

CITY OF LANGFORD  
BYLAW NO. ~~2049~~2123

A BYLAW TO AMEND DISTRICT OF LANGFORD  
FEES AND CHARGES BYLAW NO. 113, 1995

---

The City of Langford Council in open meeting assembled enacts as follows:

1. District of Langford Fees and Charges Bylaw No. 113, 1995 is amended as follows:

- a) By replacing existing Schedules "A", "B", "C", "D", and "E" inclusive to Bylaw No. 113 with Schedules "A", "B", "C", "D", and "E" which are attached to and form part of this Bylaw.

2. By adding a new Section 2 as follows:

- a) That the fees in Schedules "A", "B", "C" and "D" automatically be adjusted effective May 1 of each year by the annual percentage change in the All Items Consumer Price Index (CPI) for Greater Victoria for the then most recently ended calendar year as published by Statistics Canada or successor in function.

3. This Bylaw may be cited for all purposes as "City of Langford Fees and Charges, Amendment No. 16, Bylaw No. 2123, 2024".

~~2. This Bylaw may be cited for all purposes as "City of Langford Fees and Charges, Amendment No. 15, Bylaw No. 2049, 2022".~~

READ A FIRST TIME this ~~16<sup>th</sup> day of May, 2022.~~

READ A SECOND TIME this ~~16<sup>th</sup> day of May, 2022.~~

READ A THIRD TIME this ~~16<sup>th</sup> day of May, 2022.~~

ADOPTED this ~~6<sup>th</sup> day of June, 2022.~~

---

PRESIDING COUNCIL MEMBER

---

CORPORATE OFFICER

## Schedule A – Administration

| <u>Item</u>   | <u>Fee</u>  |
|---|---|
| <u>Photocopies (for materials not provided under the Freedom of Information and Protection of Privacy Bylaw of the Municipality)</u><br><u>- Single-sided</u><br><u>- Double-sided</u>  | <u>\$0.50 per page</u><br><u>\$0.80 per sheet</u>   |
| <u>Requests under the Freedom of Information and Protection of Privacy Act</u>  | <u>\$10.00 per requests plus applicable charges as set out in the Act</u>                   |
| <u>Staff Time to Obtain, Photocopy, Produce, and Research Documents</u>   | <u>\$15.00 per ¼ hour – not applicable for documents required to be provided by statute</u> |
| <u>City of Langford Pins</u><br><u>- First pin free of charge to Langford residents and business community</u><br><u>- Groups active in the City to be given 20 free pins per year for distribution at special functions, each additional pin after 20 pay full price</u> | <u>At cost</u>  |
| <u>City of Langford Branded Merchandise</u>   | <u>Cost plus of up to 15% for administration</u>  |
| <u>List of Electors where the Municipal Act entitles a person to obtain a copy</u>  | <u>\$25.00 per copy</u>   |
| <u>Property Records Request/File Search</u><br><u>*Owner requesting information – no charge.</u><br><u>**Occupancy certificates – no charge if available.</u>   | <u>\$50 + GST</u>   |
| <u>Fire Report</u>  | <u>\$60.00</u>  |

## Schedule B – Finance

| <u>Item</u>   | <u>Fee</u>   |
|---|--|
| <u>Certificate of Taxes and Charges Outstanding (to other than a registered property owner)</u> | <u>\$34.85 per certificate – available electronically</u><br><u>\$59.24 per certificate – prepared by City of Langford</u> |
| <u>Tax Demand Notice (to other than a registered owner)</u>                                     | <u>\$21.00 per notice</u>  |
| <u>Annual Gross Tax Information List</u>  | <u>\$402.00 per copy</u>   |
| <u>Accounts Outstanding Beyond 30 Days</u>  | <u>Interest charge of 1.5% per month, compounded to an annual rate of 19.56%</u>   |
| <u>Returned Cheque Service Charge</u>   | <u>\$34.00 per cheque</u>  |
| <u>Mortgage Company Tax List</u>  | <u>\$8.00 per folio</u>  |
| <u>Statement of Financial Information (printed)</u>   | <u>See Schedule A per page cost for photocopies</u>  |
| <u>Five-Year Financial Plan (printed)</u>   | <u>See Schedule A per page cost for photocopies</u>  |

