



# ISLANDS TRUST CONSERVANCY BOARD POLICY

**Policy number: 3.9**

**Title: Freedom of Information and Protection of Privacy Policy – Designation of Head & Fees**

**Approved By: Islands Trust Conservancy Board**

**Date: July 27, 1994**

**Resolution #: TFB #94/55**

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## **PURPOSE**

To designate a head of the Islands Trust Conservancy Board for the purposes of the *Freedom of Information and Protection of Privacy Act* and to set any fees the Islands Trust Conservancy requires to be paid under the Act.

## **Policy**

1. Section 76.1 of the *Freedom of Information and Protection of Privacy Act*, S.B.C. 1992, c. 61, as amended ("the Act"), gives the Islands Trust Conservancy Board the authority to designate a person as the head of the Islands Trust Conservancy for the purposes of the Act and to authorize any person to perform any duty or exercise any function under the Act of the person designated as the head of the Islands Trust Conservancy, and

### **Head of Islands Trust Conservancy**

- i. The Islands Trust Conservancy Manager is designated as the head of the Islands Trust Conservancy for the purposes of the Act.
- ii. The person from time to time appointed to the position of FOIPP Secretary to the Islands Trust Conservancy is authorized to perform any duty or exercise any function of the head.
- iii. The head or persons authorized to perform the duties of the head shall operate in accordance with Freedom of Information and Protection of Privacy policies, guidelines, and procedures, as set by the Islands Trust Conservancy Board from time to time.

2. Section 76.1 of the Act also gives the Islands Trust Conservancy the authority to set any fees the Islands Trust Conservancy requires to be paid under the Act.

### **Fees Payable by Applicants**

The fees that are payable by applicants under the Act are those set out as follows:

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 chosen by applicant, actual costs of shipping by method
  - (f) for copying records
    - (i) photocopies and computer printouts \$.25 per page (8.5 x 11, 8.5 x 14),  
\$.30 per page (11 x 17),
    - (ii) floppy disks \$10.00 per disk,
    - (iii) computer tapes \$40.00 per tape, up to 2400 et,
    - (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 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 records (8" x 10" 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, \$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 1/4 hour of recording,
(xvii)	video cassette (1/4" or 8 mm) duplication	\$11.00 per 60 minute cassette plus \$7.00 per 1/4 hour of recording; \$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.

3. An applicant's request for his/her own personal information is not subject to any fees.

\* "commercial applicant" means a person who makes a request for access to a record to obtain information for use in connection with a trade, business, profession or other venture for profit.

**References**

Freedom of Information and Protection of Privacy Act; Islands Trust Conservancy FOIPP Policy & Procedure; Ministry of Government Services Freedom of Information and Protection of Privacy Policy and Procedures Manual