



**DISTRICT OF SOOKE
FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY
BYLAW NO. 781**

A Bylaw of the District of Sooke to provide for the administration of the
Freedom of Information and Protection of Privacy Act

The Council of the District of Sooke in open meeting assembled, ENACTS AS FOLLOWS:

Citation/Title

1. This Bylaw may be cited as the "Freedom of Information and Protection of Privacy Bylaw No. 781, 2020".

Definitions

2. The definitions contained in the *Freedom of Information and Protection of Privacy Act* (the 'Act') shall apply to this bylaw.

Administration

3. The Corporate Officer and the Deputy Corporate Officer are designated as the 'Head' and 'Coordinator', respectively, for the purposes of the *Act*.
4. In the absence of the Corporate Officer, the Chief Administrative Officer will act as the 'Head'.
5. In the absence of the Deputy Corporate Officer, a Corporate Services department Clerk will act as the 'Coordinator'.
6. A person who makes a request for access to records, must do so in writing, preferably by submitting a "Freedom of Information Request Form", in person, by email, or sending via Canada Post or Courier.

Fees

7. A person who submits a request as indicated in section 6, may be required to pay the applicable fee or fees set out in section 8.
8. The Schedule of Maximum Fees as established by British Columbia Regulation 155/2012, as may be amended from time to time, outlines the maximum amounts the District of Sooke may charge, as permitted under *the Act* and are further outlined in the District's *Fees and Charges Bylaw*.
9. Other administration fees may be incurred, as permitted under the *Act*, and are outlined in the District's *Fees and Charges Bylaw*.

Repeal

10. District of Sooke Bylaw No. 252, *Freedom of Information and Protection of Privacy Bylaw, 2006*, as amended, is repealed.

READ a FIRST, SECOND, and THIRD time the 9th day of March, 2020.

ADOPTED the 13th day of July, 2020.

Maja Tait
Mayor

Carolyn Mushata
Corporate Officer