.

### **Part 2 Severability**

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

### Part 3 Amendments

3.1 The Fees and Charges Bylaw No. 5025, 2019 is hereby amended by the following items:

3.1.1 Delete the following fees from SCHEDULE A - DEVELOPMENT & PERMITS, DEVELOPMENT PERMITS section:

SCHEDULE A - DEVELOPMENT & PERMITS	2020 FEE	DETAILS
<b>DEVELOPMENT PERMIT</b>		
Development Permit with 3 or less residential units or commercial floor space only; except as otherwise provided for in this fee schedule	\$5,000.00	plus \$150.00 for each zoning bylaw variance per lot; \$1,000.00 refunded if application does not proceed to a preparation of permit
Development Permit for applications with between 4 and 20 residential units; except as otherwise provided for in this fee schedule	\$7,500.00	plus \$150.00 for each zoning bylaw variance per lot; \$1,000.00 refunded if application does not proceed to a preparation of permit
Development Permit for applications with 21 residential units or more; except as otherwise provided for in this fee schedule	\$12,500.00	plus \$150.00 for each zoning bylaw variance per lot; \$1,000.00 refunded if application does not proceed to a preparation of permit

3.1.2 Add the following fees to SCHEDULE A - DEVELOPMENT & PERMITS, DEVELOPMENT PERMITS section:

SCHEDULE A - DEVELOPMENT & PERMITS	2020 FEE	DETAILS
<b>DEVELOPMENT PERMIT</b>		
Development Permit except as otherwise provided for in this fee schedule	\$5,000.00	
In addition to any other development application fee, an additional fee may be charged for staff preparation of a preliminary development proposal Council report	\$5,000.00	

3.1.3 In SCHEDULE A - DEVELOPMENT & PERMITS, DEVELOPMENT PERMIT UNDER OCP DESIGNATION BF-NE13 section,

(a) Delete the following fee:

SCHEDULE A - DEVELOPMENT & PERMITS	2020 FEE	DETAILS
<b>DEVELOPMENT PERMIT UNDER OCP DESIGNATION BF-NE13</b>		
For watercourse protection where only site work <i>including tree removal</i> is proposed or for a proposed addition that is less than 10% of the existing house floor area	\$800.00	plus \$700.00 if the application involves zoning bylaw variances, plus \$500.00 if the application proceeds to Council for consideration.

(b) Replace with the following fee:

SCHEDULE A - DEVELOPMENT & PERMITS	2020 FEE	DETAILS
<b>DEVELOPMENT PERMIT UNDER OCP DESIGNATION BF-NE13</b>		
For watercourse protection where only site work is proposed or for a proposed addition that is less than 10% of the existing house floor area	\$800.00	plus \$700.00 if the application involves zoning bylaw variances, plus \$500.00 if the application proceeds to Council for consideration.

3.1.4 Add the following fee in SCHEDULE A - DEVELOPMENT & PERMITS, DEVELOPMENT PERMIT UNDER OCP DESIGNATION BF-NE13 section

SCHEDULE A - DEVELOPMENT & PERMITS	2020 FEE	DETAILS
<b>DEVELOPMENT PERMIT UNDER OCP DESIGNATION BF-NE13</b>		
For watercourse protection where only tree work is proposed	\$300.00	

Fees and Charges Bylaw No. 5025, 2019, Amendment Bylaw No. 5103, 2020 4

3.1.5 In SCHEDULE A - DEVELOPMENT & PERMITS, BUILDING PERMITS section, BUILDING PERMIT FEES BASED ON THE CONSTRUCTION VALUE subsection,

(a) Remove the footnotes section:

