



CITY OF PRINCE RUPERT

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ADMINISTRATION BYLAW NO. 3569, 2026

A BYLAW RESPECTING THE ADMINISTRATION OF THE *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT*.

WHEREAS The *Freedom of Information and Protection of Privacy Act* ("FOIPPA") requires a local public body to designate a Head for the purposes of the Act and authorizes the delegation of powers, duties and functions under the Act;

AND WHEREAS Council wishes to establish an efficient and modern administrative framework for the administration of access to information and protection of privacy obligations within the City of Prince Rupert;

NOW THEREFORE the Council of the City of Prince Rupert, in open meeting assembled, enacts as follows:

1. Title

1.1 This Bylaw may be cited as the "City of Prince Rupert Freedom of Information and Protection of Privacy Administration Bylaw No. 3569, 2026".

2. Definitions

2.1 In this Bylaw:

Act means the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, as amended from time to time.

City means the City of Prince Rupert.

Coordinator means the person appointed by the Chief Administrative Officer to administer requests and privacy matters under the Act.

Head means the person designated in section 3 of this Bylaw.

2.2 Terms used in this Bylaw have the same meaning as in the Act unless otherwise defined.

3. Designation of Head

3.1 The Corporate Officer is designated as the Head of the City for the purposes of the *Act*.

4. Delegation of Authority

4.1 Except where prohibited by the *Act*, the Head may delegate, in writing, any power, duty or function under the *Act* to:

- a) any officer or employee of the City;
- b) the Coordinator;
- c) a department director;

4.2 A delegation under this section may be subject to conditions or limitations specified by the Head.

5. Administration

5.1 The Chief Administrative Officer shall ensure that appropriate administrative procedures are established to support compliance with the *Act*.

5.2 City departments shall cooperate in responding to requests for access to records and in administering the City's privacy obligations under the *Act*.

5.3 All officers and employees of the City shall comply with applicable records management, privacy, information security, cybersecurity, records retention and information governance policies adopted by the City.

5.4 The City may receive, process, store and disclose records in electronic or physical form in accordance with the *Act*.

5.5 The City shall administer access to information requests and personal information in accordance with the requirements of the *Act*.

6. Fees

6.1 Fees respecting access to records may be charged in accordance with:

- a) the *Act*;
- b) any regulation enacted pursuant to the *Act*; and
- c) the City's Fees and Charges Bylaw, as amended from time to time.

6.2 The Head may require an applicant to pay a fee deposit where authorized by the Act.

6.3 The Head may waive all or part of a fee in accordance with the *Act*.

7. Severability

7.1 If any section, subsection, sentence, clause or phrase of this Bylaw is held to be invalid by a court of competent jurisdiction, that portion shall be severed and the remainder of the Bylaw shall remain in force and effect.

8. Repeal

8.1 City of Prince Rupert Freedom of Information Bylaw No. 2913, 1994, and Freedom of Information Amendment Bylaw No. 3039, 1997, are repealed.

9. Effective Date

9.1 This Bylaw comes into force upon adoption.

Read a First time this 13th day of August, 2026.

Read a Second time this 13th day of August, 2026.

Read a Third time this 13th day of August, 2026.

Final Consideration and Adopted this 8th day of September, 2026.

Mayor

Corporate Officer

This Bylaw was adopted by Council.
To view the signed original,
contact City Hall Administration at
(250) 627 0934 or email
cityhall@princerupert.ca