
PART 2 - MUNICIPAL GOVERNMENT
Division 12 - Freedom of Information and Protection of Privacy Act

Subdivision 1- Definitions and Interpretation

- 2.12.1. 1. The definitions contained in Schedule 1 of the Act shall apply to this bylaw except where the context requires otherwise.
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 District of Kitimat;
- “Head” means the person designated under section 3(1) of this Bylaw as the Head;
- “Municipality” means the District of Kitimat; and
- “Request” means a request under section 5 of the Act.

Subdivision 2 - Administration

- 2.12.2. 1. The Chief Administrative Officer or, if absent or unavailable, the Acting Chief Administrative Officer, is designated as the Head for the purposes of the Act.
2. The Director of Corporate Administration or, if absent or unavailable, the Deputy Director of Corporate Administration, is designated as the Information and Privacy Coordinator.
3. For the purposes of the Act, the Head and the Coordinator shall act in their respective capacities for all of Council, Commissions and Committees of the District of Kitimat.

Subdivision 3 - Powers of Coordinator

- 2.12.3. 1. The Head may delegate any of the Head's duties under the Act to the Coordinator.

Subdivision 4 - Fees

- 2.12.4. 1. An applicant making a request shall pay to the District the fees set out below, for the purposes of:
- a. locating, retrieving and producing a record;
 - b. preparing a record for disclosure
 - c. shipping and handling of a record; and
 - d. providing a copy of a record.

FEES - APPLICANTS OTHER THAN COMMERCIAL APPLICANTS:

Description of Services	Management Fees
(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	\$2 per disk
(ii) CDs and DVDs, recordable or rewritable	\$4 per disk
(iii) computer tapes	\$40 per tape, up to 2 400 feet
(iv) microfiche	\$3 per fiche
(v) microfilm duplication	\$25 per roll for 16 mm microfilm, \$40 per roll for 35 mm 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")
(ix) dot matrix, ink jet, laser print or photocopy, black and white	\$0.25 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
(x) dot matrix, ink jet, laser print or 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 tape (90 minutes or fewer) duplication	\$5 per cassette plus \$7 per 1/4 hour of recording
(xv) video cassette recorder (VHS) tape (120 minutes or fewer) duplication	\$5 per cassette plus \$7 per 1/4 hour of recording

FEES - COMMERCIAL APPLICANTS

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