

**Title: Access to Information**

**Policy No: 1042**

**Effective Date: June 14, 2022**

**Motion Number: 22.06.325**

**Supersedes Policy No: AD 01**

**Review Date: June, 2025**



**Purpose:** To provide open access to public records while protecting the privacy of personal information in the custody or control of Greenview. Freedom of Information and Protection of Privacy requests should be used as a last resort to access records.

1. DEFINITIONS

- 1.1 **Access** means the ability to obtain information held by Greenview. Access may mean either providing a copy of the record requested or providing a means and opportunity to view the record, whichever is administratively most efficient, as determined by the Department.
- 1.2 **Active Disclosure** means information that is routinely posted to the website, social media, posters, orally, newspapers, and publications.
- 1.3 **Applicant** means person who makes a written information request under the FOIP Act.
- 1.4 **Employees** means those employed and acting on behalf of Greenview, regardless of employment status: full-time, part-time, temporary, seasonal, agents and representatives.
- 1.5 **FOIP** means Freedom of Information and Protection of Privacy Act.
- 1.6 **Formal FOIP Request** means a formal request made under the FOIP Act.
- 1.7 **Greenview** means Municipal District of Greenview No. 16.
- 1.8 **PSB** means any Greenview Public Service Building (Valleyview, DeBolt, Grovedale and Grande Cache)
- 1.9 **Records** means information in any form including notes, images, audio-visual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers, and any other information that is written, photographed, recorded, or stored in any manner, but does not include software or any mechanism that produces records.

1.10 **Routine Disclosure** means information that is requested on a regular basis, or material which is publicly available. For a complete listing see Schedule A.

1.11 **Third Party** means personal information of a person other than the applicant or scientific, technical, commercial, financial, or labour relations information supplied in confidence by someone other than the applicant.

## 2. POLICY STATEMENT

2.1 Greenview is committed to streamlining services and ensuring that information is available to members of the public, supporting a culture of open and transparent government.

2.2 The objective of this policy is to provide open access to public records while protecting the privacy of personal information in the custody or control of Greenview. Formal FOIP requests should be used as a last resort to seek access to records/information.

2.3 This Policy shall apply to all Greenview employees, departments, and all its records.

2.4 This Policy shall not apply to records that are subject to the exemptions of the *Freedom of Information and Protection of Privacy Act*.

## 3. PROCEDURE

3.1. Requests made by a law enforcement agency for records containing third party personal information must be forwarded directly to the FOIP Coordinator.

3.2. Records identified in Schedule A will be provided or made available to the public or to any requester according to the noted conditions for releasing records by the department responsible for the records.

3.3. Access to Greenview records will, wherever possible, be made available to the public via the Greenview website, verbally, news releases, social media, newspapers, or in person at the municipal office.

3.4. If an individual requests records pertaining to themselves, staff shall confirm their identity through photo I.D. prior to releasing the requested records.

3.5. If an individual requests third party information, they shall provide proof they have authority to act for that person (e.g. guardianship or trusteeship order, power of attorney) prior to the release of the records.

3.6. No records containing personal information will be disclosed to anyone other than the individual to whom the information pertains unless the record is first severed, or authorized by policy, bylaw, or legislation.

- 3.7. Requests for tenders, quotations and proposals results shall only include bid amounts and the names of companies.
- 3.8. All Formal FOIP requests shall be directed to the FOIP Coordinator.
- 3.9. Greenview reserves the right to require that a request be submitted in writing.
- 3.10. Fees shall be charged for the reproduction of records in accordance with the Schedules of Fees Bylaw. Where the request is deemed voluminous in nature, a deposit may be required prior to the service being performed.
- 3.11. Other than a Formal FOIP request, requests for records made under this policy shall be directed to the responsible department.
- 3.12. Repetitive requests by an individual or organization for significant volumes of records may require the separation of the request into several smaller requests totaling a large volume. Requests made to more than one department or branch related to a specific subject or issue will be centrally coordinated and referred to the FOIP Coordinator or their designate.
- 3.13. If staff receive a request for records and, after consulting the Schedule A attached to this policy, are unsure of whether the record can be released, they shall contact the FOIP Coordinator for clarification, prior to releasing any information.

#### 4. COUNCIL RESPONSIBILITIES

- 4.1. Review and approve this policy in accordance with the policy review schedule, or as needed.

#### 5. ADMINISTRATION RESPONSIBILITIES

- 5.1. Routine disclosure requests are to be handled by the responsible department.
- 5.2. Each department will utilize Schedule A to identify records for routine disclosure.
- 5.3. Responses to requests for records made under this policy will be acknowledged in a reasonable timeframe in accordance with corporate standards. Requests will be completed in a reasonable timeframe as determined by staff workload.
- 5.4. Access requests that are identified as third party, in Schedule A, shall be forwarded to the FOIP Coordinator.

#### 6. FOIP COORDINATOR RESONSIBILITIES

- 6.1 Uphold the duties as required by the FOIP Act.
- 6.2 Assist the Applicant in defining or clarifying information included in a Formal FOIP request application, including the timeframe and scope for the records requested.

