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**TOWN OF SIDNEY**

**BYLAW NO. 2026  
(CONSOLIDATED)**

*Amendment Bylaws incorporated as listed at the end of the document.*

**A BYLAW FOR THE ADMINISTRATION OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

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**WHEREAS** Section 77 (a) of the *Freedom of Information and Protection of Privacy Act*, requires a local government to pass a bylaw or other instrument by which the local public body acts to designate a person or group of persons as the Head of the municipality for the purposes of the Act;

**WHEREAS** Section 77(c) of the *Freedom of Information and Protection of Privacy Act*, permits a local government to set any fees the municipality requires to be paid under Section 75 of the Act; and

**NOW THEREFORE**, the Council of the Town of Sidney in open meeting assembled enacts as follows:

1. Citation

This bylaw may be cited as the “**Town of Sidney Freedom of Information and Protection of Privacy Bylaw No. 2026**”.

2. Administration

The Corporate Officer of the Town of Sidney is designated as the “Head” for the purposes of the Act.

3. Fees

- a) No fees shall be charged to individuals who are accessing their own information.
- b) The Schedule of Maximum Fees as established by British Columbia Regulation No. 155/2012, as amended from time to time, shall be the maximum fees charged by the Town as permitted under the Act.
- c) If an applicant is required to pay a fee for services under section 3(b) a 50% deposit of the estimated fees will be required prior to the processing of the request if the total estimated fees exceed \$100.00.
- d) Fees will be waived for requests where the total amount of fees otherwise chargeable is less than \$5.00.

4. Repeal

That “Town of Sidney Freedom of Information and Protection of Privacy Bylaw No. 1240” and amendments thereto are hereby repealed.

Introduced and read a first time this 10<sup>th</sup> day of September, 2012.

Read a second time this 10<sup>th</sup> day of September, 2012.

Read a third time this 10<sup>th</sup> day of September, 2012.

Reconsidered and finally adopted this 9<sup>th</sup> day of October, 2012.

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MAYOR

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CORPORATE ADMINISTRATOR