

TOWN OF GOLDEN
BYLAW NUMBER 1403, 2018
ADMINISTRATIVE FEES AND INFORMATION ACCESS
Being a bylaw to establish rates applicable for the provision of administrative products and services

The Council of the Town of Golden, in open meeting assembled, **HEREBY ENACTS AS FOLLOWS:**

A. CITATION

1. This Bylaw may be cited for all purposes as "*Town of Golden Administrative Fees and Information Access Bylaw No. 1403, 2018*".

B. GENERAL PROVISIONS

1. PUBLIC ACCESS TO INFORMATION

- a. Any person may, subject to the regulations of this Bylaw, inspect or obtain a copy of any document in the custody of the Town of Golden, including those listed in, but not limited to, Section 2 of this Bylaw upon verbal or written request.
- b. Notwithstanding, a document requested per s.B.1.a must in the view of the Corporate Officer or designate be readily accessible, previously published, and listed under s.2 below.
- c. One copy or multiple copies of any qualifying document shall, upon request of the public, be made available without unreasonable delay subject to the fee specified in the commensurate schedule attached hereto, and forming part of this Bylaw.
- d. Requests for information or documents that:
 - i. in the view of the Freedom of Information Coordinator or designate require greater than 15 minutes of staff time to produce;
 - ii. require the creation of a new record(s) through research, data compilation, or calculative process of information and subject to a Resource and Handling Fee per Schedule 'A';shall be deemed as a Request for Access to Records under the *Freedom of Information and Protection of Privacy Act* and subject to application pro forma, fees, and process as required by the Freedom of Information Coordinator and this Bylaw.

2. DOCUMENTS AVAILABLE TO THE PUBLIC

- a. Bylaws.
- b. Minutes of any open Council or Council Committee Meeting.
- c. Matters relating to purchase, lease, rental or acquisition of municipal property; salaries and wages, (excluding personnel file information), the release of which would not be contrary to the provisions of the *Freedom of Information and Protection of Privacy Act*.
- d. An agenda cover sheet of any meeting of Council.
- e. Any document, the release of which would not be contrary to the provisions of the *Freedom of Information and Protection of Privacy Act*, which has been considered at a meeting of an open Council, or Council Committee, including, but not limited to the following:
 - i. A staff communiqué ;
 - ii. A report from a Council-appointed Commission;

- iii. External correspondence, petitions, consultants' reports;
- iv. An application for rezoning, development variance permit, relief from the Board of Variance, subdivision approval or a building permit;
- v. Engineering, building, architectural or subdivision plans or drawings accompanying any application referred to in the preceding paragraph, PROVIDED that no person may obtain a copy of any such document contrary to the provisions of the *Freedom of Information and Protection of Privacy Act* and PROVIDED that the documents are either digital or can be copied using the Town's photocopier.
- vi. Development permits, building permits, and documents granting conditional or final approval of a subdivision plan;
- vii. Decisions of the Board of Variance;
- viii. Financial Plan and Budget;
- ix. Municipal financial statements prepared under s.167 of the *Community Charter*;
- x. Financial information required to be filed pursuant to the *Financial Information Act*;
- xi. Revenue and expenditure reports;
- xii. Cheque vouchers and accompanying invoices;
- xiii. Information from Real Property Tax Assessment Rolls;
- xiv. Tax Accounts - including Notice of Real Property Taxes;
- xv. Utility Bills - meter reading sheets and receipted bills;
- xvi. Administrative procedures and policies;
- xvii. Tenders and quotations (except actual unit prices) which have been opened in public and reviewed by Council;
- xviii. Factual records including the Census.

3. DOCUMENTS UNAVAILABLE TO THE PUBLIC

- a. Notwithstanding anything contained in this Bylaw and for greater certainty, no member of the public shall have the right to inspect or obtain a copy of any of the following documents:
 - i. Any document, the disclosure of which is prohibited by law or the *Freedom of Information and Protection of Privacy Act*.
 - ii. Any document, which in the opinion of the municipality's solicitor, would compromise the position of the Town in a legal case if disclosed.
 - iii. Any document submitted to the municipality on condition that it not be disclosed to the public.
 - iv. Minutes of any closed meeting of council.

4. ADMINISTRATION

- a. All copies of documents shall be made by staff.
- b. Any dispute as to whether a particular document is made available to the public under this Bylaw shall be decided by the Town's Freedom of Information Co-ordinator provided that an applicant for information may appeal such decision through the Chief Administrative Officer, without unreasonable delay.

