



Rural Municipality of Rosthern No. 403

Request for Information Fees Policy

Policy Objective:

To determine fees for requests for information under the Local Authority of Freedom of Information and Protection of Privacy Act.

Authority:

Resolution 412.2016

Policy:

The Rural Municipality of Rosthern will charge fees for requests of information as determined by the Local Authority Freedom of Information and Protection of Privacy Regulations.

The Reeve and Councillors are exempt from all fees relating to requests for information for Municipal use.

- 1) An application fee of \$20 is payable at the office prior to the time an application for access to a record is made.
- 2) Where access to a record or part of a record is given by providing the applicant with a copy of the record, the following fees are payable at the time when access is given:

Type of Record Requested	Cost
Photocopy	0.25/page
Computer Printout	0.25/page
Photograph	
3 ½" x 5" Black & White	\$3
3 ½" x 5" Colour	\$6
4" x 6" Black & White	\$5
4" x 6" Colour	\$8
5" x 7" Black & White	\$7
5" x 7" Colour	\$10
8" x 10" Black & White	\$9
8" x 10" Colour	\$12
11" x 14" Black & White	\$18
11" x 14" Colour	\$21
Any form of record that is not included	Actual cost of duplicating the record

- 3) Where time in excess of half an hour is spent in searching for a record requested by an applicant or in preparing it for disclosure, a fee of \$15 for each half hour or portion of half-hour or portion of a half-hour of that excess time is payable at the time when access is given.
- 4) Where a search and retrieval of electronic data is required to give access to a record requested by an applicant, a fee equal to the actual cost of the search and retrieval including machinery and operator costs is payable at the time when access is given.
- 5) The amount of fees beyond which an estimate must be given is \$50.00 not including the initial \$20.00 for the application fee.

The policy is subject to change in accordance with the Local Authority Freedom of Information and Protection of Privacy Regulations.