

## DISTRICT OF 100 MILE HOUSE

### BYLAW NO. 1108

A Bylaw for the administration of the *Freedom of Information and Protection of Privacy Act*.

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WHEREAS, the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, Chapter 165, as amended, requires that a municipality, by bylaw:

- a) must designate a person or group of persons as the Head of the municipality for the purposes of the *Act*;
- b) may authorize any person to perform any duty or exercise any function under the *Act* as Head of the municipality; and
- c) may set any fees that the municipality requires to be paid for providing the services described in Section 75 of the *Act*.

NOW THEREFORE the Council of the District of 100 Mile House, in open meeting assembled, enacts as follows:

#### 1. Title

This bylaw may be cited for all purposes as the "***Freedom of Information Bylaw No. 1108, 2008***".

#### 2. Definitions and Interpretation

"**Act**" means the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, Chapter 165;

"**Commercial Applicant**" means a person who makes a request for access to a record to obtain information for use in connection with a trade, business profession or other venture for profit;

"**Coordinator**" means the person designated in Section 3(2) of this bylaw as the Information and Privacy Coordinator;

"**Council**" means the Council of the District of 100 Mile House;

"**Head**" means the person designated under Section 3(1) of this bylaw as the Head;

“Municipality” means the District of 100 Mile House; and

“request” means a request under Section 5 of the Act.

### 3. Administration

- 3.1 The Administrator is designated as the Head for the purposes of the Act;
- 3.2 The Director of Corporate Administration is designated as the Information and Privacy Coordinator; and
- 3.3 For the purposes of the Act, the Head and the Coordinator shall act in their respective capacities for all Council Boards, Commissions and Committees of the District of 100 Mile House.

### 4. Powers of the Coordinator

- 4.1 The Head may delegate any of the Head's duties under the Act to the Coordinator.

### 5. Fees

- 5.1 An applicant making a request shall pay to the District of 100 Mile House the fees set out in schedule of fees in the *Freedom of Information and Protection of Privacy Act and Regulation* for the purposes of:
  - a) locating, retrieving and producing a record;
  - b) preparing a record for disclosure;
  - c) shipping and handling a record; and
  - d) providing a copy of a record.

READ A FIRST, SECOND AND THIRD TIME this 22<sup>ND</sup> day of January, 2008.

ADOPTED this 12<sup>TH</sup> day of February, 2008.

  
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Mayor

  
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Corporate Officer