

CITY OF PRINCE GEORGE
BYLAW NO. 8689

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, c. 165, as amended, requires a municipality to designate the Head and set any fees for services;

NOW, THEREFORE, the Council of the City of Prince George, in open meeting assembled, ENACTS AS FOLLOWS:

1.0 Definitions and Interpretation

1.1 The definitions contained in either Schedule 1 of the Act or in the Regulation shall apply to this Bylaw except where the context requires otherwise.

1.2 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. "City" means the municipal corporation of the City of Prince George;
- c. "Coordinator" means the person designated under section 2.2 of this Bylaw as the Information and Privacy Coordinator;
- d. "Head" means the person designated under section 2.1 of this Bylaw as the Head;
- e. "Regulation" means the Freedom of Information and Protection of Privacy Regulation 155/2012 (B.C. Reg. 155/2012), as amended; and
- f. "request" means a request under section 5 of the Act.

2.0 Administration

2.1 The General Manager of Administrative Services is designated as the Head of the City for the purposes of the Act.

2.2 The Supervisor of Information, Privacy and Records Management is designated as the Coordinator of the City for the purposes of the Act.

3.0 Powers of Coordinator

3.1 The Head may delegate any of the Head's duties under the Act to the Coordinator.

4.0 Fees

4.1 An applicant or a commercial applicant making a request under the Act shall pay to the City the applicable fees for services set out in Schedule 1 of the Regulation for the purposes of:

- 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.

4.2 An applicant or a commercial applicant wanting a copy of a record that is routinely available to the public without making a request under the Act, shall pay to the City the applicable fees for services set out in Schedule C-3(a) of the "City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004", as amended.

5.0 Repeal

5.1 Records Administration Bylaw No. 6277, 1994, as amended, is hereby repealed.

6.0 Citation

6.1 This Bylaw may be cited for all purposes as the "City of Prince George Freedom of Information and Protection of Privacy Bylaw No. 8689, 2015."

READ A FIRST TIME THIS 14th DAY OF SEPTEMBER, 2015.

READ A SECOND TIME THIS 14th DAY OF SEPTEMBER, 2015.

READ A THIRD TIME THIS 14th DAY OF SEPTEMBER, 2015.

All three readings passed by a **unanimous** decision of Members of City of Prince George Council present and eligible to vote.

ADOPTED THIS 28th DAY OF SEPTEMBER, 2015, BY A **UNANIMOUS** DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND ELIGIBLE TO VOTE.


MAYOR


CORPORATE OFFICER