

SCHOOL DISTRICT NO. 48 -(SEA TO SKY)

POLICY SERIES 200 - BOARD OF EDUCATION

203 PROCEDURES OF OPERATION Bylaw 203.3 Freedom of Information and Protection of Privacy

A BYLAW of the Board of Education of School District No. 48 (Sea to Sky) (hereinafter called the "Board").

WHEREAS Section 77 of the *Freedom of Information and Protection of Privacy Act*, states:

"A local public body, by by-law or other legal instrument by which the local public body acts,

- a) must designate a person or group of persons as the head of the local public body for the purposes of this Act,
- b) may authorize any person to perform any duty or exercise any function under this Act of the person or group of persons designated as the head of the local public body, and
- c) may set any fees the local public body requires to be paid under section 75."

NOW THEREFORE the Board enacts as follows:

1. As required under section 77(a) of the Act, the Board of Education designates the Superintendent of Schools as the official head of the school district for the purposes of the Act.
2. As permitted under section 77 (b) of the Act the Board of Education authorizes the Superintendent to be responsible for the administration of the Act and to make operational decisions. The Superintendent is authorized to issue procedures required to support the district's administration of the Act.
3. As permitted under section 77 of the Act, the Board of Education adopts the schedule of fees as set out in the Freedom of Information and Protection of Privacy Regulation, B.C. Reg. 323/93 dated September 22, 1993. The schedule of fees accompanies this Bylaw.

This by-law may be cited as School District No. 48 (Sea to Sky) Freedom of Information and Protection of Privacy Bylaw.

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 costs	Actual cost of shipping method chosen by applicant
f) for copying records	
i) photocopies and computer printouts	\$0.25 per page (8 ½ x 11", 8 ½ x 14") \$0.30 per page (11x17")
ii) floppy disk	\$10.00 per disk
ii) computer tapes	\$40.00 per tape up to 2400 feet
iii) 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 (color or black and white)	\$5.00 to produce a negative \$12.00 for each 16 x 20 \$9.00 for each 11 x 14 \$4.00 for each 8 x 10 \$3.00 for each 5 x 7
ix) photographic print of textual, graphic or cartographic record (8x10 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, color	\$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 \$7.00 per ¼ hour of recording
xviii) video cassette (1/2") duplication	\$15.00 per cassette plus \$11.00 per ¼ hour of recording
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