



M. D. OF GREENVIEW NO. 16
POLICY & PROCEDURES MANUAL

Section:
ADMINISTRATION

POLICY NUMBER: AD 01

POLICY TITLE: ACCESS TO INFORMATION

Page 1 of 1

Date Adopted by Council / Motion Number:

11.10.547

PURPOSE:

To provide information to the ratepayers and public in accordance with the Municipal Government Act and the Freedom of Information Protection Act (F.O.I.P.).

POLICY:

1. Administration will make reasonable effort to provide access to Municipal District No. 16 information in accordance with the Municipal Government Act (M.G.A.) and the Freedom of Information Protection Act (F.O.I.P.).
2. Upon receiving the formal request for information, the C.A.O. will make a decision on whether to provide the information or deny access to the information stating reasons according to FOIP.
3. The C.A.O. may apply applicable charges if required. A cost estimate will be prepared and provided to the requester in accordance with FOIP.
4. Notice of decision must be provided to the applicant containing a statement that the applicant may request a review by the Commissioner's Office under Part 5 of the F.O.I.P. unless the request is granted.

(Original signed copy on file)
REEVE

C.A.O.

POLICY TITLE: PROCEDURES FOR ACCESS TO INFORMATION

Page 1 of 4

Date Adopted by Council / Motion Number:

96.02.64

PROCEDURE:

1. Staff receiving routine requests from ratepayers and public will provide the information and make every reasonable effort to provide the information and apply charges, if necessary.
2. Non-routine requests for information from ratepayers and public that may require staff to do extensive research and time will be forwarded to the C.A.O. or F.O.I.P. Co-ordinator for decision.
3. Staff receiving requests for information that may be subject to F.O.I.P. rules will request that a ratepayer or public member submit a request in writing to the Chief Administration Officer (C.A.O.).

C.A.O.