

TOWN OF MORDEN

By-law 6-02

BEING a by-law of the Town of Morden to prescribe a fee chargeable for copies of municipal records.

WHEREAS subsection 1(1) of the Municipal Act S.M. 1996, c.58 provides in part as follows:

In this Act “municipal record” means any kind of recorded information that is created or received by, or in the custody or control of, a municipality, regardless of physical form or characteristics, and includes

- (a) information recorded on paper, photographic film, microfilm, sound or video tape or disk, and in a computer system,
- (b) a copy of the record, and
- (c) a part of the record;

AND WHEREAS subsections 263(1), 263(2), 263(3) and 263(4) of the Municipal Act S.M. 1996, c. 58 provides as follows:

263(1) A chief administrative officer must, on the request of a person and within a reasonable time, provide access to any of the following municipal records that the municipality is required by regulation to keep at the municipal office:

- (a) assessment rolls;
- (b) financial plans;
- (c) financial statements;
- (d) reports of the auditor;
- (e) repealed, S.M. 1997, c. 53, s. 4;
- (f) the minutes of meetings of the council and council committees, except the minutes for any part of a committee meeting that was closed under subsection 152(3);
- (g) by-laws and resolutions of the council and resolutions of council committees;
- (h) a report of the Ombudsman received by the council under clause 37(2)(b) of *The Ombudsman Act*.

263(2) The chief administrative officer must provide access to any other municipal record in the possession of the municipality if he or she is authorized by the council to provide access to the record.

263(3) On payment of a fee that the council may set by by-law, the chief administrative officer must provide a copy of a record to which access has been provided under subsection (1) or (2).

263(4) A fee must not exceed a comparable fee payable under The Freedom of Information Act.

AND WHEREAS it is deemed necessary and advisable to prescribe a fee chargeable for copies of municipal records.

NOW THEREFORE the Council of the Town of Morden, in open session, enacts the following:

- *1. That the fee chargeable for copies of Municipal records and services related to providing these copies be as follows:

Type of Copy/Service	Fee
Paper	
Photocopy (standard office copying machine)	\$.20 per page
Paper printout from a computer (up to 8 ½ x 14)	\$.20 per page
Paper printout from plotter	\$6.00 for first copy \$1.20 for each additional copy
Paper copy from microprinter	\$.50 per page
Paper copy by other methods	Actual cost
Film	
Black and white negative image	\$5.75 each
35 millimetre slide duplicate	\$.95 each
Microfilm duplicate rolls (positive): 35 millimetre 16 millimetre	\$10.00 per roll \$ 5.50 per roll
Printing from existing photograph negative: 5 inches by 7 inches 8 inches by 10 inches 11 inches by 14 inches	\$3.75 each \$4.45 each \$9.45 each
Photographic print of any textual, graphic or cartographic record (8 inches by 10 inches black and white)	\$12.50 each
Electronic	
Floppy disk (diskette) duplicate	\$7.50 per disk
Audio cassette (90 minutes) duplicate	\$15.00 per tape
Video cassette (1/2 inch) duplicate	\$30.00 per hour

Other	
Search and preparation of information	\$15.00 per half-hour
Type of Copy/Service	
Fee	
Internal computer programming or data processing	\$10.00 per 15 minute interval
External computer programming or data processing	Actual cost
Courier delivery	Actual cost
* Where the applicant is requesting copies of his or her own personal information, if the total copying fee is less than \$10.00, the applicant is not required to pay.	

DONE AND PASSED as a by-law of the the Town of Morden in the Province of Manitoba this 11th day of June, A.D. 2002.

TOWN OF MORDEN

G Gebler

Mayor

Garry Hiebert

Director of Finance & Administration

Read a first time this 28th day of May, A.D. 2002.

Read a second time this 11th day of June, A.D. 2002.

Read a third time this 11th day of June, A.D. 2002.

*Repealed and replaced by By-law 23-2007

"1. Fees for copies of municipal records shall be as set by the current Fees and Charges By-law and amendments."