

BY-LAW NO. 1042
OF THE
TOWN OF ST. PAUL

ACCESS TO INFORMATION BY-LAW

**A BY-LAW OF THE TOWN OF ST. PAUL IN THE PROVINCE
OF ALBERTA, TO REGULATE THE PROVISION OF INFORMATION
AND TO ESTABLISH INFORMATION.**

WHEREAS, in accordance with the Municipal Government Act, S.A. 1994, Chapter M-26.1, as amended and the Freedom of Information and Privacy Protection Act, S.A. 1994, F-18.5, an Applicant has the right to access their own personal information and other municipal records, unless there is a reason why the information should not be disclosed; and

WHEREAS, in accordance with the said Act, upon request of any person, information in the possession of the municipality must be provided within a reasonable time and on payment of a reasonable fee established by By-law; and

WHEREAS, in accordance with the said Act, a written appeal may be made to the Town Council;

NOW THEREFORE, the Council of the Town of St. Paul in the Province of Alberta, in Council duly assembled hereby enacts as follows:

PART 1: BY-LAW TITLE

1. That By-Law shall be known as the "Access to Information" By-Law.

PART 11: PURPOSE OF BY-LAW

1. The purpose of this By-Law is to facilitate access to information in the possession of the Town and to ensure personal information is protected from unauthorized collection, use or disclosure. Schedule E outlines the process of requesting access to information and is attached hereto.
2. The Town acknowledges that
 - a) information has value and can also be a marketable asset managed by the

- Town; and
- b) it is the responsibility of the Town, to consider provision of information routinely requested via **Active Dissemination** or **Routine Disclosure**
 - c) it is the responsibility of the Town, through its employees, to respond to persons requesting information as quickly and conveniently as possible, unless there are clear and reasonable grounds to withhold the information based on the **Record** classification.

PART 111: DEFINITIONS

Active Dissemination:	routine disclosure of information by the municipality in bulk quantities. Records the municipality provides for the public on a regular basis.
Appeal:	the process available to an Applicant when information requested is not provided or refused or rejected. See the section on Appeals.
Applicant:	the individual making a request for information in accordance with this By-Law.
Chief Administrative Officer:	the Town of St. Paul – Municipal Administrator, as appointed pursuant to the Municipal Government Act.
Town:	the Municipal Corporation of the Town of St. Paul.
Council:	the Council of the Town.
Error: truth.	mistaken or wrong information, or information not reflecting the truth.
Exempt Information:	as defined in PART VII of this By-Law.
Formal Request:	see 'requests'
Freedom of Information and Privacy Coordinator:	is the Town Administrator for the purposes of the Freedom of Information and Protection of Privacy Act (pursuant to Section 89). The Town Administrator may delegate the duties for the Freedom of Information and Privacy Coordinator.
Informal Request:	see 'requests'

Master System Plan: ing	the approved Town of St. Paul records classification manual, outlining primaries, scope, codes, riders, retention periods, access and final disposition.
Omission:	information in a Record which is incomplete or missing or has been overlooked.
Record: maps, to	information recorded in any form, including books, documents, drawings, photographs, letters, vouchers and papers, and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any other mechanism that produces records, except as this term may otherwise be defined in the Freedom of Information and Protection of Privacy Act from time to time.
Refusal: out in	an information request which is refused by the Town as a consequence of failure to meet the technical requirements as set out in this By-Law.
Rejection: dom	an information request which is rejected for one of the reasons permitted for rejection in this By-Law as determined by the Freedom of Information and Privacy Coordinator.
Requests: These to pality	Formal Requests relate to information not routinely provided. These types of requests require the completion of a "Request for Access to Information" form, prior to release of the information. Informal Requests are requests for information which the municipality routinely discloses or provides via Active Dissemination . Informal requests do not require the completion of a 'Request for Access to Information' form.
Routine Disclosure:	release of specific information on a regular basis, without the requirement of completion of a 'Request for Access to Information' form.

