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COWICHAN VALLEY REGIONAL DISTRICT

BYLAW NO. 1658

(As Amended by Bylaw No. 1959)

**BYLAW NO. 1658 – FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
BYLAW, 1994**

**CONSOLIDATED FOR CONVENIENCE ONLY
(JUNE 2, 2004)**

The amendment bylaw listed below has been incorporated into enactment bylaw No. 1658 for convenience purposes only. Persons making use of the consolidated version of Bylaw No. 1658 are advised that it is not a legal document and that for the purpose of interpreting and applying the law, the original bylaws must be consulted. Certified copies of original bylaw is available through the Corporate Secretary's Office.

AMENDMENT BYLAW

EFFECTIVE DATE

Bylaw No. 1959

April 14, 1999



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW NO. 1658 – Consolidated for Convenience with Amending Bylaw No. 1959

A Bylaw for the Administration of the Freedom of Information and Protection of Privacy Act and its effects on the administration of the records of the Cowichan Valley Regional District.

WHEREAS, under Section 76.1 of the “Freedom of Information and Protection of Privacy Act”, a local government:

- (a) must designate a person or groups of persons as the “HEAD” of the Regional District for the purposes of the “Freedom of Information and Protection of Privacy Act”;
- (b) may authorize any person to perform any duty or exercise any function under the “Freedom of Information and Protection of Privacy Act” of the person or group of persons designated as the Head of the Regional District; and
- (c) may set any fees the local public body requires to be paid under Section 75 of the “Freedom of Information and Protection of Privacy Act”;

NOW THEREFORE the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. **CITATION**

This Bylaw may be cited for all purposes as “**CVRD - Freedom of Information and Protection of Privacy Bylaw, 1994**”.

2. **DEFINITIONS AND INTERPRETATIONS**

The definitions contained in Schedule 1 of the Act shall apply to this bylaw except where the context requires otherwise.

2.1 In this Bylaw:

“Act” means the Freedom of Information and Protection of Privacy Act, Stats B.C. 1992, c.61.

“Regional Board” means the Board of Directors of the Cowichan Valley Regional District.

“Commercial Applicants” 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 3.6 as the Information and Privacy Coordinator.

“Head” means the person or group of persons designated as the head of the Regional District under Section 3 of this Bylaw.

“Regional District” means the Cowichan Valley Regional District.

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

“Record” means a record as defined in the “Act”.

“Administrator” means Administrator of the Regional District as appointed by the Regional Board.

“Treasurer” means Treasurer of the Regional District as appointed by the Regional Board.

“Secretary” means Secretary of the Regional District as appointed by the Regional Board.

3. **ADMINISTRATION - DESIGNATION OF HEAD**

- (1) The Committee known as the Information and Privacy Committee is hereby established and designated as Head of the Regional District for the purposes of the Act.
- (2) The Committee shall be constituted of the Administrator, Secretary, and the Treasurer.
- (3) A quorum of the Committee shall be two members.
- (4) All questions that come before the Committee shall be decided by simple majority vote of the members.
- (5) The duties and function of the Head which remain those of the Head are set out for reference in Appendix 1.
- (6) The Deputy Secretary is hereby designated Freedom of Information and Privacy Coordinator.

4. **DUTIES AND POWERS OF HEAD**

- (1) The Head shall perform the duties of the head specified in the Act.

- (2) The Head may designate those records of the Regional District which are available to the public, upon payment of the applicable fee set out in Schedule 1 attached hereto, without a request for access under the Act (“Routinely Available Records”).
- (3) For those records of the Regional District which are not designated pursuant to subsection (2) the fees for obtaining access to a record not exempted from disclosure under the Act shall be as set out in Schedule 2 attached hereto.

