

## Village of Pemberton

### Freedom of Information Bylaw No. 709, 2012

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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 to designate the Head and set any fees for services.

NOW, THEREFORE, the Council of the Village of Pemberton, in open meeting assembled, ENACTS AS FOLLOWS:

#### Title

1. This Bylaw may be cited for all purposes as the “Freedom of Information Bylaw, No. 709, 2012.”

#### Definitions and Interpretation

2. (1) The definitions contained in Part I of the *Act* shall apply to this Bylaw.  
(2) 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(2) of this Bylaw as the Information and Privacy Coordinator;

“Council” means the Council of the Village of Pemberton;

“Head” means the person designated under section 3(1) of this Bylaw as the Head;

“Village” means the Village of Pemberton; and

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

### Administration

3. (1) The Manager of Administrative Services/Corporate Officer is designated as the Head for the purposes of the Act;
- (2) The Administrative Assistant is designated as the Information and Privacy Coordinator; and
- (3) For the purposes of the Act, the Head and the Coordinator shall act in their respective capacities for all Council, Boards, Commissions and Committees of the Village of Pemberton.

### 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 Village of Pemberton 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 4<sup>th</sup> day of September, 2012.

**READ A SECOND TIME** this 4<sup>th</sup> day of September, 2012.

**READ A THIRD TIME** this 4<sup>th</sup> day of September, 2012.

**ADOPTED** this 18<sup>th</sup> day of September, 2012.

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MAYOR

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COPORATE OFFICER

**SCHEDULE "A" TO BYLAW NO. 709, 2012**

**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	\$16.50 per minute for cost of use of mainframe processor on all locally attached devices plus \$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

### FEES - COMMERCIAL APPLICANTS

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