

CITY OF PITT MEADOWS
FREEDOM OF INFORMATION & PROTECTION OF PRIVACY BYLAW
Bylaw No. 2877, 2021

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 requires that a municipality designate the Head and set any fees for services;

NOW THEREFORE the Council of the City of Pitt Meadows enacts as follows:

Citation/Title

1. This Bylaw may be cited as the "Freedom of Information Bylaw".

Definitions

2. The definitions contained in Part I of the Act apply to this Bylaw.
3. In this bylaw,
 - (a) **Act** means the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165, as amended;
 - (b) **Applicant** means a person who makes a request for access to a record under the Act;
 - (c) **City** means City of Pitt Meadows;
 - (d) **Coordinator** means the person designated in section 5 of this Bylaw as the Information and Privacy Coordinator;
 - (e) **Council** means the Council of the City of Pitt Meadows;
 - (f) **Employee** means an employee of the City;
 - (g) **Head** means the person designated under section 4 of this Bylaw as the Head for the purposes of the administration of the Act;
 - (h) **Program** means the Privacy Program of the City; and
 - (i) **Request** means a request under section 5 of the Act.

Designation

4. The Corporate Officer is designated as the Head for the purposes of the Act.
5. The Deputy Corporate Officer is designated as the Information and Privacy Coordinator.
6. The Coordinator will act as the Head in the absence of the Corporate Officer.

7. For the purposes of the Act, the Head and the Coordinator will act in their respective capacities for all Council, Commissions, Committees and other bodies of the City.
8. The Head may delegate any of the Head's duties under the Act to the Coordinator.

Program Establishment and Compliance

9. The City's Privacy Program (the "Program") is established, under the direction of the Head and in compliance with the Act, to ensure the responsible access to records and the protection of personal and confidential information within the custody or control of the City.
10. The Head is authorized to create, maintain and modify the Program, including a manual of policies and procedures (the "Manual") that provides for the responsible management of personal and confidential information within the City's custody or control.
11. All City Council members, employees, volunteers and service providers will comply with the Program.

Fees

12. An applicant making a request for access to a record will pay to the City the fees set out in Schedule 1 of BC Regulations 155/2012 [*Freedom of Information and Protection of Privacy Regulation*], as amended.

Repeal

13. The Freedom of Information and Protection of Privacy Bylaw No. 2496, 2011, as amended, is repealed.

READ a FIRST, SECOND, and THIRD time on January 12, 2020.

ADOPTED on [DATE].

Bill Dingwall
Mayor

Kate Barchard
Corporate Officer