

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ADMINISTRATION BYLAW**

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to provide administration of the *Freedom of Information and Protection of Privacy Act*.

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The Council of the Corporation of the City of Victoria in an open meeting assembled enacts the following provisions:

**Title**

- 1 This Bylaw may be cited as the “Freedom of Information and Protection of Privacy Administration Bylaw”.

**Definitions**

- 2 In this Bylaw:
  - (1) “Act” means the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165 and all regulations thereunder, as amended;
  - (2) “Head” means the person designated as the head of the public body;
  - (3) “Public Body” means the Corporation of the City of Victoria.

**Administration**

- 3 For the purposes of administering the Act:
  - (1) The City Clerk is designated the Head as required by Section 77(a) of the Act;
  - (2) The Head will fulfill the obligations as required by the Act on behalf of the Public Body;

- (3) The Head may delegate to any person any power or function of the Head, except the power to delegate under Section 66(1) of the Act and must follow the provisions of Section 66(2) of the Act.

**Fees**

**4** As allowable under the Act:

- (1) The Head may set fees for the administration of the Act in accordance with Section 75 of the Act per Section 77(c) of the Act;
- (2) The Public Body may set an application fee pursuant to section 75(1)(a) of the Act as the maximum fee in Section 13(2) of the *Freedom of Information and Protection of Privacy Regulation*, as amended from time to time;
- (3) The Public Body hereby sets processing fees pursuant to Section 75(1)(b) as the maximum fees in Schedule 1, Schedule of Maximum Fees, of the Freedom of Information and Protection of Privacy Regulation, as amended from time to time.
- (4) The Head may partially or fully excuse payment of a fee as prescribed by Section 75(5) of the Act.

**Repeal**

**5** The “Freedom of Information Administration Bylaw, No. 94-193” and its amendments are hereby repealed.

**Effective Date**

**6** This Bylaw comes into force on adoption.

READ A FIRST TIME the	<b>19<sup>th</sup></b>	day of	<b>February</b>	2026
READ A SECOND TIME the	<b>19<sup>th</sup></b>	day of	<b>February</b>	2026
READ A THIRD TIME the	<b>19<sup>th</sup></b>	day of	<b>February</b>	2026
ADOPTED on the	<b>26<sup>th</sup></b>	day of	<b>February</b>	2026

**“CURT KINGSLEY”**  
CITY CLERK

**“MARIANNE ALTO”**  
MAYOR