

**TOWN OF QUALICUM BEACH
BYLAW NO. 909**

**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 (R.S.B.C. 1996, c.165)*, as amended, requires that a municipality designate the Head and set any fees for services;

NOW THEREFORE, the Council of the Town of Qualicum Beach, in open meeting assembled, enacts as follows:

CITATION

1. This Bylaw may be cited as "Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025".

DEFINITIONS AND INTERPRETATION

2. (1) The definitions contained in Schedule 1 of the *Act*, shall apply to this Bylaw except where the context requires otherwise.

- (2) In this Bylaw,

“**Act**” means the *Freedom of Information and Protection of Privacy Act (R.S.B.C. 1996, c.165)*, as amended from time to time;

“**Head**” means the persons designated as the Head of the municipality under Section 3 of this Bylaw; and

“**Request**” means a request under section 5 of the **Act**.

ADMINISTRATION

3. (1) The Director of Corporate Services is designated as Head for the purposes of the *Act*.
- (2) For the purposes of the *Act*, the Head shall act in their capacity for all Council, Boards, Commissions and Committees of the Town of Qualicum Beach.

POWERS OF THE HEAD

4. (1) The Head shall perform the duties of the Head specified in the *Act*.
- (2) The Head may require an applicant who makes a request under Section 5 of the *Act* to pay the fees applicable.

FEES

5. The Schedule of Maximum Fees as established by Freedom of Information and Protection of Privacy British Columbia Regulation 155/2012, as amended from time to time, shall be the maximum fees charged by the Town as permitted under the *Act* for:
- (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.

REPEAL

6. "Town of Qualicum Beach Freedom of Information Bylaw No. 548, 1994", and all amendments thereto, is hereby repealed.

READ FOR A FIRST TIME this 16th day of April, 2025

READ A SECOND TIME this 16th day of April, 2025.

READ A THIRD TIME this 16th day of April, 2025.

ADOPTED this 14th day of May, 2025.

ORIGINAL SIGNED

Teunis Westbroek
Mayor

ORIGINAL SIGNED

Heather Svensen
Director of Corporate Services/Deputy CAO