



## Regional District of Alberni-Clayoquot

### Bylaw No. A1087

#### A bylaw for the Administration of the Freedom of Information and Protection of Privacy Act

CONSOLIDATED FOR CONVENIENCE ONLY

JUNE 15, 2023

The amendment bylaw(s) listed below have been incorporated into *Bylaw No. A1087, Alberni-Clayoquot Regional District Freedom of Information and Protection of Privacy, 2019* for convenience purposes only. Persons making use of the consolidated version of Bylaw No. A1087 are advised that it is not a legal document and that for the purpose of interpreting and applying the law, the original bylaw(s) must be consulted. Certified copies of original bylaws are available through the Corporate Officer.

AMENDMENT BYLAW	EFFECTIVE DATE
A1087-1, ACRD Freedom of Information and Protection of Privacy Act Amendment, 2023	June 14, 2023

Bylaw numbers appearing in the margin of this consolidated version refer to the applicable amendment bylaw.

---

**WHEREAS**, the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c165, as amended, requires a Regional District to designate the Head and set any fees for services;

**NOW THEREFORE**, the Board of the Alberni-Clayoquot Regional District, in open meeting assembled, enacts as follows:

#### Citation

1. This Bylaw may be cited as "*Alberni-Clayoquot Regional District Freedom of Information and Protection of Privacy Bylaw No. A1087, 2019*".

### Definitions and Interpretation

2. (a) The definitions contained in Part 1 of the Act shall apply to this Bylaw.

(b) In this Bylaw:

“**Act**” means the *Freedom of Information and Protection of Privacy Act, RSBC, 1996, C165, as amended*;

“**Board**” means the Board of the Alberni-Clayoquot Regional District;

“**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;

“**Coordinator**” means the person designated in section 3 (b) of this Bylaw as the Information and Privacy Coordinator;

“**Head**” means the person designated under section 3 (a) of this Bylaw as the Head;

“**Regional District**” means the Alberni-Clayoquot Regional District; and

“**Request**” means a request under Section 5 of the Act.

### Administration

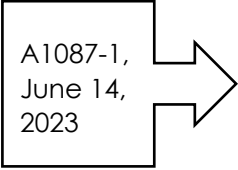
3. (a) The General Manager of Administrative Services is designated as the Head for the purposes of the Act;

(b) The Manager of Administrative Services is designated the Information and Privacy Coordinator for the purposes of the Act;

(c) The Executive Assistant is designated the Deputy Information and Privacy Coordinator for the purposes of the Act;

(d) For the purposes of the Act, the Head, Coordinator and Deputy shall act in their respective capacities for all Boards, Commissions and Committees of the Regional District.

A1087-1,  
June 14,  
2023



### Powers

4. The Head may delegate any of the Head’s or Information and Privacy Coordinator’s duties under the Act to his/her Deputy.

### Fees

5. An applicant making a request shall pay to the Regional District the fees set out in Schedule “A” to this Bylaw for the purposes of:

(a) locating, retrieving and producing a record;

(b) preparing a record for disclosure;

(c) shipping and handling a record; and

(d) providing a copy of a record.

**Repeal**

6. Bylaw No. 898, *Regional District of Alberni-Clayoquot Freedom of Information Bylaw, 1994* is hereby repealed.

**Schedule "A"**  
*Schedule of Maximum Fees*

**FEES – APPLICANTS OTHER THAN COMMERCIAL APPLICANTS:**

- |  |  |
|--|--|
| a) for locating and retrieving a record  | \$7.50 per ¼ hour after the first 3 hours  |
| b) for producing a record manually   | \$7.50 per ¼ hour  |
| c) for preparing a record for disclosure   | \$7.50 per ¼ hour  |
| d) for shipping copies   | actual costs of shipping method<br>chosen by applicant   |
| e) for copying records:  |  |
| (i) photocopies and computer printouts   | \$0.25 per page (8.5" x 11") and<br>\$0.30 per page (11" x 17")  |
| (ii) USB Drive/Flash Drive   | \$10.00 each   |
| (iii) photographs (colour or black and white)  | \$5.00 to produce a negative<br>\$12.00 each for 16"x20"<br>\$9.00 each for 11"x14"<br>\$4.00 each for 8"x10"<br>\$3.00 each for 5"x7" |
| (iv) photographic print of textual, graphic or<br>cartographic record (8"x10" black and white) | \$12.50 each   |
| (v) hard copy laser print B/W  | \$0.25 each  |
| (vi) hard copy laser print, colour   | \$1.65 each  |
| (vii) plans  | \$1.00 per square metre  |
| (ix) audio cassette duplication  | \$10.00 plus \$7.00 per ¼ hour of<br>recording;  |

**FEES – COMMERCIAL APPLICANTS** - For each service listed above, the cost will be the actual cost of providing that service.