5. POWERS OF COORDINATOR

- (1) The Regional Board hereby authorizes the Coordinator to perform the following duties or exercise the following functions of the Head under the Act:

5.1 RESPONDING TO REQUESTS

- (1) The duty to create a record from a machine readable record in the custody or under the control of the municipality using its normal computer hardware and software and technical expertise if creating the record would not unreasonably interfere with the operations of the Regional District;
- (2) The power to respond to a request except where the Head has the discretion under the Act to determine whether a record shall be released or withheld from disclosure.
- (3) The power to respond to a request after the Head has made a decision regarding the disclosure or non-disclosure of a record.
- (4) The power to refuse in a response to confirm or deny the existence of:
 - (a) a record containing information described in Section 15 of the Act (information harmful to law enforcement), or;
 - (b) a record containing personal information of a third party if disclosure of the existence of the information would be an unreasonable invasion of that party's personal privacy.
- (5) The duty to:
 - (a) provide an applicant with a copy of a record or part of a record with a response where the record can reasonably be reproduced; or
 - (b) to give reasons for the delay in providing the record.

5.2 EXTENSION OF TIME

- (1) The power to extend the time for responding to a request for up to 30 days.

- (2) The power to apply to the Information and Privacy Commissioner for a longer time period for response to a request where:
 - (a) the applicant does not give enough detail to enable the Regional District to identify a requested record;
 - (b) a large number of records is requested or must be searched and meeting the time limit would unreasonably interfere with the operations of the Regional District;
 - (c) more time is needed to consult with a third party or other public body before the Head can decide whether or not to give the applicant access to a requested record; or
 - (d) a third party asks for a review under Section 52(2) or 62(2) of the Act.
- (3) The power to tell the applicant the reason for an extension, when a response can be expected and that the applicant may complain about the extension under Section 42(2)(b) or 60(1)(a) of the Act where the time for a response to a request has been extended under Section 10(1) of the Act.

5.3 **TRANSFER REQUEST**

- (1) The power to transfer a request and, if necessary, the records to another public body if:
 - (a) the record was produced by or for the other public body;
 - (b) the other public body was the first to obtain the record; or
 - (c) the record is in the custody or under the control of the other public body.
- (2) The power to notify the applicant of the transfer.

5.4 **INFORMATION TO BE RELEASED WITHIN 60 DAYS**

- (1) The power to refuse to disclose information that is available for purchase by the public under Section 20(1)(a) of the Act.
- (2) The power to notify an applicant of the publication or release of information that the Head has refused to disclose under Section 20(1)(b) of the Act on the basis that the Information is to be published or released to the public, within 60 days after the applicant's request is received.

5.5 BUSINESS INTERESTS

- (1) The power to refuse to disclose to an applicant information:
 - (a) that would reveal
 - (i) trade secrets of a third party; or
 - (ii) commercial, financial, labour relations, scientific or technical information of a third party;
 - (b) that is supplied, implicitly or explicitly, in confidence; and
 - (c) the disclosure of which could reasonably be expected to:
 - (i) harm significantly the competitive position or interfere significantly with the negotiating position of the third party;
 - (ii) result in similar information no longer being supplied to the public body when it is in the public interest that similar information continue to be supplied;
 - (iii) result in undue financial loss or gain to any person or organization; or
 - (iv) reveal information supplied to, or the report of, an arbitrator, mediator, labour relations officer or other person or body appointed to resolve or inquire into a labour relations dispute.
- (2) The duty to refuse to disclose to an applicant information that was collected on a tax return or gathered for the purpose of determining tax liability or collecting a tax.
- (3) The duty set out in paragraphs (1) and (2) is subject to Section 21(23) of the Act which provides that the duty to refuse disclosure does not apply if a third party consents to the disclosure or the information is in a record that is in the custody or control of the British Columbia Archives and Records Service or the archives or a public body and that has been in existence for 50 or more years.

5.6 NOTIFICATION

- (1) The power to notify a third party that the Regional District intends to give access to a record that the Coordinator has reason to believe contains information that might be excepted from disclosure under Section 21 (information harmful to business interests of a third party) or Section 22 (information harmful to personal privacy) of the Act.

- (2) The power to give a notice under Section 23(1.2) of the Act where the Coordinator does not intend to give access to a record that contains information excepted from disclosure under Section 21 (information harmful to business interests of a third party) or Section 22 (information harmful to personal privacy) of the Act.
- (3) The power to give written notice of the decision whether or not to give access to a record that the Coordinator has reason to believe contains information that might be excepted from disclosure under Section 21 or 22 of the Act to the applicant and a third party.

