

**BYLAW NO. 231  
FEES & CHARGES BYLAW**

September 19, 2006

**A BYLAW OF THE SUMMER VILLAGE OF KAPASIWIN 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, S.A. 1994, Chapter F-18.5 the Summer Village 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 Summer Village of Kapasiwin in the Province of Alberta, duly assembled, hereby enacts as follows:

**PART I: BYLAW TITLE**

1. That bylaw shall be know as the "Fees and Charges" Bylaw

**PART II: Definitions**

Summer Village:	the Municipal Corporation of the Summer Village of Kapasiwin
Council:	the Council of the Summer Village
Formal Request:	request for information from the Summer Village Administrator/Chief Administrative Officer and require the completion of a form in accordance with Access to information Bylaw of the Summer Village.

**PART III:**

1. Unless prior written approval is obtained from the Summer Village Administrator/Chief Administrative Officer, when information is released, the Summer Village shall charge fees as established in Schedule A, attached hereto.

**PART IV: REPEAL**

1. All previous Council motions regarding fees are repealed.

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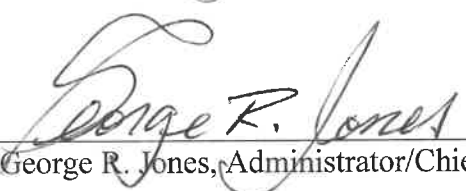
**PART VI: ENACTMENT**

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 IN COUNCIL THIS 19<sup>TH</sup> DAY OF SEPTEMBER, AD 2006,

READ A SECOND TIME IN COUNCIL THE 19<sup>TH</sup> DAY OF SEPTEMBER, AD 2006,

READ A THIRD TIME IN COUNCIL AND FINALLPASSED THIS 19<sup>TH</sup> DAY OF SEPTEMBER, AD 2006.

  
\_\_\_\_\_  
John Dewart, MAYOR  
\_\_\_\_\_  
George R. Jones, Administrator/Chief Administrative Officer

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Schedule A

"Formal Requests"

1. There shall be no charge for the receipt of personal information, except where materials exceed \$10.00. Then the fee charged shall be for the cost of providing materials in accordance with Schedule B, attached hereto.
2. The Summer Village shall charge the following fees:
  - a) A minimum of \$25.00 for each formal request received pursuant to the Access of Information. This cost includes a maximum of 2 hours employee labour and \$10.00 for material. Any costs in excess of these stipulated, will be calculated and charged prior to release of information at the rate of \$25/hr for labour and as listed for materials.
  - b) \$100.00 for any type of appeal.
  - c) \$100.00 for a Compliance Certificate.
- 3) Actual costs for any costs incurred by the Summer Village to access or produce third party information.

Schedule B

"Informal Requests"

- 1) The Summer Village 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-side whenever possible.
  - b. For tax information:
    - i. \$25.00 for a tax certificate.
  - c. For assessment information:
    - i. \$20.00 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. \$20.00 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 in this bylaw
    - ii. \$5.00 per computer floppy diskette;
    - iii. \$10.00 per computer compact diskette
    - iv. \$25.00 per hour to extract data from an electronic data base, minimum ½ hour charge & billed per ½ hour.
    - v. Actual costs incurred by the Summer Village to create information. Actual costs shall include staff time and material used.
2. Information in media other than that listed will be available at a reasonable cost based on actual costs incurred by the Summer Village.