

**SCHEDULE "B" TO BY-LAW #68/08**

**ROUTINE DISCLOSURE AND ACTIVE DISSEMINATION POLICY**

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**Schedule of Fees and Charges**

The following fees and charges shall be applicable to requests for information.

Request for information not available in the current year \$ 5.00 per request  
Note: Additional fees may be applicable for search/copy etc..

For photocopies and computer print outs .50 per page

For faxes 1.00 per page

For records provided on CD 5.00

For manually or electronically searching records 30.00 per hour

For generating lists, reports, computer files,  
scanning to provide the information in readable format 30.00 per hour

For requesting information from a third party 10.00 per request  
(plus any third party fees)

Postage & Courier Fees are applicable for information delivered by mail or courier.

Fees are not applicable for requests and searching for information that is routinely and easily available and current for the year up to a limit of 12 requests per calendar year after 12 requests a fee of \$5.00 per request will apply.

Fees are not applicable for Financial Information requested under Section 295 (1) of the Municipal Act.

For information estimated to cost in excess of \$50.00 a 50% deposit will be required.

**Exemptions**

The Chief Administrative Officer shall have the authority to waive the payment of all or part of the fee if it is considered fair and equitable to do so for example in circumstances that may cause a financial hardship for the person requesting the information and the information requested is of a necessary nature. The Chief Administrative Officer may require the person to provide additional information for verification purposes.