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**Bylaw No. 3-98****FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY FEES BYLAW  
NO. 3-98****SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)**

A BYLAW OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN) (herein called the "Board") to adopt a Bylaw to set fees under the *Freedom of Information and Protection of Privacy Act*.

NOW, THEREFORE, the Board enacts this as Freedom of Information and Protection of Privacy Fees Bylaw No. 3-98.

Section 77 of the *Freedom of Information and Protection of Privacy Act* ("Act") gives the School District the authority to set any fees the School District requires to be paid under the Act.

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**Applicant Fees**

1. The head may require an applicant who makes a request for access to a record under the Act to pay the fees set out in Schedule "A" to this Bylaw for the following services:
  - (a) locating, retrieving and producing the record;
  - (b) preparing the record for disclosure;
  - (c) shipping and handling the records; and
  - (d) providing a copy of the record.

**Limits on Fees**

2. An applicant must not be required under section 1 to pay a fee for:
  - (a) the first 3 hours spent locating and retrieving a record; or
  - (b) time spent severing information from a record.

**Personal Information**

3. Section 1 does not apply to a request for the applicant's own personal information.

**Estimate to be Given**

4. If an applicant is required to pay any fee under section 1, the head must give the applicant an estimate of the total fee before providing the services.

**Payment of Fees**

5. The right of access to a record is subject to the prior payment of any fee required under section 1.

**Bylaw No. 3-98**  
(continued)

**Discretionary Waiver**

6. The head may excuse an applicant from paying all or part of the fee if, in the head's opinion:
  - (a) the applicant cannot afford the payment or for any other reason it is fair to excuse the payment; or
  - (b) the record relates to a matter of public interest, including the environment or public health or safety.

**Interpretation**

7. Any word or expression used in this Bylaw that is not defined in this Bylaw has the meaning given to it in the Act on the date this Bylaw comes into force.

READ A FIRST TIME THE 8<sup>th</sup> DAY OF **APRIL, 1998.**

READ A SECOND TIME THE 8<sup>th</sup> DAY OF **APRIL, 1998.**

READ A THIRD TIME, FINALLY PASSED AND ADOPTED THE 8<sup>th</sup> DAY OF **APRIL, 1998.**

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Chairman of the Board

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Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 58 (Nicola-Similkameen) Freedom of Information and Protection of Privacy Fees Bylaw No. 3-98, adopted by the Board the 25<sup>th</sup> day of March 25, 1998.

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Secretary-Treasurer

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT  
FREEDOM OF INFORMATION & PROTECTION OF PRIVACY**

**SCHEDULE OF MAXIMUM FEES**

**1. For applicants other than commercial applicants:**

- (a) for locating and retrieving a record.....\$7.50 per ¼ hour after the first 3 hours,
- (b) for producing a record manually.....\$7.50 per ¼ hour,
- (c) for producing a record from a machine readable record.....\$16.50 per minute for cost of use of central mainframe processor and all locally attached devices plus \$7.50 per ¼ hour for developing a Computer program to produce the record,
- (d) for preparing a record for disclosure and handling a record.....\$7.50 per ¼ hour,
- (e) for shipping copies.....actual costs of shipping method chosen by applicant,
- (e) for coping records:
  - (i) photocopies and computer printouts..... \$ .25 per page (8.5"x11", 8.5"x14")  
\$ .30 per page (11"x17"),
  - (ii) floppy disks..... \$10.00 per disk,
  - (iii) computer tapes..... \$40.00 per tape, up to 2400 feet,
  - (iv) microfiche..... \$10.00 per fiche,
  - (v) 16 mm microfilm duplication..... \$25.00 per roll,
  - (vi) 35 mm microfilm duplication..... \$40.00 per roll,
  - (vii) microfilm to paper duplication ..... \$ .50 per page,
  - (viii) photographs (colour or black and white)..... \$5.00 to produce a negative  
\$12.00 each for 16"x20"  
\$9.00 each for 11"x14"  
\$4.00 each for 8"x10"  
\$3.00 each for 5"x7",
  - (ix) photographic print of textual, graphic or cartographic record (8"x10" black and white)..... \$12.50 each,
  - (x) hard copy laser print, B/W, 300 dots/inch..... \$ .25 each,
  - (xi) hard copy laser print, B/W, 1200 dots/inch..... \$ .40 each,
  - (xii) hard copy laser print, colour..... \$1.65 each,
  - (xiii) photomechanical reproduction of 105 mm cartographic record/plan..... \$3.00 each,
  - (xiv) slide duplication..... \$ .95 each,

- (xv) plans..... \$1.00 per square metre,
- (xvi) audio cassette duplication..... \$10.00 plus \$7.00 per ¼ hour of recording,
- (xvii) video cassette (1/4" or 8 mm) duplication.....\$11.00 per 60 minute cassette plus \$7.00 per ¼ hour of recording, \$20.00 per 120 minute cassette plus \$7 per ¼ hour Of recording,
- (xviii) video cassette (1/2") duplication..... \$15.00 per cassette plus \$11.00 per ¼ hour of recording, and
- (xix) video cassette (3/4") duplication..... \$40.00 per cassette plus \$11.00 per ¼ hour of recording.

**2. For commercial applicants**

for each service listed in item 1..... the actual cost of providing that service

[Provisions of the *Freedom of Information and Protection of Privacy Act* relevant to the enactment of this regulation: section 76]