

## SQUAMISH-LILLOOET REGIONAL DISTRICT

### BYLAW NO. 1373-2015

A bylaw to establish fees and charges for certain administrative services

---

**WHEREAS** pursuant to the provisions of the *Local Government Act*, the Board may, by bylaw, establish fees and charges for certain administrative services;

**AND WHEREAS** the Board wishes to establish fees and charges which reflect cost recovery for certain administrative services;

**NOW THEREFORE**, the Board of the Squamish-Lillooet Regional District, in open meeting assembled, enacts as follows:

1. The Squamish-Lillooet Regional District hereby establishes the fees and charges in Schedule "A", attached hereto and forming part of this bylaw, for the administrative services set out therein related to:
  - (a) the provision of Squamish-Lillooet Regional District information and documents by members of the public, but specifically excluding requests made pursuant to:
    - i. the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, Chapter 165/*Squamish-Lillooet Regional District Freedom of Information Bylaw No. 673, 1998* and any amendments thereto;
    - ii. the *Squamish-Lillooet Regional District Development Approval Information, Fees and Notification Procedures Bylaw No. 1301-2014* and any amendments thereto; and
    - iii. the *Squamish-Lillooet Regional District Building Bylaw No. 863, 2003* and any amendments thereto;
  - (b) non-sufficient funds and overdue accounts; and
  - (c) room rental rates.
2. If any section, subsection, sentence, clause, or phrase in this bylaw is, for any reason, held to be invalid by a decision of any court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of this bylaw.
3. This bylaw shall be in force and take effect upon adoption.

4. This bylaw may be cited as “Squamish-Lillooet Regional District Administrative Fees and Charges Bylaw No. 1373-2015”.

READ A FIRST TIME this            29<sup>th</sup>    day of            October, 2015.

READ A SECOND TIME this        29<sup>th</sup>    day of            October, 2015.

READ A THIRD TIME this         29<sup>th</sup>    day of            October, 2015.

ADOPTED this                        29<sup>th</sup>    day of            October, 2015.

***“ORIGINAL SIGNED BY”***

---

Jack Crompton  
Chair

***“ORIGINAL SIGNED BY”***

---

Kristen Clark  
Secretary

**SQUAMISH-LILLOOET REGIONAL DISTRICT BYLAW NO. 1373-2015**

**SCHEDULE “A” - Attached to and forming part of Squamish-Lillooet Regional District Administrative Fees and Charges  
Bylaw No. 1373-2015**

**Section 1: Fees and Charges**

The Squamish-Lillooet Regional District will charge for administrative services as follows:

<b>A. Fees for Administrative Staff Services</b>	
<b>Description</b>	<b>Fee (plus applicable tax)</b>
<p>In response to public requests, staff time for the following administrative services:</p> <ul style="list-style-type: none"> <li>• Manually creating a document;</li> <li>• Locating and/or retrieving a document;</li> <li>• Scanning, emailing, printing, photocopying and/or faxing a document;</li> <li>• Copying a document or recording to an external storage device (as supplied by the Squamish-Lillooet Regional District).</li> </ul>	<ul style="list-style-type: none"> <li>• No charge for the first 60 minutes.</li> <li>• Then \$7.50 for each additional 15 minute segment (or portion thereof)</li> </ul> <p>Plus applicable printing/copying charges (as per Subsection B)</p> <p>Plus applicable cost of external storage device (as per Subsection C)</p> <p>Plus applicable delivery charges (as per Subsection D)</p>
<b>B. Fees for Printing, Photocopying and Scanning Services</b>	
<b>Description</b>	<b>Fee (plus applicable tax) (plus staff time as per Subsection A)</b>
<p><b>Printing and photocopying:</b></p> <p>8.5” x 11” (letter) – black &amp; white 8.5” x 14” (legal) – black &amp; white</p>	<p>No charge for up to the first 12 pages per request and thereafter \$0.25 per additional page</p>
<p><b>Printing and photocopying:</b></p> <p>8.5” x 11” (letter) - colour 8.5” x 14” (legal) – colour</p>	<p>No charge for up to the first 4 pages per request, and thereafter \$0.75 per additional page</p>

