



Freedom of Information Fundamentals On-Demand Course

Self-paced online learning complemented by
a live, 2-hour *Ask the Experts* session

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 your 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 through 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 directly managing FOI requests for their organization or not, have specific obligations under the Act that must be fulfilled for their organization to remain in compliance with the legislation.

In tandem with the [Protection of Privacy Fundamentals](#) and [Records and 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. This self-paced online learning course will be complemented by a live, 2-hour *Ask the Experts* session where participants can connect with peers and experts in the field, ask questions, and exchange best practices to expand their learning. Participants will also learn more about the [LGMA's FIPPA Toolkit](#).

Course Format This online course consists of two parts: 1) self-paced online learning and 2) a live, virtual *Ask the Experts* session. Learners can work their way through the first part at their own pace. There are three modules, each containing key information, hands-on learning activities, best practices, and case scenarios compiled by the FOI/Privacy/RM Committee and reviewed by leading subject matter experts to ensure a relevant and engaging learning experience.

Upon completion of the online learning, participants will be invited to attend the upcoming *Ask the Experts* session to further their understanding. The session will be held virtually in early November, and participants can submit any questions in advance.

Course Length Although the length of time to complete this course varies by the learning style of the individual, the self-paced online learning is expected to take you approximately three hours or less to complete. Combined with the 2-hour "Ask the Experts" session on November 3, five hours or less may be required for participants to complete the full set of the course.

Course Certificate To receive a certificate of completion, participants must complete all aspects of the self-paced online learning, including 3 quizzes and learning activities. Attendance at the “Ask the Experts” session is not necessary to receive a certificate of completion. All registrants will have access to the course content until **December 31, 2026**.

Cost: \$385 + GST LGMA member; \$467.50 + GST Non-member

Registration: [Register online](#) by **November 30, 2026**. Registrants will receive Moodle access information within **2 weeks of registration**. Please contact office@lgma.ca if you need support accessing Moodle.

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

Learning Outcomes:

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 processing fees for 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. Some course content was created by Learning Designer Beth Cougler Blom and the functional course design was created with *Articulate 360* and *Moodle*.