

Appendix C: FOIP Samples

Town of Trochu Library Board FOIP Policy

The Trochu Library Board shall take steps to manage FOIP requests and keep the personal information in its care confidential, except when requested by law.

1. The Library Manager is designated as head of the local public body for the purposes of the FOIP Act.
2. When a FOIP applicant may be charged a fee for services under Schedule 2 of the Freedom of Information and Protection of Privacy Regulation, the maximum amount shall be charged.

Sample FOIP Collection Notice

The information on this form is being collected under the authority of Section 33(c) of The Freedom of Information and Protection of Privacy Act. The information provided will be used to issue library cards, contact you about requested or borrowed library resources, contact you about fees and fines owed to the library, calculate administrative statistics, and to provide you with information about library programs. If you have any questions about the collection or use of this information, please contact {job title of your FOIP head or coordinator} at {phone number and or email}.”