

THE CORPORATION OF THE DISTRICT OF OAK BAY

BYLAW NO. 4008

(**amended by Bylaw No. 4323 and 4504)

A Bylaw to levy fees and charges for miscellaneous services
provided by the Municipality

The Municipal Council of The Corporation of the District of Oak Bay, in open meeting assembled, enacts as follows:

1 In this Bylaw

- (a) "CORPORATION" means The Corporation of the District of Oak Bay and includes the Oak Bay Water Department and the Oak Bay Parks and Recreation Department.
- (b) "DISHONoured CHEQUE" means a cheque payable to the Corporation which has been returned from the financial institution upon which it was drawn with advice from the financial institution that the cheque, for whatever reason, was not negotiable.
- (c) "LIST OF REGISTERED ELECTORS" means the List of Electors prepared pursuant to Part 3 of the *Municipal Act*.
- (d) "MUNICIPALITY" means the geographic area of the District Municipality of Oak Bay.
- (e) "SUMMARY STATEMENT OF TAXES" means a statement summarizing the annual property tax information for multiple properties, which is provided to a financial institution in order to accommodate the payment of taxes.
(**Bylaw No. 4504, adopted April 12, 2010)
- (f) "TAX CERTIFICATE" means a certificate issued by the Collector which shows the amount of unpaid taxes, rates, assessments and charges imposed, levied, charged or assessed against designated real property, and the outstanding balance of any such charges, whether the property has been sold for taxes and, if sold, the time remaining for redemption, if any, and the amount required to redeem it;
- (g) "TAX NOTICE" means a tax demand notice issued by the Collector pursuant to Part 11 of the *Municipal Act*.

2 A person who has been nominated for the office of Mayor or Councillor in the Municipality pursuant to Part 3 of the *Municipal Act* is entitled to one copy of the List of Registered Electors without charge and, on payment of a fee of Ten Dollars (\$10.00) per copy, other copies as requested by the person for his or her use for the purposes of the election in which he or she is nominated

3 A request by any person, other than the registered owner of a property, for a Tax Certificate for that property shall be accompanied by a fee of Twenty Dollars (\$20.00).

(** Bylaw No. 4323, adopted July 24, 2006)

- 4 A request by any person, other than the registered owner of a property, for a Tax Notice for that property shall be accompanied by a fee of Three Dollars (\$3.00).
- 5 The Corporation may levy a fee of Twenty Dollars (\$20.00) against the issuer of a Dishonoured Cheque.
(*Bylaw No. 4323, adopted July 24, 2006)
- 6 The Corporation may levy a fee of Ten Dollars (\$10.00) per property folio for the provision of a Summary Statement of Taxes.
(*Bylaw No. 4504, adopted April 12, 2010)
- 7 For any custom work or service to a property provided by the Corporation for an owner or occupier of a property other than works or services that are paid for by the owner or occupier through tax levies, the Corporation may impose an additional charge of eighteen percent (18%) times the actual cost of the sum of all labour, benefits, equipment, contractors, or materials cost that were incurred by the Corporation in the course of providing the said work or service.
- 8 The following Bylaws are hereby repealed:
- (a) Bylaw No. 3719, *Fees and Charges Bylaw, 1992*
 - (b) Bylaw No. 3921, *Fees and Charges Bylaw Amendment Bylaw, 1996*
- 9 This Bylaw may be cited as the **ADMINISTRATIVE CHARGES BYLAW, 1999**.

READ a first, second and third time by the Municipal Council on December 14, 1998

ADOPTED and FINALLY PASSED by the Municipal Council on January 11, 1999

Mayor

Municipal Clerk

Sealed with the Seal of The Corporation of the District of Oak Bay.