

COUNTY OF TWO HILLS NO. 21

Policy Number

ADM-FEE-1

Title

Administration Fees

Page 1 of 1

Date Approved

Aug. 1/1995

Policy

The County of Two Hills has passed By-Law 5-96 to provide for the setting of fees for various administrative services.

Upon request and upon receipt of the fee as set out in Schedule A of the By-Law the Administrator or his designate shall provide to an eligible applicant a certificate or written information for the following:

- a) tax certificate.
- b) the description of a parcel as set out in the assessment roll and
- c) the latest assessed value of land and of the improvements thereon as set out in the assessment roll.
- d) a copy of the assessment record or particulars as to the assessed value of the parcel of land or improvement.
- e) any contract approved by Council or an executive committee and any By-Law or account after it has been submitted to the Council.
- f) any report of the commissioners or of any Committee or of any official of the County after it has been submitted to the Council, other than an opinion or report of any Counsel engaged by the County.
- g) The minutes of Council, after they have been adopted by the Council.
- h) That upon receipt of a fee set out in Schedule "A" the Administrator shall within a reasonable time provide copies of the Treasurers annual financial statements or abstract thereof or the accompanying auditor's report.

Nothing in the By-Law shall be interpreted so as to give anyone a substantive right to access information held by the County, where that access is not provided for in other Acts, By-Laws, Resolutions or Orders.

Nothing in the By-Law shall be interpreted so as to allow the County to impose fees not provided for in relevant enabling legislation.

Purpose

Definition

Revisions

October 21, 1999

INFORMATION REQUEST FORM

REFERENCE #

This form must be completed by any person requesting information in the possession of the municipality. A fee will be charged for all information released.

PART 1 - TO BE COMPLETED BY THE APPLICANT

NAME:	
ADDRESS:	
PHONE:	FAX:
ASSESSED PROPERTY (if applicable):	
INFORMATION REQUESTED (Please be as specific as possible):	
SIGNATURE OF APPLICANT:	DATE:

PART 2- TO BE COMPLETED BY THE MUNICIPALITY

DATE REQUEST RECEIVED:		
REQUEST APPROVED: (Date)		
INFORMATION RELEASED: (Date)		
METHOD OF RELEASE: (mail, fax, pick up in person, view in office etc.)		
FEE ESTIMATED: \$	DEPOSIT: \$	FEE ASSESSED: \$
REQUEST DENIED: (Date)		
REASONS FOR DENIAL:		
SIGNATURE:	NAME & POSITION:	

**COUNTY OF TWO HILLS NO. 21
IN THE PROVINCE OF ALBERTA
BY-LAW NO. 5-96**

A BY-LAW OF THE COUNTY OF TWO HILLS NO. 21, IN THE PROVINCE OF ALBERTA, PURSUANT TO THE PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT, BEING CHAPTER M-26.1 OF THE REVISED STATUTES OF ALBERTA, 1994 AND AMENDMENTS THERETO. TO PROVIDE FOR THE SETTING OF FEES FOR VARIOUS ADMINISTRATIVE SERVICES.

WHEREAS, subject to the Municipal Government Act, Part 7, a Chief Administrative Officer must on the request of any person and within a reasonable time,

- a) provide information (excepting as outlined in Section 217 (2) (a)(b)(c)(d)(e)(f)(g)(h)) in the possession of the municipality, and
- b) provide copies of the information released on payment of a reasonable fee established by By-Law.

NOW THEREFORE the Council of the County of Two Hills No. 21 duly assembled, enacts as follows:

Section 1 - Short Title

1. This By-Law may be cited as the County of Two Hills No. 21 "Administration Fees By-Law".

Section 2 - Definitions

- 2.1 In this By-Law
 - (a) "Chief Administrative Officer" means the Administrator appointed by the County.
 - (b) "County" means the County of Two Hills No. 21.
 - (c) "Auditor" means the Auditor appointed by the County.

Section 3 - Municipal Taxes

- 3.1 That upon the receipt of a fee set out in Schedule "A" attached to and forming part of this By-Law the Administrator or his designate shall issue a certificate stating whether or not all taxes in respect of any assessable parcel of land or other property have been paid and if not, the amount of current taxes and arrears payable against the parcel or other property.
- 3.2 That upon receipt of a request in writing, including a legal or other description of the parcel by which it can be located and upon receipt of a fee set out in Schedule "A" the Administrator or his designate shall issue a statement in writing, showing:
 - a) The description of the parcel as set out in the assessment roll; and
 - b) the latest assessed value of land and of the improvements thereon as set out in the assessment roll.
- 3.3 That upon receipt of a request in writing and on receipt of the fee set out in Schedule "A" the Administrator or his designate shall supply to the owner or purchaser of any parcel of land or improvement owned or being purchased by him within the County of Two Hills No. 21, a copy of the assessment record or particulars as to the assessed value of the parcel of land or improvement.

Section 4 - By-Laws

- 4.1 That upon written request from any elector or owner or purchaser of land within the County of Two Hills No. 21 and upon receipt of a fee set out in Schedule "A" the Administrator shall within a reasonable time provide copies of:

- a) any contract approved by Council or an Executive Committee and any By-Law or account after it has been submitted to the Council,
 - b) any report of the commissioners or of any Committee or of any official of the County after it has been submitted to the Council, other than an opinion or report of any Counsel engaged by the County,
 - c) the minutes of Council, after they have been adopted by the Council.
- 4.2 Notwithstanding Subsection 4.1, the charge for the copy of a By-Law furnished by the Administrator under that Subsection shall not exceed \$25.00.

Section 5 - Financial Information

- 5.1 That upon written request from any elector or owner or purchaser of land within the County of Two Hills No. 21 and upon receipt of a fee set out in Schedule "A" the Administrator shall within a reasonable time provide copies of:
- a) the approved Operational & Capital Budgets
 - b) The approved annual audited financial statement
- 5.2 Notwithstanding Subsection 5.1 the charge for a copy of an Operational Budget or Capital Budget or Annual Audited Financial Statement furnished by the Administrator under that Subsection shall not exceed \$25.00.

Section 6 - Interpretation

- 6.1 Nothing in this By-Law shall be interpreted so as to give anyone a substantive right to access information held by the County, where that access is not provided for in other Acts, By-Laws, Resolutions or Orders.
- 6.2 Nothing in this By-Law shall be interpreted so as to allow the County to impose fees not provided for in relevant enabling legislation.

Section 7 - Repeal

- 7.1 The Council of the County of Two Hills No. 21 in the Province of Alberta, hereby enacts as follows: that By-Law No. 15-92 is repealed in its entirety.

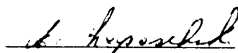
Section 8 - Effective Date

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

MOVED BY COUNCIL - That By-Law No. 5-96 be given first reading this 4th day of June, 1996 - Carried.

MOVED BY COUNCIL - That By-Law No. 5-96 be given second reading this 4th day of June, 1996 - Carried.

MOVED BY COUNCIL - That By-Law No. 5-96 be given third and final reading and finally passed this 4th day of June, 1996 - Carried.


REEVE


ADMINISTRATOR

Schedule "A"
Schedule of Fees

Section	Fee
Section 3.1	Ten Dollars (\$10.00)
Section 3.2	Five Dollars (\$5.00)
Section 3.3	Ten Dollars (\$10.00)
Section 4.1	One Dollar (\$1.00) (per reproduced page or portion thereof)
Section 5.1	One Dollar (\$1.00) (per reproduced page or portion thereof)