

## **Town of Sexsmith Bylaw 771**

Being a Bylaw providing schedule of fees associated with FOIP requests.

### **Schedule A "Informal 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, below.
2. The Town of Sexsmith 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 \$6.75/quarter hour for labour and as listed for materials.
  - b) \$25.00 for an appeal filed pursuant to the FOIP Bylaw of the Town of Sexsmith.
3. Actual costs for any costs incurred by the Town of Sexsmith to access or produce third party information.

### **Schedule B "Informal Requests"**

4. 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) \$35.00 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 diskette;
    - iv) \$20.00 per microfiche;
    - v) \$20.00 per microfilm

**TOWN OF SEXSMITH  
BYLAW NO. 771  
FOIP BYLAW**


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- vi) \$2.00 per photograph plus:
    - a) \$3.00 per 5x7
    - b) \$4.00 per 8x10
    - c) \$10.00 per 11x14
    - d) \$15.00 per 16x20
  - vii) \$2.00 per slide;
  - viii) \$5.00 per audio cassette
  - ix) \$20.00 per video cassette;
  - x) maps at cost recovery
- e) \$6.75 per quarter 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 materials used.
5. Information in media other than that listed will be available at a reasonable cost based on actual costs incurred by the Town.

READ A FIRST TIME THIS *4<sup>th</sup>* DAY OF *OCTOBER* 1999.

READ A SECOND TIME THIS *4<sup>th</sup>* DAY OF *OCTOBER* 1999.

READ A THIRD AND FINAL TIME THIS *4<sup>th</sup>* DAY OF *OCTOBER* 1999.

  
Brian Thoreson, Mayor

  
Carolyn Gaunt, Town Administrator