

January 11, 1995

File: 9128, 01088

MEMO TO: Peter Kent, Administrator  
(For Committee of the Whole)

MEMO FROM: Brenda Sims, Municipal Clerk

RE: **"FREEDOM OF INFORMATION AND PROTECTION OF  
PRIVACY BYLAW NO. 1088, 1995"**

The access to information and privacy protection provisions of the Freedom of Information Act now apply to each Municipality in British Columbia.

The legislation includes not only the access to information, but also protects the privacy of personal information about individuals in the hands of local public bodies.

The purpose of this report is a request that Council give first three Readings to "Freedom of Information and Protection of Privacy Bylaw No. 1088, 1995".

The bylaw addresses two issues as follows:

1. The appointment of the Head of the Municipality for the purposes of exercising the functions of the Act.
2. Setting a Schedule of Fees for access to information pursuant to the Act as follows:
  - locating and retrieving a record;
  - preparing a record for disclosure;
  - shipping and handling the record;
  - providing a copy of the record.

Please note that the Bylaw No. 1088 provides a schedule of fees for requests that are made pursuant to the *Freedom of Information and Protection of Privacy Act* and the fees do not relate to those requests that are general in nature where we would provide the information without a written request pursuant to the Act.

A separate report will be forthcoming to Council regarding the fees that we currently charge for information that is generally available to the public, and we are working with the Finance Department to complete that report by early to mid February.

RECOMMENDATION:

Considering the foregoing, the Municipal Clerk recommends that Council give first three Readings to "Freedom of Information and Protection of Privacy Bylaw No. 1088, 1995".

Respectfully submitted,

  
Brenda Sims  
Municipal Clerk