



Request for Access to WFN Owned Information Form

Protected when submitted

Step 1

Determine which WFN Department is most likely to have the information you are looking for.

Step 2

Provide as much details as possible about the record or information you are requesting.

Step 3

Complete all requested information to enable WFN to determine accessibility and allow WFN to contact you if clarification is required.

Step 4

Submit the completed request enclosing your \$5.00 cheque, bank draft, or money order payable to Westbank First Nation at the address provided below.

Note: your request will not be considered unless you submit the processing fee. This processing fee entitles you to 5 hours of search and preparation. However, additional charges, related to search, preparation, computer processing, photocopying, etc., may be applied during the course of handling your request. After the first 5 hours, the requestor will be charged \$7.50 per 15 minutes. Under certain circumstances, the Privacy Officer may extend the time required to respond beyond 45 days.

Westbank First Nation Program/Department

Provide details regarding the information being requested (e.g. subject matter, date range, type of records)

If you are not a WFN Member, please indicate below how you feel that you are directly and significantly affected by information contained in the record you are seeking access to.

Please note that WFN may contact you to verify your identity and to confirm that you have a right of access under *Policy 2015-84 Access to WFN Owned Information*.

Method of access preferred (Please choose one)	<input type="checkbox"/> Receive paper copies of the documents	<input type="checkbox"/> Receive electronic copies of the documents	<input type="checkbox"/> Examine the documents in WFN offices
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Name of Requestor and Membership Registry # (if applicable)

Street, Address, Suite

City	Province	Postal Code	Phone Number
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Signature	Date
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The personal information on this form is collected under section 15 of the Westbank First Nation *Freedom of Information and Protection of Privacy Law 2018*. The information will be used to process access requests. If you have any questions about the collection or use of this information, please contact the Privacy Officer at 250-769-4999.

Submit Request to: Westbank First Nation, 301-515 Highway 97 South, Kelowna, BC V1Z 3J2

General Timeframe and Service Level Expectations.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	Access request submitted \$5 fee collected 1	2	3	4	5	6
7	8	9	1	11	12	13
14	15	16	Privacy Officer advises requestor estimated costs 17	Information is reviewed for any exceptions 18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	Deadline to provide response (45 th day) 14	15	16	17

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Information that Does Not Require a Formal Request

- 1.** Publically available program or service Information such as brochures, pamphlets, and other Information that is descriptive or otherwise intended to encourage Public awareness of programs and services.
- 2.** Notices of meetings and schedules.
- 3.** WFN program and services budgets, annual reports, and community plans.
- 4.** Long term plans and budgets.
- 5.** Minutes of general meetings of Council, General Assemblies, and Committees are available to Members without a Formal Request.
- 6.** WFN lands, leases, and plans.
- 7.** Program and service policies and procedures.
- 8.** WFN Funding agreements.
- 9.** Recipients of WFN Member grants and loans.
- 10.** WFN annual audited financial statements.
- 11.** Salaries, benefits, honoraria, and travel expense reports of elected officials including Council.
- 12.** Departments have a list of Personal Information holdings that can be provided to authorized persons (identification required), for example, an individual's Membership Registry Number.

Information that Does Require a Formal Request

- 1.** Internal staff and Council correspondence, memoranda, reports, and other Records relating to negotiations, planning, internal reporting, and administration.
- 2.** Council Records including briefings, submissions, and correspondence.
- 3.** Economic Development Records including development permits that are not yet approved.

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Exceptions to Disclosure

Please note that certain Information may require exemption from access such as information relating to a law enforcement matter and other individual's personal information.

Section 13 [Exceptions] of the Westbank First Nation Freedom of Information and Protection of Privacy Law 2017 is excerpted here for convenience only.

13. EXCEPTIONS

13.1 Subject to section 13.2, the Privacy Officer may refuse to disclose information to a requestor if that disclosure could reasonably be expected to:

- (a) divulge the substance of deliberations of Council;
- (b) divulge policy advice or recommendations;
- (c) harm a Law Enforcement matter;
- (d) disclose information that is subject to solicitor-client privilege;
- (e) harm the intergovernmental relations or negotiations of Westbank First Nation;
- (f) harm the financial or economic interests of Westbank First Nation;
- (g) result in damage to, or interfere with, the conservation of archaeological human remains and burial objects, natural sites, or an endangered, threatened or vulnerable species, subspecies or race of plants, vertebrates or invertebrates, or any other rare or endangered living resources;
- (h) harm the spiritual or cultural practices of the Westbank First Nation; or
- (i) harm individual or public safety.

13.2 The Privacy Officer must refuse to disclose information to a requestor if that disclosure could reasonably be expected to:

- (a) harm the commercial or financial interests of a Third Party; or
- (b) invade a Third Party's personal privacy.

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