

**DISTRICT OF LANTZVILLE
BYLAW NO. 26 – 2004**

**A BYLAW TO ESTABLISH AND IMPOSE FEES AND CHARGES FOR THE PROVISION OF
SERVICES AND INFORMATION**

WHEREAS section 194 of the *Community Charter* enables Council to impose a fee payable in respect of a service of the municipality;

NOW THEREFORE the Municipal Council of the District of Lantzville in open meeting assembled hereby enacts as follows:

Citation

1. This Bylaw may be cited for all purposes as “District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26 - 2004”.

Imposition

2. This bylaw shall apply to anyone who requires a service or goods supplied by the District of Lantzville provided for in this bylaw.

The various fees and charges as set out in Schedules “A” and “B” attached to and forming part of this bylaw are hereby imposed.

Repeal

3. “Subdivision and Tax Certificate Fee for Service Bylaw No. 225” “Records Administration Bylaw No. 255”, “N.S.F. Cheque Bylaw No. 256” and any amendments thereto are hereby repealed.

READ A FIRST TIME this 28th day of June, 2004.

READ A SECOND TIME this 12th day of July, 2004.

READ A THIRD TIME this 26th day of July, 2004.

RECONSIDERED AND FINALLY ADOPTED this 13th day of September, 2004.

Mayor

Corporate Administrator

I hereby certify that the above is a true and correct copy of “District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26 - 2004”, as adopted by Council of the District of Lantzville on the 13th day of September, 2004.

Corporate Administrator

SCHEDULE 'A'
DISTRICT OF LANTZVILLE BYLAW NO. 26

1. INFORMATION

- General photocopying \$.30 per page
- Maps
 - Civic address – all municipality \$15.00
 - Cadastral – all municipality \$15.00
 - Contour – all municipality \$15.00
- Tax certificates \$10.00
- Tax notice (other than for Homeowner) \$3.00
- Tax roll \$50.00
- Affidavit to witness – signature only \$5.00
- Certification of documents \$5.00
- Comfort letter (due diligence) \$100.00
- Official Community Plan Bylaw \$30.00
- Engineering Standards and Specifications Bylaw \$40.00

2. ADMINISTRATION

- N.S.F. Cheques \$25.00 per cheque

3. OTHER SERVICES

- Garbage Collection Tags \$3.00 per tag
- Paid Fire Department Callout \$400.00 per hour per fire engine
- Special or Custom Work or Service:
For any custom work or service not specified in another District bylaw or Schedule "B" of this bylaw, the District may impose an additional fee equal to the costs incurred by the District to provide that work or service, plus an additional charge of 18% thereof. Labour costs for District Staff time would be charged at the following rates:

Managerial Staff	\$40.00 per hour
Public Works Employees	\$30.00 per hour
Administrative Staff	\$25.00 per hour

NOTE: In addition to the above fees, G.S.T. will be charged as applicable.

SCHEDULE 'B'
DISTRICT OF LANTZVILLE BYLAW NO. 26

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

FEEES FOR AN ACCESS TO INFORMATION REQUEST

Freedom of Information and Protection of Privacy requests must be processed by the Chief Administrative Officer or Deputy Corporate Administrator

The District of Lantzville may require an applicant who makes a request under Section 5 of the Freedom of Information and Privacy Act (the Act) to pay fees to the District of Lantzville. Fees would relate to specific services to locate, retrieve, produce, prepare, ship, handle and/or provide a copy of the requested record(s), or any other authorized services as outlined in the Act.

An estimate must be provided and the applicant must agree to pay the fee before any work is done with respect to the request. The District has the ability to excuse an applicant from paying some or all of the fees in certain situations.

The District cannot charge for the first three hours spent locating and retrieving a record, preparing the record for disclosure, shipping and handling the record and providing a copy of the record. Beyond this limitation, the District's fee schedule for processing information requests under the Act will be set in accordance with the "Freedom of Information and Protection of Privacy Act Regulation Schedule of Maximum Fees" as set by Order of the Lieutenant Governor in Council.