

ACCESS TO INFORMATION POLICY

BY-LAW #1483

SCHEDULE A

FEE SCHEDULE FOR ACCESS TO INFORMATION

1.	For verification in writing for:	<u>Fee</u>
	a. Tax Certificate	\$25.00
	b. Compliance Certificate	25.00
	c. Zoning Confirmation	25.00
	d. Assessment	25.00

If the request asks for more than one of the above at the same time on the same property, the second and subsequent verification is \$10.00 each.

e. For confirmation whether taxes are paid \$10.00.

2. For access to information from Realtor & Appraisers:
\$10.00 per property

3. Inspection of Assessment roll on property other than the property owner:
\$10.00 for first property
1.00 for each subsequent property

4. Official copies of By-laws, minutes and other documents:
\$1.00 + GST per page

5. Copying information for the property owner on own property:
\$.25 + GST per copy

For all requests for information for items #1 & 2, the request must be in writing by mail, facsimile or hand delivered.

For items #3, 4, & 5, the request must be in person.

Not all information is available to the public and any person denied access to information may give a written appeal to Council within 15 days of receiving the written notice of refusal.

6. Assessment appeal is \$10.00 per appeal.

Date Approved May 26, 1998