



The Corporation of the District of North Cowichan

**Freedom of Information and Protection of Privacy Bylaw**

BYLAW NO. 4055

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*A bylaw to designate a Head and Fees for Freedom of Information and Protection of Privacy purposes.*

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WHEREAS section 77 of the *Freedom of Information and Protection of Privacy Act* (the "Act") requires a local public body to designate by bylaw, a person as the Head of the local public body for the purposes of the Act, and set any fees the local public body requires to be paid under the Act;

NOW THEREFORE, the Council of The Corporation of the District of North Cowichan, in open meeting assembled, enacts as follows:

**Citation**

- 1 This Bylaw may be cited as "*Freedom of Information and Protection of Privacy Bylaw, No. 4055, 2026*".

**Definitions**

- 2 In this Bylaw:

"Act" means the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, as amended from time to time;

"Head" has the same meaning as set out in Schedule 1 of the Act, as amended from time to time.

**Administration**

- 3 The Chief Administrative Officer is designated as the Head for the purposes of the Act.
- 4 The Head may, in writing, delegate any of the Head's powers and duties under the Act to the Information Management Officer, or another officer or employee of North Cowichan, subject to any limitations or conditions set out in the delegation.

**Fees**

- 5 The fees charged by North Cowichan for processing formal requests for access to records under the Act are the fees set out in Schedule 1 [Schedule of Maximum Fees] of the Act's *Freedom of Information and Protection of Privacy Regulation* (B.C. Regulation 155/2012), as amended from time to time.
- 6 As an exception to section 5, the Head may waive fees where the estimated cost of collecting the fee exceeds the fee amount.

**Severability**

7 If any section, subsection, sentence, clause or phrase of this Bylaw is, for any reason, held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Bylaw.

**Repeal**

8 Freedom of Information Bylaw, No. 2617, and all amendments thereto, is hereby repealed.

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READ a first time on January 21, 2026.  
READ a second time on January 21, 2026.  
READ a third time on January 21, 2026.  
ADOPTED on February 4, 2026.

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CORPORATE OFFICER

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PRESIDING MEMBER