

REGIONAL DISTRICT OF CENTRAL OKANAGAN

BYLAW NO. 1406

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 Regional Board of the Regional District of Central Okanagan in open meeting assembled enacts as follows;

1. In this bylaw:

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

2. The definitions contained in Schedule 1 of the *Act*, shall apply to this bylaw except where the context requires otherwise.
3. The Corporate Officer and Deputy Corporate Officer are hereinafter designated as the Head for purposes of the *Act*.
4. The Manager of Corporate Services is designated as the Information and Privacy Coordinator for the purpose of the *Act*, and is authorized to perform the duties and functions of the Head.
5. The Head may delegate any of the Head's duties under the *Act* to the Information and Privacy Coordinator.
6. The Schedule of Maximum Fees set out in Schedule 'A' shall be the maximum fees charged as permitted under the *Act*.
7. Regional District of Central Okanagan Freedom of Information Bylaw No. 611, 1994 and its amendments are hereby repealed.
8. This bylaw may be cited for all purposes as the "Regional District of Central Okanagan Freedom of Information and Protection of Privacy Bylaw, No. 1406, 2017".

READ A FIRST TIME THIS 12th DAY OF October 2017

READ A SECOND TIME THIS 12th DAY OF October 2017

READ A THIRD TIME THIS 12th DAY OF October 2017

ADOPTED THIS 12th DAY OF October 2017


CHAIRPERSON


DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1406 cited as the "Regional District of Central Okanagan Freedom of Information and Protection of Privacy Bylaw No. 1406, 2017" as adopted by the Regional Board on the 12th day of October, 2017.

Dated at Kelowna this
12th day of October 2017



DIRECTOR OF CORPORATE SERVICES

**RDCO Freedom of Information and Protection of Privacy Bylaw No. 1406, 2017
SCHEDULE 'A'**

SCHEDULE OF MAXIMUM FEES

	COLUMN 1	COLUMN 2
Item	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	\$10 per disk
	(ii) CDs and DVDs, recordable or rewritable	\$4 per disk
	(iii) computer tapes	\$40 per tape, up to 2400 feet
	(iv) microfiche	\$10 per fiche
	(v) microfilm duplication	\$25 per roll for 16 mm microfilm, \$40 per roll for 35mm, 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")

SCHEDULE OF MAXIMUM FEES (Cont.)

	COLUMN 1	COLUMN 2
Item	Description of Services	Management Fees
1	For applicants other than commercial applicants:	
	(ix) photocopy, black and white	\$0.25 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
	(x) 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 duplication	\$10 per cassette plus \$7 per 1/4 hour of recording
	(xv) video cassette tape duplication	\$15 per cassette plus \$7 per 1/4 hour of recording
2	For commercial applicants for each service listed in Item 1	the actual cost of providing that service