

Request for Access to Records and Information



Protected when completed

Step 1

Identify the PIB Department that likely holds the record or information you need.

Step 2

Provide specific details regarding the record or information you are requesting.

Step 3

Complete all requested information to assist PIB in determining accessibility. This will also enable PIB to contact you should any clarification be necessary.

Step 4

Submit the completed application and enclose \$20.00 fee (e-transfer, money order or cheque) payable to the snpink'tn Indian Band (PIB) at the address provided below. **Requests from PIB members are free.**

Please note: Requests from non-members will only be considered once the application fee has been received. Non-member applicants will be charged \$25.00 per 15 minutes after the first 2 hours of work associated with the response (which are included in the application fee). The Band Administrator may, under certain circumstances, extend the response time beyond 30 days.

snpink'tn Indian Band Program/Department (that you are requesting information from):

Please specify the details of the information required (e.g., subject matter, date range, type of records).

If you are not a snpink'tn Indian Band 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 PIB may contact you to verify your identity your PIB membership in accordance with Access to Records and Information Policy 2015-12.

Please choose one preferred method of access.

Review onsite at PIB

Receive electronic copies of the documents

Name of Applicant and Member # (if applicable)

I consent to sharing my personal information to update the snpink'tn Membership List.

Street, Address, Suite

Email Address

City

Province

Postal Code

Phone Number

Signature

Date

The personal information on this form is collected to process the access to records and information request. If consent has been provided, it will be disclosed to PIB's Membership Services to update the snpink'tn Indian Band Membership list, in accordance with Section 3 of PIB's Information Privacy and Protection Policy 2015-07. This request package will be retained for two years after the completion of this request process, then destroyed following PIB's Retention and Disposition Schedule Standard 2023-01. For any questions about the collection or use of this information, please contact the Privacy Officer at 250-493-0048.



5 Tips for completing and submitting snpink'tn Indian Band Access to Records and Information Requests

Tip 1

PIB Program/Department – specify the program and/or department that you believe may hold the records and information you are requesting access to.

Tip 2

Provide details – clearly specify what record or information you need. Avoid asking how, what, where, or why questions, as they likely won't get you the information you want.

✓ Example: Please provide me with copies of BCRs that were approved by Chief and Council from June 1, 2019 to June 30, 2019 pertaining to any topic or event.

✗ Example: Why did Chief and Council sign a BCR on June 13, 2019 that allows horses to roam the reserve when they know the horses are damaging my fence?

Tip 3

Preferred Access Method – select **one** option, please. If requesting electronic copies, please include your email address.

Tip 4

Membership # - All fees are waived for PIB members, and access may be granted that is not available to non-members. Therefore, it is important to include your PIB membership number.

Tip 5

Name, address, phone number, and email address - If you are a PIB employee, please use your personal contact information instead of your work contact information. Using work contact information may delay or result in the denial of your access request.

PIB members who wish to consent to their personal information being shared with the PIB Membership Coordinator for updating PIB's membership listing should check the box next to their name and membership number on the request form.

Please be reminded that both PIB and non-PIB members, including PIB employees, are permitted to request access to PIB Administration records for personal purposes. These requests must be strictly for individual use and not intended for distribution to others. It is imperative that documents are not obtained on behalf of anyone else; each individual must make their own request. Any violations of these guidelines may result in disciplinary actions.

Where can you obtain the request form?

Request forms are available on the [snpink'tn Indian Band website](#)

Where can you get a copy of the Access to Records and Information Policy 2015-12 or the Information Privacy and Protection Policy 2015-07?

Approved policies are available on the [snpink'tn Indian Band website](#)