



CARIBOO REGIONAL DISTRICT

BYLAW NO. 5261

*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 as amended, requires a regional district to designate the Head and set any fees for services;

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

Title

1. This Bylaw may be cited for all purposes as the “Cariboo Regional District Freedom of Information and Protection of Privacy Bylaw No. 5261, 2020”.

Definitions and Interpretation

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

- (b) In this Bylaw:

“**Act**” means the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165, as amended.

“**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 Cariboo Regional District; and

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

### Administration

3. (a) The Manager of Corporate Services is designated as the Head for the purposes of the Act;
- (b) The Deputy Corporate Officer is designated as the Information and Privacy Coordinator; and
- (c) For the purposes of the Act, the Head and the Coordinator shall act in their respective capacities for all Boards, Commissions and Committees of the Regional District.

### Powers of the Coordinator

4. The Head may delegate any of the Head's duties under the Act to the Coordinator.

### 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. Cariboo Regional District Freedom of Information Bylaw No. 4745, 2013 is hereby repealed.

READ A FIRST TIME THIS \_\_\_\_ day of \_\_\_\_\_, 2020.

READ A SECOND TIME THIS \_\_\_\_ day of \_\_\_\_\_, 2020.

READ A THIRD TIME THIS \_\_\_\_ day of \_\_\_\_\_, 2020.

ADOPTED THIS \_\_\_\_ day of \_\_\_\_\_, 2020.

---

Chair

---

Manager of Corporate Services

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 5261 cited as the "Cariboo Regional District Freedom of Information and Protection of Privacy Bylaw No. 5261, 2020", as adopted by the Regional District Board on the \_\_ day of \_\_\_\_, 2020.

---

Manager of Corporate Services

## SCHEDULE "A" TO BYLAW NO. 5261

### FEES - APPLICANTS OTHER THAN COMMERCIAL APPLICANTS:

Description of Services	Fees
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 producing a record from a machine readable record from a server or computer	\$7.50 per ¼ hour for developing a computer program to produce the record
d) for preparing a record for disclosure and handling a record	\$7.50 per ¼ 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 2400 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 ¼ hour of recording
(xv) video cassette recorder (VHS) tape (120 minutes or fewer) duplication	\$5 per cassette plus \$7 per ¼ hour of recording

#### FEES - COMMERCIAL APPLICANTS:

For each service listed above, the cost will be the actual cost to the public body of providing that service.