

# Mayne Island Improvement District

## Freedom of Information and Protection of Privacy

[The Freedom of Information and Protection of Privacy Act](#) (the Act) provides for right of access to records in the custody or control of an Improvement District. Many records in the Mayne Island Improvement District are routinely available without making a formal, written request. Contact the Administrator at 250-539-5116 or [miid@shaw.ca](mailto:miid@shaw.ca) to determine which records are available without a formal request and where they are available. We will be pleased to help you and answer questions.

Some records, however, are protected from full disclosure under the Act because all or part of the record contains the following information:

- bylaw enforcement files, particularly, complainant's name
- personal information such as names, addresses, phone numbers
- third party business information
- legal costs of ongoing litigation
- legal advice/opinions given to the Improvement district
- Council deliberations and reports presented to Special Closed meetings
- information that will affect the economic interests of a public body
- information on sensitive heritage sites

In the above instances, a formal, written request for the records can be made. However, the Improvement District may sever information in accordance with the Act as noted above.

A request can be made using the [Improvement District's Request for Access to Records form](#) available from the Improvement District office or online at [www.miidonline.com](http://www.miidonline.com) . Requests are processed as quickly as possible and within the 30 working day time frame specified in the Act. If the record is old or involves significant staff research time, the improvement district may require a time extension of an additional 30 working days.

Section 75 of the Act and Section 7 of the FOI regulations allows for fees and charges related to processing FOI requests.

### **FOI Request Fees and Charges**

#### **For applicants other than commercial applicants**

First 3 hours of staff time locating and retrieving a record

No charge

Locating and retrieving a record after 3 hours of time spent	\$30 per hour
Photocopies and computer printouts	25¢ per page
CD's or memory sticks	\$10-\$20 each

**For commercial applicants, e.g. lawyers, insurance companies, investigators, etc.**

Locating and retrieving a record	\$30 per hour
Photocopies and computer printouts	25¢ per page
CD's/memory sticks	\$10 each

**Fees and Charges for Records Not Requiring an FOI Request**

Bylaws, minutes, proceedings, reports and other information (or other rate as may be determined from time to time to provide for cost recovery )	50¢ per page Free at <a href="http://miidonline.com">miidonline.com</a>
Board of Trustees minutes	50¢ per page Free at <a href="http://miidonline.com">miidonline.com</a>
Tax Notice to the actual property owner	No fee

**For information Contact**

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Mayne Island BC V0N 2J2  
250-539-5116 (Tel) 250-539-5146 (Fax)  
[miid@shaw.ca](mailto:miid@shaw.ca)  
<http://www.miidonline.com>

Last Updated on Friday, December 10, 2010