

### Bylaw 3

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY BYLAW

**Whereas**, pursuant to Section 89 of the *Freedom of Information and Protection of Privacy Act*, S.A. 1994, c.F-18.5, the Fort Saskatchewan Public Library Board must designate a person or group of persons as the head of the Fort Saskatchewan Public Library for the purposes of the *Act*;

**And Whereas**, pursuant to Sections 87 and 89 of the *Freedom of Information and Protection of Privacy Act*, the Fort Saskatchewan Public Library Board may set any fees payable to the Fort Saskatchewan Public Library for services under the *Act* and Regulations;

Fort Saskatchewan Public Library Board enacts:

### PART I – PURPOSE, DEFINITIONS AND INTERPRETATION

<b>PURPOSE</b>	1. The purpose of the Bylaw is to establish the administrative structure of the Fort Saskatchewan Public Library Board in relation to the <i>Freedom of Information and Protection of Privacy Act</i> , and to set fees thereunder.
<b>DEFINITIONS</b>	2. In this Bylaw, unless the context otherwise requires:  “ <b>Act</b> ” means the <i>Freedom of Information and Protection of Privacy Act</i> , S.A. 1994, c.F-18.5;  “ <b>Applicant</b> ” means a person who makes a request for access to a record under section 7(1) of the <i>Act</i> ;  “ <b>Public Library</b> ” means the Fort Saskatchewan Public Library and includes any board, committee, commission, panel, agency or corporation that is created or owned by the Fort Saskatchewan Public Library and all the members or officers of which are appointed or chosen by the Fort Saskatchewan Public Library Board;  “ <b>Library Director</b> ” means the person appointed as the Chief Administrative Officer of the Fort Saskatchewan Public Library, and includes any person who holds the position of Library Director in an Acting capacity;  “ <b>Province</b> ” means the Province of Alberta.

### PART II – DESIGNATED HEAD

<b>DESIGNATED HEAD</b>	3. For the purpose of the <i>Act</i> , the Library Director is designated as the Head of the Fort Saskatchewan Public Library.
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**PART III – FEES**

<b>FEES</b>	4. Where an Applicant is required to pay a fee for services, the fee payable is in accordance with the Freedom of Information and Protection of Privacy Regulation, AR 200/95, as amended from time to time or any successor Regulation that sets fees for requests for information from the Province and as set out in Schedule A attached.
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**PART IV – GENERAL**

<b>EFFECTIVE DATE</b>	5. The Bylaw comes into effect on October 13, 1999
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READ a first time      October 13, 1999

READ a second time    October 13, 1999

READ a third time      October 13, 1999

SIGNED AND PASSED      October 13, 1999

**Fort Saskatchewan Public Library Board**

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Chair

\_\_\_\_\_  
Secretary

## SCHEDULE A

### FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT FEES SCHEDULE

The amount of the fees set out in this Schedule are the maximum amounts that can be charged to applicants.

<b>1</b>	For locating and retrieving a record	\$6.78 per ¼ hr.
<b>2</b>	For producing a record from an electronic record:	
	(a) Computer processing and related charges	Actual amount charged to public body
	(b) Computer programming	\$10.00 per ¼ hr.
<b>3</b>	For preparing and handling a record for disclosure	\$6.75 per ¼ hr.
<b>4</b>	For supervising the examination of a record	\$6.75 per ¼ hr.
<b>5</b>	For shipping a record or copy	Actual amount incurred by the public body
<b>6</b>	For photocopying a record:	
	(a) Photocopies, hard copy laser print and computer printouts	\$0.25 per page
	(b) Floppy disks	\$10.00 per disk
	(c) Computer tapes	\$55.00 per tape
	(d) Microfiche (diaz film)	\$0.50 per fiche
	(e) Duplication of 16mm microfilm	\$25.00 per roll
	(f) Duplication of 35mm microfilm	\$32.00 per roll
	(g) Duplication microfilm or microfiche to paper	\$2.00 per page
	(h) Photographs (colour or black and white from negative):	
	(i) 4" x 5"	\$10.00
	(ii) 5" x 7"	\$13.00
	(iii) 8" x 10"	\$19.00
	(iv) 11" x 14"	\$26.00
	(v) 16" x 20"	\$40.00
	(i) Plans and blueprints	\$0.50 per sq. ft.
	(j) Duplication of slide	\$2.00 per slide
	(k) Duplication of audio cassette	\$5.00 per tape
	(l) Duplication of video cassette (¼", ½" or 8mm – 1 hour)	\$20.00 per tape

(m)	Duplication of video cassette ( $\frac{1}{4}$ ", $\frac{1}{2}$ " or 8mm – 2 hour)	\$25.00 per tape
(n)	Duplication of video cassette ( $\frac{3}{4}$ " – 30 minutes)	\$18.00 per tape
(o)	Duplication of video cassette ( $\frac{3}{4}$ " – 1 hour)	\$23.00 per tape
(p)	Any other media not listed above	Actual cost to public body