

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

**Fees and Charges (Miscellaneous) Bylaw, 2019,
No. 2961**

**CONSOLIDATED FOR CONVENIENCE
February 2025**

*In case of discrepancy, the original Bylaw
or Amending Bylaws must be consulted.*

Consolidates Amendments authorized by:

- Amendment Bylaw, 2022, No. 3070
- Amendment Bylaw, 2025, No. 3150

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

BYLAW NO. 2961

A Bylaw to Impose Miscellaneous Fees and Charges

THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ESQUIMALT, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as the *Fees and Charges (Miscellaneous) Bylaw, 2019, No. 2961*.
2. The fees and charges set out in the following Schedules attached to and forming part of this Bylaw are hereby imposed:
 - Schedule “A” – General Fees and Charges
 - Schedule “B” – Finance Fees and Charges
 - Schedule “C” – Development Services Fees and Charges
 - Schedule “D” – Engineering Fees and Charges
 - Schedule “E” – Fire Department Fees and Charges
3. Notwithstanding Section 2 hereof, the fees and charges for applicants under the *Freedom of Information and Protection of Privacy Act* shall be the fees set out in the *Freedom of Information Bylaw, 2012, No. 2795*, as may be amended from time to time.
4. Bylaw No. 2874, cited as the *Fees and Charges (Miscellaneous) Bylaw, 2016, No. 2874*, and all amendments thereto are hereby repealed.

READ a first time 27th day of May, 2019

READ a second time this 27th day of May, 2019

READ a third time this 27th day of May, 2019

ADOPTED this 10th day of June, 2019

BARBARA DESJARDINS
MAYOR

ANJA NURVO
CORPORATE OFFICER

Note: All fees and charges listed are subject to applicable tax

Schedule A – Administration			
Item	Item Detail	Fee	Fee Description
Courier Delivery		Actual cost	Per item
Digital Image from Esquimalt Archives*		No cost	Per item
Documents copied to a memory stick		\$10.00	Per Memory Stick
Electric Vehicle Charging Station		\$1.00	Per hour
Faxes – Sending or Receiving	Local	\$1.00	Per page
	Long Distance	\$2.00	Per page
Liquor Licence Applications	New Applications	\$500	Per application
	Revision to Existing Licence	\$300	Per application
	Applications requiring public notification	\$175.00 additional plus actual cost of advertising, notices and postage	Per application, deposit equal to estimated cost of advertising, notices and postage required with application
Photocopy or Printed Document	Grayscale	\$0.50	Per single sided 8.5 X 11 Per single sided 8.5 X 14
		\$1.00	Per single sided 11 X 17
	Colour	\$2.00	Per single sided 8.5 X 11 Per single sided 8.5 X 14
		\$4.00	Per single sided 11 X 17
Photographic Print from Esquimalt Archives*		\$5.00	Single sided per 5X7 image
		\$10.00	Single sided per 8X10 image
Commercial Use of Single Image*		\$100.00	Per Use; Plus \$0.10 per reproduction; subject to Archives terms of Use Agreement
Special Reports/Studies	At reproduction rates as noted in this schedule		
		\$20.00	Maximum charge per report of study
	Printed and bound	Actual Cost	Per copy
Staff Time for Requested Administrative Work	Locating, searching and reproducing records	\$10.00	Per 15 minutes after the first 30 minutes; deposit equal to estimated cost required prior to start of work where cost exceeds \$260 (one day)
*User fees not applicable where images are to be used for personal use or in a publication that promotes public knowledge, understanding and awareness of Esquimalt's heritage.			

[Bylaw 3150]

Note: All fees and charges listed are subject to applicable tax

Schedule B – Finance			
Item	Item Detail	Fee	Fee Description
Account Receivable - Interest Charge	Invoices outstanding over 30 days from end of month billed	1.5%	Per month
		19.56%	Compounded annual rate
Annual Budget	Electronic copy	\$5.00	Per copy
Property Tax Notice	For a registered owner	No cost	Per notice
	Other than a registered owner	\$10.00	Per notice
Returned cheque Service Charge (excluding property tax payments)		\$20.00	Per cheque
Statement of Financial Information	Fee set by <i>Financial Information Regulation</i>	\$5.00	Per copy
Tax Certificates	Provided through LTSA (Land Title & Survey Authority)		

[Bylaw 3150]

Schedule C – Development Services			
Item	Item Detail	Fee	Fee Description
Property Information Written Reply	Zoning, OCP designation, building permit history	\$50.00	Per property, mailed, electronic or faxed reply; Up to 30 minutes staff time
			Over 30 minutes staff time, refer to Schedule A
Request for Routinely Available Building Plan Records by Property Owner or Owner's Authorized Agent	Application Fee	\$50.00	Per building permit
	Retrieve Plans from Off-site Storage	\$50.00/plan set	Most plans are stored off-site and need to be retrieved
	Scanning and e-mail/file transfer	\$10.00/page	Plans are scanned and private information is redacted before released.
	Printing scanned and redacted plans in-house	\$5.00/page	11 x 17
\$25.00/page		24 x 36	
\$35.00/page		36 x 48	

[Bylaw 3150]

Note: All fees and charges listed are subject to applicable tax

Schedule D – Engineering and Public Works			
Item	Item Detail	Fee	Fee Description
Engineering Drawings or Plans	Electronic Copy	\$10.00	Per set
	Large documents printed off-site	Actual cost of reproduction and courier charges, Refer to Schedule A	Per copy
Maps/Aerial Photos/Drawings	1:3500 scale	\$5.00	Per copy 8.5 X 11 or 8.5 X 14
	1:6500 scale	\$10.00	Per copy 11 X 17
	Custom scales	\$15.00	Per copy 24 X 36
		\$20.00	Per copy 36 X 48
Change of Civic Address		Actual cost	Per address
Work for Others	Advertising/public notification, driveways, road/sidewalk restoration, weed cutting, unsightly premises clean-up, etc.	Actual cost; plus 3% for supplies and 15% for supervision and administration	Deposit equal to estimated cost required from property owner, private contractor or agent prior to start of work. No deposit required from utility companies and governmental entities or where Esquimalt carries out work under the authority of a bylaw.

[Bylaw 3070]

Schedule E – Fire Department			
Item	Item Detail	Fee	Fee Description
Providing High Angle Rescue from: Tower Crane, Building, Structure, or other		Actual Cost of Rescue (inclusive of Esquimalt Fire Department, Third Party Contractors); Plus 15% for supervision and administration	Cost per Response (Routine or Emergency)

[Bylaw 3070]