

**BYLAW NO. PI 2/07  
FEES & CHARGES BYLAW**

**A Bylaw of the Town of Gibbons In The Province of Alberta, To Levy Fees for Information and Copies or General Information Services or Charges 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 2000, as amended; and the Freedom of Information and Protection of Privacy Act, Statutes of Alberta, 2000 as amended, the Town must make certain information available to the public; and the Council may pass a bylaw establishing fees to charge for provision of the information.

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

**PART I: Bylaw Title**

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

**PART II: Definitions**

1. "**Council**" shall mean the Council of the Town of Gibbons.
2. "**Formal Request**" shall mean the 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 of Gibbons.
2. "**Town**" shall mean the Municipal Corporation of the Town of Gibbons.

**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", Schedule "B" and Schedule "C", attached hereto.

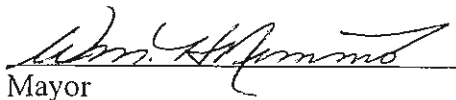
**PART IV: Repeal**

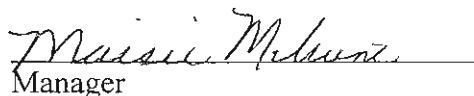
1. Bylaw No. PI 3/00 is hereby repealed.

**PART V: Enactment**

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

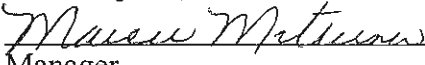
Read a first time this 13<sup>th</sup> day of June, 2007.

  
Mayor

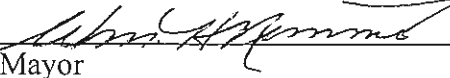
  
Manager

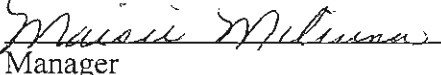
Read a second time this 13<sup>th</sup> day of June, 2007

  
Mayor

  
Manager

Read a third and final time this 13<sup>th</sup> day of June, 2007.

  
Mayor

  
Manager

**Schedule "A"**  
**"Formal Requests"**

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 fees:
  - 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 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 related to owned property 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) \$15.00 – maps
    - iii) \$25.00 – land use bylaws
    - iv) permits for 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
  - h) \$5.00 – Gibbons Downtown Plan Book
2. Any other information other than those listed will be available at a reasonable cost based on actual costs incurred by the Town.

**Schedule "C"**  
**"General Services and Charges"**

1. The Town shall charge the following fees:
  - a) general photocopying \$ 0.25
  - b) landfill tags \$ 5.00  
replacement tags \$ 3.00
  - c) Faxing – local \$ 1.00 per page  
- long distance \$ 2.00 per page
  - d) laminating \$ 2.00 per page
  - e) NSF cheque \$ 25.00
  - f) amendment to Land Use Bylaw \$ 500.00 administration fee plus  
\$ 100.00 advertising fee
  - g) amendment to General Municipal Plan \$ 1,000.00 administration fee plus  
\$ 100.00 advertising fee
  - h) amendment to Area Structure Plan \$ 1,000.00 administration fee plus  
\$ 100.00 advertising fee
  - i) amendment to any other legal plans \$ 1,000.00 administration fee plus  
\$ 100.00 advertising fee
  - j) Compliance Certificate \$130.00 for residential &  
Commercial (72 hours)  
\$160.00 for residential &  
Commercial (24 hours)
  - k) Rezoning of a Parcel \$300.00
  - l) Development Permit \$25.00 accessory buildings  
\$60.00 single family  
\$150.00 & \$25.00 for each unit –  
multiple family  
\$250.00 & .15¢ per \$1,000 of  
construction value–commercial/  
industrial
  - m) Water Meters at Town of Gibbons costs