

REGULATION 1161.1

FEES FOR ACCESS TO INFORMATION

When Fees May Be Charged

Fees may be charged for the provision of information to individuals or organizations as follows:

- when permitted under the *Freedom of Information and Protection of Privacy Act* and when not restricted under any other legislation;
- for multiple copies of an individual's personal information or in instances where the individual has previously received a copy of the requested material;
- for Certified copies of the Permanent Student Record Card or the Transcript of Grades;
- for any record that is produced in response to a request and which is not normally prepared or made available in the course of District operations;
- for material produced with the intent of sale;
- for copies of agenda materials, reports or publications that are presented at public Board meetings, except if accessed at the meeting;
- for District publications - a listing of available publications and established fees shall be maintained by the Office of the Superintendent;

A fee may be charged for the provision of information in the above circumstances whether the information is supplied in a written, verbal or electronic format.

When Fees May Not Be Charged

- A fee may not be charged where prohibited by the *Freedom of Information and Protection of Privacy Act* or any other statute.
- A fee may not be charged for educational information made available to students or parents in the ordinary course of providing an educational program, such as progress reports, newsletters and other communications.
- In accordance with the *Freedom of Information and Protection of Privacy Act*, a fee may not be charged for access by individuals to their own personal information. In the case of student records, this includes access by parents or legal guardians of the student and instances where access to the records is provided to others with the written consent of the student or the parent/legal guardian.
- An individual may, upon appointment, view without a fee being charged, material that is routinely available and is not produced with the intent of sale.

Waiving of Fees

Fees may be waived:

- for requests not under the *Freedom of Information and Protection of Privacy Act*, by the School Principal or Department Head, where the amount of fees otherwise chargeable is less than \$10;
- in any circumstances, by the Superintendent of Schools or designate, if necessary to ensure effective public access, or in cases of hardship.

Fees will be waived:

- for requests, under the *Freedom of Information and Protection of Privacy Act* where the amount of fees otherwise chargeable is less than \$10.

Notification of Fees and Provisions of Estimates

The School or Department will advise the requester whether fees are applicable and, if applicable, will provide an estimate. A deposit of one half of the estimated fees will be required prior to the processing of the request if the total estimated fees exceed \$50.

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If the actual fees exceed the amount of the estimate, only the estimated amount will be charged. If the actual amount is less than the estimate provides, the lesser actual amount will be charged.

Retention of Fees

All fees collected by schools shall be retained by the school and utilized for funding school programs.

All fees collected by District departments shall be forwarded to the Accounts Department for deposit and shall be credited to the Department who administers the respective records, where identifiable or to District revenues.

Amounts Which May Be Charged

For specific records, in accordance with **Schedule A**.

For records requested under the *Freedom of Information and Protection of Privacy Act*, in accordance with the current Fee Schedule contained in the Act. **(Schedule B)**

For records provided routinely and other than for an individual's own personal information or as required by statute, a minimum processing charge of \$2 plus a per page copy cost specified in *the Act*.

For records produced with the intent of sale, amounts as determined by the respective School Principal or Department Head.

For records produced in response to a request and which are not normally prepared or made available in the course of District operations, as determined by the respective School Principal or Department Head.

Responsibility

The Principal of a school and the District Department Head shall be responsible for ensuring compliance with this Policy and Regulation within their area of authority. These guidelines shall be consistently applied.

Reference: School Act, Section 100: Fees and Deposits
School Act, Section 103: Power and Capacity
Board Policy and Regulation 6160: Fees/Charges to Students
Board Policy and Regulation 1160: Public Information
Freedom of Information and Protection of Privacy Act

Greater Victoria School District

Approved: May 27, 1996

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SCHEDULE A

FEES FOR ACCESS TO INFORMATION - SPECIFIC RECORDS

The following fees schedule shall apply:

