

Mayne Island Improvement District

Freedom of Information & Protection of Privacy Act Operational Guideline

The Mayne Island Improvement District recognizes the importance of controlling rights of access to information under control of the District.

PROCEDURE

The Mayne Island Improvement District will hold and administer its information inventory in accordance with the *Freedom of Information and Protection of Privacy Act (the Act)*.

The basic premise of *the Act* is that all information held by public bodies is accessible to the public unless an exception in *the Act* applies.

The Freedom of Information and Protection of Privacy Act also requires that every Improvement District designate the “head” of the public body and the persons who can administer *the Act* for the Improvement District.

The following are examples of items either required by statute to be made available, or that are routinely releasable by Improvement Districts.

- Letters Patent;
- Bylaws;
- Agenda and minutes of any meeting other than an in-camera meeting;
- The annual financial statements and auditors report; and
- Annual reports on the operation of its services.

Some requests for information will need to be processed as formal requests under *the Act* as exceptions in *the Act* may apply to the information in the records. Examples of these include requests for:

- Correspondence containing the personal identifiers of individual complainants, unless a previous disclosure is issued, and even so, the identifiers could be withheld;
- The personal information of electors (unless request is made during an election period), or employees;
- Any reports, studies, correspondence or other items dealt with in-camera;
- Information related to negotiations for contracts or the purchase of property, while in process, or in some cases, after the process is completed; and
- Any legal advice from the Improvement District’s solicitor.