### Schedule C – Planning and Development

| <u>Item</u>                        |   | <u>Fee</u>  |
|------------------------------------|---|---|
| <u>Property Information Letter</u> | <u>Request for Written Response to Zoning Enquiries (Price is Per Property)</u><br><u>*Hourly charges apply after the first two hours of research</u><br><u>**To be included if file is in off-site storage and must be returned for photocopying</u> | <u>\$142.00</u><br><u>Plus \$0.50/page</u><br><u>Plus \$135.00/hour*</u><br><u>Plus \$33.00/box**</u> |
| <u>Documents</u>                   | <u>Official Community Plan</u>  | <u>\$50.00 per printed document</u>   |
|                                    | <u>Zoning Bylaw</u>   | <u>\$75.00 per printed document</u>   |

**Schedule D – Mapping**

| <b><u>Address, Street, or Zoning</u></b>                                   | <b><u>Cost</u></b>  |
|--|---|
| <u>Poster - regular</u>  | <u>\$39.00 each</u>   |
| <u>Poster - custom</u>   | <u>\$51.00 each</u>   |
| <u>Booklets</u>  | <u>\$51.00 each</u>   |
| <u>Available hard copy maps</u>  | <u>8.5x11 - \$8.00</u><br><u>11x17 - \$10.00</u><br><u>24x36 - \$15.00</u>            |
| <u>LiDAR imaging/mapping</u>   | <u>\$25.00 per tile</u>   |
| <u>USB Drives supplied by City</u>   | <u>At cost</u>  |
| <u>Electronic Adobe Format</u>   | <u>No charge</u>  |
| <u>Custom Map Requests – such as data manipulation, analysis, labeling</u> | <u>\$120.00/hour with 1-hour minimum charge plus cost of printing on 36x48 paper.</u> |

**Schedule E – RCMP**

| <b><u>Item</u></b>  |  | <b><u>Fee</u></b> |
|---|--|-------------------|
| <u>Collision Report/<br/>MV6020</u>   | <u>Law firms, insurance companies</u>                                    | <u>\$72.00</u>    |
|   | <u>First copy to ICBC, driver, property owners,<br/>passengers, etc.</u> | <u>No charge</u>  |
|   | <u>Each additional copy</u>  | <u>\$30.00</u>    |
| <u>Traffic Analyst/<br/>Reconstruction Report</u>   | <u>Per report</u>  | <u>\$298.00</u>   |
| <u>Mechanical Inspection<br/>Report</u>   | <u>Per report</u>  | <u>\$119.00</u>   |
| <u>Field Diagrams/Scene<br/>Sketch</u>  | <u>Not to scale</u>  | <u>\$30.00</u>    |
|   | <u>To scale</u>  | <u>\$60.00</u>    |
| <u>Court Orders</u>   | <u>1-2 hours</u>   | <u>\$95.00</u>    |
|   | <u>Each additional hour</u>  | <u>\$36.00</u>    |
| <u>Search fee for multiple files</u>  | <u>Per hour</u>  | <u>\$36.00</u>    |
| <u>Investigative reports</u>  | <u>Police report/synopsis of incident/insurance<br/>claim report</u>     | <u>\$72.00</u>    |
| <u>Police Information Check<br/>May be waived by staff in<br/>cases of undue hardship</u> | <u>Adoption/homestay/employment</u>                                      | <u>\$83.00</u>    |
|   | <u>Practicum</u>   | <u>\$42.00</u>    |
| <u>Fingerprints<br/>May be waived by staff in<br/>cases of undue hardship</u>             | <u>Manual and electronic</u>   | <u>\$83.00</u>    |
|   | <u>Each additional set</u>   | <u>\$30.00</u>    |
| <u>Criminal records review<br/>program</u>  | <u>Electronic fingerprints – volunteer and<br/>employment</u>            | <u>\$83.00</u>    |
|   | <u>Each additional set</u>   | <u>\$30.00</u>    |
| <u>Transcribed statements</u>   | <u>Per statements</u>  | <u>\$36.00</u>    |
| <u>Electronic media (photos,<br/>videos, in-car video, etc.)</u>                          | <u>Per file</u>  | <u>\$30.00</u>    |

|                                       |                                     |                |  |
|---------------------------------------|-------------------------------------|----------------|--|
| <u>Audio recordings (transcribed)</u> | <u>Per recording</u>                | <u>\$36.00</u> |  |
| <u>CD/DVDs</u>                        | <u>Supply of a single CD or DVD</u> | <u>\$3.00</u>  |  |

