

BYLAW 604/99

---

A BYLAW OF THE TOWN OF ELK POINT, 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, S.A. 1994, Chapter M-26.1, as amended; and the Freedom of Information and Protection of Privacy act, 1994 Chapter F-18.5 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 Elk Point in the Province of Alberta, duly assembled, hereby enacts as follows:

- 1) A request for information which is not routinely provided, will require the completion of a form in accordance with the Access to Information Bylaw of the Town.
- 2) Unless prior approval is obtained from the Town Municipal Administrator, when information is released, the Town shall charge fees as established by resolution of Council from time to time.

This Bylaw shall come into effect upon the final passing thereof.


Further, final passing of the Bylaw shall repeal Bylaw 534.

READ A FIRST time in Council this 8<sup>th</sup> Day of November, 1999 A.D.

READ A SECOND time in Council this 8<sup>th</sup> Day of November, 1999 A.D.

UNANIMOUS CONSENT for third reading this 8<sup>th</sup> day of November, 1999. Resolution #99-147

READ A THIRD and final time in Council this 8<sup>th</sup> Day of November, 1999 A.D.

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
TOWN MANAGER

TOWN OF ELK POINT  
FEES FOR SERVICES

AS SET BY RESOLUTION # 99-149.

FORMAL REQUESTS

1. There shall be no charge for the receipt of personal information except where the materials exceed \$10.00. Then the fee charged shall be for the cost of providing the materials in accordance with Informal Request fees.
2. The Town shall charge the following fees:
  - a) A minimum of \$25.00 for each formal request received pursuant to Access to Information Bylaw. This cost includes a maximum of hours employee labour and \$10.00 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/hr 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.

INFORMAL REQUESTS

1. The Town shall charge the following fees.
  - a) a photocopying charge of \$.25 per page of information (\$.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)
  - b) for tax information
    - i) \$10.00 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.

*Handwritten signature*

*Handwritten initials*

- d) for land use compliance or variance
  - i) \$40.00 fee for a letter indicating whether or not the building or structure located on the property contradicts the Town of Elk Point Land Use Bylaw.
- e) 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 for Zoning and Land Use Maps
  - iii) \$10.00 for Address and/or Plan Maps
  - iv) \$10.00 for copy of Land Use Bylaw
- f) information in media other than that listed will be made available at a reasonable cost based on actual costs incurred by the Town.

*Handwritten signature*  
*Handwritten initials*