

THE CORPORATION OF THE CITY OF DAWSON CREEK

BYLAW NO. 4344, 2017

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 that a municipality designate a Head and set any fees for services;

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

SECTION 1 – SHORT TITLE

- 1.1 This bylaw may be cited for all purposes as the **“FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY BYLAW NO. 4344, 2017”**.

SECTION 2 – Definitions

- 2.1 The definitions contained in Part I of the Act shall apply to this bylaw.
- 2.2 In this Bylaw, the following words and terms have the following meaning assigned to them:
- “Act” means the *Freedom of Information and Protection of Privacy Act*, RSBC 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 3.2 of this bylaw as the Information and Privacy Coordinator;
- “Council” means the Council of the City of Dawson Creek;
- “Head” means the person designated under section 3.1 of this bylaw as the Head;
- “City” means the City of Dawson Creek;
- “Request” means a request under section 5 of the Act.

SECTION 3 – ADMINISTRATION

- 3.1 The Director of Corporate Administration is designated as Head for the purposes of the Act;
- 3.2 The Administrative Assistant is designated as the Information and Privacy Coordinator; and
- 3.3 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 City.

SECTION 4 – POWERS OF THE COORDINATOR

4.1 The Head may delegate any of the Head’s duties under the Act to the Coordinator.

SECTION 5 – FEES

- 5.1 An applicant making a request shall pay to the City 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.

SECTION 6 – ADMINISTRATIVE

- 6.1 Schedule “A” is attached to this bylaw and forms a part of this bylaw.
- 6.2 If any provision of this bylaw is declared or held to be illegal, invalid, or ultra vires, in whole or in part, then the provision shall not apply and the remainder of this bylaw shall continue in full force and effect and be construed as if it had been enacted without the illegal, invalid, or ultra vires provision.
- 6.3 Freedom of Information and Protection of Privacy Bylaw No. 3051, 1994 is hereby repealed.

READ a first time this 6th day of February , 2017.

READ a second time this 6th day of February , 2017.

READ a third time this 6th day of February , 2017.

ADOPTED this 20th day of February , 2017.

<p>CERTIFIED A TRUE AND CORRECT COPY of Bylaw No. 4344 cited as "FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY BYLAW NO. 4344, 2017".</p>
<p>Brenda Ginter Director of Corporate Administration</p>

The Corporate Seal of **THE CORPORATION OF THE CITY OF DAWSON CREEK** was affixed in the presence of:

Dale Bumstead– Mayor

Brenda Ginter – Director of Corporate Administration

SCHEDULE A
Fees

1. For applicants other than commercial applicants:

Description of Services	Management Fees
1. for locating and retrieving a record	\$7.50 per ¼ hour, after the first 3 hours
2. for producing and record manually	\$7.50 per ¼ hour
3. 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
4. for preparing a record for disclosure and handling a record	\$7.50 per ¼ hour
5. for shipping copies	actual costs of shipping method chosen by applicant
6. for copying records	
a. floppy disks	\$2.00 per disk
b. CDs and DVDs, recordable or rewritable	\$4.00 per disk
c. computer tapes	\$40.00 per tape, up to 2,400 feet
d. microfiche	\$3.00 per fiche
e. microfilm duplication	\$25.00 per roll for 16mm microfilm \$40.00 per roll for 35mm microfilm
f. microfiche or microfilm to paper duplication	\$0.50 per page (8.5"x11")
g. photographs, colour or black and white	\$5.00 to produce a negative \$12.00 each for 16"x20" photograph \$9.00 each for 11"x14" photograph \$4.00 each for 8"x10" photograph \$3.00 each for 5"x7" photograph
h. photographic print of textual, graphic or cartographic record, black and white	\$12.50 each (8"x10")
i. dot matrix, ink jet, laser print or photocopy, black and white	\$0.25 per page
j. dot matrix, ink jet, laser print or photocopy, colour	\$1.65 per page
k. scanned electronic copy of a paper record	\$0.10 per page
l. photomechanical reproduction of 105mm cartographic record/plan	\$3.00 each
m. slide duplication	\$0.95 each
n. audio cassette tape (90 minutes or fewer) duplication	\$5.00 per cassette, plus \$7.00 per ¼ hour of recording
o. video cassette recorder (VHS) tape (120 minutes or fewer) duplication	\$5.00 per cassette, plus \$7.00 per ¼ 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.