



**Council Report**  
**For the Meeting of February 11, 2016**

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**To:** Council  
**From:** C. Coates, City Clerk  
**Subject:** Administration Fee Admendment Bylaw, 16-023

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**Date:** January 29, 2016

**RECOMMENDATION**

That Council consider first, second and third readings of Bylaw No. 16-023

**BACKGROUND**

Attached for Council's initial consideration is a copy of the proposal Bylaw No. 16-023

The issue came before Council on January 14, 2016 when Council passed the following motion:

**Parking Dispute Adjudication**

That Council direct staff to prepare:

- Bylaw Notice Dispute Adjudication Bylaw,
- Administration Fees Bylaw, Amendment Bylaw (No. 3)

generally in accordance with draft bylaws attached as appendices B and C.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Chris Coates".

Chris Coates  
City Clerk

**Report accepted and recommended by the City Manager:**

A handwritten signature in black ink, appearing to be a stylized "M".

**Date:** Feb. 1, 2016

NO. 16-023

**ADMINISTRATION FEES BYLAW, AMENDMENT BYLAW (NO. 3)**

**A BYLAW OF THE CITY OF VICTORIA**

The purpose of this Bylaw is to amend Schedule A of the Administration Fees Bylaw to include a fee for turning over unpaid accounts to a collection agency.

Under its statutory powers, including section 194 of the *Community Charter*, the Council of the Corporation of the City of Victoria, in an open meeting assembled, enacts the following provisions:

- 1 This Bylaw may be cited as the "Administration Fees Bylaw, Amendment Bylaw (No. 3)."
- 2 Bylaw No. 04-040, the Administration Fees Bylaw, is amended by repealing Schedule A and substituting the Schedule A attached to this Bylaw as Schedule 1.

READ A FIRST TIME the	day of	2016
READ A SECOND TIME the	day of	2016
READ A THIRD TIME the	day of	2016
ADOPTED on the	day of	2016

CORPORATE ADMINISTRATOR

MAYOR

**Schedule 1**

**Schedule A**

**Administration Fees**

<b>Matter to which fee applies</b>	<b>Administration Fee</b>
- 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