

BYLAW NO. 1773

**A BYLAW OF THE CITY OF NORTH BATTLEFORD TO
PROVIDE FOR THE COLLECTION OF SERVICE FEES FOR
RESEARCH REQUESTS, PHOTOGRAPH REPRODUCTION,
AND FOR GENERAL PHOTOCOPYING.**

WHEREAS pursuant to Clause 8(1)(i) of *The Cities Act*, Council has the general power to pass bylaws for City purposes that it considers expedient in relation to services provided by or on behalf of the City; and

WHEREAS pursuant to Subclause 8(3)(c)(i) of *The Cities Act*, Council has the power to pass bylaws to establish fees for the activity authorized for the purpose of raising revenue;

NOW THEREFORE the Council of the City of North Battleford, in the Province of Saskatchewan enacts as follows:

1. That the following fees included in this bylaw are applicable to the North Battleford City Archives or for any other occasion where similar type services are required of a City department or Committee and subsequently endorsed by City Council.
2. That a fee of \$1.00, plus GST, shall be collected per photocopy of individual pages of information. If more than 5 copies are requested, the fee of \$.50, plus GST, shall be collected per photocopy of individual pages of information.
3. For research requests, the first ½ hour of research service will be done free of charge. For each additional ½ hour, a fee of \$15.00 will be charged to a maximum of 4 hours.
4. For research requests deemed overly time consuming and that may occur over an extended period of time, the Archives Committee reserves the right to negotiate a lump-sum fee for service instead of applying the fee schedule set out in Section 3.
5. That a fee of \$5.00 shall be collected per scanned image and that a fee of \$5.00 be collected for each CD copied with information.
6. That a fee per photograph be charged for photograph reproduction using the following fee structure: for local non-commercial use - \$5.00 per photograph; for local commercial use - \$15.00 per photograph; for non-local commercial use - \$20.00 per photograph.

7. That the following procedure be used when there is a request for photograph reproduction:
 - a) The catalogue numbers of the photographs selected for reproduction are recorded on a separate log sheet prior to the photographs leaving the Archives.
 - b) A deposit of 25% of the total fees owing must be paid to the City of North Battleford before any photographs are taken to the photo developer.
 - c) Photographs are hand-delivered by an Archives Committee member to a local photograph developer of the purchaser's choice. The cost of reproducing the photographs is at the expense of the purchaser.
 - d) Upon completion of the photograph reproduction, the originals are picked up and returned to the Archives by an Archives Committee member.
 - e) An invoice is issued to the purchaser for the remainder owing for the photograph reproductions.
8. Photo credits are required on copies of material displayed outside the Archives. Copies are to be accompanied by a sticker that reads "Courtesy of North Battleford City Archives".
9. This bylaw shall come into force and take effect upon the final passing thereof.

INTRODUCED AND READ A FIRST TIME THIS 11TH DAY OF JULY, A.D. 2005.

READ A SECOND TIME THIS 11TH DAY OF JULY, A.D. 2005.

READ A THIRD TIME AND PASSED THIS 25TH DAY OF JULY, A.D. 2005.

"Julian Sadlowski"
MAYOR

"Elaine J. Kostiuk"
CITY CLERK