



**LGMA**

LOCAL GOVERNMENT  
MANAGEMENT ASSOCIATION  
OF BRITISH COLUMBIA

**LGMA is pleased to offer a webinar on  
Freedom of Information & Protection of Privacy  
Training for Local Government Staff**

*As a local government employee what do you need to know about  
freedom of information and protection of privacy?*

*This course is designed for staff who have little knowledge or experience with FOIPP practices.*

Date and Time: Thursday, June 9, 2016, 9:00 a.m. - noon

Cost: \$155 per registrant + GST  
[Register online](#)

Presenters: Angila Bains – Manager, Information Services, Capital Regional District, and LGMA FOIPPA/Records Management committee member; and  
Gina Albers – Deputy Corporate Administrator & FIPPA Coordinator, City of Quesnel and LGMA FOIPPA/Records Management committee member

This three hour, interactive webinar will walk participants through a presentation designed to provide a basic introduction to local government staff on the law and best practices pertaining to freedom of information and protection of privacy (FOIPP). No prior knowledge of the *Freedom of Information and Protection of Privacy Act* is required for this session.

The objectives include:

- Present basic information that will inform all local government staff members about what they need to know about freedom of information and protection of privacy responsibilities as they carry out their duties.
- Present relevant, clear and simple information to staff on how to conduct business as it relates to FOIPP. Topics include what is a “record”; how to respond to requests for information; what is appropriate to disclose to the public, in particular with respect to privacy; and how to involve other departments in FOIPP requests.
- Present practical information through best practices when dealing with information requests from the public, and point out some of the more common pitfalls that staff may encounter.

**Cancellation Policy** – Requests for refund/cancellation will be accepted until June 7<sup>th</sup>, subject to a \$50 cancellation fee. No refund will be provided after that date, although substitutions are permitted.

**Course Format**

The course is presented in a webinar format with registrants participating via a toll free telephone line and their computer in an on-line webinar conference. Participants will have an opportunity to ask questions during the webinar.

Each webinar session is recorded. This is done to allow a registrant who missed the session, or who wishes to reinforce their learning, to view the session a second time.