

VILLAGE OF PEMBERTON

BY-LAW NO. 604, 2008

A BY-LAW TO ESTABLISH FEES FOR THE PROVISION OF INFORMATION

WHEREAS pursuant to Sections 193.1 and 194 (2) (C) of the *Community Charter*, Council for the Village of Pemberton may establish by bylaw, various fees for the provision of particular information;

AND WHEREAS Council for the Village of Pemberton has determined that it is appropriate to charge a fee to cover the reasonable administrative costs of the provision of other specific information requested by any person in certain circumstances;

NOW THEREFORE, the Municipal Council of the Village of Pemberton, in open meeting assembled, hereby enacts as follows:

1. TITLE

This by-law may be cited as the "*Village of Pemberton Administrative Fees By-law, No 604, 2008*".

2. REPEAL

By-law No. 591 cited as "*Village of Pemberton Administrative Fees By-law, No 591, 2007*"

3. INTERPRETATION

The Village of Pemberton hereby imposes fees for the provision of the information as specified in Schedule "A" to this bylaw.

The Village of Pemberton hereby imposes fees for the provision of information pursuant to Sections 193.1 and 194 (2) (C) of the *Community Charter* as specified in Schedule "B" to this bylaw.

4. EFFECTIVE DATE

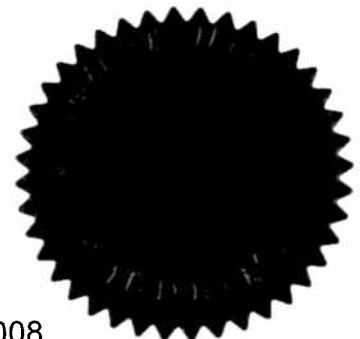
This bylaw shall come into effect on the date of its final adoption.

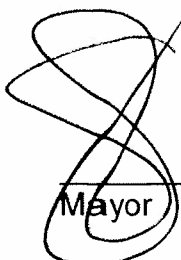
READ A FIRST TIME this 4th day of March, 2008

READ A SECOND TIME this 4th day of March, 2008


READ A THIRD TIME this 4th day of March, 2008

RECONSIDERED AND FINALLY ADOPTED this 18th day of March, 2008





Mayor



Administrator

BYLAW NO. 604, 2008

SCHEDULE "A"

1. A fee of \$75.00 will be payable for any request for wage loss of earnings information initiated by or on behalf of any past or present employee of the Village of Pemberton with the exception of the following:
 - Workers' Compensation Board Information requests;
 - Revenue Canada/Canada Pension Plan/Unemployment Commission information requests;
 - Mortgage application attestation information requests; and
 - Municipal Superannuation (Pension) Plan information requests
2. A fee of \$75.00 will be payable for any request for information in writing where research is necessary in order to provide a response specifically involving the following:
 - a. comfort letters related to zoning, whether or not a building meets bylaw requirements and other matters related to building or property use, including Fire Department records;
 - b. taxation information which involves the research of tax records for a period of more than the current or previous year.
 - c. other financial information where it is determined by the Director of Finance that research could involve staff time in excess of 15 minutes but not exceeding one hour; and
 - d. the search of Village records for the purposes of insurance claims or court cases where it is determined by the clerk that research could involve staff time in excess of 15 minutes but not exceeding one hour.
3. An additional charge of \$60.00, plus expenses, will be payable for each additional hour, or portion thereof, required to research engineering records or financial information.
4. The applicant may be charged fees to cover the cost of processing a Freedom of Information (FOI) request. Fees for accessing personal information or for the first three hours spent searching for and retrieving the records will not be charged. Following are the applicable fees:
 - \$7.50 per quarter hour (\$30/hour) spent location, retrieving and producing the records
 - \$1.00 per regular photocopy

To reduce fees and minimize taxpayer expense, please narrow your request as much as possible.
5. The applicant will be provided with an estimate of fees and expenses for those requests necessitating research in excess of 15 minutes. A deposit or payment in full may be required before your request is processed.

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SCHEDULE "B"

<u>Admin Fees</u>	<u>Fee,</u> Incl. GST
Business Licence, upon approval	\$ 150.00
By-Laws	\$ 1.00/page
Council Minutes	\$ 1.00/page
Annual General Meeting Package	\$ 5.00
Financial Statements	\$ 25.00
NSF Cheque	\$ 25.00
Admin Fee for Tax Refunds (up to 5 corrections)	\$ 50.00
Civic Info Map	\$ 20.00
Hazard Map	\$ 50.00
Official Community Plan	\$ 20.00
Official Community Plan Map (large)	\$ 50.00
Photocopies (VOP docs)	\$ 1.00/page
Signature Witness	\$ 30.00
Site Profile for Subdivision Application	\$ 100.00
Subdivision Bylaw (large package)	\$ 60.00
Title Search	\$ 20.00
Tax Info Over the Counter	\$ 20.00
Tax Certificates	\$ 20.00
Tax Search Prior to Current Year (See Schedule A)	\$ 75.00
Village Vision	\$ 30.00
Zoning Map	\$ 50.00
Zoning Bylaws (including legal-sized Zoning map, 60 pages)	\$ 30.00
VOP Cadastral (full size)	\$ 75.00
<u>Service Charges</u>	
Interest Charge on Overdue Accounts	2% per month
Admin Fee/Surcharge	10% of invoice
<u>Room Rental 1350 Aster St</u>	
Government	\$ 10.00
Community	\$ 15.00
Day Rate	\$ 30.00