



Alberni-Clayoquot Regional District

Bylaw No. A1087

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

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 General Manager of Administrative Services is designated as 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.

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.

Read a first time this 28th day of August, 2019.

Read a second time this 28th day of August, 2019.

Read a third time this 28th day of August, 2019.

Adopted this 28th day of August, 2019.



Chairperson



Manager of Administrative Services

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 chosen by applicant
e)	for copying records:	
(i)	photocopies and computer printouts	\$0.25 per page (8.5" x 11") and \$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 \$12.00 each for 16"x20" \$9.00 each for 11"x14" \$4.00 each for 8"x10" \$3.00 each for 5"x7"
(iv)	photographic print of textual, graphic or 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 recording;

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