

Questions & Answers

When is a FOIP request necessary? Is there any fee for making a request?

It is not necessary to make a FOIP request for information that is routinely released by a public body. Examples of documents routinely available could include information available in brochures, web sites, for purchase, or in a library. Documents that are available by these means are not subject to the provisions of the FOIP Act.

However, if the information you want is not available as a matter of routine disclosure, a formal FOIP request for access to information will be necessary. For example, if an individual is seeking his or her own information, then a FOIP request will need to be submitted, as the information would not normally be available as a matter of routine disclosure.

The Fee Schedule in the FOIP Regulation provides information about the maximum amount that may be charged to an individual by a Public Body for providing the requested documents. While photocopying charges do apply, there is never an initial fee for processing a request for personal information (ie. I wish to receive everything in my file at Employment and Immigration for the period of June 30, 2009 to January 1, 2010). There is a \$25 initial fee for submitting a FOIP request for general information (ie. I am requesting the budget information from the municipality). Fees do not apply to request a correction of personal information.

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