ADMINISTRATION FEES BYLAW

BYLAW NO. 04-040

This consolidation is a copy of a bylaw consolidated under the authority of section 139 of the Community Charter.
(Consolidated on March 1, 2016 up to Bylaw No. 16-023)

This bylaw is printed under and by authority of the Corporate Administrator of the Corporation of the City of Victoria.
NO. 04-40

ADMINISTRATION FEES BYLAW

A BYLAW OF THE CITY OF VICTORIA

(Consolidated to include Bylaws No. 09-071, 10-010, 12-086 and 16-023)

The purpose of this Bylaw is to establish administration fees for various matters.

Contents

1 Title
2 Administration Fees

Schedule A – Administration Fees

Under its statutory powers, including section 194 of the Community Charter, the Council of The Corporation of the City of Victoria enacts the following provisions:

Title

1 This Bylaw may be cited as the “ADMINISTRATION FEES BYLAW”.

Administration Fees

2 A person who makes a request in relation to a matter set out in Schedule A, or in relation to whom a matter in Schedule A applies, must pay to the City the corresponding administrative fee set out in Schedule A for that matter.

READ A FIRST TIME the 25th day of March 2004
READ A SECOND TIME the 25th day of March 2004
READ A THIRD TIME the 25th day of March 2004
ADOPTED on the 8th day of April 2004

“ROBERT G. WOODLAND”
CORPORATE ADMINISTRATOR

“ALAN LOWE”
MAYOR
## Schedule A

### Administration Fees

<table>
<thead>
<tr>
<th>Matter to which fee applies</th>
<th>Administration Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>- processing information requested by mortgagee in relation to property that is subject to a mortgage held by that person</td>
<td>$10.00 per folio</td>
</tr>
<tr>
<td>- request for special utility billing of a fee or charge under the Waterworks Bylaw, the Sanitary Sewer and Stormwater Utilities Bylaw, or the Solid Waste Bylaw</td>
<td>$30.00 per request</td>
</tr>
<tr>
<td>- returned cheque or dishonoured credit card in respect of the payment of a fine, penalty, fee, or charge prescribed by or under a City bylaw or the <em>Community Charter</em></td>
<td>$25.00 per returned item</td>
</tr>
<tr>
<td>- Account turned over to a Collection Agency</td>
<td>Additional 50% of amount outstanding prior to being turned over to a Collection Agency</td>
</tr>
<tr>
<td>- Bylaw Notice issued under the Bylaw Notice Adjudication Bylaw turned over to a Collection Agency.</td>
<td>Additional 50% of amount outstanding prior to being turned over to a Collection Agency</td>
</tr>
</tbody>
</table>