

## TOWN OF STETTLE

<u>Prepared by:</u>	Town of Stettler Administration	<u>Number:</u>	VII-2(d)(i)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	1987 02 03
		<u>Previous Policy:</u>	2008 02 19
		<u>Current Policy:</u>	2025 06 17

Title: **Miscellaneous Administration Fees**

Purpose: To establish a fee to recover costs in providing property information and services to the public.

Policy Statement: Fees for information and services will be charged as follows:

- \$30.00 per property for all written requests of tax and assessment information.
- \$75.00 for a Letter of Compliance with a \$100 rush fee when the letter is requested within 1-3 business days.
- \$100.00 for a residential fence Encroachment Permit and Indemnify Agreement. \$300.00 for all other Encroachment Permit and Indemnify Agreements, plus any additional legal, land titles and/or surveyor costs incurred.
- \$100.00 for environmental concerns or other items in accordance with FOIP regulations.
- \$20.00 or the equivalent charge that the financial institute has charged the Town of Stettler per cheque returned from the bank due to insufficient funds, account closure or other reasons. This is due and collectable in the same manner as all other rates and charges levied on that particular account.
- \$10.00 for a reprint or re-email request for any utility bill, invoice, tax notice or other documentation which is available free online or has already been supplied to the customer once.
- \$40.00 for any time administration transfers outstanding utility account balances or accounts receivables to tax roll.

No GST on the above items as per Revenue Canada.

- \$20.00 for a printed map or other large scale printing utilizing the plotter (\$10.00 for additional copies). No charge for non-profit and government services at administration's discretion.

Plus GST on the above items.