



**APPENDIX 1 TO THE MINISTER'S ORDER**  
**AMENDMENT TO THE UNIVERSITY ENDOWMENT LANDS**  
**LAND USE, BUILDING AND COMMUNITY ADMINISTRATION BYLAW**

The University Endowment Lands Land Use, Building and Community Administration Bylaw is hereby amended as follows:

1. Section 10(2) is amended by striking out “Schedule 2” and substituting “the UEL Fees Bylaw”.
2. Section 14 is amended:
  - (a) by striking out “Schedule 2 and in the Works and Services Bylaw (Amended by Ministerial Order M220, effective June 10, 2016” and substituting “the UEL Fees Bylaw”, and
  - (b) by striking out “Schedule 2” and substituting “the UEL Fees Bylaw”.
3. Section 15(1) is amended by striking out “Schedule 2” and substituting “the UEL Fees Bylaw”.
4. Section 16(6) is amended by striking out “Schedule 2” and substituting “the UEL Fees Bylaw”.
5. Section 39 is amended:
  - (a) in subsection (3) by striking out “Schedule 2” and substituting “the UEL Fees Bylaw”, and
  - (b) by deleting subsection (4).
6. Section 53(5)(b) is amended by striking out “but it need not be accompanied by the fee prescribed in Schedule 2”.
7. Schedule 2 is amended:
  - (a) by striking out from the title “Fees” and substituting “Penalties”,
  - (b) by deleting subsections (1) through (11),
  - (c) by deleting subsections (12)(a) through (12)(c), and
  - (d) by deleting subsection (14).
8. Schedule 11 is amended:
  - (a) in subsection (1.1)(3) by striking out “Schedule 2” and substituting “the UEL Fees Bylaw”,
  - (b) in subsection (2.1)(3) by striking out “Schedule 2” and substituting “the UEL Fees Bylaw”,
  - (c) in subsection 3.1(3) by striking out “Schedule 2” and substituting “the UEL Fees Bylaw”, and
  - (d) in subsection 4.1(1) by striking out “Schedule 2” and substituting “the UEL Fees Bylaw”.
9. Schedule 14 is amended:

- (a) in subsection (2) by striking out “The fees and penalty are shown in Schedule 2” and substituting “The fees are specified in the UEL Fees Bylaw and the penalties are specified in Schedule 2.”.
- 10. Schedule 16(2)(e) is amended by striking out “a fee for processing the application equal to the sum of Two Hundred (\$200.00) dollars plus Fifty (\$50.00) for each dwelling unit proposed for conversion” and substituting “the required fees specified in the UEL Fees Bylaw”.
- 11. The University Endowment Lands Land Use, Building and Community Administration Bylaw is renumbered in accordance with the amendments set out in (1) through (11) of this document.

**-END-**

**APPENDIX 2 TO THE MINISTER'S ORDER**  
**AMENDMENT TO THE UNIVERSITY ENDOWMENT LANDS**  
**WORKS AND SERVICES BYLAW**

The University Endowment Lands Works and Services Bylaw is hereby amended as follows:

1. Section 23 is amended by striking out “under Schedule A of this Bylaw” and substituting “under Schedule A of this Bylaw and the UEL Fees Bylaw.”
2. Schedule A is amended by striking out “The following fees shall apply for the purposes of this Bylaw” and Sections 1 through 4, and substituting “For the purposes of this Bylaw, the Subdivision Application Fee, Works and Services Construction Fee, Utility Service Installation Fee and Deposit – All Districts, and Remediation / Replacement of Public Property Fee and Deposit are set out in the UEL Fees Bylaw.”

**-END-**

**UNIVERSITY ENDOWMENT LANDS**

**FEES BYLAW**

Ministerial Order M \_\_\_\_, XXXX XX, Year

Effective Date: Month, Day, Year

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## **PART 1 – APPLICATION OF BYLAW**

This Bylaw is made by Ministerial Order M XXX pursuant to the *University Endowment Land Act* RSBC 1996 c. 469 (“the UEL Act”).

This Bylaw applies to all lands within the University Endowment Land (“UEL”) as defined in the UEL Act.

