

BY-LAW NO. 1044
OF THE
TOWN OF ST. PAUL

**A By-Law of the Town of St. Paul 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 By-Law establishing fees to charge for providing information.

Now Therefore, the Council of the Town of St. Paul 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 By-Law 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 in Schedule A and Schedule B, attached hereto.

This By-Law shall come into affect upon the final passing thereof.

Further, final passing of the By-Law shall repeal By-Law #1014.

READ a first time in Council this 13th day of September, 1999.

READ a second time in Council this 13th day of September, 1999.

READ a third time in Council and passed this 13th day of September, 1999.

John Trefanenko Mayor

Wayne C. Horner Municipal Administrator

Schedule "A"- 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 Schedule B, attached hereto.
- 2) The Town shall charge the following fees:
 - a) a minimum of \$25.00 for each formal request received pursuant to the Access to Information By-Law. This cost includes a maximum of 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/hr for labour and as listed for materials.
 - b) \$25.00 for an appeal filed pursuant to the Access to Information By-Law 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 \$.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.
- 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 St. Paul Land Use By-Law.
- e) for copies of information in other formats:
 - i) \$1.00 per page for computer printer sheets unless otherwise stipulated within this By-Law.
 - ii) \$5.00 for Zoning and Land Use Maps
 - iii) \$20.00 for copy of Land Use By-Law
 - iv) \$50.00 for Address and/or Plan Maps
- f) information in media other than that listed will be made available at a reasonable cost based on actual costs incurred by the Town.