

Policy Type:	100 General Government
Policy Title:	Office Services & Information Fees

Authority:	
Bylaw 10-08	
Resolution #456-10	
Revised by Resolution # 214-17	

Purpose: To establish fees for furnishing copies of municipal documents pursuant to Section 117(1) of *The Municipalities Act*.

- At any time during regular business hours, any person is entitled to inspect and obtain copies of:
 - Any contract approved by the council, any bylaw or resolution and any account paid by the council relating to the municipality;
 - The statements maintained by the administrator in accordance with section 142 and the debentures register;
 - The municipality's financial statements prepared in accordance with section 185 and auditor's report prepared in accordance with subsection 189(1);
 - Any report of any consultant engaged by or of any employee of the municipality, or of any committee or other body established by a council pursuant to clause 81(a), **AFTER** the report has been submitted to the council, except any opinion or report of a lawyer; and
 - The minutes of the council **AFTER** they have been approved by council.

The administrator shall furnish the information within 60 days after receiving a request.

The administrator shall collect the following fees prior to furnishing copies of documents:

- | | |
|---|---|
| 1. Tax Certificate (One property per certificate) | \$15.00 |
| 2. Tax Statement | \$10.00 |
| 3. General Property assessment | \$10.00 |
| 4. General Tax Information | \$10.00 |
| 5. Additional Office Services may be charged out at | \$45.00/hour with a \$15.00 minimum charge |
| 6. Faxing | \$0.50 per page |
| 7. Photocopying | \$0.50 per page |
| 8. Scanning | Subject to "Additional Office Services" charges |

Information will be supplied to agencies other than the owner upon receipt of written requests

There will be no charge for examination of Assessment Roll during the period that the roll is open for inspection.