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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

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

- a) The Corporate Officer of the Town of Sidney is designated as the Head for the purposes of the Act.
- b) The Head will be responsible for:
 - i. being a point of contact for privacy-related matters such as privacy questions or concerns;
 - ii. supporting the development, implementation and maintenance of privacy policies and/or procedures; and
 - iii. supporting the public body’s compliance with FOIPPA.

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That “Town of Sidney Freedom of Information and Protection of Privacy Bylaw No. 1240” and amendments thereto are hereby repealed.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 10th day of September, 2012.

Read a second time this 10th day of September, 2012.

Read a third time this 10th day of September, 2012.

Reconsidered and finally adopted this 9th day of October, 2012.

MAYOR

CORPORATE ADMINISTRATOR

(Amendment No. 1) Bylaw No. 2186, February 2020

(Amendment No. 2) Bylaw No. 2248, February 2023