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TOWN OF SIDNEY

**BYLAW NO. 1240
(CONSOLIDATED)**

*Amendment Bylaws incorporated as listed at the end of the document.
Last incorporated amendment dated: June 1997*

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

A bylaw to designate the head of the Town of Sidney for the purposes of, and to set fees under, the *Freedom of Information and Protection of Privacy Act*, S.B.C. 1992.c.61, as amended.

GIVEN THAT:

- A. Section 76.1 of the *Freedom of Information and Protection of Privacy Act*, S.B.C. 1992.c.61 as amended ("Act"), gives the authority to designate a person as the head of Town of Sidney for the purposes of the Act and to authorize any person to perform any duty or exercise any function under the Act of the person designated as the head of the Town of Sidney; and
- B. Section 76.1 of the Act also gives the Town of Sidney the authority to set any fees the Town of Sidney requires to be paid under the Act,

Therefore Council of the Town of Sidney, in open meeting assembled, enacts as follows:

Designated as Head:

- 1. The person from time to time appointed to the position of Deputy Clerk of the Town of Sidney is designated as the head of the Town of Sidney for the purposes of the Act.

Authorization of Assistance for Head:

- 2. The person from time to time appointed to the position of Administrative Secretary of the Town of Sidney is authorized to perform any duty or exercise any function under the Act of the head designated under Section 1.
- 3. The person from time to time appointed to the position of Clerk of the Town of Sidney is authorized to perform any duty or exercise any function of the head designated under Section 1.

Fees:

4. The fees that are payable by applicants under the Act are those set out in *Schedule A* to this bylaw.

Interpretation:

5. Any word or expression used in this bylaw that is not defined in this bylaw has the meaning to it in the Act on the date of final adoption of this bylaw.

Repeal:

6. This bylaw repeals Town of Sidney Bylaw No. 759.

Introduced and read a first time this 12th day of September, 1994.

Read a second time this 12th day of September, 1994.

Read a third time this 12th day of September, 1994.

Reconsidered and finally adopted this 28th day of November, 1994.

(Original signed)

(original signed)

MAYOR

CLERK

SCHEDULE "A"

FEES

The maximum fees for services provided to different categories of applicants are set out in the Schedule to this regulation:

1. The applicant is required to pay a deposit for the service requested of \$30.00 which will be further assessed after the service has been provided. The applicant shall either be rebated or shall pay the additional costs prior to receiving the documents.

- 2.(a) For locating and retrieving a record \$10.00 per 1/4 hour after the first 3 hours

- 2.(b) For producing a record manually \$10.00 per 1/4 hour

- 2.(c) For producing a record from a machine readable record (Mainframe Computer) \$0.50 per page plus for the first five pages and \$0.25 for each additional page plus an extra cost of \$20.00 if central mainframe processor and all locally attached devices are required longer than 5 minutes to print the requested document. A fee of \$7.50 per 1/4 hour for developing a computer program to produce the record will also be administered.

- 2.(d) For preparing a record for disclosure and handling a record \$10.00 per 1/4 hour

- 2.(e) For shipping copies Actual costs of shipping by method chosen by applicant.

(amendment -01)

- 2.(f) For copying records

Per Town of Sidney Miscellaneous Fees and Charges Bylaw 1395.
(attached)