

**THE CORPORATION OF THE TOWNSHIP OF ADJALA-TOSORONTIO**

**BY-LAW 05-53**

**A BY-LAW TO PROVIDE FOR A SCHEDULE OF ADMINISTRATIVE SERVICE FEES**

**Service Fee By-law**

**AND WHEREAS** the *Municipal Act*, R.S.O. 2001, S.O. 2001, Chapter 25, Section 391, as amended, provides that despite any Act, the municipality may pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board;

**AND WHEREAS** the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M. 56, section 45 (1), as amended, provides that a head shall require the person who makes a request for access to a record to pay fees in the amounts prescribed by the regulations for the costs of every hour of manual search required to locate a record; the costs of preparing the record for disclosure; computer and other costs incurred in locating, retrieving, processing and copying a record; shipping costs; and any other costs incurred in responding to a request for access to a record;

**AND WHEREAS** the Council of the Corporation of the Township of Adjala – Tosorontio deems it desirable and in the public interest to provide for a schedule of administrative service fees;

**NOW THEREFORE** the Council of the Corporation of the Township of Adjala – Tosorontio enacts as follows:

1. **THAT** the schedule of administrative service fees is as follows:

Photocopying	-25 cents per page, 1 – 10 copies -20 cents per page, 11 – 25 copies -10 cents per page, over 25 copies
Photocopying (FOI)	-20 cents per page
Facsimile Service	-\$ 5.00 for 1 – 5 pages and -\$ 1.00 for each additional page
Building and Zoning Compliance Letter	-\$100.00
Tax Certificate	-\$ 50.00
Water Certificate	-\$ 75.00
N.S.F. Cheque Processing Fee	-\$ 25.00
Taxation Search Fee	-\$ 50.00 per property
Sewage Disposal System Record Search Fee and/or Letter	-\$ 75.00
Entrance Permit	-\$100.00 + \$300.00 deposit refundable to current owner upon final acceptance

2. **THAT** no charge shall be made for a tax certificate to the registered landowner or to any person who forthwith pays the taxes;
3. **THAT** the service fee for any requests/work orders shall be at the rate provided pursuant to the section 6.3 and section 6.4 of Municipal Freedom of Information and Protection of Privacy Act Regulation 823;
4. **THAT** no fee will be charged to an individual requesting his or her own personal information;
5. **THAT** By-law 00-18 is hereby repealed;

6. **THAT** the provisions of this By-law shall take full force and effect with the passing hereof;
7. **THAT**, notwithstanding anything contrary to the rules of procedure, this By-law be introduced and read a first and second time and be considered read a third time and finally passed this 5<sup>th</sup> day of December, 2005.

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"T. Walsh"  
**MAYOR TOM WALSH**

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"B. Kane"  
**CLERK BARB KANE**