

## Mayne Island Improvement District

### Request for Access to Records

#### *Freedom of Information and Protection of Privacy Act*

Requestor's name		
Address	City	Province
Daytime phone	Alternate Phone	Postal Code

#### Record Request

Describe in detail the records you are requesting.

Be as specific as possible. For example, if the records relate to a property, provide:

1. the civic address of the property
2. the type of records for the property, e.g. fire, building permits, sanitary sewer, tax information
3. the relevant dates of records, e.g. April 2, 2010 or 2008 to 2010

Prior to submitting your request, take note of these requirements and limitations of the [Freedom of Information and Protection of Privacy Act](#):

- The request must be for records within the custody and control of the Improvement District. The request cannot be for information or an answer to a question; the request is for access to records/documents.
- The Improvement District has 30 business days to respond and may ask for a time extension if the request requires many records or older records that must be retrieved from storage.
- Fees for searching, retrieving, and copying records are \$30/hour for commercial requestors. Individuals are given three hours free before the \$30/hour rate applies. Copying paper records is charged at 25¢/page; copying from microfiche is charged at 50¢/page. If the request is expected to be greater than \$50, a written estimate is provided and a 50% deposit is collected prior to commencement of work.
- Personal information will be severed from documents in accordance with Section 22 of the Freedom of Information and Protection of Privacy Act.

For further information contact:

Freedom of Information and Protection of Privacy Coordinator  
Mayne Island Improvement District  
520 Felix Jack Road  
Mayne Island BC V0N 2J2  
250-539-5116 (Tel) 250-539-5146 (Fax)  
[miid@shaw.ca](mailto:miid@shaw.ca)  
<http://www.miidonline.com>

*Any personal information collected on this form will be managed in accordance with the Freedom of Information and Protection of Privacy Act. Direct enquiries, questions, or concerns regarding the collection, use, disclosure, or safeguarding of personal information associated with this form to the Freedom of Information and Protection of Privacy Coordinator.*