

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**BYLAW NO. 3150**

A Bylaw to amend Bylaw No. 2961, cited as the  
“Fees and Charges (Miscellaneous) Bylaw, 2019”

The 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, Amendment Bylaw, 2025, No. 3150.”
  
2. That Bylaw No. 2961, cited as the “Fees and Charges (Miscellaneous) Bylaw, 2016” be amended as follows:
  - (1) Remove existing Schedules “A”, “B”, and “C” and replace with new Schedules “A”, “B”, and “C” attached as Appendix 1 to this Bylaw.

READ a first time on the    day of            2025.

READ a second time on the    day of            2025.

READ a third time on the    day of            2025.

ADOPTED by the Municipal Council on the    day of            2025.

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BARBARA DESJARDINS  
MAYOR

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DEBRA HOPKINS  
CORPORATE OFFICER

## Appendix 1

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

<b>Schedule A – Administration</b>			
<b>Item</b>	<b>Item Detail</b>	<b>Fee</b>	<b>Fee Description</b>
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.			

<b>Schedule B – Finance</b>			
<b>Item</b>	<b>Item Detail</b>	<b>Fee</b>	<b>Fee Description</b>
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)		

<b>Schedule C – Development Services</b>			
<b>Item</b>	<b>Item Detail</b>	<b>Fee</b>	<b>Fee Description</b>
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	