CITY OF LANGFORD
BYLAW NO. 2123

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

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

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

1. 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.

B. By adding a new Section 2 as follows:

1. 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.

C. This Bylaw may be cited for all purposes as "City of Langford Fees and Charges, Amendment No. 16, Bylaw No. 2123, 2025".

READ A FIRST TIME this 3rd day of March, 2025.

READ A SECOND TIME this 3rd day of March, 2025.

READ A THIRD TIME this 3rd day of March, 2025.

ADOPTED this 17th day of March, 2025.

PRESIDING COUNCIL MEMBER

SCOTT GOODMANSON
MAYOR

CORPORATE OFFICER

Marie Watmough
Corporate Officer

Schedules A-D SUPERCEDED—see new up-to-date fees on page 7

Schedule A – Administration	
Item	**Fee**
Photocopies (for materials not provided under the Freedom of Information and Protection of Privacy Bylaw of the Municipality) - Single-sided - Double-sided	$0.50 per page $0.80 per sheet
Requests under the *Freedom of Information and Protection of Privacy Act*	$10.00 per request plus applicable charges as set out in the Act
Staff Time to Obtain, Photocopy, Produce, and Research Documents	$15.00 per ¼ hour, after the first hour – not applicable for documents required to be provided by statute
City of Langford Pins - First pin free of charge to Langford residents and business community - 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	At cost
City of Langford Branded Merchandise	Cost plus of up to 15% for administration
List of Electors where the Municipal Act entitles a person to obtain a copy	$25.00 per copy
Property Records Request/File Search *Owner requesting information – no charge. **Occupancy certificates – no charge if available.	$25 + GST
Fire Report	$60.00

Schedules A-D SUPERCEDED—see new up-to-date fees on page 7

Schedule B – Finance	
Item	**Fee**
Certificate of Taxes and Charges Outstanding (to other than a registered property owner)	$34.85 per certificate – available electronically $59.24 per certificate – prepared by City of Langford
Tax Demand Notice (to other than a registered owner)	$21.00 per notice
Annual Gross Tax Information List	$402.00 per copy
Accounts Outstanding Beyond 30 Days	Interest charge of 1.5% per month, compounded to an annual rate of 19.56%
Returned Cheque Service Charge	$34.00 per cheque
Mortgage Company Tax List	$10.00 per folio
Statement of Financial Information (printed)	See Schedule A per page cost for photocopies
Five-Year Financial Plan (printed)	See Schedule A per page cost for photocopies

Schedules A-D SUPERCEDED—see new up-to-date fees on page 7

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

Schedules A-D SUPERCEDED—see new up-to-date fees on page 7

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

Schedules A-D SUPERCEDED—see new up-to-date fees on page 7

Schedule E – RCMP		
Item		**Fee**
Collision Report/ MV6020	Law firms, insurance companies	$72.00
	First copy to ICBC, driver, property owners, passengers, etc.	No charge
	Each additional copy	$30.00
Traffic Analyst/ Reconstruction Report	Per report	$298.00
Mechanical Inspection Report	Per report	$119.00
Field Diagrams/Scene Sketch	Not to scale	$30.00
	To scale	$60.00
Court Orders	1-2 hours	$95.00
	Each additional hour	$36.00
Search fee for multiple files	Per hour	$36.00
Investigative reports	Police report/synopsis of incident/insurance claim report	$72.00
Police Information Check May be waived by staff in cases of undue hardship	Adoption/homestay/employment	$83.00
	Practicum	$42.00
Fingerprints May be waived by staff in cases of undue hardship	Manual and electronic	$83.00
	Each additional set	$30.00
Criminal records review program	Electronic fingerprints – volunteer and employment	$83.00
	Each additional set	$30.00
Transcribed statements	Per statements	$36.00
Electronic media (photos, videos, in-car video, etc.)	Per file	$30.00
Audio recordings (transcribed)	Per recording	$36.00
CD/DVDs	Supply of a single CD or DVD	$3.00

Schedules A-D SUPERCEDED—see new up-to-date fees on page 7

Fees and Charges			
Department	**Description**	**Item**	**Fee**
Administration	Photocopies	Single-sided (per page) Double-sided (per page)	$0.51 $0.82
	Freedom of Information Requests	Per request plus applicable charges as set out in the *Local Government Act*	$10.00
	Staff Time to obtain, photocopy, produce, and research documents	$15 per ¼ hour, after the first hour (not applicable for documents required to be provided by Statute)	$15.35
	Langford Pins	1st pin free of charge to Langford residents and business community	At cost
		20 free pins per year for groups active in the City for special functions, each additional pin after 20 is full price	At cost
	Langford branded merchandise	Cost plus of up to 15% for administration	At cost
	List of Electors where the *Municipal Act* entitles a person to obtain a copy	Per copy	$26.00
	Property Records Request	Owner request – no charge Occupancy certificates – no charge	$26.00 + GST
	Fire Report		$62.00
Finance	Tax Certificate and outstanding charges (to other than a registered owner)	Electronic Prepared by Langford	$36.65 $60.60
	Tax Demand Notice		$22.00
	Annual Gross Tax Information List		$411.00
	Accounts outstanding beyond 30 days	Interest charge of 1.5% per month, compounded to an annual rate of 19.56%	
	NSF Cheque	Per cheque	$35.00
	Mortgage Company Tax List	Per folio	$11.00
	Statement of Financial Information	Per page cost for photocopies (printed) · Single-sided (per page) · Double-sided (per page)	 $0.51 $0.82
	Five-Year Financial Plan	Per page cost for photocopies (printed) · Single-sided (per page) · Double-sided (per page)	 $0.51 $0.82
Planning	Responsive Letter	Per letter *Hourly charges apply after first two hours or research **To be included if file is in off-site storage and must be returned for photocopying	$146.00 $0.51/pg +$138.00/hr* +$34.00/box**
	Official Community Plan	Printed	$52.00
	Zoning Bylaw	Printed	$77.00
Mapping	Address, Street, or Zoning	Regular	$40.00
		Custom	$52.00
		Booklets	$52.00
		Hard copy maps · 8.5x11 · 11x17 · 24x36	 $9.00 $11.00 $16.00
		LiDAR imaging/mapping	$26.00
		USB Drives supplied by City	At cost
		Electronic Adobe Format	No charge
		Custom Map Requests (data manipulation, analysis, labelling) + cost of printing on 36x48 paper	$123.00/hour