

Request for Decision



To: Regular Meeting
From: **Corporate Services**
Date: April 23, 2018
Subject: Bylaw 2047 – Freedom of Information and Protection of Privacy Update
Recommendation: **THAT Council gives the first three readings of the proposed Freedom of Information and Protection of Privacy Bylaw No. 2047; AND instructs Staff to present the Bylaw for final reading at the May 7, 2018 Regular Meeting of Council.**

Background

As part staff's ongoing review process regarding procedures, policies, and bylaws; it was determined that the Freedom of Information Bylaw needs to be updated.

The currently active bylaw (Bylaw No. 1423) is from 1994 and was established before the latest edition of the Freedom of Information and Protection of Privacy Act was established in 1996 and amended several times thereafter. The bylaw is also referencing outdated sections and overall procedures that are not required to be listed.

Municipalities and Regional Districts must have a bylaw to designate related roles and to establish a fee schedule for Freedom of Information request related charges.

Attached is the proposed modernized Bylaw No. 2047 to designate those roles and establish the fees accordingly. Once adopted, the next revision of the Fees and Charges bylaw would see the removal of a few line items that will be no longer required.

April 9, 2018: The COTW reviewed the Bylaw and recommended to present the Bylaw to Council for the first three readings.

Some minor changes had to be made to the Bylaw regarding the designations of the Head and Coordinator roles due to the unique organizational configuration at the moment. The changes are highlighted in **yellow**.

Benefits or Impacts

General

Updating outdated bylaws helps reduce risk to the organization and ensures up to date legislation is referred to.

Strategic Impact



Community Engagement

- Freedom of Information requests are an integral component of Community Engagement

Policy/Legislation

Freedom of Information and Protection of Privacy Act

Attachments

Proposed Bylaw No. 2047

Current Freedom of Information Bylaw No. 1423, 1994

Recommendation

THAT Council gives the first three readings of the proposed Freedom of Information and Protection of Privacy Bylaw No. 2047; AND instructs Staff to present the Bylaw for final reading at the May 7, 2018 Regular Meeting of Council.

Options

1. THAT Council accepts the report.
2. THAT Council does not accept the report.
3. THAT Council refers the matter back to staff for further information.

Report Approval Details

Document Title:	RFD 2018 - Bylaw 2047 - Freedom of Information - 3 Readings.docx
Attachments:	- By2047 - Freedom of Information.docx - By1423-Freedom of Information.pdf
Final Approval Date:	Apr 11, 2018

This report and all of its attachments were approved and signed as outlined below:

Diane Heinrich - Apr 11, 2018 - 11:40 AM