

**FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY**

SCHEDULE 1

**SCHEDULE OF MAXIMUM FEES FOR
ROUTINELY AVAILABLE RECORDS**

FOR ALL APPLICANTS

<u>A. For Copying or Producing Paper Records</u>		
	<u>Size</u>	<u>Cost</u>
1.	Photocopies and computer printouts	8.5x11", 8.5x14"\$.25 per side
2.	Photocopies and computer printouts	8.5x17" and larger\$.30 per side
3.	Mapping/copies	11x17"\$1 per side
4.	Photocopies of maps (i.e. base map, house numbering, zoning, OCP, road map)	24x36" and larger\$2 per lineal foot
5.	Hard copy laser print, B/W	8.5x11"\$.25 per page
6.	Hard copy laser print, colour	8.5x11"\$.25 per page
 <u>B. For Producing Copies of Special Documents:</u>		
1.	Bylaws, text and schedules	8.5 x11"\$.25 per side, maximum \$10
2.	Official Community Plan	8.5x11"\$.25 per side, maximum \$10
3.	Map forming part of Zoning or Official Community Plan Bylaw	24x36" and larger \$2 per lineal foot copied, or\$5 per lineal foot plotted
4.	Road Index, text and maps	8.5x11"\$20 per copy
5.	Digital Mapping, complete copy	11x17"\$200 per set (approx. 400 maps)
 <u>C. For Producing Records on the Geographic Information System (G.I.S.)</u>		
	\$10 per ¼ hour of preparation time, or portion thereof, plus	\$5 per lineal foot plotted or \$2 per lineal foot copied
 <u>D. For Producing Copies of Other Media</u>		
1.	Floppy Discs	\$10 each
2.	Computer Tapes (up to 2400 feet)	\$40 each
3.	Computer Discs	\$10 each
4.	Microfilm to paper duplication	actual cost
5.	Photographs (B/W, Colour)	actual cost
6.	Slide duplication	actual cost
7.	Existing house plans/blueprints	\$2 per lineal foot
8.	Audio or video cassette	actual cost
 <u>E. For Locating, Retrieving, Producing and Preparing Records</u>		
<u>Staff and Out-of-Pocket Charges</u>		
1.	For locating and retrieving a record	\$7.50 per ¼ hour or portion thereof
2.	For producing a record manually	\$7.50 per ¼ hour or portion thereof
3.	For producing a record from a machine readable record	\$15 per ¼ hour for developing a computer program to produce the record plus \$.30 per page of printout produced
4.	For preparing a record for disclosure and handling a record	\$7.50 per ¼ hour or portion thereof
5.	Cerlox Spines (if needed)	\$1 each
6.	For shipping copies	actual cost of shipping by method chosen by applicant