

VILLAGE OF PORT ALICE POLICY MANUAL

TITLE: Recorded Information Services Policy

Code: 1.5.a

APPROVED BY: Council, Min. No. 505/11

DATE APPROVED: Oct. 12, 2011

PURPOSE: To provide a policy for the provision of Village records to the public.

POLICY OBJECTIVES:

- a) To establish a policy for the distribution of recorded information in accordance with the Freedom of Information and Privacy Act (the Act).
- b) To describe which documents will be routinely made available to the public.
- c) To describe how additional information records will be provided to the public upon request.
- d) To ensure that public requests for records are answered in a timely manner.

PROCEDURE:

1. Appointment of a Head of Freedom and Information and Privacy as per the Act

- a. Council will appoint the Chief Administrative Officer as the Head of Freedom of Information and Privacy by resolution. The Head shall hold the title of *Freedom of Information and Privacy Coordinator for the Village of Port Alice* (the Coordinator).

2. Information routinely made available to the public:

The following records will be routinely made available to the public:

- a. Regular (Open) Council Minutes and Reports
- b. Regular (Open) Committee Minutes and Reports
- c. Budgets
- d. Annual Reports
- e. Bylaws
- f. Manuals, Policies and Procedures
- g. Statistical Information prepared by Village staff, if available
- h. Official Community Plans
- i. Maps

Records which are routinely made available to the public will be accessible on the Village website free of charge or for review in hard copy at the Village Office during regular business hours. Copies will be made upon request at standard rates as per the current Rates and Fees Bylaw.

Council and Committee Minutes will be available to the public after adoption.

Information will remain available for review until the information expires, or in the case of items 2.a through 2.d, for one year after adoption by Council, after which time it will be archived.

3. Requests for information other than that which is routinely made available to the public:

Information requests are understood to mean requests for specific public records and will be considered by the Coordinator in the context of the BC Freedom of Information and Privacy Act.

Requests for access to records other than those which are listed in Section 2 of this policy must be made in writing and signed by the applicant. A standard *Request for Information Form* will be made available by the Village for use in the making of such a request.

Requests will be considered on a case by case basis by the Coordinator. The Coordinator, or his/her designate, will respond to all complete requests within thirty (30) days of the receipt of the request. All requests must be accompanied by a fifty percent (50%) fee deposit of the estimated fees required to fulfill the request. A request for information is not complete until the deposit is received. The Coordinator will advise the applicant of the estimated fees required to fulfill the request for information after review of the request.

There will be no fees charged for information provided verbally and the Coordinator may waive fees for the provision of records relating to an applicant's own property or for any other reason. Reasons for waiving fees will be documented in the Village response to the request for information.

When no fees are required to fulfill the request, the thirty day response time begins upon receipt of the request. All requests are to be date stamped upon receipt.

A record of all requests for information, and the Village response, will be retained by the Village for a period of at least one year.