
What is a FOI Request?

A request under the Freedom of Information and Protection of Privacy Act (FOIPPA) for all records related to an incident, file, application, complaint or some other request for records, usually within a specified time.

What is a record?

A record is anything on which information is recorded or stored and includes books, documents, maps, drawings, photographs, letters, emails. A FOI request only applies to records that belong to the District (custody) and that the District has control of. Some records are outside of an FOI request such as records available for purchase and records not related to business such as personal emails.

How do I get copies of building documents for a specific property?

Read the Request for (Property) Information (RFI) Information Bulletin.

What information is withheld?

The FOI Head must carefully review records to determine if information should be withheld. The most common reasons for withholding or redacting (blacking out) information are disclosure harmful to personal privacy, and disclosure harmful to business interests of a third-party.

How do I make a FOI request?

Complete an FOI Request form or email admin@lakecountry.bc.ca. The form is not mandatory as long as your request clearly details the exact records being requested and clearly indicates the time period for the requested records. The more detail provided, the easier it will be to find the records. If a request is not clear, staff may have to ask for clarification which can delay the response time.

What else do I need to obtain the records?

Written authorization from a third party is required before certain records or information can be released. If written authorization is not provided, the third party will be asked if they consent to the disclosure and third party and personal information may be withheld or redacted.

How much does it cost?

FOI requests are \$30 per hour plus GST. The first 3 hours are free except for commercial applicants, such as law firms or insurance companies, must pay the actual cost of the service 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 required.

How long will it take to get the records?

Legislation requires a response within 30 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.