

Freedom of Information and Protection of Privacy Bylaw 1387

A bylaw to administer Freedom of Information and Protection of Privacy legislation.

WHEREAS, under Section 77 the *Freedom of Information and Protection of Privacy Act (the Act)*, a municipality by bylaw:

- a) must designate a person or group of persons as the head of the municipality for the purposes of the Act; and,
- b) may set any fees the municipality requires to be paid for providing the services described in Section 75 of the Act.

NOW, THEREFORE, the Council of the City of Castlegar in open meeting assembled enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as the "Freedom of Information and Protection of Privacy Bylaw No. 1387".

2. ADMINISTRATION

- a) The Director of Corporate Services or designate for the City of Castlegar is hereby designated as the Freedom of Information and Protection of Privacy Head for the purposes of the *Act*, and all relevant City of Castlegar Policies and Procedures.
- b) The Schedule of Maximum Fees as established by British Columbia Regulation 155/2012, as amended from time to time, shall be the maximum fees charged by the City of Castlegar as permitted under the Act.
- c) This Bylaw shall come into full effect upon final adoption.

3. REPEAL

Freedom of Information Bylaw No. 713, 1994, is hereby repealed

READ A FIRST TIME this 6th day of February, 2023.

READ A SECOND TIME this 6th day of February, 2023.

READ A THIRD TIME this 6th day of February, 2023.

ADOPTED this 21st day of February, 2023.

Mayor

Director of Corporate Services
City of Castlegar / Corporate Services



Attachment 1

British Columbia Regulation 155/2012 - Schedule of Maximum Fees

Item	Column 1	Column 2
	Description of Services	Management Fees
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 from a server or computer	\$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	actual costs of shipping method chosen by applicant
	(f) for copying records	
	(i) floppy disks	\$2 per disk
	(ii) CDs and DVDs, recordable or rewritable	\$4 per disk
	(iii) computer tapes	\$40 per tape, up to 2 400 feet
	(iv) microfiche	\$3 per fiche
	(v) microfilm duplication	\$25 per roll for 16 mm microfilm, \$40 per roll for 35 mm microfilm
	(vi) microfiche or microfilm to paper duplication	\$0.50 per page (8.5" x 11")
	(vii) photographs, colour or black and white	\$5 to produce a negative
		\$12 each for 16" x 20" photograph
		\$9 each for 11" x 14" photograph
		\$4 each for 8" x 10" photograph
		\$3 each for 5" x 7" photograph
	(viii) photographic print of textual, graphic or cartographic record, black and white	\$12.50 each (8" x 10")

		(ix) dot matrix, ink jet, laser print or photocopy, black and white	\$0.25 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
		(x) dot matrix, ink jet, laser print or photocopy, colour	\$1.65 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
		(xi) scanned electronic copy of a paper record	\$0.10 per page
		(xii) photomechanical reproduction of 105 mm cartographic record/plan	\$3 each
		(xiii) slide duplication	\$0.95 each
		(xiv) audio cassette tape (90 minutes or fewer) duplication	\$5 per cassette plus \$7 per 1/4 hour of recording
		(xv) video cassette recorder (VHS) tape (120 minutes or fewer) duplication	\$5 per cassette plus \$7 per 1/4 hour of recording
2		For commercial applicants for each service listed in Item 1	the actual cost to the public body of providing that service