

ADMINISTRATIVE POLICY

Title	Proactive Release of FOI Requests Policy	Policy No.	84
Effective Date	July 2025	Approved by	FOI Head and Chief Administrative Officer
Date Amended		Resolution No.	N/A
Date Established	July 2025		

1) PURPOSE

The *Freedom of Information and Protection of Privacy Act* (Act) of British Columbia gives individuals the right to access information held by local government and protects privacy by placing restrictions on the collection and disclosure of personal information. In compliance with the Act, the Village of Anmore provides public access to information held by the Village.

The Village may proactively post Freedom of Information (FOI) response packages with the exception of those that contain personal, third party, or Village confidential information on the website. This policy intends to outline rules and procedures regarding these releases.

2) SCOPE

This policy applies to FOI requests submitted to the Village of Anmore from January 2025 onwards.

3) DEFINITIONS

“Act” means the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, as amended.

“Coordinator” means the Corporate Officer as designated in the Anmore Freedom of Information and Protection of Privacy Act Bylaw No. 607-2019.

“Head” means the Chief Administrative Officer as designated in the Anmore Freedom of Information and Protection of Privacy Act Bylaw No. 607-2019.

“Personal information” means recorded information about an identifiable individual other than contact information 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 FOI request.

"Third party", in relation to a request for access to a record or for correction of personal information, means any person, group of persons or organization other than

- (a) the person who made the request, or
- (b) a public body.

4) PROCEDURES

- a) Once a response package is completed, the FOI head may determine whether a package to be posted on the website, subject to the exclusions listed below. The packages will be posted as redacted on the Village website.
- b) FOI Head has the discretion to determine which packages are suitable to be posted and not all packages will be posted on the website.
- c) Packages may remain on the website no longer than 12 months since the posted date.

5) EXCLUSIONS

- a) The identity of FOI applicants will not be disclosed.
- b) Incomplete, abandoned, and ongoing FOI requests will not be posted to the website.
- c) Response packages that include personnel, personal, confidential, or third-party information will not be posted to the website.