



EXPLANATION

Park Board Freedom of Information and Protection of Privacy By-law

Enactment of the attached By-law, in accordance with Vancouver Park Board procedures, will implement the Park Board's resolution of May 16, 2016 to repeal and replace the Park Board Freedom of Information and Protection of Privacy By-law, in order to replace outdated and unnecessary provisions.

Director of Legal Services
May 30, 2016



Freedom of Information and Protection of Privacy By-law

A By-law to Provide for the Administration of the Freedom of Information and Protection of Privacy Act for the Vancouver Board of Parks and Recreation

Whereas: Section 77 of the Freedom of Information and Protection of Privacy Act (“the Act”) requires that the Vancouver Board of Parks and Recreation 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 to the Act sets out the maximum fees for services provided pursuant to the Act;

THE Vancouver Board of Parks and Recreation, 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 Vancouver Board of Parks and Recreation.
3. The General 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. The Vancouver Board of Parks and Recreation repeals the Park Board Freedom of Information and Protection of Privacy By-law enacted December 1, 2003.
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.
8. This By-law is to come into force and take effect on the date of enactment.

ENACTED by the Vancouver Board of Parks and Recreation this 30th day of _____, 2016

Chair, Board of Parks and Recreation

General Manager, Board of Parks and Recreation



**Freedom of Information and Protection of Privacy By-law
Vancouver Board of Parks and Recreation**

**SCHEDULE 1
Schedule of Fees**

Description of Services	Management Fees
1. For applicants other than commercial applicants:	
(a) for locating and retrieving a record	\$7.50 per ¼ hour after first 3 hours
(b) for producing a record manually	\$7.50 per ¼ hour
(c) for producing a record from a machine readable record from a server or computer	\$7.50 per ¼ hour for developing a computer program to produce the record
(d) for preparing a record for disclosure and handling a record	\$7.50 per ¼ 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"x11")
(iii) photographs	Digital file - \$17 per image
(iv) ink jet, laser print or photocopy, black and white	\$0.25 per page (8.5"x11", 8.5"x14" or 11"x17")
(v) ink jet, laser print or photocopy, colour	\$1.65 per page (8.5"x11", 8.5"x14" or 11"x17")
(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 for providing that service

Note:

In keeping with the Vancouver Park Board'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.