

OFFICE SERVICE CHARGES POLICY

RM OF PROGRESS NO. 351

EFFECTIVE DATE: January 1, 2020

FEES FOR SERVICE

Charges for the production of documents by office staff be set at the same rate as the rates set in the *Local Authority Freedom of Information and Protection of Privacy L-27.1 Reg 1*, as attached.

That the charge for sending or receiving faxes on behalf of members of the public be set at the same per page rate as the rates for photocopying set out above.

MATERIAL NOT COVERED BY LAFOIPP

Where a person or group requests document(s) be produced for examination or copying, the Administrator will determine whether the request is complex enough to require being put in writing, and the degree of detail required in that request for a search to reasonably be successful.

The Administrator will determine what timeframe is appropriate for responding to the request being made, and that timeframe can be anywhere from immediately to within 15 days of the request. If, in the Administrator's opinion, more than 15 days will be required due to the complexity of the request or the other workload of the R.M. office, or both, the Administrator will discuss the issue with the Reeve and Deputy Reeve.