

BY LAW #06-99

A BYLAW IN THE TOWN OF LEGAL IN THE PROVINCE OF ALBERTA. TO LEVY FEES FOR INFORMATION AND COPIES THEREOF AS PROVIDED BY THE MUNICIPAL GOVERNMENT ACT AND FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.

WHEREAS, in accordance with The Municipal Government Act, Statutes of Alberta 1994, Chapter M-26.1, as amended; and the Freedom of Information and Protection of Privacy Act, Statutes of Alberta 1994, Chapter F-18.5, as amended, the Town must make certain information available to the public; and

WHEREAS, in accordance with Section 217 of The Municipal Government Act and Section 89 of The Freedom of Information and Protection of Privacy Act, Council may pass a bylaw establishing fees to charge for providing information.

NOW THEREFORE, The Council of the Town of Legal in the Province of Alberta duly assembled, hereby enacts as follows:

Part I – Bylaw Title

1. This bylaw shall be known as the "Fees and Charges" bylaw.

Part II – Definitions

- Council: the Council of the Town of Legal
- Formal Request: request for information which is not routinely provided and require the completion of a form in accordance with the Access to Information Bylaw of the Town.
- Town: the Municipal Corporation of the Town of Legal

Part III – Application

1. Unless prior written approval is obtained from the Town Manager, when information is released the Town shall charge fees as established in Schedule A and Schedule B, attached hereto.

Part IV – Enactment

This bylaw shall come into force and effect upon the date of the passing of the Third and Final Reading and signing thereof.

READ A FIRST TIME THIS 20th DAY OF September, A.D. 1999

Mayor

Administrator

READ A SECOND TIME THIS 20th DAY OF September, A.D. 1999

Mayor

Administrator

READ A THIRD TIME THIS 20th DAY OF September, A.D. 1999

Mayor

Administrator

Schedule "A"
"Formal Request"

1. There shall be no charge for the receipt of information, except where the materials exceed \$10.00. Then the fee charged shall be for the cost of providing the materials in accordance with Schedule B, attached hereto.
2. The Town shall charge the following fee:
 - a) a minimum of \$25.00 for each formal request received pursuant to the Access to Information Bylaw. This cost includes a maximum of 2 hours employee labour and \$10.00 for materials. Any costs in excess of these stipulated, will be calculated and charged prior to the release of the information at a rate of \$25.00 per hour for labour and as listed for materials.
 - b) \$25.00 for an appeal filed pursuant to the Access to Information Bylaw of the Town.
3. Actual costs for any costs incurred by the Town to access or produce third party information.

Schedule "B"
"Informal Request"

1. The Town shall charge the following fees:
 - a) a photocopying charge of \$0.25 per page of information (0.50 per double-sided page to a maximum photocopying charge of \$150.00 (except where information is considered to be personal information and is under \$10.00 in copy charges). Information will be copied double-sided whenever possible.
 - b) for tax information
 - i) 15.00 for a tax certificate
 - c) for assessment information
 - i) \$10.00 for information regarding the description of a parcel of land and the latest assessed value of the land and improvements thereon, as set out in the assessment roll
 - ii) \$10.00 for information regarding the yearly assessments of a parcel of land, as set out in the assessment roll
 - d) for copies of information in other formats:
 - i) \$1.00 per page for computer printer sheets, unless otherwise stipulated within this bylaw;
 - ii) \$5.00 – map
 - iii) \$25.00 – land use bylaw
 - iv) \$5.00 – landfill tag
 - v) \$30.00 – compliance certificate for residential & commercial
 - vi) permits and inspections – in accordance with the pertinent bylaws
 - e) \$25.00 per hour to extract data from an electronic data base
 - f) actual costs incurred by the Town to create information. Actual costs shall include staff time and material used.
 - g) \$5.00 – inspection of assessment roll
2. Any other information other than those listed will be available at a reasonable cost based on actual costs incurred by the Town.