

TOWN OF TWO HILLS



Policy Number: 2008-04

Date of Issue: May 11, 2021
March 10, 2008

Policy Subject: **ADMINISTRATION FEES**

POLICY STATEMENT:

The purpose of this policy is to provide guidelines for amounts to be charged for document request as stated in this policy.

PROCEDURES:

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

1. Tax Certificate.
2. The description of a parcel of land as set out in the assessment roll and
3. The latest assessed value of and the improvements hereon as set out in the assessment roll.
4. A copy of the assessment record or particulars as to the assessed value of the parcel of land or improvements.
5. Any Report of the Commissioners or of any Committee or of any Official of the Town after it has been submitted to the Council, other than an opinion or report of any Counsel engaged by the Town.
6. The minutes of Council, after they have been adopted by the Council.
7. That upon receipt of a fee set out in Schedule "A" the Administrator shall within a reasonable time provide a copy of the Annual Financial Statement or abstract thereof.

Nothing in this Policy shall be interpreted so as to give anyone a substantive right to access information held by the Town where that access is not provided for in other Acts, Bylaw, Resolutions or Orders.

Nothing in this Policy shall be interpreted so as to allow the Town to impose fees not provided for in relevant enabling legislation, i.e. Freedom of Information & Protection of Privacy Act.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**Town of Two Hills
Schedule "A"
Administration Fees**

<u>Document(s)</u>	<u>Fee(s)</u>
Tax Certificate	Thirty Five Dollars (\$35.00)
Compliance	Thirty Five Dollars (\$35.00)
Assessment Record	Thirty Five Dollars (\$35.00)
NSF Cheque or EFT	Thirty Five Dollars (\$35.00)
Photo Copies of Approved Documents (i.e. Minutes , Bylaws etc.)	One Dollar (\$1.00) (per reproduced page or portion there of) not to exceed the sum of \$25.00
Printing/Photocopies	B&W .25/page Colour \$1.00/page
Laminating 8.5 x 11	Five Dollars (\$5.00)
Laminating 8.5 x 14	Six Dollars (\$6.00)
Laminating 11 x 14	Seven Dollars, Fifty Cents (\$7.50)

Town of Two Hills Information Request Form

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:	Cell:
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)		
Reason for Denial:		
Signature of Applicant:		Date: