



TOWN POLICY

ADMINISTRATION POLICY:

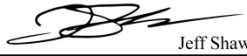
Access to Information Policy

DEPARTMENT: General Administration

POLICY NUMBER: GN-017

APPROVED BY CAO

APPROVAL:



Jeff Shaw

EFFECTIVE DATE: September 25, 2017

SUPERSEDES: Policy I-10-1

UP FOR REVIEW: September 25, 2022

Policy Statement:

The Town of Cardston recognizes the right of access by the public to information in records under the control of the Town as an essential element of our system of democracy. The Town is committed to openness and transparency by respecting both the spirit and requirements under the *Freedom of Information and Protection of Privacy Act*. The Town of Cardston further recognizes the responsibility to protect the privacy of individuals by controlling the manner in which the Town collects, makes use of, and discloses personal information.

The Town of Cardston acknowledges the importance of facilitating access to records by making every reasonable effort to assist applicants. The Town must also ensure a high standard of care for records under its control. Sound information management plays a key role in facilitating the ability to exercise the right of access under the *Act*.

The Town will ensure that every reasonable effort is made to help applicants receive complete, accurate and timely responses in the format requested, in accordance with the *Act*.

The purpose of this policy is to:

Accommodate individuals and corporate bodies requesting access to information, while protecting the privacy of individuals granted to them under the *Freedom of Information and Protection of Privacy Act*. This Policy also governs under what conditions employees of the town shall release information when requested, and what information they are permitted to release.





TOWN POLICY

TITLE: Access to Information Policy

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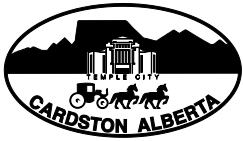
Providing Access to Information

- 1) If the requested information is on the List of Routinely Available Records contained in the attached Schedule "A", the following applies:
 - (a) If the applicant wants to view the record, there is no charge. Records must be viewed within the Town office and cannot be removed from the premises.
 - (b) If the applicant wants a copy of the record, a charge may be assessed in accordance with the most current photocopying costs policy.
- 2) If the Information is *not* on the List of Routinely Available Records contained in the attached Schedule "A", the following applies:
 - (a) The applicant must submit their request for the record *in writing* by:
 - i. Filling out the *Request for Access to Information Form* in Schedule "C" attached to this policy, or;
 - ii. Contacting the Town Office by fax, letter, or email requesting the information. This option only applies to requests for **tax certificates, compliance certificates, zoning confirmation, and tax information**. A fee will be charged for these items according to the fee schedule contained in Schedule "B": Fee Schedule for Access to Information, attached hereto.
 - 3) (a) Any request for access to information that is refused must be responded to with a written notice of refusal by an administrator in the Town Office.
 - (b) As per Section 65 & 66 of the *FOIPP Act*, any person denied access to information may request the Commissioner review the decision.

Protection of Privacy

- 4) Town employees will not:
 - (a) Provide the name or contact information for the owner of any property. Employees may provide any other information on the assessment roll, and advise the requestor to take the supplied information to a registry where they can retrieve the owner's name, or they may request to view the assessment roll.
 - (b) Provide any information other than routinely available records over the phone or by email unless they have already received a completed access to information request form, or other approved manner of authorization.
 - (c) Provide the tax information for a property to anyone other than the property owner unless prior approval has been received.





SCHEDULE "A"

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List of Routinely Available Records

- Agendas of Council and Committee meetings
- Annual reports
- Assessment roll
- Budgets
- Building permit statistics
- Bylaws
- Cemetery Records
- Committee membership lists
- Copies of non-confidential items received at Council meetings and public hearings
- Development permits
- Election results
- Fee schedule
- Financial statements
- Garbage pickup schedule and routes
- Information bulletins
- Job postings
- Legal plans
- Maps
- Master studies
- Minutes of Council, Committee and Board Meetings (other than minutes awaiting approval)
- Minutes of public hearings and public meetings
- Policy manual
- Subdivision plans (proposed or approved)





SCHEDULE “B”

TITLE: Access to Information Policy

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Fee Schedule for Access to Information

Verification In Writing	Fee
1) Tax Certificate.....	\$25.00
2) Compliance Certificate	\$25.00
3) Zoning Confirmation	\$25.00
4) Tax Information	\$10.00

Note: If two or more of items above, excluding Tax Information, are requested at the same time on the same property, the second and subsequent verifications shall be \$10.00 each.

If Tax Information is requested, the only additional item that will be discounted will be a Tax Certificate, and only to the amount of \$15.00.

Other Information

All other requests to access information not listed above or on the *List of Routinely Available Records* contained in Schedule “A” shall be charged a **flat fee of \$25.00 plus \$25.00 per hour** if research is required (an estimate will be provided for the required research).

****This fee does not apply to a request for the applicant’s own personal information****





SCHEDULE "C"

TITLE: Access to Information Policy

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Access to Information Request Form

Information Requested For: _____

(Civic Address)

✓ (Check all that apply)

	ROLL NUMBER			
	LINC NUMBER			
	TITLE NUMBER			
	LEGAL DESCRIPTION	PLAN	BLOCK	LOT
	LAND ASSESSMENT			
	IMPROVEMENT ASSESSMENT			
	LOT SIZE			
	DATE BUILT			
	*OTHER (DESCRIBE)			
	**TAXES (REQUIRES AUTHORIZATION)			TAX YEAR
	**COPY OF PROPERTY ASSESSMENT NOTICE (REQUIRES AUTHORIZATION)			TAX YEAR

* A fee may be applied, see fee schedule in Schedule "B" of this policy.

** I, the undersigned, hereby authorize _____
(Realtor, Appraiser, Other)

to request the tax information and/or a copy of the property assessment notice for the property which I own located at the above address in the Town of Cardston in the Province of Alberta. I further authorize the employee(s) of the Town of Cardston to release the same to the above-named party.

Print Name: _____

Signature: _____

Date Signed: _____

TOWN USE ONLY

Date Info Released: _____

Employee Initial: _____





SCHEDULE "D"

TITLE: Access to Information Policy

POLICY NUMBER: GN-017

Tax Information*

Requested by: _____ Date: _____

(dd/mm/yyyy)

CIVIC ADDRESS			
ROLL NUMBER			
LEGAL DESCRIPTION	PLAN	BLOCK	LOT
TITLE NUMBER			

ASSESSMENT	LAND	IMPROVEMENT	TOTAL
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TAX LEVY	YEAR	AMOUNT	PAID? (Y/N)	OWING
	NEXT PENALTY DATE (DD/MM/YYYY)		PENALTY RATE (%)	

TAX INSTALLMENT PREPAYMENT PROGRAM (TIPP)	ON TIPP? (Y/N)	CREDIT
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Information provided by: _____ Date: _____

*Charge for this information is \$10.00

(dd/mm/yyyy)

