



Freedom of Information Fundamentals On-Demand Course

Registration Ongoing

Are you primarily responsible for handling Freedom of Information (FOI) requests at your local government? Are you new to local government and want to understand more about your FOI responsibilities as a public servant? Or are you a seasoned local government employee who wants to refresh their FOI knowledge? Be sure to sign up for the Freedom of Information Fundamentals On Demand Course!

Local governments in British Columbia are subject to the Freedom of Information and Protection of Privacy Act (the Act or FIPPA). The legislation provides the public with the right to access records in the custody or under the control of local governments, with a few basic exceptions.

This right is generally felt to be a cornerstone of democracy by empowering individuals and informing them with respect to the decision-making processes of their elected representatives. A request for local government records is generally referred to as an “FOI” request. Local government staff, whether they directly manage FOI requests for their organization or not, have specific obligations under the Act that must be fulfilled in order for their organization to remain in compliance with the legislation.

Taken in tandem with the Privacy Fundamentals and Recorded Information Fundamentals courses, this on demand, self-paced course will help you understand the importance of freedom of information in your organization, how freedom of information integrates with privacy and records management at the local government level and your role and the roles of others in ensuring that the interests of your local government and the access rights of the public are managed effectively.

Course participants will also learn more about the [LGMA's FIPPA Toolkit](#) and have an opportunity to attend an “Ask the Experts” panel on Tuesday, November 7. Register Today!

You will find learning outcomes for each unit on each unit overview page.

Course Length This is a self-paced course that should take you approximately one hour or less to complete. All registrants will be invited to attend a live, online “Ask the Experts” Panel on Tuesday, November 7 from 1:00-3:00 p.m. All registrants will receive the Zoom link one week prior to the Townhall.

Course Format This 3-module online course is self-paced, or on-demand, meaning you can work your way through the content at your own pace, at any time. Each module contains key information, knowledge checks, and best practice approaches compiled by the FOI/RM Advisory Committee and reviewed by leading subject matter experts to ensure an engaging, relevant learning experience. Self-paced learning will be complemented by an “Ask the Experts” Panel.

Cost: \$350 LGMA member; \$425 Non-member + GST

Registration: [Register online anytime](#). Registrants will receive Moodle access information within **2 weeks of registration**. Please contact office@lgma.ca if you need support accessing Moodle. Access information for the “Ask the Experts” session will be sent to registered participants via email by October 31.

Cancellation Policy: As this is an on-demand course, no refunds will be provided.

Unit 1: What is “Freedom of Information and Protection of Privacy,” and why is it important to local government?

By the end of this unit, you should be able to:

- Identify the legislative framework governing freedom of information in British Columbia
- Describe examples of records in the "custody or control" of local governments

Unit 2: Scope of FIPPA, Exceptions, Consultation, and Fees

By the end of this unit, you should be able to:

- Describe examples of records local governments must or may sever (redact)
- Describe the application of fees for processing FOI requests
- Describe examples of organizations that are not subject to FIPPA
- Identify circumstances in which the time requirements of FIPPA might be extended

Unit 3: Roles and Responsibilities

By the end of this unit, you should be able to:

- Identify your responsibilities under FIPPA and the responsibilities of others
- Describe “routine release” programs and understand best practices that will help you and your local government comply with FIPPA effectively and efficiently
- Identify additional sources of information.

Course Development

The course content was created by the LGMA’s former FOI/Privacy/RM Program Advisor, Peter Smith, the LGMA’s current FOI/Privacy/RM Program Advisor Barbara Van Fraassen, and the FOI/RM/Privacy Advisory Committee members. The functional course design was created by Learning Designer Beth Cougler Blom.

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