This Bylaw may be cited as “UEL Fees Bylaw”.

No provision of this Bylaw shall depend for its validity on any other provision of this or of any other bylaw, it being the intention that, notwithstanding that one or more of the provisions of this or of any other bylaw may be invalid, as many as possible of the provisions of this bylaw shall remain in force and effect, as though such invalid provision or provisions were never enacted.

## **PART 2 – DEFINITIONS**

- 2.1** Terms defined in the UEL Official Community Plan (“OCP”), the UEL Land Use, Building and Community Administration bylaw and the UEL Works and Services Bylaw carry the same meanings in this bylaw.

## **PART 3 – PAYMENT**

- 3.1** All payable fee amounts exceeding \$1000.00 shall be paid by cheque, certified cheque, bank draft, or money order made payable to “The University Endowment Lands”.
- 3.2** Where applicable, Goods and Services Tax (GST) will be added to the fees specified in this bylaw.
- 3.3** A person who makes an application or requests a service or licence in relation to a matter referred to in this bylaw, or in relation to whom a matter in this bylaw applies, must pay to the UEL the corresponding fee or deposit set out in this bylaw for that matter prior to commencement of the requested services or the issuance of a licence.
- 3.4** No fee paid to the UEL pursuant to this bylaw shall be refunded after the application has been approved or refused, or after the requested service has been commenced, unless, in the opinion of the Manager, a refund, or partial refund, is warranted.

**PART 4 – FEES**

**4.1 CHANGE OF LAND USE AND OCP AMENDMENT APPLICATION FEES**

(1) The fees for an application for a Change of Land Use District or an OCP Amendment are set out in the following table:

APPLICATION TYPE	FEE
Preliminary Application Review	25% of the fee that would apply to a new application  NOTE: If an application is subsequently submitted, the Preliminary Application Review fee will be deducted from the application fee.
Change of Land Use District and/or OCP Amendment (New Comprehensive District Required)  a) Up to 2,000 m <sup>2</sup> site area  b) For each additional 100 m <sup>2</sup> of site area or part thereof	\$32,500.00  \$300.00 to a maximum fee of \$130,000.00
Change of Land Use District and/or OCP Amendment (New Comprehensive District Not Required)	\$5000.00

(2) In addition to the fees set out in 4.1(1) above, the following charges will be applied to applications for Change of Land Use District and/or OCP Amendments, to recover the costs to the UEL of any review, analysis, inspection, processing, and reporting related to the application:

- a) Consultant fees incurred by the UEL will be charged to the applicant where:
  - i. In the opinion of the Manager, it is prudent to retain a qualified professional for the purpose of responding to application information submitted to the UEL; and
  - ii. In the opinion of the Manager, an application requires evaluation by a qualified professional.

- b) Legal fees incurred by the UEL will be charged to the applicant where, in the opinion of the Manager, it is determined that legal advice is necessary in order to process an application including the drafting or review of legal documents.

#### 4.2 PERMIT APPLICATION FEES

(1) Permit application fees are set out in the following table:

APPLICATION TYPE	FEE
<b>Development Permits</b>	
Single Family Dwelling: Addition, Alteration, Change of Use, Accessory Building, or Accessory Use  a) Scope is less than 60 m <sup>2</sup> gross floor area b) For each additional 100 m <sup>2</sup> gross floor area or part thereof	\$450.00  \$300.00 to a maximum fee of \$5,000.00
Single Family Dwelling: New Construction  a) Gross floor area up to 600 m <sup>2</sup> b) For each additional 100 m <sup>2</sup> gross floor area or part thereof	\$1,900.00  \$300.00 to a maximum fee of \$5,000.00
Multi-Family, Commercial, Institutional, Mixed-Use, Other: Addition, Alteration, Change of Use, Accessory Building, or Accessory Use  a) Each 100 m <sup>2</sup> of gross floor area or part thereof	\$600.00
Multi-Family, Commercial, Institutional, Mixed-Use, Other (New Construction)  a) Each 100 m <sup>2</sup> of gross floor area or part thereof up to 500 m <sup>2</sup> b) For each additional 100 m <sup>2</sup> or part thereof	\$1000.00  \$600.00 to a maximum fee of \$41,600.00



