

# Corporate Policy

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Section:	Administration	01
Sub-Section:	Freedom of Information and Protection of Privacy	0580
Title:	Freedom of Information Response Packages – City Website	2024-01

## Related Documents

Number		Title
Bylaw No. 3052		Freedom of Information and Protection of Privacy Bylaw
01-0580-2016-01		Privacy

## Approvals

Approval Date: May 21, 2024	Resolution #: <u>GLC24/017</u>
Amended: September 9, 2025	Resolution #: <u>GLC25/033</u>
Amended:	Resolution #:
Amended:	Resolution #:

## Corporate Policy Manual

### Freedom of Information Response Packages – City Website

## Policy

The City of Port Moody is subject to the provincial *Freedom of Information and Protection of Privacy Act (FOIPPA)*, which requires that records in the custody and control of the City are made publicly available. This is accomplished through a balance of the public's rights to "freedom of information" (FOI) and "protection of privacy".

In an effort to increase transparency, the City may proactively release Response Packages from routine FOI requests on its website.

The purpose of this Policy is to establish guidelines and parameters for the City's proactive release of FOI responses packages.

## Scope

This Policy applies to FOI requests submitted to the City of Port Moody only. It does not include FOI requests submitted to the Port Moody Police Department.

## Definitions

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

"FOI Head" means the Corporate Officer or designate, as designated in City of Port Moody Freedom of Information and Protection of Privacy Bylaw, as amended.

"Personal Information" means "personal information" as defined in the *Act*, namely recorded information about an identifiable individual, and includes such things as an individual's name, address, birth date, personal contact information, financial information, and image, as well as opinions and statements made about the individual.

"Record" includes books, documents, maps, drawings, photographs, letters, vouchers, papers, and any other thing on which information is recorded or stored by graphic, electronic, mechanical, or other means, but does not include a computer program or any other mechanism that produces records.

"Response Package" means a set of records compiled and redacted where necessary for the purpose of responding to a Freedom of Information request.

## Procedures

The City may, at the discretion of the FOI Head, proactively release on its website routine FOI Response Packages which it considers to be of public interest. Such release will take place no earlier than 30 days after the City has provided the Response Package to the applicant. Redactions are applied to Response Packages where appropriate. The City may not post Response Packages to every FOI request it receives.

## **Corporate Policy Manual**

### **Freedom of Information Response Packages – City Website**

The FOI Head may consider the following guidelines when making a determination for proactive release of FOI Response Packages:

- whether the request pertains to sensitive personnel or Personal Information;
- whether the Response Package contains confidential information; and
- whether the Response Package contains third-party information.

The FOI Head may not proactively release FOI Response Packages that include information listed above.

The City will include the following information when posting routine FOI Response Packages on its website:

- response date;
- subject of the FOI request; and
- Response Package of records.

The identity of FOI applicants will not be released.

The City's website will not include information regarding ongoing FOI requests which have not been completed. Response to request for records that contain personal, confidential, or third-party information will not be released on the City's website.

Response Packages posted on the City's website in accordance with this Policy will remain on the website for a minimum of one (1) year.

## **Monitoring/Authority**

This Policy is to be administered and monitored by the Legislative Services Division. Changes to this Policy require approval from Council. The Legislative Services Division is responsible for making this Policy visible and accessible on the City's website and making electronic copies available to all staff and Council Members in easily accessible locations, including on the City's intranet.