SCHEDULE A - DEVELOPMENT & PERMITS	2020 FEE	DETAILS
<b>BUILDING PERMITS</b>		
<b>BUILDING PERMIT APPLICATION</b>		
Building Permit Application (all types). All Building Permit application fees are non-refundable.	\$130.00	or 50% of the building permit fee, whichever is greater.
<b>BUILDING PERMIT FEES BASED ON THE CONSTRUCTION VALUE</b>		
<b>Construction Value<sup>(1)</sup></b>		<b>Permit Fee <sup>(2)(3)(4)(5)</sup></b>
\$0.00 - \$5,000.99	\$130.00	
\$5,001.00 - \$250,000.99	\$130.00	plus \$12.70 for each \$1,000.00 or part thereof over \$5,001.00
\$250,001.00 - \$500,000.99	\$3,241.50	plus \$12.00 for each \$1,000.00 or part thereof over \$250,001.00
\$500,001.00 - \$750,000.99	\$6,241.50	plus \$11.00 for each \$1,000.00 or part thereof over \$500,001.00
\$750,001.00 and over	\$8,991.50	plus \$10.00 for each \$1,000.00 or part thereof over \$750,001.00
<sup>1</sup> Construction Value as defined in the Building Bylaw 4400, 2004. <sup>2</sup> The Permit Fee, for repairs for water penetration damage to a multi-family residential building is reduced to 10%. <sup>3</sup> The Permit Fee for the sole purpose of installation of a solar energy system shall be the minimum building permit fee. <sup>4</sup> The Permit Fee is reduced by 10% for Part 3 buildings to a maximum of \$1000, if a Registered Professional certifies Building Code Compliance. <sup>5</sup> The Permit Fee is reduced by 5% for other than Part 3 buildings to a maximum of \$250, if a Registered Professional certifies Building Code Compliance. <sup>6</sup> Notwithstanding (4) and (5) above, the Permit Fee for a building is reduced by 10%, if a Passive House Institute Accredited Building Certifier provides a design stage assurance letter confirming that the detailed design meets Passive House requirements. <sup>7</sup> The Permit fee is doubled if the work is commenced prior to the issuance of the building permit.		

(b) Revise with the following footnotes section:

SCHEDULE A - DEVELOPMENT & PERMITS	2020 FEE	DETAILS
<b>BUILDING PERMITS</b>		
<b>BUILDING PERMIT APPLICATION</b>		
Building Permit Application (all types). All Building Permit application fees are non-refundable.	\$130.00	or 50% of the building permit fee, whichever is greater.
<b>BUILDING PERMIT FEES BASED ON THE CONSTRUCTION VALUE</b>		

Fees and Charges Bylaw No. 5025, 2019, Amendment Bylaw No. 5103, 2020 5

Construction Value <sup>(1)</sup>		Permit Fee <sup>(2)(3)(4)(5)</sup>
\$0.00 - \$5,000.99	\$130.00	
\$5,001.00 - \$250,000.99	\$130.00	plus \$12.70 for each \$1,000.00 or part thereof over \$5,001.00
\$250,001.00 - \$500,000.99	\$3,241.50	plus \$12.00 for each \$1,000.00 or part thereof over \$250,001.00
\$500,001.00 - \$750,000.99	\$6,241.50	plus \$11.00 for each \$1,000.00 or part thereof over \$500,001.00
\$750,001.00 and over	\$8,991.50	plus \$10.00 for each \$1,000.00 or part thereof over \$750,001.00

<sup>1</sup> Construction Value as defined in the Building Bylaw 4400, 2004.  
<sup>2</sup> The Permit Fee, for repairs for water penetration damage to a multi-family residential building is reduced to 10%.  
<sup>3</sup> The Permit Fee for the sole purpose of installation of a solar energy system shall be the minimum building permit fee.  
<sup>4</sup> The Permit Fee is reduced by 10% for Part 3 buildings to a maximum of \$1000, if a Registered Professional certifies Building Code Compliance.  
<sup>5</sup> The Permit Fee is reduced by 5% for other than Part 3 buildings to a maximum of \$250, if a Registered Professional certifies Building Code Compliance.  
<sup>6</sup> Notwithstanding (4) and (5) above, the Permit Fee for a building is reduced by 10%, if a Passive House Institute Accredited Building Certifier provides a design stage assurance letter confirming that the detailed design meets Passive House requirements.  
<sup>7</sup> The Permit fee is doubled if the work is commenced prior to the issuance of the building permit.  
<sup>8</sup> All land development permit fees including Traffic Management Plan Review, Environmental Protection, Works and Services Review, and Onsite Storm Water Management Plan (SWMP) fees are collected at time of building permit application and are non-refundable.

