



FREEDOM OF INFORMATION BYLAW

2426, 2018

Adopted July 9, 2018

CONSOLIDATED VERSION
FOR CONVENIENCE ONLY

This consolidated Version includes the following amending bylaws:

Bylaw Number	Type of Amendment	Date Amending Bylaw was adopted
2599, 2024	Repealed and Replaced Section 3.1 and 3.2 of the Freedom of Information Bylaw No. 2426, 2018. Repealed and Replaced Schedule A.	June 24, 2024

CITY OF FORT ST. JOHN

BYLAW NO. 2426, 2018

***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 the Head and set any fees for services,

NOW, THEREFORE, the Council of the City of Fort St. John, in open meeting assembled, ENACTS AS FOLLOWS:

TITLE

1. This Bylaw may be cited for all purposes as the "Freedom of Information Bylaw No. 2426, 2018".

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 City of Fort St. John.

"Head" means the person designated under Section 3(1) of this Bylaw as the Head.

"Municipality" means the City of Fort St. John.

"Request" means a request under Section 5 of the Act.

ADMINISTRATION

3. (1) The Corporate Officer is designated as the Head for the purposes of the Act;
- (2) The Deputy Corporate Officer and Records Management Coordinator, are designated as the Information and Privacy Coordinators; and
- (3) For the purposes of the Act, the Head and the Coordinators shall act in their respective capacities for all Council, Boards, Commissions and Committees of the Municipality.

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 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.

REPEAL

6. Freedom of Information and Protection of Privacy Bylaw No. 1263, 1994 is repealed.

FIRST, SECOND AND THIRD READINGS given on the 25th day of June 2018

ADOPTED this 9th day of July, 2018

LORI ACKERMAN
MAYOR

JANET PRESTLEY, DIRECTOR OF
LEGISLATIVE AND ADMINISTRATIVE
SERVICES

This
section is
amended
by Bylaw
No. 2599,
2024

SCHEDULE A

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"x11", 8.5"x14" or 11"x17")
(ii)	floppy disks	\$2.00 per disk
(iii)	computer tapes	\$40.00 per tape up to 2400 feet
(iv)	microfiche	\$3.00 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	\$0.25 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

This section is amended by Bylaw No. 2599, 2024

SCHEDULE A**FEES – APPLICANTS OTHER THAN COMMERCIAL APPLICANTS**

xv) plans	\$1.00 per square metre
xvi) audio cassette duplication	\$5.00 plus \$7.00 per ¼ hour of recording
xvii) video cassette (1/4' or 8mm)	\$5.00 per 60 minute cassette plus \$7.00 per ¼ hour of recording \$5.00 per 120 minute cassette plus \$7.00 per ¼ hour of recording
xviii) video cassette (1/2' duplication)	\$5.00 per cassette plus \$7.00 per ¼ hour of recording
xix) video cassette (3/4") duplication	\$5.00 per cassette plus \$7.00 per ¼ hour of recording

FEES – COMMERCIAL APPLICANTS

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