

**ISLANDS TRUST COUNCIL**

**Freedom of Information and Protection of Privacy**

**BYLAW NO. 27**

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A Bylaw to designate the head of the Islands Trust Council for the purposes of, and to set fees under, the *Freedom of Information and Protection of Privacy Act*, S.B.C. 1992, c. 61, as amended.

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**GIVEN THAT:**

A. Section 76.1 of the *Freedom of Information and Protection of Privacy Act*, S.B.C. 1992, c. 61, as amended ("Act"), gives the Islands Trust Council the authority to designate a person as the head of Islands Trust Council for the purposes of the Act and to authorize any person to perform any duty or exercise any function under the Act of the person designated as the head of the Islands Trust Council, and

B. Section 76.1 of the Act also gives the Islands Trust Council the authority to set any fees the Islands Trust Council requires to be paid under the Act,

THE Islands Trust Council ENACTS AS FOLLOWS:

**Policies and Procedures**

1. The head or persons authorized to perform the duties of the head shall operate in accordance with Freedom of Information and Protection of Privacy policies, guidelines, and procedures, as set by the Islands Trust Council from time to time.

**Designation of Head**

2. The person from time to time appointed to the position of Secretary of the Islands Trust is designated as the head of the Islands Trust Council for the purposes of the Act.

**Authorization of Assistance for Head**

3. The person from time to time appointed to the position of Deputy Secretary of the Islands Trust and the person from time to time appointed to the position of Deputy Treasurer of the Islands Trust, each are authorized to perform any duty or exercise any function of the head who is designated under Section 1.

**Fees**

4. The fees that are payable by applicants under the Act are those set out in Schedule A to this bylaw.

**Interpretation**

5. Any word or expression used in this bylaw that is not defined in this bylaw has the meaning given to it in the Act on the date of final adoption of this bylaw.

**Citation**

6.This bylaw may be cited as "Islands Trust Council Freedom of Information and Protection of Privacy Bylaw No. 27, 1994".

**Bylaw Repeal**

7.Islands Trust Council Bylaw No. 8, cited as "Public Access to Information Bylaw, 1982" is repealed upon adoption of this bylaw.

READ A FIRST TIME this 11th day of June , 1994.

READ A SECOND TIME this 11th day of June , 1994.

READ A THIRD TIME this 11th day of June , 1994.

RECONSIDERED AND FINALLY ADOPTED this 9th day of September , 1994.

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Chairperson

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Secretary

**ISLANDS TRUST COUNCIL**  
**Freedom of Information and Protection of Privacy**  
**Bylaw No. 27 - Schedule 'A'**

**Schedule of Maximum Fees**

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1. An applicant's request for his/her own personal information is not subject to any fees.
2. 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 \$16.50 per minute for cost of use of central mainframe processor and all locally attached devices plus \$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 by method chosen by applicant,
  - (f) for copying records
  - (i) photocopies and computer printouts \$.25 per page (8.5 x 11, 8.5 x 14), \$.30 per page (11 x 17),
  - (ii) floppy disks \$10.00 per disk,
  - (iii) computer tapes \$40.00 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 to paper duplication \$.50 per page,
  - (viii) photographs (colour or black and white) \$5.00 to produce negative  
\$12.00 each for 16" x 20"  
\$9.00 each for 11" x 14"  
\$4.00 each for 8" x 10"  
\$3.00 each for 5" x 7",
  - (ix) photographic print of textual, graphic or cartographic records (8" x 10" black and white) \$12.50 each,
  - (x) hard copy laser print, B/W, 300 dots/inch \$.25 each,
  - (xi) hard copy laser print, B/W, 1200 dots/inch \$.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 \$.95 each,
  - (xv) plans \$1.00 per square metre,
  - (xvi) audio cassette duplication \$10.00 plus \$7.00 per 1/4 hour of recording,
  - (xvii) video cassette (1/4" or 8 mm) duplication \$11.00 per 60 minute cassette plus \$7.00 per 1/4 hour of recording; \$20.00 per 120 minute cassette plus \$7.00 per 1/4 hour of recording,
  - (xviii) video cassette (1/2") duplication \$15.00 per cassette plus \$11.00 per 1/4 hour of recording, and
  - (xix) video cassette (3/4") duplication \$40.00 per cassette plus \$11.00 per 1/4 hour of recording.

3. For \*commercial applicants

for each service listed in item 2 the actual cost of providing that service.

\* "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.