

YUULU?IL?ATH FIRST NATION GOVERNMENT

**Enacted under the Freedom of Information and
Protection of Privacy Act section 5.1**

**FREEDOM OF INFORMATION
FORMS AND FEES REGULATION**

YFNR 35/2016



This regulation enacted on October 20, 2016

Signed


Leslie Doiron, President of the
Yuulu?il?ath First Nation

DEPOSITED IN THE
REGISTRY OF LAWS AND
OFFICIAL RECORDS

ON 21 / Oct / 2016


Signature of Law Clerk

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PART 1 - INTRODUCTORY PROVISIONS

Short title

1.1 This regulation may be cited as the Freedom of Information Forms and Fees Regulation.

Application

1.2 This regulation prescribes

- (a) the forms for filing a request made under section 2.2 of the Act,
- (b) the manner in which forms under the Act must be completed, and
- (c) the setting of fees under section 5.1(b)(ii) of the Act.

Definitions

1.3 In this regulation:

“Act” means the Freedom of Information and Protection of Privacy Act, YFNS 11/2011;

“record request” means a request made under section 2.2 of the Act;

“request form” means the form prescribed under section 2.1(b).

PART 2 - PRESCRIBED MATTERS

Prescribed forms

- 2.1 (a) Forms numbered FOI-1 and FOI-2 in Schedule 1 are prescribed for the purposes of making a record request under the Act.
- (b) An record request must be in Form FOI-1.
- (c) Nothing may be attached to a request form except one or more additional information pages in Form FOI-2.
- (d) Every request form and attachment must be executed and completed in compliance with the Act and this regulation.

Fees

- 2.2 (a) An applicant must pay the applicable application fee and other fees as calculated in accordance with, and at the rates set out in, Schedule 2.
- (b) The fees set out in Schedule 2 are non-refundable.
- (c) For certainty, a Yuulu?il?ath institution need not pay any fee contemplated in Schedule 2 unless that Yuulu?il?ath institution is an applicant.

PART 3 - FORM PREPARATION AND COMPLETION

Completion of request form

- 3.1 (a) A request form and each attachment must be on durable paper 27.9 cm x 21.5 cm in size.
- (b) A request form and each attachment must be completed
- (i) by printing or typing in legible characters of 10 or 12 pitch, but not smaller than 12 point, and
- (ii) by printing or typing in black or dark ink that is compatible for electronic scanning, optical character recognition or micrographic technology of the kind used in the Yuulu?il?ath administration office.
- (c) A request form must contain a blank space not less than 3 cm deep and 7.6 cm wide in the top right corner of the first page for use by the director.

Format

- 3.2 (a) The space provided for the completion of any item of the request form or an attachment may be expanded or reduced as the circumstances require so long as
- (i) in the case of a request form in Form FOI-1, the expansion does not make the form longer than one page, or
- (ii) in the case of an attachment in Form FOI-2, the expansion does not make the form longer than four pages or result in printing part of an item on one page with the balance of the item on another page.
- (b) Nothing in subsection (a) operates to limit the effect of subsection 2.1(c).

Abbreviations

- 3.3 An abbreviation of any word on a request form must not be used unless
- (a) the abbreviation is permitted by the director, and
- (b) the abbreviation does not obscure the meaning, intent or legal effect of the request form.

Use of seal

- 3.4 Where a request form is executed under seal, the seal must be affixed in a way that does not render the request form or any part of it illegible.

English language

- 3.5 Every form and instrument to be filed, lodged or deposited under the Act with the director must, unless the nature of the form or instrument renders it impractical, be in the English language.

SCHEDULE 1 - FORMS

FOI-1 – Record Request

FOI-2 – Additional Information

Form FOI-1

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Before submitting your record request:

1. Ensure that you are seeking records, not information or answers to questions.
2. Name the Yuulu?il?ath institution which you believe has custody or control of the records.
3. Ask the Yuulu?il?ath institution that you believe holds the records if they have them, and if copies can be released to you informally. If they don't have the records, ask if they know whether another Yuulu?il?ath institution has them.
4. Check if the records you want are publicly available on the Yuulu?il?ath Government website or elsewhere.
5. If the records are held by the Yuulu?il?ath Government, submit your record request by hand to the office of the director of operations or by a letter sent by email, fax or regular mail to the director of operations, care of the Yuulu?il?ath Government.
6. Describe the records that you request clearly and concisely to simplify the search and minimize potential fees. Broad, complex requests take longer to process and increase the likelihood of large fees for service being charged to you.
7. Provide a date or date range for the requested records (if applicable).
8. Select or clearly identify the Yuulu?il?ath Government department or Yuulu?il?ath institution from which you are requesting records.

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SCHEDULE 2 – FEES

Fee Category	Fee Amount	Comment
Record Request – Form FOI-1 (per request, includes first hour of locating and retrieving records)	\$25.00	Certified Cheque, money order or cash
Additional Information – Form FOI-2	\$15.00	Certified Cheque, money order or cash
Locating and retrieving records (per quarter hour or portion thereof after first hour)	\$7.50	Certified Cheque, money order or cash
Copying or printing records (per page)	\$0.50	Certified Cheque, money order or cash