

SECTION: GENERAL ADMINISTRATION	SUBJECT: ADMINISTRATION FEE AND SERVICE RATES
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Original Resolution No.: 03-10-71

**Administration Fee and Service Rates Policy**

It is the policy of the County of Warner No. 5 to establish fees for service and material sold in order that Administration can recover costs for these services.

**Guidelines**

The following Schedule "A" outlines the recovery rates for material sold and services performed. If a certain material or service is not listed below, but is similar to an item already listed, the Chief Administrative Officer, is authorized to establish an appropriate fee. These rates and fees may be changed by Council resolution from time to time.

**SCHEDULE "A"**

ITEM/DESCRIPTION	FEE
Assessment Records - Detailed (other particular paperwork relating to assessment, See MGA Sec. 299)	No charge to property owner; Not available to any other persons
Budget Report (detailed line item version)	\$10.00
Certificate of Compliance	\$30.00
Development Permit Application	\$50 - \$150 (See County Land Use Bylaw)
Fax: Incoming	\$1.00 per page
Fax: Outgoing international	\$3.00 for first page; \$1.50 for each additional page or actual cost, whichever is higher
Fax: Outgoing local	\$1.50 for first page; \$.50 for each additional page or actual cost, whichever is higher
Fax: Outgoing long distance	\$2.50 for first page; \$1.00 for each additional page or actual cost, whichever is higher
Financial Statements - Audited	No charge for copies within the first 30 days after advertising their availability; \$10.00 for request after the 30 day period above
GIS/GPS Services	Service fees and rates as outlined in Policy 120.47
Hats	\$9.00
Inventory Items not mentioned	Cost plus 10%

ITEM/DESCRIPTION	FEE
Land Use Bylaws	\$20.00
Land Use Bylaw Amendment Application	\$500 (See County Land Use Bylaw)
Landownership Maps (booklet)	\$20.00 (mailing costs - add \$5.00)
Landownership Maps (large flat wall )	\$12.00 (mailing costs - add \$10.00)
NSF Cheque charges	\$25.00
Photocopying Miscellaneous Service/Supply Contracts	\$1.00 per page
Photocopying Non profit groups	\$.05 per copy generally, but may be adjusted at the discretion of management
Photocopying General	\$0.25 per page or \$.10 per page over 100 pages
Photocopying Minutes/Bylaw	\$1.00 per page
Pins (County logo)	\$1.50
Real Property Reports on file (personal information must be deleted if any contained on the report)	\$25 Available to any person
Rental of Approved Departmental Equipment	Equipment will be charged at hourly rates in accordance with the Alberta Roadbuilders Heavy Construction Association Schedule of Rental Rates if not outlined in individual department policies.
Spoons	\$3.50
Subdivision & Development Appeals	\$200 (See County Land Use Bylaw)
Summary of Assessment (Current Year) (parcel description, land assessment, improvement assessment, etc. and other details as outlined within the assessment roll, See MGA Sec. 300 & 303)	No charge to the owner of the property; All other persons - \$15.00
Tax Certificates (shows current taxes payable and tax arrears by year, if any, name, property description and taxes levied)	\$25 per parcel Available to any person
Vest	\$45.00