

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

BYLAW NO. 2874

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, 2016, No. 2874*.
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” – Administration Fees and Charges
 - Schedule “C” – Finance Fees and Charges
 - Schedule “D” – Development Services Fees and Charges
 - Schedule “E” – Engineering 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 Bylaw No. 2484, cited as the *Fees and Charges (Miscellaneous) Bylaw, 2001, No. 2484*, is hereby repealed.

READ a first time this day of , 2016

READ a second time this day of , 2016

READ a third time this day of , 2016

ADOPTED this day of , 2016

BARBARA DESJARDINS
MAYOR

ANJA NURVO
CORPORATE OFFICER

Note: All fees and charges listed are exclusive of any applicable taxes.

SCHEDULE "A" - GENERAL FEES AND CHARGES			
Item		Charge	Unit
Photocopy or printed document	Black & White	\$0.50	Single Sided per page 8½ x 11 or 8½ x 14
		\$1.00	Double Sided per page 8½ x 11 or 8½ x 14; or Per page 11 x 17
	Colour	\$2.00	Per page 8½ x 11 or 8½ x 14 single sided
		\$4.00	Double Sided per page 8½ x 11 or 8½ x 14; or Per page 11 x 17
Special reports or studies	Photocopied	\$0.50	Per page 8½ x 11
		\$20.00	Maximum charge per report or study
	Printed and bound	At cost	Per copy
Documents copied onto Disk		\$5.00	Per Disk
Fax – Send or Receive	Local	\$1.00	Per page
	Long Distance	\$2.00	Per page
Land Title & Survey Authority - Title Search		\$20.00	Per Property title search
		At cost	Copy of Document or Plan
Courier Delivery		At cost	Per item
Staff time for locating and searching files, plans, agreements, etc.		\$10.00	Per 15 minutes after the first 30 minutes

Note: All fees and charges listed are exclusive of any applicable taxes.

SCHEDULE "B" - ADMINISTRATION FEES AND CHARGES			
Item		Charge	Unit
Agenda - without backup materials	Council, Committee of the Whole, or municipal committee, commission or board	\$0.00	Per copy
Agenda - complete package with all backup materials	Council, Committee of the Whole, or municipal committee, commission or board	\$0.50	Per page
		\$10.00	Maximum per agenda (up to 200 pages)
		\$20.00	Maximum per agenda (over 200 pages)
Agenda - complete package with all backup materials	Council & Committee of the Whole (both)	\$200.00	Annual subscription payable in advance; prorated to end of current calendar year
Minutes	Council, Committee of the Whole, or municipal committee, commission or board	\$0.50	Per page
		\$10.00	Maximum per meeting
Minutes	Council & Committee of the Whole (both)	\$50.00	Annual subscription payable in advance; prorated to end of current calendar year
Bylaws	Excluding printed and bound OCP and Zoning Bylaws	\$0.50	Per page
		\$20.00	Maximum per bylaw
Liquor Licence Applications that Require Local Government Input (not including municipal operations)	New applications	\$500.00	Per application
	Revisions to existing licences	\$300.00	Per application
	Applications that require public notification	\$175.00 additional plus cost of advertising, notices and postage	Per application; deposit equal to estimated cost of advertising, notices and postage required with application
Municipal flags, pins, ties, etc.		At cost (rounded)	Per item

Note: All fees and charges listed are exclusive of any applicable taxes.

SCHEDULE "C" - FINANCE FEES AND CHARGES			
Item		Charge	Unit
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 - Summary Pages	Electronic copy	\$5.00	Per copy
	Paper copy	\$25.00	Per copy
Annual Gross Tax Information File	Electronic copy	\$50.00	Per copy
Audited Financial Statements		\$5.00	Per copy
Certificate or Statement of Outstanding Property Taxes and Charges	For a registered owner or mortgage holder	\$0.00	Per certificate or statement
	Other than for a registered owner or mortgage holder	\$30.00	Per certificate or statement (one roll number per certificate or statement)
Property Tax Notice	For a registered owner	\$0.00	Per notice
	Other than for 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

Note: All fees and charges listed are exclusive of any applicable taxes.

SCHEDULE "D" - DEVELOPMENT SERVICES FEES AND CHARGES			
Item		Charge	Unit
Bylaw - Official Community Plan	Printed and bound booklet	\$10.00	Per copy
Bylaws - Zoning and Parking	Printed and bound booklet	\$20.00	Per copy
Written reply	Existing Zoning, Official Community Plan designation, and/or 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"

Note: All fees and charges listed are exclusive of any applicable taxes.

SCHEDULE "E" - ENGINEERING FEES & CHARGES			
Item		Charge	Unit
Engineering Drawings or Plans, Building Plans	Disk or electronic copy	\$10.00	Per set
	Large prints sent off site for copying	Actual cost of reproduction	Per copy
Maps / Aerial Photos / Drawings	1:3500 scale	\$5.00	Per copy 8½ x 11 or 8½ 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		At 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 plus 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.