Town of Naicam Policy Manual

POLICY TITLE:	POLICY NUMBER:	EFFECTIVE DATE:
OFFICE FEES & PROCEDURES	9/2017	June 13, 2017
ORIGIN:	ADOPTED BY COUNCIL ON:	AMENDED DATE:
Administration	June 13, 2017	June 12, 2018

Purpose:

To provide a guideline for staff and council with regards to general Municipal Office fees and procedures. In this policy,

- a. "Administrator" means the administrator of the municipality;
- b. "Council" means the council of the municipality; and
- c. "Municipality" means the Town of Naicam.
- d. "Minutes" means the official minutes from a meeting of the Council of the Municipality including all attachments forming a part of those minutes, unless otherwise specified herein.

Schedule of Standard Fees

Copy/Print

• B&W: Single sided/Single page: \$0.25/page

• B&W: Double sided/Single page: \$0.50

• Colour: Single sided/Single page: \$0.50/page

• Colour: Double sided/Single page: \$1.00

• Minutes - \$5.00 per month

Fax Fees

• Toll Free Faxing – \$0.25 (for the auto-print receipt page)

• Sending: \$1.00/page (single sided)

• Receiving: \$0.25/page

Administration Time Fees

• \$50 per hour, minimum ½ hour charge and billed in 15 minute increments thereafter.

Minutes & Official Document Fees

In all cases, Municipal fees are in addition to any application fee under the Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP) upon submission of "Form A", *Access to Information Request Form*.

Municipal fees for a single request (regardless of number of records requested) shall not exceed a maximum finding fee to the citizen of \$100.00 in addition to any FOIP fees and standard copying fees. See additional information regarding providing documentation under "Procedures" in this policy.

 Any requested version of minutes (paper, electronic, PDF, USB, etc.) be at a flat cost of \$5.00 (plus applicable taxes) per month. It is understood that these must be paid for prior to being released.

- Printing of electronic copies of approved/ratified minutes, documents, or resolutions from any
 year (no attachments, not signed copies from the minute book, subject to availability, no
 guarantees attached). See schedule of Copy/Print Fees.
- CURRENT: Copies of official minutes, resolutions or other official documents (and/or attachments forming a part of the minutes) within the current year or the three previous years. See schedule of Copy/Print Fees
- PAST: Copies of official minutes, resolutions or other official documents (and/or attachments forming a part of the minutes) four years prior or older (i.e. if it is 2020, this would be minutes from 2016 or before).
 - For records from the same year within the past 10 years:
 \$1 records finding fee per record/set of minutes
 - For records from multiple years and/or older than 10 years:
 \$30 records finding fee (flat fee)

Taxation, Assessments & Account Information

Notices & Field Sheets: A copy of a property owner's Assessment Notice, Tax Notice, or field sheet may be provided to the property owner at no charge. Additional copies may be subject to the standard Copy/Print fee. No charge to email.

Assessment Appeals: \$50 for residential assessment appeals and \$150 for commercial assessment appeals.

Tax Certificates: Tax certificates may be provided upon receipt of an official request and payment of the fee. Fee is \$20 per parcel/title, regardless of how many certificates are generated at the time of printing Any person/entity may pay the fee to obtain a tax certificate, authorization from the property owner is not required or needed.

Account Information: may not be provided without authorization of the named individual on account (subject to LAFOIP). Third parties wishing to obtain account information must complete the attached Request for Information form. If the named individual is unavailable for signing they may return authorization by having the individual contact the municipal office to provide permission to release the information.

Procedures

Minutes & Official Documents

Citizens are not required to submit a FOIP form to obtain information, however if a form is submitted staff are required to provide them the information within 30 days of receipt of the form and application fee as per the *Act*.

If no form is submitted, staff are still to make all reasonable efforts to provide the information within 7 days for a CURRENT request and within 30 days for a PAST request. The information request form attached as "Records Request Form" to this policy shall be started at the time of the request, and completed upon providing the information to the requestor.

- If in person, the requestor shall sign for receipt of the items and be provided a copy of the signed form.
- If provided electronically, a returned Delivery Receipt shall be sufficient evidence of receipt.
- If provided by mail, a shipping and handling fee of \$10 shall apply to each request for items, the items shall be mailed with tracking information and signature required for delivery, and delivery confirmation shall be considered sufficient evidence of receipt.

Donation/Sponsorship Requests

 Products and/or services: Requests with a value of less than \$100 shall come in writing to the office for approval by the Administrator. Donation/sponsorship of \$101 or more must proceed through Council.

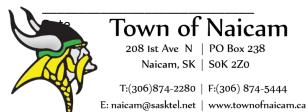
• **Monetary**: All requests for monetary donations/sponsorships must come in writing and proceed through council, unless a resolution, policy, or understanding is already place for approval to allow Administration to proceed.

Town of Naicam

Records Request Form

All fields are required to be completed. Incomplete forms will not be accepted.

NAME OF Person Making Request:		
MAILING & CIVIC ADDRESS OF Requestor		
PHONE NUMBER: Electronic PDF Hardcopy for PARTICULARS OF REQUEST:	or Pickup 🔲 Harc	
By signing this form I, the Requestor, confirm I understand confirming my promise to pay these fees before the item(Signature of Requestor	's) requested are i	•
Staff Receiving Request (Print Name)	INITIAL	 Date
Request filled and completed this day of	, 2	0
Staff Verify Completed (Print Name) INIT	ΓIAL	
Requestor Notified Ready for Pickup: Date OR SENT Electro	nic PDF 🔲 Hard	
Notes:		actively attached)
FINDING FEE:+ Copy/Print Fee: # of pages	@ \$	/page = Total Fee Due :
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REQUEST FOR INFORMATION FORM

	nt, this form, duly authorized and signed by the property ist be received by our office prior to the disclosure of this
information. Please fill in the form for the information	· · · · · · · · · · · · · · · · · · ·
Requestor's Name:	
Company/Organization:	
Reason for Request:	
The following request applies to the following proper	rty and/or title:
_	-W2 / OR / Lot: Blk: Parcel:
Part Sec Twn Rge	
Civic Address:	
Title #:	
Request is based on the sale of the above liste	ed property.
Please provide the following information:	
Assessment / Field Sheet	
Taxes per year (current or prior year levy, amo	ounts outstanding, or status of account)
Utility billing (amounts outstanding, or status	
Other	,
to our office sending the tax certificate. Tax Certificate Requested? YES NO PERMISSION FROM OWNER(S) / TENANT(s) / CLIENT(s INFORMATION	s) and/or realtor (if applicable) GRANTED TO RELEASE
Name (Owner) – Print Name	Signature
Name (Owner) – Print Name	Signature
Name (Tenant) – Print Name	Signature
Name (Tenant) – Print Name	Signature
Name (REALTOR) – Print Name	Signature
Date:	
OFFICE USE ONLY	
OFFICE USE ONLY Request Received Date:	Staff Initial:
OFFICE USE ONLY Request Received Date: Request Fulfilled Date:	_ Staff Initial: _ Via: Post / E-mail / Fax Staff Initial: