

LaSalle Police Services Board

By-law Number 2026-02

A By-law to establish policy for compliance with the *Municipal Freedom of Information and Protection of Privacy Act*

Whereas Section 3(2) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56 (the “Act”) provides that the Board may designate from among its members a person to act as Head of the institution for the purposes of the Act;

And whereas Section 49(1) of the Act provides that a Head may delegate a power or duty as vested in the Head to officers or employees of the institution subject to such limitations, restrictions, conditions or requirements as the Head may set out in the delegation;

And whereas the Board deems it expedient to pass a By-law to designate a Head for the purposes of the Act and to establish policies regarding the processing of access requests and the protection of personal information under the Act;

And whereas it is desirable to delegate certain powers and duties vested in the Head under the Act to officers of the LaSalle Police Service and to other officials and employees;

And whereas, the LaSalle Police Services Board is responsible for the provision of Police Services, as per Section 37 of the *Community Safety and Policing Act*, 2019, in the Town of LaSalle;

Now therefore, the Town of LaSalle Police Services Board hereby enacts as follows:

1. In this By-law:

“**Act**” means the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, and amendments thereto;

“**Board**” means the Town of LaSalle Police Services Board;

“**Chair**” means the Chair of the LaSalle Police Services Board;

“**Chief**” means the Chief of Police of the LaSalle Police Service and any other officer appointed in an acting capacity as Chief of Police from time to time;

“**Community Resource Officer**” means the member designated as Community Resource Officer and any officer designated or performing the community resource or media relations duties in the absence of that officer;

“**Coordinator**” means the person designated by the Chief of Police as Freedom of Information Coordinator for the institution to which this By-law pertains and the alternate Freedom of Information Coordinator;

“**Deputy Chief**” means the Deputy Chief of Police of the LaSalle Police Service and any other officer appointed in an acting capacity as Deputy Chief of Police from time to time;

“**Head**” in respect of the institution, means the individual or body determined to be the Head under this By-law;

“**Institution**” means the Town of LaSalle Police Services Board and includes the organization known as the LaSalle Police Service;

“**LaSalle Police Service**” or “**Service**” means the municipal police service for the Corporation of the Town of LaSalle; and

“**Member**” means a member of the LaSalle Police Services Board.

2. Board Policy

- 2.1. The Board recognizes the purposes of the *Act* to be the right of access to information under the control of the institution in accordance with certain principles and the protection of privacy of individuals with respect to personal information held by the institutions; and
- 2.2. The Board is committed to compliance with the *Act*; and therefore, it is the policy of the Board that access to information and personal privacy issues be dealt with in accordance with the procedures set out by the Chief as established and directed in this By-law.

3. Designation of Head of Institution

- 3.1. Pursuant to Section 3(2) of the *Act*, the Chair be designated as Head for the purposes of the *Act*; or, in his or her absence, the Member with the longest term of office on the Board shall act in his or her place until such time as the Chair returns and is able to resume his or her responsibilities.

4. Delegation of Powers

- 4.1. Pursuant to Section 49(1) of the *Act*, the Chair delegates the powers and duties assigned to the Head under the *Act* as set out in the attached Schedule A to this By-Law to the members of the LaSalle Police Service identified by the position titles indicated, and defined herein;
- 4.2. This delegation applies to the current incumbents of those positions, as well as to any members who may be appointed from time to time to act in those capacities; and
- 4.3. Notwithstanding the delegation of powers and duties of the Head as authorized by Section 4.1 of this By-law, the Head remains accountable for actions taken and decisions made under the *Act* and retains the powers and duties granted or vested in the Head.

5. Direction to the Chief

- 5.1. The Chief shall develop and implement written procedures to ensure compliance with the requirements of the *Act*, including provisions which ensure right of access to information under the control of the Service as well as protection of personal privacy; and
- 5.2. The Chief shall ensure that all members who receive a delegation of the duties under Section 4.1 of this By-law, receive training on the *Act* and its administration.

6. That any other By-laws inconsistent with this By-law are hereby repealed and replaced with this By-law and attached Schedule A; and

7. That this By-law shall come into full force and effect on the day of the final passing thereof.

Read a first, second and third time, and finally passed this 16th day of March 2026.

1st Reading – March 16, 2026

2nd Reading – March 16, 2026

3rd Reading – March 16, 2026



Board Chair



Board Secretary

Schedule A

Delegation of Powers and Duties

Sec. No.	Duties	Chief	Deputy Chief	Coord.	Comm. Res. Officer
# 4(2)	Severability of records	X	X	X	
# 5	Obligation to disclose any record in the public interest to reveal grave environmental, health, or safety hazard	X			
# 6	Draft by-laws	X			
# 7	Advice or recommendations	X	X	X	
# 8	Law enforcement	X	X		
# 9	Relations with other governments	X	X	X	
# 10	Third party information, trade secrets, financial or labour relations information	X	X	X	
# 11	Economic interest of an institution	X	X	X	
# 12	Solicitor-client privilege	X	X	X	
# 13	Safety/Health of an Individual	X	X	X	
# 14	Personal privacy	X	X	X	
# 15	Information soon to be published	X	X	X	
# 16	Compelling public interest	X	X		X
# 18	Transfer of request to another institution	X	X	X	
# 19	Access decision within 30 days	X	X	X	
# 20	Extension of 30 day time period	X	X	X	
# 21	Third party notice	X	X	X	
# 22	Notice of refusal to access	X	X	X	

Schedule A
Delegation of Powers and Duties

cont'd

Sec. No.	Duties	Chief	Deputy Chief	Coord.	Comm. Res. Officer
# 23	Access to original records	X	X	X	
# 25	Information available for inspection			X	
# 26	Annual report to commissioner			X	
# 29(2)	Purpose and legal authority for collecting personal information			X	
# 30	Retention of personal information			X	
# 32	Disclosure for compassionate reasons	X	X	X	
# 34	Complication of personal info bank index			X	
# 35	Records of inconsistent disclosure and use of personal information banks			X	
# 36(2)	Correction of personal information	X	X	X	
# 37	Manner of access to personal information	X	X	X	
# 38	Refusal to disclose personal information	X	X	X	
# 41(6)	Require commissioner to examine original record on site	X	X	X	
# 45	Estimate of costs and waiver of payment			X	
# 50	Oral requests	X	X	X	X