

CITY OF PORT ALBERNI BYLAW NO. 5050

A BYLAW FOR THE ADMINISTRATION OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

WHEREAS, the *Freedom of Information and Protection of Privacy Act, RSBC 1996, Chapter 165*, as amended, requires that a municipality designate the Head and set any fees for services;

NOW THEREFORE, the Municipal Council of the City of Port Alberni assembled, hereby enacts as follows:

Part 1 | INTERPRETATION

Citation

- 1.1 This Bylaw may be cited for all purposes as “City of Port Alberni Freedom of Information and Protection of Privacy Bylaw No. 5050, 2022”.

Repeal

- 1.2 Bylaw No. 4200, 1994 “Freedom of Information Bylaw” is hereby repealed.

Definition

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

- 1.4 In this Bylaw the following terms have the following meanings:

“**Act**” means the *Freedom of Information and Protection of Privacy Act, RSBC, 1996 Chapter 165*, as amended from time to time;

“**Coordinator**” means the person designated as the Information and Privacy Coordinator of the municipality under Section 3 of this Bylaw;

“**Head**” means the persons designated as the Head of the municipality under Section 3 of this Bylaw; and

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

PART 2 | ADMINISTRATION

- 2.1 The Director of Corporate Administration is designated as the Head for the purposes of the *Act*.
- 2.2 The Deputy City Clerk is designated as the Information and Privacy Coordinator for the purposes of the *Act*.

- 2.3 For the purposes of the *Act*, the Head and the Coordinator shall act in their respective capacities for all Council, Boards, Commissions and Committees of the City of Port Alberni.

PART 3 | POWERS

The Head

- 3.1 The Head shall perform the duties of the Head specified in the *Act*.
- 3.2 The Head may require an applicant who makes a request under Section 5 of the *Act* to pay the fees applicable.

The Coordinator

- 3.3 In accordance with the *Act*, the Head may delegate any of the Head's duties under the *Act* to the Coordinator.

PART 4 | FEES

- 4.1 An applicant making a request shall pay to the City a non-refundable application fee of \$10.00. This application fee does not apply to a request for the applicant's own personal information.
- 4.2 The Schedule of Maximum Fees as established by Freedom of Information and Protection of Privacy British Columbia Regulation 155/2012, as amended from time to time, shall be the maximum fees charged by the City as permitted under the *Act* for:
- (a) locating, retrieving, and producing a record;
 - (b) preparing a record for disclosure;
 - (c) shipping and handling a record; and
 - (d) providing a copy of a record.

READ A FIRST TIME this 13th day of June, 2022.

READ A SECOND TIME this 13th day of June, 2022.

READ A THIRD TIME this 13th day of June, 2022.

ADOPTED this 27th day of June, 2022.



Mayor



Corporate Officer