



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall  
1229 Esquimalt Road  
Esquimalt, B.C. V9A 3P1

## Legislation Details (With Text)

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**Attachments:** 1. Bylaw 2956 - Fees & Charges Amendment

Date	Ver.	Action By	Action	Result
2/25/2019	1	Council	approved	Pass

## REQUEST FOR DECISION

**DATE:** February 14, 2019      Report No. ADM-19-005  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Anja Nurvo, Director of Corporate Services

**SUBJECT:**  
Fees and Charges Bylaw Amendment

### RECOMMENDATION:

That Council give first, second and third reading to the Fees and Charges (Miscellaneous) Bylaw, 2016, No. 2874, Amendment [No. 3], 2019, No. 2956.

### RELEVANT POLICY:

Fees and Charges (Miscellaneous) Bylaw, 2016, No. 2874

### STRATEGIC RELEVANCE:

This Request for Decision does not directly relate to a specific Strategic Priority.

### BACKGROUND:

With the recent digitization projects being completed for the Esquimalt Municipal Archives, staff recommends that the Fees and Charges Bylaw be amended to permit recovery of costs incurred by the Township for any requests for reproduction of images from the Archives for commercial purposes.

The draft revisions are contained in Bylaw No. 2956 attached. The Bylaw specifically excludes any

fees “where images are to be used for personal use or in a publication that promotes public knowledge, understanding and awareness of Esquimalt’s heritage.” This exclusion ensures that the intent of the digitization projects, to make our history readily available to the public, is maintained and personal use of the images is not discouraged.

Also included with the Bylaw revisions is to delete the current charges for annual subscriptions for Agendas and Minutes. Since 2014, complete Agenda packages and Minutes have been posted to the Township’s website; therefore, there has been no need to continue to provide and no interest in receiving these annual subscriptions. Staff recommends that the Bylaw be revised to eliminate these subscriptions.

## **ISSUES:**

### 1. Rationale for Selected Option

Charging a user fee to recover reproduction costs of images to be used for commercial purposes is in keeping with common practices of other Municipal Archives. Since complete packages of Agendas and Minutes are available through the Township’s website, there is no need to continue to offer subscription services for these items.

### 2. Organizational Implications

There are no organizational implications.

### 3. Financial Implications

There are no financial implications.

### 4. Sustainability & Environmental Implications

There are no sustainability or environmental implications.

### 5. Communication & Engagement

Once adopted, a copy of the revised Fees and Charges Bylaw will be posted to the Township’s website for the public’s information.

## **ALTERNATIVES:**

1. That Council give first, second and third reading to the Fees and Charges (Miscellaneous) Bylaw, 2016, No. 2874, Amendment [No. 3], 2019, No. 2956.

2. That Council amend draft Bylaw No. 2956 and give first, second and third reading to the Bylaw as amended.

3. That Council defeat Bylaw No. 2956.