**Schedule A – Administration**

| <b>Item</b>  | <b>Fee</b>  |
|--|---|
| <del>Photocopies (for materials not provided under the Freedom of Information and Protection of Privacy Bylaw of the Municipality)</del><br><del>— Single-sided</del><br><del>— Double-sided</del>   | <del>\$0.37 per page</del><br><del>\$0.69 per sheet</del> |
| <del>Staff Time to Obtain and Photocopy Documents</del>  | <del>\$11.33 per ¼ hour after first 3 hours</del>         |
| <del>City of Langford Pins</del><br><del>— First pin free of charge to Langford residents and business community</del><br><del>— Groups active in the City may be given 20 free pins per year for distribution at special functions, each additional pin after 20 pay full price</del> | <del>At cost</del>  |
| <del>City of Langford Branded Merchandise</del>  | <del>Cost plus of up to 15% for administration</del>      |

### Schedule B — Finance

| Item  | Fee  |
|---|--|
| <del>Certificate of Taxes and Charges Outstanding (to other than a registered property owner)</del> | <del>\$31.00 per certificate — available electronically<br/>\$52.70 per certificate — prepared by City of Langford</del> |
| <del>Tax Demand Notice (to other than a registered owner)</del>                                     | <del>\$18.33 per notice</del>  |
| <del>Annual Gross Tax Information List</del>  | <del>\$358.00 per copy</del>   |
| <del>Accounts Outstanding Beyond 30 Days</del>  | <del>Interest charge of 1.5% per month,<br/>compounded to an annual rate of 19.56%</del>                                 |
| <del>Returned Cheque Service Charge</del>   | <del>\$30.00 per cheque</del>  |
| <del>Mortgage Company Tax List</del>  | <del>\$7.31 per folio</del>  |
| <del>Statement of Financial Information (printed)</del>   | <del>See Schedule A per page cost for photocopies</del>  |
| <del>Five-Year Financial Plan (printed)</del>   | <del>See Schedule A per page cost for photocopies</del>  |

**Schedule C – Planning and Development**

| <b>Item</b>           |   | <b>Fee</b>  |
|-----------------------|---|---|
| <b>Comfort Letter</b> | <b>Request for Written Response to Zoning Enquiries<br/>(Price is Per Property)<br/><br/>*Hourly charges apply after the first two hours of<br/>research<br/><br/>**To be included if file is in off-site storage and<br/>must be returned for photocopying</b> | <b>\$126<br/><br/>Plus \$0.37/page<br/><br/>Plus \$120/hour*<br/><br/>Plus \$29/box**</b> |

**Schedule D – Mapping**

| <b>Address, Street, or Zoning</b>                         | <b>Cost</b>  |
|---|--|
| <del>Poster – regular</del><br><del>Poster – custom</del> | <del>\$34.30 each</del><br><del>\$45.40 each</del> |
| <del>Booklets</del>                                       | <del>\$45.40 each</del>                            |
| <del>Hard copy 11x17 or smaller</del>                     | <del>\$6.80 each</del>                             |
| <del>Electronic Adobe Format</del>                        | <del>No charge</del>                               |

## Schedule E – RCMP

| Item   |   | Fee       |
|--|---|-----------|
| Collision Report/<br>MV6020                              | Law firms, insurance companies                                | \$63.65   |
|  | First copy to ICBC, driver, property owners, passengers, etc. | No charge |
|  | Each additional copy  | \$26.55   |
| Traffic Analyst/<br>Reconstruction Report                | Per report  | \$265     |
| Mechanical Inspection<br>Report                          | Per report  | \$106     |
| Field Diagrams/Scene<br>Sketch                           | Not to scale  | \$26.55   |
|  | To scale  | \$53      |
| Court Orders   | 1-2 hours   | \$84.80   |
|  | Each additional hour  | \$31.85   |
| Search fee for multiple files                            | Per hour  | \$31.85   |
| Investigative reports                                    | Police report/synopsis of incident/insurance claim report     | \$63.65   |
| Police Information Check                                 | Adoption/homestay/employment                                  | \$74.25   |
|  | Practicum   | \$37.15   |
| Fingerprints   | Manual and electronic   | \$74.25   |
|  | Each additional set   | \$26.55   |
| Criminal records review<br>program                       | Electronic fingerprints – volunteer and employment            | \$74.25   |
|  | Each additional set   | \$26.55   |
| Transcribed statements                                   | Per statements  | \$31.85   |
| Electronic media (photos,<br>videos, in-car video, etc.) | Per file  | \$26.55   |
| Audio recordings<br>(transcribed)                        | Per recording   | \$31.85   |
| CD/DVDs  | Supply of a single CD or DVD                                  | \$2.70    |