3.1.6 In SCHEDULE A - DEVELOPMENT & PERMITS, before the ZONING AMENDMENT section, create a new section called PRE-APPLICATION FEES and add the following fees:

SCHEDULE A - DEVELOPMENT & PERMITS	2020 FEE	DETAILS
<b>PRE-APPLICATION FEES</b>		
Pre-application review of preliminary development proposals with 3 or less residential units or commercial floor space only	\$750.00	
Pre-application review of preliminary development proposals with between 4 and 20 residential units	\$1,500.00	
Pre-application review of preliminary development proposals with 21 residential units or more	\$2,000.00	

3.1.7 In SCHEDULE A - DEVELOPMENT & PERMITS, in the ZONING AMENDMENT WITH CONCURRENT DEVELOPMENT PERMIT section, delete the following fees:

SCHEDULE A - DEVELOPMENT & PERMITS	2020 FEE	DETAILS
<b>ZONING AMENDMENT WITH CONCURRENT DEVELOPMENT PERMIT</b>		
Pre-application review of preliminary development proposals with 3 or less residential units or commercial floor space only	\$750.00	
Pre-application review of preliminary development proposals with between 4 and 20 residential units	\$1,500.00	
Pre-application review of preliminary development proposals with 21 residential units or more	\$2,000.00	

3.1.8 In SCHEDULE D - PARKS, CULTURE & COMMUNITY SERVICES, Police Services section,

(a) Delete the following fee:

SCHEDULE D - PARKS, CULTURE & COMMUNITY SERVICES	2020 FEE	DETAILS
<b>Police Services</b>		
Supervisor	\$145.00	per person, per hour
Constable	\$125.00	per person, per hour

(b) Replace with the following fee:

SCHEDULE D - PARKS, CULTURE & COMMUNITY SERVICES	2020 FEE	DETAILS
<b>Police Services</b>		
Supervisor	\$160.00	per person, per hour; 3-hour minimum (per Collective Agreement)

Fees and Charges Bylaw No. 5025, 2019, Amendment Bylaw No. 5103, 2020 7

Constable	\$140.00	per person, per hour; 3-hour minimum (per Collective Agreement)
-----------	----------	---

3.1.9 In SCHEDULE F - PROTECTIVE SERVICES, CONTROLLED SUBSTANCE NUISANCE (subject to applicable taxes) section,

(a) Delete the following fee:

SCHEDULE F - PROTECTIVE SERVICES	2020 FEE	DETAILS
<b>CONTROLLED SUBSTANCE NUISANCE (subject to applicable taxes)</b>		
2. Service Fees Include:	\$85.00	a) per hour for fire, per person, and per apparatus;
and	\$145.00	b) i) per hour for police supervisor, per person;
and	\$125.00	b) ii) per hour for police constable, per person;

(b) Replace with the following fee:

SCHEDULE F - PROTECTIVE SERVICES	2020 FEE	DETAILS
<b>CONTROLLED SUBSTANCE NUISANCE (subject to applicable taxes)</b>		
2. Service Fees Include:	\$85.00	a) per hour for fire, per person, and per apparatus;
and	\$160.00	b) i) per hour for each police supervisor, with 3-hour minimum (per Collective Agreement);
and	\$140.00	b) ii) per hour for each police constable, with 3-hour minimum (per Collective Agreement);

**Part 4 Effective Date**

4.1 Fees and Charges Bylaw No. 5025, 2019, Amendment Bylaw No. 5103, 2020 will be effective on January 1, 2021, or as otherwise specified in the schedules.

READ A FIRST TIME on [Date]

READ A SECOND TIME on [Date]

READ A THIRD TIME on [Date]

ADOPTED by the Council on [Date].

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer