

TOWN OF RAINBOW LAKE

BYLAW NO. 99-06

A BY-LAW OF THE TOWN OF RAINBOW LAKE IN THE PROVINCE OF ALBERTA, TO LEVY FEES FOR INFORMATION AND COPIES THEREOF AS PROVIDED BY THE MUNICIPAL GOVERNMENT ACT AND FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.

WHEREAS, in accordance with the Municipal Government Act, S.A. 1994, Chapter M-26.1, as amended; and the Freedom of Information and Protection of Privacy Act, S.A., 1994, Chapter F-18.5 the Town must make certain information available to the public; and

WHEREAS, in accordance with the Municipal Government Act, and the Freedom of Information and Protection of Privacy Act, Council may pass a bylaw establishing fees to charge for providing information.

NOW THEREFORE, the Council of the Town of Rainbow Lake in the Province of Alberta, duly assembled, hereby enacts as follows:

SHORT TITLE

1. That bylaw shall be cited as the “Records Fees and Charges Bylaw”.

DEFINITIONS

2. In this bylaw, unless the context otherwise requires;

“**COUNCIL**” means the Council of the Town of Rainbow Lake, elected pursuant to the Local Authorities Election Act, Revised Statutes of Alberta;

“**FORMAL REQUEST**” means a request for information which is not routinely provided and requires the completion of a form in accordance with the Access to Information Bylaw of the Town.

“**TOWN**” means the Town of Rainbow Lake, a Municipal Corporation in the Province of Alberta;

APPLICATION

3. Unless prior written approval is obtained from the Town Manager, when information is released, the Town shall charge fees as established in Schedule “A” and Schedule “B”, attached hereto.

ENACTMENT

4. This Bylaw shall come into full force and effect on October 1, 1999.

READ A FIRST TIME this 20th day of September, AD 1999.

READ A SECOND TIME this 20th day of September, AD 1999.

READ A THIRD TIME AND FINALLY PASSED this 20th day of September, AD 1999.

MAYOR

TOWN MANAGER

Schedule "A"
Formal Requests

1. There shall be no charge for the receipt of personal information, except where the materials exceed \$10.00. Then the fee charged shall be for the cost of providing the materials in accordance with Schedule B, attached hereto.
2. The Town shall charge the following fees:
 - a) a minimum of \$25.00 for each formal request received pursuant to the Access to Information Bylaw. This cost includes a maximum of 2 hours employee labour and \$10.00 for materials. Any costs in excess of these stipulated, will be calculated and charged prior to the release of the information at a rate of \$25.00/hr for labour and as listed for materials.
 - b) \$25.00 for an appeal filed pursuant to the Access to Information Bylaw of the Town.
3. Actual costs for any costs incurred by the Town to access or produce third party information.

Schedule "B"
Informal Requests

1. The Town shall charge the following fees:
 - a) a photocopying charge of \$0.25 per page of information (0.50 per double-sided page to a maximum photocopying charge of \$150.00 (except where information is considered to be personal information and is under \$10.00 in copy charges)). Information will be copied double-sided whenever possible.
 - b) for tax information:
 - i) \$15.00 for a tax certificate.
 - c) for assessment information:
 - i) \$10.00 for information regarding the description of a parcel of land and the latest assessed value of the land and improvements thereon, as set out in the assessment roll.
 - ii) \$10.00 for information regarding the yearly assessments of a parcel of land, as set out in the assessment roll.

- d) for copies of information in other formats:
 - i) \$1.00 per page for computer printer sheets, unless otherwise stipulated within this bylaw;
 - ii) \$5.00 per computer floppy diskette;
 - iii) \$10.00 per computer compact disk;
 - iv) \$2.00 per photograph (maximum size 4" x 6");
 - v) \$5.00 per audiocassette.
 - e) \$25.00 per hour to extract data from an electronic data base.
 - f) actual costs incurred by the Town to create information. Actual costs shall include staff time and material used.
2. Information in media other than that listed will be available at a reasonable cost based on actual costs incurred by the Town.