5.7 PUBLIC INTEREST

The power to disclose information in accordance with Section 25 of the Act to the public, to an affected group of people or to an applicant:

- (a) about a risk of significant harm to the environment or to the health or safety of the public or a group of people; or
- (b) the disclosure of which is, for any other reason, clearly in the public interest.

5.8 INFORMATION PROTECTION

- (1) The power to protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal.
- (2) The duty to refuse to disclose information to an applicant if the disclosure is prohibited or restricted by or under another Act.

5.9 COMMISSIONER'S ORDERS

The power to comply with an order of the Information and Privacy Commissioner.

6.0 This Bylaw comes into force upon a regulation of the Lieutenant Governor in Council being deposited with the Registrar of Regulations to bring the relevant provisions of the “Freedom of Information and Protection of Privacy Act, 1992” into force.

READ A FIRST TIME this 9th day of November , 1994.

READ A SECOND TIME this 9th day of November , 1994.

READ A THIRD TIME this 23rd day of November , 1994.

ADOPTED this 23rd day of November , 1994.

J. Allan
Chairperson

M. J. Caufield
Secretary



APPENDIX 1 TO BYLAW NO. 1658

<u>SECTION</u>	<u>DESCRIPTION</u>
6(1)	The duty to assist applicants.
8(2)	The power to refuse in a response to confirm or deny the existence of: <ul style="list-style-type: none">(a) a record containing information described in Section 15 of the Act (information harmful to law enforcement); or(b) a record containing Personal Information of a third party if disclosure of the existence of the Information would be an unreasonable invasion of that party's Personal Privacy.
12.1	The power to refuse to disclose to an applicant information that would reveal: <ul style="list-style-type: none">(a) a draft of a resolution, bylaw or other legal instrument by which the local public body acts or a draft of a private bill; or(b) the substance of deliberations of a meeting of its elected officials or of its governing body or a Committee of its governing body, in an Act or a regulation under this Act authorizes the holding of that meeting in the absence of the public.
13	The power to refuse to disclose information that would reveal advice or recommendations developed by or for a public body.
14	The power to refuse to disclose information subject to solicitor/client privilege.
15	The power to refuse to disclose information if the disclosure could reasonably be expected to harm a law enforcement matter or that would have any of the other results set out in Section 15 of the Act.
16	The power to refuse to disclose information if the disclosure could reasonably be expected to be harmful to intergovernmental relations or negotiations in accordance with Section 16 of the Act.
17(1)	The power to refuse to disclose information which could reasonably be expected to harm the financial or economic interests of a local public body or the government of British Columbia or the ability of that government to manage the economy including the matters set out in Section 17(1) of the Act.

<u>SECTION</u>	<u>DESCRIPTION</u>
17(1.1)	The power to refuse to disclose research Information under Section 17(1.1) of the Act.
18	The power to refuse to disclose Information if the disclosure could reasonably be expected to result in damage to or interfere with the conservation of any of the matters referred to in Section 18 of the Act.
19(1)	The power to refuse to disclose Information, including Personal Information about an applicant, where the disclosure could reasonably be expected to threaten anyone else's safety or mental or physical health or interfere with public safety under Section 19(1) of the Act.
19(2)	The power to refuse to disclose to an applicant Personal Information about the applicant if the disclosure could reasonably be expected to result in immediate and grave harm to the applicant's safety or mental or physical health under Section 19(2) of the Act.
20(1)(b)	The power to refuse to disclose Information that will be released or published within 60 days.
21	The duty to refuse to disclose Information harmful to the business interests of a third party in accordance with Section 21 of the Act.
22	The duty to refuse to disclose Personal Information if disclosure would be an unreasonable invasion of a third party's personal privacy under Section 22 of the Act.
24	The duty to make a decision and to give written notice of a decision under Section 24 of the Act.
70	The duty to make available to the public manuals, instructions, or guidelines issued to the offices or employees of the public body or substantive rules or policy statements adopted by the public in accordance with Section 70 of the Act.
71	The power to prescribe categories of records that are in the custody or under the control of the public body and that are available to the public on demand without request for access under the Act, to require persons who ask for a copy of an available record to pay a fee to the public body in accordance with Section 71 of the Act.

