



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

Matter to which fee applies	Administration Fee
- processing information requested by mortgagee in relation to property that is subject to a a mortgage held by that person	\$10.00 per folio
- 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	\$30.00 per request
- 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 <i>Community Charter</i>	\$25.00 per returned item
- Account turned over to a Collection Agency	Additional 50% of amount outstanding prior to being turned over to a Collection Agency
- Bylaw Notice issued under the Bylaw Notice Adjudication Bylaw turned over to a Collection Agency.	Additional 50% of amount outstanding prior to being turned over to a Collection Agency