- 6.3 Determine if a fee estimate for the records is applicable, based on the application's scope and timeframe.
- 6.4 Notify third parties, when necessary.
- 6.5 Comply with the 30-day time limit and request a time extension, when necessary.
- 6.6 Coordinate the search of responsive Records.
- 6.7 Undertake a line-by-line review of responsive records and redact information in accordance with the FOIP Act.
- 6.8 In accordance with the FOIP Act, determine whether the applicant will receive full access, partial access, or refuse access to the requested records.

**Policy 1042 - SCHEDULE A  
RECORDS FOR ROUTINE DISCLOSURE AND/OR ACTIVE DISCLOSURE**

**AD** = Active Disclosure –Posted on Greenview’s website.

**FOIP** = A Formal FOIP Request Form must be completed. Referred to FOIP Coordinator.

**RD** = Routine Disclosure – Information can be disclosed, following the conditions listed in the following chart have been met.

<b>RECORD TYPE</b>	<b>ACCESS METHOD</b>	<b>RESPONSIBLE DEPT.</b>	<b>AD RD FOIP</b>	<b>CONDITION OF RELEASE</b>
<b>Agendas and Minutes of Council, Boards and Committees</b>	Website	CAO Services	AD	Direct to website. EXCLUDES Closed Session Materials and Minutes.
<b>Agreements/Contracts</b> <ul style="list-style-type: none"> <li>• Development</li> <li>• Easement</li> <li>• Right of Way</li> <li>• Encroachment</li> <li>• Facility Rental(s)</li> <li>• Indemnity</li> <li>• Lease(s)</li> <li>• Site Plan</li> </ul>	PSB	All Depts.	RD FOIP	Only owner gets a copy.  EXCLUDES draft or unsigned Agreements.  Facility Rental to the renter only.
<b>Agreements/Contracts</b> <ul style="list-style-type: none"> <li>• Supply of Goods &amp; Services</li> </ul>	PSB	All Depts.	RD FOIP	Direct to applicable Dept. EXCLUDES confidential proprietary information, drafts or working papers.
<b>Appointments to Committees and Boards</b>	Website/ PSB	CAO Services	AD	Names can be released once appointed. EXCLUDES personal information & resumes unless consent is provided.
<b>Assessment Roll</b>	PSB	Tax Coord.	RD	Owner information can be viewed by appointment at the MD Office. Information is provided freely to government or law enforcement officials with satisfactory ID.
<b>Audited Financial Statements</b>	Website	Finance Dept.	AD	Direct to website.
<b>Award/Grant Recipients</b>	Website	EC Dev Dept.	AD	Summaries included in Council/Committee agendas.

<b>Bids &amp; Tenders Results</b>	PSB	Dept. Responsible for Bid/Tender records	RD FOIP	Direct to responsible dept. Bidder names and summary of results can be released. EXCLUDES proprietary information and confidential documents.
<b>Budget</b> • Operating • Capital	Website	Finance Dept.	AD	Direct to website or Finance dept. EXCLUDES working documents.
<b>Bylaws</b>	Website/ PSB	Legislative Servs. Officer	AD	Direct to website. EXCLUDES Drafts or Working Documents.
<b>Corporate Polices &amp; Procedures</b>	Website/ PSB	Legislative Services Officer	AD RD	Direct to Website. EXCLUDES drafts or working documents and internal or Dept. written procedures.
<b>Corporate Structure Organizational Charts</b>	PSB	Human Resources	RD	EXCLUDES personal contact information.
<b>Demographic Data</b> • Census Results	Website/ PSB	Legislative Services Officer	AD	Direct to website or Canada Statistics site
<b>Elections</b> • Results	Website/ PSB	Legislative Services Officer	AD	Direct to website.
<b>Emergency Plans</b>	PSB	Protective Services Dept.	RD	Direct to Prot. Servs. Dept. EXCLUDES version that includes personal phone numbers.
<b>Protective and Enforcement Service Reports</b> • Incident reports	PSB	Protective Service PSB FOIP Coor.	RD FOIP	Direct to Protective Services Department. EXCLUDES version with personal identifying information.
<b>Expenses</b> • Council • Departments	PSB	Finance Dept	RD	Direct to Fin Dept.
<b>Job Descriptions</b>	Website/ PSB	Human Resources	RD	Direct to Website or HR Dept.
<b>Legal</b> or other information subject to Solicitor-Client Privilege or otherwise protected by FOIP	Valleyview PSB only	FOIP Coor.	FOIP	Direct to FOIP Coor. Subject to FOIP exclusions redaction of information/non-disclosure
<b>Licenses</b> • Business • Dog • RALs • Solid Waste • Water • Wastewater	PSB	Finance Dept. Planning & Dev Dept. Enviro Dept.	RD	Third party requests limited to name and nature of license. MD licenses available on request

