



FREEDOM OF INFORMATION (FOI) FAQ's

What is an FOI Request?

A request under the Freedom of Information and Protection of Privacy Act (FOIPPA or FIPPA) for all records related to a file, application, property, or some other request for **records** within a specific time.

What is a record?

A **record** is anything on which information is recorded or stored and includes books, documents, maps, drawings, photographs and letters. A FOI request only applies to records that belong to the District of 100 Mile House and that the District has control and retention of. The District of 100 Mile House follows legislated retention periods for records, and applicable records may be destroyed after the allotted period of retention.

How to I make a FOI request?

Complete an FOI request form or email district@100milehouse.com . The form is not mandatory, however we do ask kindly that you complete the form. Please be as specific as possible, and included all of your contact details. If a request is not clear, staff may ask for clarification.

How much does it cost?

A non-refundable application fee of \$10.00 is required for all formal FOI requests. Your request will not be processed until payment is received. The first three hours are free (\$7.50 per $\frac{1}{4}$ hr for all time thereafter) except for commercial applicants and additional charges may apply if paper copies are provided. Applicants can request fees be waived if they can't afford to pay or the records are in the public interest. An estimate of fees will be provided before the

records are located and prepared. A deposit may be requested prior to staff allocating time to the records retrieval.

How long will it take to get the records?

Legislation requires a response within 30 business days, although if clarification is needed or the request is for a large number of records, the deadline may be extended. Staff will do their best to respond as soon as possible and any questions for clarification are only to assist staff in locating your records quickly and efficiently.

What information is withheld?

The records are reviewed to determine if information should be withheld. The most common reasons for withholding or redacting (blacking out) information are disclosure harmful to personal privacy. There are no charges for the time it takes staff to redact documents.

What happens after I submit my request?

District of 100 Mile House staff will assign your request with a number acknowledging your request and request any additional information if needed. If the documents requested are routinely available without a formal request the information will be provided at no charge.

For more information, including the Freedom of Information Policy, Request Form, links to legislation and the Office of the Privacy Commissioner please check out the District of 100 Mile House Freedom of Information page. [Freedom of Information | District of 100 Mile House](#)

For any additional questions, please contact the District of 100 Mile House office:

Ph: 250-395-2434

Email: district@100milehouse.com

www.100milehouse.com

