

**BOWEN ISLAND MUNICIPALITY  
BYLAW NO. 482, 2019**

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**A Bylaw for the administration of the Freedom of Information and Protection of Privacy Act.**

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**WHEREAS**, the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165 as amended, requires that a Municipality designate the Head and set any fees for services.

**THEREFORE** the Council of Bowen Island Municipality, in open meeting assembled, ENACTS AS FOLLOWS:

**1.1 Citation**

- 1.2 This Bylaw may be cited for all purposes as “Bowen Island Municipality Freedom of Information and Protection of Privacy Bylaw No. 482, 2019”.

**2.1 Definitions and Interpretation**

- 2.2 The definitions contained in Part I of the *Freedom of Information and Protection of Privacy Act* shall apply to this Bylaw.

- 2.3 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 3.3 of this Bylaw as the Information and Privacy Coordinator;

“Council” means the Council of the Bowen Island Municipality;

“Head” means the person designated under section 3.2 of this Bylaw as the Head;

“Municipality” means the Bowen Island Municipality; and

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

**3.1 Administration**

- 3.2 The Corporate Officer is designated as the Head for the purposes of the Act;

- 3.3 The Deputy Corporate Officer is designated as the Information and Privacy Coordinator; and;

3.4 For the purposes of the Act, the Head and the Coordinator shall act in their respective capacities for all Municipal bodies including, but not limited to Council, Boards, Commissions and Committees of the Municipality.

**4.1 Powers of the Coordinator**

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

**5.1 Fees**

5.2 An applicant making a request shall pay to Bowen Island Municipality 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.

**READ A FIRST TIME** this 8<sup>th</sup> day of April, 2019;

**READ A SECOND TIME** this 8<sup>th</sup> day of April, 2019;

**READ A THIRD TIME** this 8<sup>th</sup> day of April, 2019; AND

**FINALLY ADOPTED** this 23<sup>rd</sup> day of April, 2019.

(ORIGINAL SIGNED)

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Gary Ander  
Mayor

(ORIGINAL SIGNED)

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Hope Dallas-Kerr  
Corporate Officer

## SCHEDULE "A"

Fees for this Bylaw are based on Schedule 1 of the *Freedom of Information and Protection of Privacy Act Regulation*, as follows:

### 1. 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 producing a record from a machine the central readable record	\$7.50 per ¼ hour for developing a computer program to produce the record
(d)	for preparing a record for disclosure	\$7.50 per ¼ hour
(e)	for shipping copies	actual costs of shipping method chosen by applicant
(f)	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) floppy disks	\$10.00 per disk
	(iii) computer tapes	\$30.00 per tape up to 2400 feet
	(iv) microfiche	\$10.00 per fiche
	(v) 16 mm microfilm duplication	\$25.00 per roll
	(vi) 35 mm microfilm duplication	\$40.00 per roll
	(vii) microfilm/fiche to paper duplication	\$0.50 per page
	(viii) 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"
	(ix) photographic print of textual, graphic or cartographic record (8"x10" black and white)	\$12.50 each
	(x) hard copy laser print B/W 300 dots/inch	\$0.25 each
	(xi) hard copy laser print B/W 1200 dots/inch	\$0.40 each
	(xii) hard copy laser print, colour	\$1.65 each
	(xiii) photomechanical reproduction of 105 mm cartographic record/plan	\$3.00 each
	(xiv) slide duplication	\$0.95 each
	(xv) plans	\$1.00 per square metre

(xvi) audio cassette duplication	\$10.00 plus \$7.00 per ¼ hour of recording;
(xvii) video cassette (1/4' or 8mm)	\$11.00 per 60 minute cassette plus \$7.00 per ¼ hour of recording \$20.00 per 120 minute cassette plus \$7.00 per ¼ hour of recording
(xviii) video cassette (1/2' duplication)	\$15.00 per cassette plus \$11.00 per ¼ hour of recording
(xix) video cassette (3/4") duplication	\$40.00 per cassette plus \$11.00 per ¼ hour of recording

**2. FEES – COMMERCIAL APPLICANTS**

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