



## ***FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT***

### **APPLICATION FEES FOR GENERAL REQUESTS**

#### **Background:**

Amendments to the *Freedom of Information and Protection of Privacy Act* (FOIPPA) came into effect on November 25, 2021. As part of these changes, the Township of Esquimalt implemented a \$10 fee for general freedom of information (FOI) requests.

Access to records is one of the cornerstones of our democratic system allowing members of the public to understand decision making processes by increasing the transparency and accountability of local government activities. FOI requests continue to increase each year and are requiring significant administrative time to respond, often due to overly broad requests submitted to the Township.

The application fee for general requests brings B.C. into alignment with other Canadian jurisdictions that have also implemented application fees.

#### **Overview:**

A non-refundable application fee of \$10 will now be applied to all general Freedom of Information requests. This fee must be paid prior to the request being processed. Please note that the legislated timeline to respond to a request will not start until the application fee is paid. Fees may be paid by cash, cheque, or debit card.

If additional public bodies have records beyond the original request, the request may be transferred to provide a fulsome response. Applicants will be notified prior to transferring the request to any other public body as there may be additional fees from these bodies.

This fee does not apply to Indigenous Governing Entities or to requests for an individual's personal information.

#### **Additional Information:**

Information and applications for FOI requests are available online at <https://www.esquimalt.ca/government-bylaws/freedom-information>. Questions may also be directed to the Corporate Officer at [corporate.services@esquimalt.ca](mailto:corporate.services@esquimalt.ca), 250-414-7135, or 1229 Esquimalt Rd, Esquimalt, BC, V9A 3P1.



1229 Esquimalt Road  
 Esquimalt BC V9A 3P1  
 PHONE: 250-414-7100  
 FAX: 250-414-7111  
 www.esquimalt.ca

## Request for Access to Records

Under the Freedom of Information and Protection of Privacy Act (FOIPPA)

Part 1: APPLICANT INFORMATION		
Name	Phone No.	Email Address
Address		
City/Town	Province	Postal Code
Part 2: DETAILS OF REQUESTED INFORMATION		
Please describe the records you are requesting. Be as specific as possible, as this will assist the request process.		
<b>Are you requesting access to another person's personal information?</b> <input type="checkbox"/> YES (attach that person's signed consent for disclosure or proof of authority to act on that person's behalf) <input type="checkbox"/> NO		
<b>Preferred method of Access to Records:</b> <input type="checkbox"/> EXAMINE ORIGINAL <input type="checkbox"/> RECEIVE COPY BY MAIL <input type="checkbox"/> RECEIVE COPY BY EMAIL		
Part 3: APPLICANT SIGNATURE		
You may make a request for access to records without using this form, provided you do so in writing. Personal information contained on this form is collected under FOIPPA. The Township of Esquimalt will respond according to s. 7 of FOIPPA (within 30 business days from receiving application). Completion of this application form is not a guarantee that your application will be approved.		
Signature	Date	
<p style="text-align: center;"><b>Submit your application to the Corporate Officer via email to <a href="mailto:foi@esquimalt.ca">foi@esquimalt.ca</a></b></p> <p style="text-align: center;">or</p> <p style="text-align: center;"><b>in person at Municipal Hall, 1229 Esquimalt Road.</b></p>	<b>DEPARTMENT USE ONLY</b>	