	<u>FEE</u>		
	Entire Portions Document Thereof		
Board and Financial Records			
Listing of Remuneration to Employees, Payments to Suppliers and selected Financial Statements	\$ 5.00	N/A	
Audited Financial Statements	\$ 5.00	N/A	
Budget Detail charge plus per page copy cost	\$10.00	\$2 processing	
Budget Summary charge plus per page copy cost	\$ 5.00	\$2 processing	
Board agenda material or reports pre- sented to the Board at public meetings page copy cost	\$ 5.00	\$2 processing charge plus per	
Board Policy, Regulation and Bylaws charge plus per page copy cost	N/A	\$2 processing	
Transcript of Grades	\$10.00 \$ 5.00 \$ 2.00	N/A	1st copy next copy subsequent copy
Permanent Student Record Cards	\$10.00 \$ 5.00 \$ 2.00	N/A	1st copy next copy subsequent copy
District Publications			
Annual Report	\$ 1.00	N/A	May be provided free
Strategic Plan	\$ 1.00	N/A	of charge to current and

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Curriculum Guides	\$ 1.00	N/A	prospective students or parents.
Secondary Schools Course Guide	\$ 5.00	N/A	Copy of sections thereof provided free of charge to students.
Scholarship Handbook	\$ 5.00	N/A	
School Operations Manual	\$10.00	\$2 processing charge plus per page copy cost	
District Directory	\$10.00	N/A	
Freedom of Information and Protection of Privacy District Manual	\$10.00	N/A	
Freedom of Information and Protection of Privacy District Handbook	\$ 2.00	N/A	
Handbooks, Manuals (Miscellaneous)	Various	N/A	Minimum \$2 charge, maximum as set by applicable Department, not to exceed cost.
School Publications			
School or Class Annuals	Various	N/A	As set by school
School Agenda Books	Various	N/A	As set by school
School Calendars, Course Catalogues	Various	N/A	As set by school. Not to exceed cost. May be provided free of charge to current and prospective students or parents.
Facilities Records			
Site maps, building drawings, demographic records	Various	N/A	Minimum \$2 charge plus per page cost. Additional charges for time spent locating, retrieving and preparing records may

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be levied, in accordance with the *Freedom of Information and Protection of Privacy Act* per Schedule B.

SCHEDULE B

FEES FOR ACCESS TO INFORMATION - OTHER RECORDS

Schedule of Maximum Fees

- 1. For applicants other than commercial applicants:
 - a) for locating and retrieving a record \$7.50 per 1/4 hour after the first 3 hours,
 - b) for producing a record manually \$7.50 per 1/4 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 1/4 hour for developing a computer program to produce the record,
 - d) for preparing a record for disclosure and handling a record \$7.50 per 1/4 hour,
 - e) for shipping copies actual costs of shipping method chosen by applicant,
 - f) for copying records
 - i) photocopies and computer printouts \$0.25 per page (8.5" x 11", 8.5" x 14")
\$0.30 per page (11" x 17"),
 - 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 \$0.50 per page,
 - viii) photographs - (colour or black and white) \$5.00 to produce a negative
\$12.00 each for 16" x 20"
\$9.00 each for 11" x 14"
\$4.00 each for 8" x 10"
\$3.00 each for 5" x 7",
 - ix) photographic print of textual, graphic or cartographic record (8" x 10" black and white) \$12.50 each,
 - x) hard copy laser print, B/W, 300 dots/

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inch	\$.25 each,
xi) hard copy laser print, B/W, 1200 dots/ inch	\$.40 each, \$1.65 each,
xii) hard copy laser print, colour	\$3.00 each,
xiii) photomechanical reproduction of 105 mm cartographic record/plan	\$.95 each,
xiv) slide duplication	\$1.00 per square metre,
xv) plans	\$10.00 plus \$7.00 per 1/4 hour of recording,
xvi) audio cassette duplication	\$11.00 per 60 minute cassette plus \$7.00 per 1/4 hour of recording;
xvii) video cassette (1/4" or 8 mm) duplication	\$20.00 per 120 minute cassette plus \$7.00 per 1/4 hour of recording
xviii) video cassette(1/2") duplication	\$15.00 per cassette plus \$11.00 per 1/4 hour of recording, and
xix) video cassette (3/4") duplication	\$40.00 per cassette plus \$11.00 per 1/4 hour of recording.
2. For commercial applicants for each service listed in item 1	the actual cost of providing that service.