

CITY OF CASTLEGAR

BYLAW 713

A bylaw to administer *Freedom of Information and Protection of Privacy* legislation.

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WHEREAS, under Section 76.1 of the *Freedom of Information and Protection of Privacy Act*, a local government:

- (a) must designate a person or group of persons as the head of the municipality for the purposes of the *Freedom of Information and Protection of Privacy Act*; and
- (b) may authorize any person to perform any duty or exercise any function under the *Freedom of Information and Protection of Privacy Act* of the person or group of persons designated as the head of the municipality; and
- (c) may set any fees the local public body requires to be paid under Section 75 of the *Freedom of Information and Protection of Privacy Act*.

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

1. This bylaw may be cited as "Freedom of Information Bylaw No. 713, 1994".
2. Definitions and Interpretation

The definitions contained in Schedule 1 of the Act shall apply to this bylaw except where the context requires otherwise.

In this bylaw:

"Act" means the *Freedom of Information and Protection of Privacy Act*, Stats B.C. 1992; c.61.

"City Clerk" means the person appointed as such by the Council of the City of Castlegar.

"Council" means the Council of the City of Castlegar.

"Head" means the person or group of persons designated as the Head of the municipality under Section 3 of this bylaw.

"Municipality" means the City of Castlegar.

"Request" means a request under Section of the Act.

3. Administration

The City Clerk is designated as the Head for the purposes of the *Freedom of Information and Protection of Privacy Act*.

4. Fees

An applicant making a request shall pay to the municipality the fees set out in Schedule "A", which is attached to and forms a part of this bylaw, for the purpose of:

- (a) locating, retrieving and producing the record;
- (b) preparing the record for disclosure;
- (c) shipping and handling the record; and
- (d) providing a copy of the record.

5. This bylaw shall come into full force and effect upon adoption.

READ A FIRST TIME this 18th day of October, 1994.

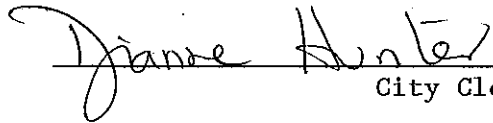
READ A SECOND TIME this 18th day of October, 1994.

READ A THIRD TIME this 18th day of October, 1994.

ADOPTED this 1st day of November, 1994.



\_\_\_\_\_  
Mayor



\_\_\_\_\_  
City Clerk

Freedom of Information Bylaw 713

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 preparing a record for disclosure and handling a record \$7.50 per 1/4 hour
  - d) for shipping copies actual costs of shipping method chosen by applicant
  - e) for copying records:
    - i) photocopies and computer printouts \$0.25 per page (8.5" x 11", 8.5" x 14");  
\$0.30 per page (11" x 17")
    - ii) floppy disks \$10.00 per disk
    - iii) computer tapes \$75.00 per tape, Digital Corp. DK70 Tape
    - iv) hard copy laser print \$0.25 each
    - v) plans \$1.00 per square metre/sheet - running foot
  
2. For commercial applicants for each service listed in Item 1. the actual cost of providing that service