



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

FREEDOM OF INFORMATION REQUEST			
NAME			
ADDRESS			
TELEPHONE		EMAIL ADDRESS	
DESCRIPTION OF THE REQUIRED DOCUMENT(S):			
Do you wish to examine the document at the Village Office?	Yes No	Do you wish to obtain a copy of the document(s)?	Yes No
If you wish to obtain copies of documents, please indicate how you wish to receive these copies and in what format – i.e. printed copy, mailed copy, PDF copy via email			
SIGNED			DATE

**By signing this document, I understand there may be a fee associated to the processing of this request pursuant to Schedule 1 of the Freedom of Information and Protection of Privacy Regulation B.C. Reg 155/2012*

FOR OFFICE USE:			
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ASSIGNED TO		DATE	
Received Stamp			

FEES:

The following maximum fees are as defined in the Freedom of Information and Protection of Privacy Regulation
– B.C. Reg. 155/2012 – Schedule 1

Item	Description of Service	Management Fees
1	For applicants other than commercial applicants:	
	a) for locating and retrieving a record	\$7.50 per 1/4 hour after the first 3 hours
	(b) for producing a record manually	\$7.50 per 1/4 hour
	(c) for producing a record from a machine readable record from a server or computer	\$7.50 per 1/4 hour for developing a computer program to produce the record
	(d) for preparing a record for disclosure and handling a record	\$7.50 per 1/4 hour
	(e) for shipping copies	Actual costs of shipping method chosen by applicant
	(f) for copying records	
	i) floppy disks	\$2 per disk
	ii) CDs and DVDs	\$4 per disk
	iii) Computer tapes	\$40 per tape up to 2,400 feet
	(iv) microfiche	\$3 per fiche
	(v) microfilm duplication	\$25 per roll for 16 mm microfilm, \$40 per roll for 35 mm microfilm
	(vi) microfiche or microfilm to paper duplication	\$0.50 per page (8.5" x 11")
	vii) photographs	\$5 to produce a negative \$12 each for 16" x 20" photograph \$9 each for 11" x 14" photograph \$4 each for 8" x 10" photograph \$3 each for 5" x 7" photograph
	(viii) photographic print of textual, graphic or cartographic record, black and white	\$12.50 each (8" x 10")
	(ix) dot matrix, ink jet, laser print or photocopy, black and white	\$0.25 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
	(xi) scanned electronic copy of a paper record	\$0.10 per page
	(xii) photomechanical reproduction of 105 mm cartographic record/plan	\$3 each
	(xiii) slide duplication	\$0.95 each
	(xiv) audio cassette tape (90 minutes or fewer) duplication	\$5 per cassette plus \$7 per 1/4 hour of recording
	(xv) video cassette recorder (VHS) tape (120 minutes or fewer) duplication	\$5 per cassette plus \$7 per 1/4 hour of recording
2	For commercial applicants for each service listed in Item 1	The actual cost to the public body of providing that service