<b>Media Relations</b> <ul style="list-style-type: none"> <li>• Advertisements</li> <li>• Notices</li> <li>• Publications</li> </ul>	Website Social Media	All Depts.	AD	Direct to website or responsible dept.
<b>Motions &amp; Resolutions</b>	Website	CAO Servs	AD	Direct to website information included in Council/Committee minutes.
<b>Permits</b> <ul style="list-style-type: none"> <li>• Development</li> <li>• Building</li> <li>• Roadway Occupation</li> <li>• Signs</li> <li>• Special Events</li> </ul>	PSB	All Depts.	RD FOIP	Information can be released to the property owner.  Third party requests limited to name and nature of permit.
<b>Planning Applications</b> <ul style="list-style-type: none"> <li>• Public Hearings</li> </ul>	Website/ PSB	Planning & Dev. Dept.	AD RD	Planning applications and comments received regarding public meetings are public information. Included in Council minutes.
<b>Planning Documents</b> <ul style="list-style-type: none"> <li>• Official Plans</li> <li>• Secondary Plans</li> <li>• Zoning Bylaws</li> </ul>	Website/ PSB	Planning & Dev. Dept.	AD	Direct to website. EXCLUDES drafts or working documents.
<b>Plans / Drawings</b> <ol style="list-style-type: none"> <li>1. As constructed and profiles</li> <li>2. Construction specifications and drawings for roads, bridges, sewer, watermain, etc.</li> <li>3. Building Plans</li> <li>4. Site Plans</li> <li>5. Site servicing and grading</li> <li>6. Subdivision Plans</li> <li>7. Registered Plans</li> </ol>	PSB	I&P Dept.  Planning & Dev. Dept.  Ops Dept.	RD FOIP	1, 2, 4, 5 & 6 Copies are provided on request. Copyright act applies to some drawings and plans.  3. Residential site plans, septic plans, released to property owner or authorized agent ONLY.  7. Registered plans refer to Alberta Registries.
<b>Plans and Studies</b> <ul style="list-style-type: none"> <li>• Strategic Plans</li> <li>• Area Structure plans</li> <li>• Municipal</li> <li>• Development plan</li> </ul>	Website/ PSB	All Depts.	AD	EXCLUDES drafts or working documents.
<b>Property/Land Files</b> <ul style="list-style-type: none"> <li>• Compliance Certificate</li> </ul>	PSB	Planning & Dev. Dept. FOIP Coord.	RD FOIP	Owner or authorized agent may view redacted file. Refer to FOIP Coord. if requested by third party.
<b>Property Taxes</b> <ul style="list-style-type: none"> <li>• Roll Numbers</li> </ul>	Website/ PSB	Tax Coord.	AD RD	Direct to website.

<ul style="list-style-type: none"> <li>• Statement of Account</li> <li>• Statement of taxes paid</li> <li>• Tax Account Information</li> <li>• Tax Certificates</li> <li>• Tax Rates</li> <li>• Tax Recovery Sale</li> </ul>			FOIP	<p>Tax rates and recovery are public information.</p> <p>Roll Numbers and Tax Account information released to owner or authorized agent.</p> <p>Tax certificates provided when requested.</p> <p>Location of property not to be released.</p> <p>Statement of Account and Statement of Taxes Paid are ONLY provided to the property owner or authorized agent.</p>
<b>Provincial / Federal / RCMP Requests</b>	PSB	All Depts.	RD FOIP	Forward request to the appropriate Dept. Head
<b>Recruitment Information</b>	PSB	Human Resources	RD	Release interview questions only
<b>Receipts</b> <ul style="list-style-type: none"> <li>• Taxes</li> <li>• Accounts Receivable</li> <li>• Permits</li> <li>• Licenses, etc.</li> <li>• Program Registrations</li> </ul>	PSB	Finance Recreation FCSS	RD FOIP	<p>Receipts are provided to payee or account holder ONLY.</p> <p>Receipts for program registrations are provided to account holder or authorized agent ONLY.</p>
<b>Rental Equipment Rates</b>	Website/ PSB	Agri Dept.	AD	Direct to Website or Agri. Dept.
<b>Reports</b> <ul style="list-style-type: none"> <li>• Animal Control Incidents</li> <li>• Building Inspection</li> <li>• Consultant Prepared</li> <li>• Development Statistics</li> <li>• Incident/Accident</li> <li>• Inspections</li> <li>• Property Standards</li> <li>• Employees Reports</li> <li>• Water Sampling</li> </ul>	PSB	All Depts.	RD FOIP	<p>Excludes confidential Employee reports and memorandums Direct to FOIP Coor.</p> <p>Inspections reports and photos released only to property owner or authorized agent.</p> <p>Witness statement of incidents provided to witness and owner only (Third Party Inquiry refer to FOIP Clerk)</p> <p>Copies of Incident/ Accident reports can be provided to individual involved or parent/guardian if identity and</p>



				relationship verified. (Third Party Inquiry refer to FOIP Clerk).  Consultant Prepared Reports-refer to applicable Dept.
<b>Salary Grid</b>	PSB	Human Resources	RD FOIP	Salary range for position may be released, but not for a specific person.  Direct to HR Dept. EXCLUDES drafts and working documents. Personal Information redacted.
<b>Security Camera Footage</b>	PSB	All Buildings	RD FOIP	Provide to law enforcement
<b>Utility Rates/Charges</b>	Website/ PSB	Finance Dept.	AD	Direct to website or Finance Dept.