

**Town of Borden- Carleton Fees for accessing or copies of records as per Bylaw 2023-02**

<b>Type of information</b>	<b>Timeframe</b>	<b>Photocopying/ printing</b>	<b>Services/Time</b>
Category I – available on demand (bylaw subsection 6(2))	Office Hours/as agreed to between the applicant and Coordinator Monday to Friday 8.30 am – 4.30 pm	Max \$0.10 per page B&W Max \$0.25per page Color	No charge permitted
Category II – readily available but not necessarily on hand – (bylaw subsection 6(3)) or available on demand under 6(2) but older than two years	30 days from application to when the fee estimate and access to records or copies if requested must be provided to applicant	Max \$0.10 per page B&W Max \$0.25per page Color	Charged at \$26.00 per hour for Administration Staff. Charged at \$46 per hour for senior staff.  Any legal fees charged at cost.  Coordinator to provide cost estimate prior to beginning search/retrieval process.  Such cost estimate shall not be exceeded without the prior written consent of the applicant.
Category III – Information that cannot reasonably be accessed within 30 days of the application (Bylaw subsection 6(4))	30 days from application the estimate of time and the written estimate of fees must be provided to applicant	Max \$0.10 per page B&W Max \$0.25per page Color	Charged at \$26.00 per hour for Administration staff. Charged at \$46.00 per hour for senior staff.  Any legal fees charged at cost.  Coordinator to provide cost estimate prior to beginning search/retrieval process.  Such cost estimate shall be exceeded without the prior written consent of the applicant.

Category IV – applicant’s own personal information (subsection 10(3) of the Regulations)		Max \$0.10 per page B&W Max \$0.25per page Color	No charge permitted

Certified Schedule of Fees approved by Town Council on \_\_\_\_ day of \_\_\_\_\_ 2023

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Randy Ahearn, Mayor

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James Wentzell, CAO