

REGIONAL DISTRICT OF EAST KOOTENAY

BYLAW NO. 2660

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, c.165 requires a regional district to designate the Head and set any fees for services;

NOW THEREFORE, the Board of the Regional District of East Kootenay, in open meeting assembled, enacts as follows:

1. CITING

This Bylaw may be cited as “Regional District of East Kootenay – Freedom of Information Bylaw No. 2660, 2016”.

2. DEFINITIONS

2.1 The definitions contained in Schedule 1 of the Act shall apply to this Bylaw.

2.2 In this Bylaw:

Act means the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165.

Board means the Board of Directors of the Regional District of East Kootenay.

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.

Head means the person designated under Section 3.1 of this Bylaw as the Head.

Regional District means the Regional District of East Kootenay.

Request means a request under Section 5 of the Act.

3. ADMINISTRATION

3.1 The Corporate Officer is designated as the Head for the purposes of the Act.

3.2 For the purposes of the Act, the Head shall act for all Boards, Committees, Commissions and Panels of the Regional District.

4. FEES

4.1 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.

5. REPEAL

5.1 Bylaw No. 1163 cited as “Regional District of East Kootenay – Freedom of Information Bylaw No. 1163, 1994” is hereby repealed.

READ A FIRST TIME the day of
READ A SECOND TIME the day of
READ A THIRD TIME the day of

ADOPTED the day of

CHAIR

CORPORATE OFFICER

SCHEDULE A
BYLAW NO. 2660

1. FEES

1.1 The following fees shall apply:

- | | |
|---|--|
| (a) locating and retrieving a record: | |
| (i) Commercial Applicants | \$10.00 per ¼ hour after the first 3 hours |
| (ii) other than Commercial Applicants | \$7.50 per ¼ hour after the first 3 hours |
| (b) producing a record manually: | |
| (i) Commercial Applicants | \$10.00 per ¼ hour |
| (ii) other than Commercial Applicants | \$7.50 per ¼ hour |
| (c) producing a record from a machine readable record from a server or computer: | |
| (i) Commercial Applicants | actual cost for providing the service |
| (ii) other than Commercial Applicants | \$7.50 per ¼ hour for developing a computer program to produce the record |
| (d) preparing a record for disclosure and handling a record: | |
| (i) Commercial Applicants | \$10.00 per ¼ hour |
| (ii) other than Commercial Applicants | \$7.50 per ¼ hour |
| (e) shipping copies of a record | actual costs of shipping method chosen by applicant |
| (f) copying records: | |
| (i) floppy disks | \$2.00 per disk |
| (ii) CDs and DVDs, recordable or rewriteable | \$4.00 per disk |
| (iii) computer tapes | \$40.00 per tape up to 2400 feet |
| (iv) microfiche or microfilm to paper duplication | \$0.50 per page (8.5" x 11") |
| (v) photographs, colour or black and white | \$5.00 to produce a negative
\$3.00 per 5" x 7" photograph
\$4.00 per 8" x 10" photograph
\$9.00 per 11" x 14" photograph
\$12.00 per 16" x 20" photograph |
| (vi) photographic print of textual, graphic or cartographic record, black and white | \$12.50 each (8" x 10") |
| (vii) photocopies: black and white | \$0.25 per page (up to 11" x 17") |
| (viii) photocopies: colour | \$1.65 per page (up to 11" x 17") |
| (ix) scanned electronic copy of a paper record | \$0.10 per page |
| (x) slide duplication | \$0.95 each |
| (xi) audio cassette tape (90 minutes or fewer) duplication | \$5.00 per cassette plus \$7.00 per ¼ hour of recording |
| (xii) video cassette recorder tape (120 minutes or fewer) duplication | \$5.00 per cassette plus \$7.00 per ¼ hour of recording |

2. ROUTINE RELEASE RECORDS

2.1 The fees outlined in Section 1 do not apply to records routinely available for release. If records classified as routine release are included in a Request, the applicable administrative fees shall apply.

This is Schedule A referred to in Bylaw No. 2660 cited as "Regional District of East Kootenay – Freedom of Information Bylaw No. 2660, 2016".

Chair

Corporate Officer

Date