

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

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

**CONSOLIDATED FOR CONVENIENCE  
December 2022**

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

Consolidates Amendments authorized by:

- Amendment Bylaw, 2022, No. 3070

**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No. 2874, cited as the *Fees and Charges (Miscellaneous) Bylaw, 2016, No. 2874*, and all amendments thereto are hereby repealed.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 27<sup>th</sup> day of May, 2019

**READ** a second time this 27<sup>th</sup> day of May, 2019

**READ** a third time this 27<sup>th</sup> day of May, 2019

**ADOPTED** this 10<sup>th</sup> day of June, 2019

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BARBARA DESJARDINS  
MAYOR

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ANJA NURVO  
CORPORATE OFFICER

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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  |
| <del>Land Title &amp; Survey Authority Search</del>   | <del>Land Title Search</del>                    | <del>\$20.00</del>   | <del>Per property title search</del>  |
|   |   | <del>Actual cost</del>   | <del>Per copy of document or plan</del>   |
|   |   | <del>\$10.00</del>   | <del>Maximum per meeting</del>  |
|   |   | <del>\$20.00</del>   | <del>Maximum per bylaw</del>  |
| 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   |
|   |   | \$1.00   | Per single sided 8.5 X 14   |
|   | Colour  | \$2.00   | Per single sided 11 X 17  |
|   |   | \$4.00   | Per single sided 8.5 X 11<br>Per single sided 8.5 X 14<br>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   |
| *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. |   |  |   |
| 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) |

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| 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   |
| <del>Annual Gross Tax Information File</del>                                  | <del>Electronic Copy</del>   | <del>\$50.00</del> | <del>Per Copy</del>  |
| <del>Certificate or Statement of Outstanding Property Taxes and Charges</del> | <del>For a registered owner or mortgage holder</del>                 | <del>No cost</del> | <del>Per certificate or statement</del>  |
|   | <del>Other than a registered owner or mortgage holder</del>          | <del>\$30.00</del> | <del>Per certificate or statement (one roll number per certificate or statement)</del> |
| 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   |
| <del>Tax Certificates</del>   | <del>Provided through LTSA (Land Title &amp; Survey Authority)</del> |                    |  |

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| Schedule C – Development Services   |  |   |   |
|---|--|---|---|
| Item  | Item Detail                                      | Fee   | Fee Description   |
| <del>Building plans/permits</del>   | <del>Reproduced in-house</del>                   | <del>\$5.00</del>   | <del>11 X 17</del>  |
|   |  | <del>\$25.00</del>  | <del>24 X 36</del>  |
|   |  | <del>\$35.00</del>  | <del>36 X 48</del>  |
|   | <del>Large documents reproduced off-site</del>   | <del>Actual cost of reproduction and courier charges; refer to Schedule A</del> | <del>\$50.00 deposit taken at time of request</del>   |
| 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<br>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   |   |

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| <b>Schedule D – Engineering and Public Works</b> |  |  |  |
|--|--|--|--|
| <b>Item</b>                                      | <b>Item Detail</b>   | <b>Fee</b>   | <b>Fee Description</b>   |
| 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. |

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| <b>Schedule E – Fire Department</b>  |                    |  |  |
|--|--------------------|--|--|
| <b>Item</b>  | <b>Item Detail</b> | <b>Fee</b>   | <b>Fee Description</b>                   |
| 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) |