

**EXPLANATION****A By-law to Provide for the Administration of  
the Freedom of Information and Protection of Privacy Act  
for the City of Vancouver**

On February 24, 2016, Council approved the enactment of the “Freedom of Information and Protection of Privacy By-law” By-law. Enactment of the attached By-law will accomplish Council’s resolution.

Director of Legal Services  
February 24, 2016

BY-LAW NO. \_\_\_\_\_ *dZ*

**A By-law to Provide for the Administration of  
the Freedom of Information and Protection of Privacy Act  
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Whereas in the Freedom of Information and Protection of Privacy Act, Section 77 requires that Council designate a person or group of persons as the "head" for the purposes of the Act, Section 66 of the Act authorizes the "head" to delegate to any person any duty, power or function of the head and section 13 of the Freedom of Information and Protection of Privacy Regulation sets out the maximum fees for services provided pursuant to the Act;

THE COUNCIL OF THE CITY OF VANCOUVER, in public meeting, enacts as follows:

1. The name of this By-law, for reference, is the "Freedom of Information and Protection of Privacy By-law".
2. In this By-law:
  - "Act" means the Freedom of Information and Protection of Privacy Act;
  - "Head" means the person designated as the head of the public body for the purposes of the Act in accordance with Section 77 of the Act; and
  - "Public body" means the City of Vancouver.
3. The City Manager is designated as the Head for the purposes of the Act.
4. The Head is authorized to delegate to any person any duty, power or function of the head, except that the delegation:
  - (a) must be in writing;
  - (b) may be subject to such conditions or restrictions as the head considers appropriate; and
  - (c) must comply with Section 66 of the Act.
5. Fees must be in accordance with Schedule 1.
6. Council repeals By-law No. 7364.
7. A decision by a court that any part of this By-law is illegal, void, or unenforceable severs that part from this By-law, and is not to affect the balance of this By-law.



**Schedule 1**

**Schedule of Fees**

<b>Item</b>	<b>Description of Services</b>	<b>Management Fees</b>
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 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) CDs and DVDs, recordable or rewritable	\$4 per disk
	(ii) microfiche or microfilm to paper duplication	\$0.50 per page (8.5" x 11")
	(iii) photographs	Digital file - \$17 per image
	(iv) 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")
	(v) ink jet, laser print or photocopy, colour	\$1.65 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
	(vi) scanned electronic copy of a paper record	\$0.10 per page
	(vii) slide duplication	Digital file - \$17 per image
2	For commercial applicants for each service listed in Item 1	the actual cost to the public body of providing that service

Note: In keeping with the City of Vancouver's Greenest City goals, the FOI office does not provide hard copies of responsive records unless there are exceptional circumstances. All responsive records are provided in electronic formats