SECTION

DESCRIPTION

75(5) The power to excuse an applicant from paying all or part of a fee if, in the Head's opinion, the applicant cannot afford the payment or for any other reason it is fair to excuse payment where the record relates to a matter of public interest, including the environment or public health or safety.

[NOTE: While the list of powers and duties set out above represents those powers and duties which the Coordinator is not specifically granted, in practice many of the duties will actually be fulfilled by staff acting on behalf of the Head, such as the duty under Section 70 to make available to the public manuals, instructions or guidelines.]



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SCHEDULE 1 To CVRD Bylaw No. 1658 SCHEDULE OF MAXIMUM FEES

(1) ROUTINELY AVAILABLE RECORDS	
DESCRIPTION	FEE
(a) for locating and retrieving a record	\$7.50 per 1/4 hour or portion thereof
(b) for producing a record manually	\$7.50 per 1/4 hour or portion thereof
(c) for producing a record from a machine readable record excluding records produced on the Geographic Information Systems (G.I.S.)	\$15.00 per 1/4 hour for developing a computer program to produce the record plus \$.30 per page of printout produced.
(d) for preparing a record for disclosure and handling a record	\$7.50 per 1/4 hour or portion thereof
(e) for shipping copies	actual costs of shipping by method chosen by applicant
(f) for copying records:	
(i) photocopies and computer printouts	(i) \$.30 per page (8.5x11, 8.5x14) \$.35 per page (11x17)
(ii) floppy disks	(ii) \$10.00 per disk
(iii) computer tapes	(iii) \$40.00 per tape
(iv) microfilm to paper duplication	(iv) actual cost of reproduction
(v) photographs	(v) actual cost of reproduction
(vi) hard copy laser print, B/W	(vi) \$.30 per page
(vii) slide duplication	(vii) actual cost of reproduction
(viii) existing plans	(vii) \$11.50 per lineal metre
(ix) video cassette	(ix) actual cost of reproduction
(g) Plans produced on the Geographic Information System (G.I.S.) system/plotter	\$7.50 per 1/4 hour of preparation time plus \$11.50 per lineal metre
(h) Special Documents	
(i) Consolidated Zoning Bylaw	(i) \$20.00 each
(ii) Official Community Plan	(ii) \$10.00 each
(2) FOR COMMERCIAL APPLICANTS	
For commercial applicants for each service listed in Section (1)	the actual cost of providing that service



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SCHEDULE 2 To CVRD Bylaw No. 1658 SCHEDULE OF MAXIMUM FEES

(1) RECORDS AVAILABLE PURSUANT TO A REQUEST UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT	
DESCRIPTION	FEE
(a) for locating and retrieving a record	\$7.50 per 1/4 hour or portion thereof after the first three hours
(b) for producing a record manually	\$7.50 per 1/4 hour or portion thereof
(c) for producing a record from a machine readable record excluding records produced on the Geographic Information Systems (G.I.S.)	\$15.00 per 1/4 hour for developing a computer program to produce the record plus \$.30 per page of printout produced.
(d) for preparing a record for disclosure and handling a record	\$7.50 per 1/4 hour or portion thereof
(e) for shipping copies	actual costs of shipping by method chosen by applicant
(f) for copying records:	
(i) photocopies and computer printouts	(i) \$.30 per page (8.5x11, 8.5x14) \$.35 per page (11x17)
(ii) floppy disks	(ii) \$10.00 per disk
(iii) computer tapes	(iii) \$40.00 per tape
(iv) microfilm to paper duplication	(iv) actual cost of reproduction
(v) photographs	(v) actual cost of reproduction
(vi) hard copy laser print, B/W	(vi) \$.30 per page
(vii) slide duplication	(vii) actual cost of reproduction
(viii) existing plans	(vii) \$11.50 per lineal metre
(ix) video cassette	(ix) actual cost of reproduction
(g) Plans produced on the Geographic Information System (G.I.S.) system/plotter	\$7.50 per 1/4 hour of preparation time plus \$11.50 per lineal metre
(2) FOR COMMERCIAL APPLICANTS	
For commercial applicants for each service listed in Section (1)	the actual cost of providing that service