<b>Printing and photocopying:</b>  11"x 17" (tabloid) – black & white	No charge for up to the first 12 pages per request, and thereafter \$0.30 per additional page
<b>Printing and photocopying:</b>  11"x 17" (tabloid) – colour	No charge for up to the first 4 pages per request, and thereafter \$1.00 per additional page
<b>Printing:</b>  Documents that require use of map plotter, such as maps, plans, and drawings	\$10.00 per page
<b>Scanning:</b>  Electronic copy of paper record	No charge for up to the first 10 pages per request, and thereafter \$0.10 per additional page
<b>C. Fees for External Storage Device</b>	
<b>Description</b>	<b>Fee (plus applicable tax)</b>
Supply of external storage device (CD, DVD, USB flash drive, etc.)	Actual cost of item
<b>D. Fees for Delivery Services</b>	
<b>Description</b>	<b>Fee (plus applicable tax)</b>
Regular mail service	Actual cost of postage service
Courier service	Actual cost of courier service
Fax (local)	\$0.25 per page
Fax (long distance)	\$0.50 per page
<b>E. Fees for Non-Sufficient Funds</b>	
<b>Description</b>	<b>Fee (plus applicable tax)</b>
Payments returned by financial institutions due to non-sufficient funds (i.e. NSF cheques)	\$30.00

<b>F. Interest Charges for Overdue Accounts</b>	
<b>Description</b>	<b>Interest Charge</b>
Interest charges on overdue accounts receivable for any service provided by the Squamish-Lillooet Regional District (except those services for which provision of overdue charges has been made by agreement or bylaw)	1.25% per month, compounded monthly and calculated daily (16.08% per annum)
<b>G. Fees for Room Rentals (Hourly)</b>	
<b>Description</b>	<b>Fee (plus applicable tax)</b>
Boardroom at 1350 Aster Street, Pemberton, BC <ul style="list-style-type: none"> <li>• Subject to availability and policy considerations</li> <li>• Proof of insurance coverage may be required</li> </ul>	Rates for the Boardroom are the same as the rates (Non-Profit Groups, Local Resident, Government, Commercial/Private) in effect for 1/3 of the Great Hall at the Pemberton and District Community Centre, pursuant to the <i>Squamish-Lillooet Regional District Pemberton &amp; District Recreation Service Fees and Charges Bylaw No. 1424-2015</i> as amended from time to time.  Plus cost of insurance (if required)

**Section 2: Time Estimate of Staff Time, Printing, Photocopying, and Scanning Fees - Subsections 1(A), 1(B)**

The Squamish-Lillooet Regional District will advise the person making the request of the estimated timeframe required for providing the services in Subsection 1(A) and Subsection 1(B).

For the purposes of the number of copies available free of charge in Subsection 1(B), the Squamish-Lillooet Regional District reserves the right to determine whether multiple requests for documents by the same person are entitled to be considered as a single request for documents.

**Section 3: Cost Estimate and Deposit - Subsections 1(A), 1(B)**

Prior to services being rendered pursuant to Subsection 1(A) and 1(B), the Squamish-Lillooet Regional District will provide to the person making the request an estimate of the fee payable under Section 1 (consisting of staff time fees plus printing/photocopying/scanning fees plus external storage device fee if applicable).

If the fees payable under Subsection 1(A) and Subsection 1(B) are estimated to be greater than \$50.00, the Squamish-Lillooet Regional District will require the person making the request to place a deposit of 50% of the estimated fee prior to the commencement of printing/photocopying/scanning.

#### **Section 4: Timing of Payment - Subsections 1(A), 1(B), 1(C), 1(D)**

The Squamish-Lillooet Regional District will not release any documents until fees are paid in full.

#### **Section 5: Timing of Payment - Subsection 1(G)**

The Squamish-Lillooet Regional District will not book a room rental until the applicant pays the room rental fees in full and provides proof of insurance (if required).

Once paid, the room rental fees are non-refundable unless the applicant provides written notice to the Squamish-Lillooet Regional District at least 2 business days prior to the booking date.

#### **Section 6: Method of Payment**

Payment of fees must be made by cash or cheque made payable to the Squamish-Lillooet Regional District.

#### **Section 7: Applicability of this Bylaw to non-administrative requests**

##### FOIPPA requests

This bylaw does not apply where the request for records is made pursuant to the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, Chapter 165 and amendments thereto. In such circumstances, fees for staff time and printing/photocopying/scanning/delivery are subject to the *Squamish-Lillooet Regional District Freedom of Information Bylaw No. 673, 1998* and any amendments thereto.

##### Development and Planning Department requests

This bylaw does not apply where the request for records is made pursuant to the *Squamish-Lillooet Regional District Development Approval Information, Fees and Notification Procedures Bylaw No. 1301-2014* as amended from time to time. In such circumstances, fees for staff time and printing/photocopying/scanning/delivery are subject to the *Squamish-Lillooet Regional District Development Approval Information, Fees and Notification Procedures Bylaw No. 1301-2014* and any amendments thereto.

##### Building Department requests

This bylaw does not apply where the request for records is made pursuant to the *Squamish-Lillooet Regional District Building Bylaw No. 863, 2003* and any amendments thereto. In such circumstances, fees for staff time and printing/ photocopying/scanning/delivery are subject to the *Squamish-Lillooet Regional District Building Bylaw No. 863, 2003* and any amendments thereto.