



The Corporation of the District of North Cowichan

Records Management Amendment Bylaw, 2026

BYLAW NO. 4054

A bylaw to enact housekeeping amendments to Records Management Bylaw No. 3491

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

Citation

1 This Bylaw may be cited as *"Records Management Amendment Bylaw, No. 4054, 2026"*.

Amendment

2 Records Management Bylaw No. 3491 is amended:

- (a) By striking out "Director of Corporate Services" in Sections 1(a), 2, 4 and 6 (4) and substituting "Information Management Officer"
- (b) By striking out "corporate records manual" in Sections 1(a), 4(b), 4(c), 5, 6(2), and 6(4) and substituting "Records & Information Management Manual"
- (c) By replacing the definition of "record" in section 1(d) with the following:
"record" has the same meaning as set out in the Provincial Freedom of Information and Protection of Privacy Act, and its regulations, as amended from time to time;
- (d) By adding section 4.1 after section 4 as follows:
Corporate Officer Powers
"4.1 Nothing in this Bylaw limits the statutory powers, duties or functions of the Corporate Officer as set out in section 148 of the Community Charter, including responsibilities related to corporate administration and recordkeeping.

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 _____.

CORPORATE OFFICER

PRESIDING MEMBER