

TOWN OF COCHRANE

BYLAW NO. 20/99

Being a bylaw of the Town of Cochrane in the Province of Alberta, Canada, to designate the Head and set Fees and Charges for the purposes of the Freedom of Information and Protection of Privacy Act.

WHEREAS: The Freedom of Information and Protection of Privacy Act, Statutes of Alberta 1994, Chapter F-18.5 and amendments thereto, Section 89(a) requires that the governing body of the municipality designate a Head for the purposes of the Act;

AND WHEREAS: Pursuant to Sections 87 and 89 of the Freedom of Information and Protection of Privacy Act, the Municipality may set any fees payable to the Municipality for services under the Act and Regulations;

NOW THEREFORE: THE MUNICIPAL COUNCIL OF THE TOWN OF COCHRANE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. DEFINITIONS AND INTERPRETATIONS:

- 1.1 "Act" means the Freedom of Information and Protection of Privacy Act, S.A. 1994, c. F-18.5;
- 1.2 "Applicant" means a person who makes a request for access to a record under section 7(1) of the Act.
- 1.3 "Town of Cochrane" includes any board, committee or commission, panel agency or corporation that is created or owned by the Town of Cochrane and all members or officers of which are appointed or chosen by the Town of Cochrane.

2. DESIGNATED HEAD:

- 2.1 The Chief Administrative Officer for the Town of Cochrane is appointed as Head for the purposes of the Act.

3. FEES AND CHARGES:

3.1 Where an Applicant is required to pay a fee for services, the fee payable shall be in accordance with the attached Schedule "A", which may, from time to time, be amended by resolution of Council.

4. GENERAL:

4.1 This Bylaw comes into force and effect on the date of final reading.

READ A FIRST TIME THIS 13TH DAY OF SEPTEMBER 1999.

READ A SECOND TIME THIS 13TH DAY OF SEPTEMBER 1999.

READ A THIRD TIME, BY UNANIMOUS CONSENT, THIS 13TH DAY OF SEPTEMBER 1999.

Original signed by Lydia Graham

Mayor

Original signed by Julian deCocq

Chief Administrative Office

Date of signing

BYLAW NO. 20/99

SCHEDULE 'A'

Fees for Service

(Section 89(c) Freedom of Information & Protection of Privacy Act)

(1) Fees to be charged when estimated cost of processing request is less than \$150.00.

Application Fee (one time request) \$25.00 per request

Application Fee (continuing request) \$50.00 per request

(2) Fees to be charged when the estimated cost of processing the request exceeds \$150.00

Copying of Records \$00.25 per page

Search, locate and retrieve records that are responsive to the request \$27.00 per hr.

Computer programming cost \$27.00 per hr

Preparing records for disclosure (severing) \$27.00 per hr.

Supervise viewing of original records \$27.00 per hr.

Shipping At cost

(3) Waiver of fees

Fees may be waived at the discretion of the Head