Minor Amendment to a Development Permit	For each submission of amendments, 25% of fee that would apply to a new application
Revisions to Drawings a) For the second revision and every subsequent revision because of bylaw non-compliance, or because applicant wishes to alter the use or form, where less than 15% of gross floor area is altered	\$300.00
<b>Building Permits</b>	
Construction and/or Demolition of Any Building or Part Thereof a) Where estimated cost of work does not exceed \$5,000, or for the first \$5,000 of the estimated cost of the work b) For each \$1,000 or part thereof, by which the estimated cost of the work exceeds \$5,000 but does not exceed \$50,000 c) For each \$1,000 or part thereof, by which the estimated cost of the work exceeds \$50,000	\$160.00 \$10.00 \$5.00
Alternative Solutions Review	\$700.00
Amendment to a Building Permit	\$90.00 per hour or part thereof
Oil Tank Removal Permit	\$300.00
Sign Permit	\$250.00 per sign
<b>Plumbing Permits</b>	
For the Installation of Plumbing Fixtures a) First 3 Fixtures	\$100.00

b) Each Additional Fixture	\$30.00
For the Installation of Fire Sprinkler Heads	
a) First Head	\$350.00
b) Each Additional Head	\$2.00
Alteration of Plumbing (No Fixtures)	
a) For each 30 metres of piping or part thereof	\$250.00
b) For each additional 30 metres of piping or part thereof	\$70.00
<b>Other</b>	
Development or Building Existing Without Permits	2 times the application fee that would apply to a maximum of \$10,000.00
Permit Re-Inspection	\$150.00
Request to Extend a Permit	\$300.00
Request to Transfer or Reassign a Permit	\$100.00

#### 4.3 ADMINISTRATIVE SERVICE REQUEST FEES

(1) Administrative service request fees are set out in the following table:

SERVICE REQUEST TYPE	FEE
Change of Address Application	\$800.00
Request to Film	\$200.00 per day
Request to Convert an Existing Rental Property to a Strata or Co-operative	\$200.00 plus \$50.00 for each unit proposed for conversion
Special Request for Utility Metre Reading	
a) More than 24 hours notice	\$80.00

b) Less than 24 hours notice	\$100.00
c) Weekend rate	\$200.00
Special Request for Water Shutoff/on	
a) More than 24 hours notice	\$80.00
b) Less than 24 hours notice	\$100.00
c) Weekend rate	\$200.00
Search of Building Records	\$200.00
Waste Totes	At cost, plus \$35.00 administration fee
Temporary Encroachment	\$215.00 per square metre
Temporary Occupancy of Public Space	
a) Street Use	Per day: \$90.00 base fee, plus \$2.70 per 10m <sup>2</sup> or metered parking hourly rate per stall where applicable
b) Placement of Construction Bins	\$100.00 per bin, plus \$20.00 per week per bin for periods exceeding 2 weeks
Temporary Use of a Fire Hydrant	
a) Type A Permit	\$125.00 for a one-day connection, plus \$10.00 per additional day
b) Type B Permit	\$75.00 for a one-day connection, plus \$10.00 per additional day (\$250.00 damage deposit required)
Other Property-Related Administrative Service Requests (non-FOIPPA) Not Specified Herein	\$50.00 for each hour or part thereof

#### 4.4 DOG LICENCE FEES

(1) Dog Licence fees are set out in the following table:

	<b>FEE</b>
Dog Licence	\$40.00
Replacement Tag	\$5.00

(2) Dog Licence fees are due and payable on January 1 of each year or, when a person becomes the owner of a dog over the age of 3 months. After January 1, the fees are due and payable during the month the person becomes the owner of such dog.

(3) Dog licence fees are non-transferable and non-refundable.

