



CITY OF BROOKS

BYLAW NO. 18/22

A BYLAW OF THE CITY OF BROOKS IN THE PROVINCE OF ALBERTA, PERMITTING THE INSPECTION OR COPYING OF DOCUMENTS, PROVISION OF PRODUCTS AND TO LEVY A FEE FOR SUCH SERVICE.

WHEREAS, under provisions of the Municipal Government Act, R.S.A. 2000 c. M-26 as amended, the Council has the authority to pass such a Bylaw.

NOW THEREFORE, the Council of the City of Brooks in the Province of Alberta, duly assembled, enacts as follows:

1. Any elector, or owner or purchaser of land within the municipality may at all reasonable times inspect:
 - (a) any contract approved by Council and any Bylaw or account after it has been submitted to Council, subject to any requirements or exclusions as outline in the *Freedom of Information and Protection of Privacy Act*;
 - (b) any report of any Committee or of any official of the municipality after it has been submitted to Council, other than an opinion or report of the municipal solicitor or of any counsel engaged by the municipality; and,
 - (c) the minutes of Council, after they have been adopted by Council, and municipal staff shall, within a reasonable time after receiving a written demand by an elector or owner or purchaser of land within the municipality furnish him with copies at a rate as set out in Schedule "A" of this Bylaw.
2. Any elector may at all reasonable times inspect any audited report or abstract thereof, and take a copy thereof or extracts there from at no charge.
3. Municipal staff shall supply a tax certificate, for the fee(s) shown in Schedule "A" of this Bylaw, which will provide the roll number, legal description, property address, levy, current balance, arrears, utility account balance and the current land and improvement assessed value.
4. Municipal staff, on a request therefore in writing and on receipt of the fee shown in Schedule "A" of this Bylaw, shall supply to the owner or purchaser of any parcel of land or improvement owned or being purchased by him, a copy of the assessment record or particulars as to the assessed value of the parcel of land or improvement.
5. The property owner will be provided with the current tax levy, assessment, lot size, civic address free of charge.

6. Upon request and receipt of the specified fee municipal staff shall supply any item listed on Schedule "A" of this Bylaw.
7. It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.
8. That Bylaw No. 14/13 and amendments thereto be hereby repealed.
9. This Bylaw shall come into force and take effect upon final reading.

Read a first time this 1st day of October, 2018.

Read a second time this 1st day of October, 2018.

Read a third time and finally passed this 1st day of October, 2018.

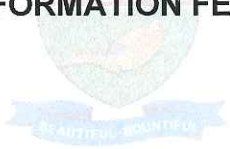


Mayor



Chief Administrative Officer

**CITY OF BROOKS
BYLAW NO. 18/22
SCHEDULE "A"
INFORMATION FEES**


Section 1:

Fee for any document authorized for release by Section 1	\$ 0.25 including GST per page (over 5 pages)
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Section 3:

Online Tax Certificate	\$15.00
Manual Tax Certificate	\$30.00

Section 4:

Fee for a copy of the assessment records authorized for release by Section 4	\$ 0.25 including GST per page (over 5 pages)
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Section 6

	Total Price (\$) including GST
City Map or Zoning Map	8.00
Any other Bylaws (per page, over 5 pages) *to a maximum of \$10.00	0.25
Bank Charge (for dishonoured or returned cheques)	25.00
Certificate of Compliance	75.00
Fax (over 5 pages)	2.20
Black & White Photocopy (per page, over 5 pages)	0.25
Color Photocopy (per page, over 5 pages)	0.55
Black and White printed copies (per page, over 5 pages)	0.25
Color printed copies (per page, over 5 pages)	0.55
Records Search	125.00*

*(for all searches up to and including 3 hours, and 50.00 per hour thereafter)

This fee is for any Departmental Records Search and is not limited to items such as Historical, Planning, Development, Environmental, Zoning, etc. *FOIP records searches are not included in this fee and are charged in accordance with FOIP regulations.*

Fees for miscellaneous City Souvenirs shall be set by the CAO.