4. SCHEDULES

- a. In this Bylaw, the following schedules shall apply:

- i. Schedule "A" – Administration and Finance
- ii. Schedule "B" – Planning, GIS Services, and Operations

5. SEVERABILITY

a. The provisions of this Bylaw are severable and the invalidity of any part of this Bylaw shall not affect the validity of the remainder of this Bylaw.

6. REPEAL

a. "Town of Golden Bylaw Number 1345, 2005" and any and all amendments thereto, are hereby repealed in their entirety.

READ A FIRST TIME	6 TH	DAY OF	NOVEMBER	, 2018.
READ A SECOND TIME	18 TH	DAY OF	DECEMBER	, 2018.
READ A THIRD TIME	18 TH	DAY OF	DECEMBER	, 2018.
ADOPTED THIS	8 TH	DAY OF	JANUARY	, 2019.



 MAYOR



 CORPORATE OFFICER

TOWN OF GOLDEN
BYLAW NUMBER 1403, 2018
 ADMINISTRATIVE FEES AND INFORMATION ACCESS
SCHEDULE 'A' –Administration and Finance

1. Fees are exclusive of applicable taxes

2. Page Production Fees:

Text or images – for maps see Schedule 'B'	Size		
	Letter	Legal	Ledger
Single sided page - black and white	\$0.25	\$0.30	\$0.35
Double sided page - black and white	\$0.50	\$0.30	\$0.35
Single sided page – colour	\$1.00	\$1.25	\$1.50
Double sided page -colour	\$2.00	\$2.25	\$2.50

3. Resource and Handling Fees:

Locating and retrieving a record	\$7.50 per ¼ hour after the first 3 hours
For producing a record manually	\$7.50 per ¼ hour
For preparing a record for disclosure and handling	\$7.50 per ¼ hour
For shipping copies	Actual cost of shipping method chosen by applicant
Record creation through research, data compilation or calculative process	\$35/hour billable in 15 minute increments after the first 15 minutes.

4. Finance Services Fees:

Tax Certificate	\$35
Dishonoured (NSF) cheque	\$30

ADMINISTRATIVE FEES AND INFORMATION ACCESS
SCHEDULE 'B' –Planning, GIS Services, and Operations

1. Fees are exclusive of applicable taxes.

2. Development Services:

One copy of either Subdivision and Development Servicing, Development Procedures, Zoning, or Official Community Plan Bylaws (excluding maps larger than Letter size)	\$25
Comfort letter (excluding applicable record creation hourly charge)	\$125
LTSA search for title, image, or plan	\$15
BC Online company search	\$15
Land use sign production and installation	\$140
Removal of <i>Community Charter</i> s.57 note against land title	\$2,000
Application for site specific exemption to flood construction level or setback	\$430
Occupant load calculation for a liquor application	\$250
Liquor license application - in conjunction with a rezoning	\$300
Liquor license application - no rezoning required	\$1000
Cannabis retail application	\$2000

3. GIS Services:

Printed Stock Map Products	
8.5 x 11 Black and White	Free
8.5 X 11 Colour	\$5
11 X 17 Black and White	Free
11 X 17 Colour	\$5
34 X 44 Black and White or Colour on plain paper	\$25
34 X 44 Colour on photo paper	\$100
34 X 44 Orthophoto on photo paper	\$100
34 X 44 Colour Zoning on plain paper	\$25
34 x 44 Colour Zoning on photo paper	\$100
Semi-customized printed map products	
Town of Golden addresses (34 x 44)	\$25
Religious Institutions and Cemeteries (11 x 17)	\$5
Outdoor Skating Rinks (8.5 x 11)	\$5
Parks, playgrounds, and recreation (11 x 17)	\$5
Digital Data	
Town boundaries	\$25
Hazards	\$25
Contours - Town Extent (50cm)	\$400
Contours - per grid square (50cm)	\$25
Orthophoto – Town Extent (10cm)	\$750
Orthophoto – per grid square (10cm)	\$50
Digital Data Processing Fee per hour	\$50
GIS hourly rate	\$50

4. Operations

Custom work or service to a property provided by the Town of Golden for an owner or occupier other than works or services paid for through tax levies.

Actual cost of all labour, equipment, materials, or contracted services incurred by the Town in providing the work +10%