#### **4.5 BUSINESS LICENCE FEES**

(1) The annual fees for a Business Licence for the carrying out a business, trade, profession, or other occupation, are set out in the following table:

	<b>FEE</b>
Transfer of a Licence	\$125.00
Any Business, Trade, Profession, or Other Occupation Not Specified Herein	\$125.00
Apartment Buildings/Multiple Dwellings	
a) Apartment Building	\$60.00 per dwelling unit
b) Boarding or Lodging House	\$30.00 per sleeping unit
c) Non-profit Housing	\$125.00
d) All Other Rentals	\$60.00 per dwelling or sleeping unit
Bank or Financial Institution	\$1,200.00
Child Day Care Facility	\$90.00
Club or Fraternal Lodge	\$245.00
Special Needs Residential Facility	\$30.00 per sleeping unit

Non-resident Business Licence	
a) 1-2 Employees	\$50.00
b) For Each Additional Employee	\$10.00 to a maximum fee of \$100.00
Hotel or Motel	\$60.00 plus: <ul style="list-style-type: none"> <li>- \$60.00 per dwelling unit</li> <li>- \$40.00 per housekeeping unit</li> <li>- \$30.00 per sleeping unit</li> </ul>
Laundromat or Dry Cleaning Establishment	\$250.00
Barber Shop or Beauty Parlour	\$140.00
Food Service (Restaurants including Full and Non Full-Service)	
a) No Liquor Service (less than 17 seats)	\$300.00
b) No Liquor Service (17 or more seats)	\$500.00
c) Liquor Service Provided	\$650.00, plus \$8.00 per seat
Recreational Facility (Community Centre, Bowling Alley, Racket or Ball Court, Golf Course, Swimming Pool, or similar)	\$300.00
Retail Outlets (including Grocery Market, Grocery Store, and Convenience Store)	
a) Less than or equal to 140 m <sup>2</sup> gross floor area	\$150.00
b) Greater than 140 m <sup>2</sup> gross floor area	\$750.00
Liquor Store	\$400.00

Commercial, Business, or Private School (Private Professional, Vocational, Trade, Arts, and/or Self-Improvement School or Academy, or similar)	\$250.00
Home Occupations	\$75.00

- (2) All Business Licences will be for the calendar year current at the time of issuance and will expire on December 31 of that calendar year.
- (3) Every person whose Business Licence expires on December 31 in any year shall make application for a licence for the following year by January 1 of that year or as soon thereafter as the business operations are proposed to be conducted.
- (4) The fee for any Business Licence issued after July 1 in any year shall be one half of the respective fee provided for in 4.7(1).

**4.6 WORKS & SERVICES FEES**

(1) Works and Services fees and deposits are set out in the following table:

	<b>FEES AND DEPOSITS</b>	
<b>Road Closure Application</b>		
Request to permanently close a road	\$8,600.00	
<b>Subdivision Application</b>		
Review of Preliminary Layout Plan	\$750.00	
<b>Works and Services Construction</b>		
Review and Inspection of Works and Services Construction	\$300.00	
<b>Utility Service Installation Fees and Deposits (all Land Use Districts)</b>	<b>Fee</b>	<b>Deposit</b>
a) Water Service	Actual Cost	Per Estimate
b) Sanitary Sewer Service	Actual Cost	Per Estimate

c) Storm Sewer Service	Actual Cost	Per Estimate
<b>Remediation/Replacement of Public Property Fee and Deposit (all work in the public right-of-way)</b>	<b>Fee</b>	<b>Deposit</b>
a) Single Family Land Use Districts	Actual Cost	\$25,000.00 max
b) All other Land Use Districts	Actual Cost	Per Estimate

(2) In addition to the fees set out in 4.6(1), the following charges will be applied to applications for Subdivision, and/or Works and Services Construction, to recover the costs to the UEL of any related review, analysis, inspection, processing, and reporting:

- a) Consultant fees incurred by the UEL will be charged to the applicant where:
  - i. In the opinion of the Manager, it is prudent to retain a qualified professional for the purpose of responding to application information submitted to the UEL; and
  - ii. In the opinion of the Manager, an application requires evaluation by a qualified professional.
- b) Legal fees incurred by the UEL will be charged to the applicant where, in the opinion of the Manager, it is determined that legal advice is necessary in order to process an application including, but not limited to, the drafting or review of legal documents.