


Function: Corporate Services-03
Department: Records Management-040
Policy No.:001



Provision of Information Fee Schedule and Information Request Form

Effective Date: April 25, 2019
Review Date: April 25, 2024
Cancel: Policy 241-02 Provision of Information Fee Schedule
Resolution #: 259-19

CAO Signature: 

Purpose: This policy establishes a fee schedule for the provision of information which is not covered by the Freedom of Information and Protection of Privacy (FOIP) Act.

Guidelines:

- a. "Information Already Prepared" means information that is compiled and is in a form that may be easily copied;
- b. "Information Requiring Research" means information that must be compiled or is not in a form that is easily copied;
- c. "Reasonable Time" means in the case of Information Already Prepared ten (10) business days; and in most cases of Information Requiring Research, forty (40) business days for information to be provided.
- d. "Request" means a completed Request to Access Public Information Form as provided by Lac Ste. Anne County. (Attachment 1)
- e. "Electronic Copies" means that copies of the information will be provided via email at the email address provided on the Request to Access Public Information Form, or in the case that the

information file is too large, a USB stick will be provided by Lac Ste. Anne County at a set fee.

Fees:

- a. Any person requesting information shall pay the fees set out below.
- b. For large or potentially time-consuming requests, Lac Ste. Anne County may require a deposit prior to beginning the search.

1. Information Already Prepared:

- a. Electronic Copies of Information already prepared can be released to the email address provided on the Request to Access Public Information Form or if the file format of the information is too large, a USB stick will be provided by Lac Ste. Anne County for a fee of \$10.00. No personal USB sticks will be accepted as a safety precaution.
- b. Paper Copies or Hard Copies of Information:
 - i. \$1.00 per page up to 10 pages.
 - ii. \$0.50 per page in excess of 10 pages
 - iii. All requested hard copy documents or USB sticks can be provided for pick up at Lac Ste. Anne County Administration Office or by mail, in which all applicable postage shall be paid by the requestor.

2. Information Requiring Research

Administration Fee of \$25.00 plus:

\$30.00 per hour for each hour of research and reproduction time beyond the first hour.

- a. Electronic Copies of Information Requiring Research can be released to the email address provided on the Request to Access Public Information Form or if the file format of the information is too large, a USB stick will be provided by Lac Ste. Anne County

for a fee of \$10.00. No personal USB sticks will be accepted as a safety precaution.

b. Paper Copies or Hard Copies of Information:

- i. \$1.00 per page up to 10 pages.
- ii. \$0.50 per page in excess of 10 pages
- iii. All requested hard copy documents or USB sticks can be provided for pick up at Lac Ste. Anne County Administration Office or by mail, in which all applicable postage shall be paid by the requestor.

* All fees mentioned in this Policy are subject to G.S.T.