Third Party Information

Requests: a request for information relating to a person, group of persons, or an organization other than the Applicant of the Town. This information may directly impact, involve, or belong to the originating party, and cannot be released without the originating party's permission.

PART IV: RIGHT TO INFORMATION

1. On request pursuant to Part V of this By-Law, provided the Applicant pays the applicable fees as set out in the Fees and Charges By-Law, each Applicant has a right to:
 - a) access a **Record** that is in the possession of the Town;
 - b) view a **Record** in the possession of the Town;
 - c) request copies of a **Record** that is in the possession of the Town;
 - d) request corrections to personal information maintained by the Town; and
 - e) receive a copy of a **Record** maintained by the Town in a format that is reasonably available, unless the **Record** is **Exempt Information** pursuant to this By-Law.

PART V: REQUESTS

1. There are various types of requests regarding information and depending on the request, there are various forms that may be required.
 - a) If the requested information may be obtained by **Informal Request**, any individual may request information by telephoning, writing or by visiting (in person), the department, office or organization where the **Record** is kept, and sufficient detail must be provided in the description to identify the **Record** required.
 - b) If the requested information must be obtained by **Formal Request** or, if the Town must determine if the requested information may be obtained by **Formal Request** or **Informal Request** or to enable the Town to provide an estimate of the fees which will be required to obtain the **Record**, an Applicant will be required to complete a 'Request to Access to Information' form as prescribed in Schedule A.
 - c) Any Applicant has the right to request information relating to a person, group or organization other than the Applicant or the Town by completing a 'Request for Third Party Information' form as prescribed in Schedule C.
 - d) Any Applicant who believes there is an **Error** or **Omission** in their own

personal information held by the municipality, may request a change to the personal information by completing a 'Request for Correction of Personal Information' form as prescribed in Schedule B.

2. All formal requests to access **Records** held by the municipality, will be identified and tracked by the Town's **Freedom of Information and Privacy Coordinator**, and will be responded to within 30 days of receipt of the request.
3. Any questions or concerns regarding the release or access to information held by the Town or, an agent acting on behalf of the Town, or completion of a request form, may be directed to the Town's **Freedom of Information and Privacy Coordinator**.

PART VI: RESPONSE TO REQUESTS

1. The **Freedom of Information and Privacy Coordinator** shall appoint one or more Town employees in each department to receive a request for information. That appointed employee shall determine if the request is an **Informal** or **Formal Request** as these terms are defined in this By-Law. If the appointed employee determines that the request for information is a **Formal Request**, then the appointed employee shall require the Applicant to complete a **Request for Access to Information Form** as prescribed in Schedule A.
2. Provided the **Record** requested is not for **Exempt Information**, if an employee is able to access the **Record**, within 30 days the Applicant will be:
 - a) provided with a written estimate of any fees that will be charged;
 - b) allowed to view the **Record**; and
 - c) If the **Record** is reasonably capable of being copied, provided with a copy of the **Record** requested, subject to payment of the applicable fee.
3. If the requested **Record** cannot reasonably be accessed within 30 days of the date of receipt of the request, the Applicant must be told where, when and how a copy of the **Record** will be provided.
4. Pursuant to section 13(1) of the Freedom of Information and Protection of Privacy Act, the head of a public body may extend the time for responding to a request up to 30 days or, with the Freedom of Information and Protection of Privacy

Commissioner's permission for a longer period.

5. If the application is refused or rejected, the Town shall provide the Applicant:
 - a) written notification as to the reasons for the **Refusal** or **Rejection** and the provision on which the **Refusal is based**.
 - b) an explanation of the appeal process.
 - c) the name, title, business address and business telephone number of an officer or employee of the Town who can answer any questions the Applicant may have about the **Refusal**.

Notwithstanding the foregoing the **Freed of Information and Privacy Coordinator** may refuse to confirm or deny the existence of a **Record** containing information described in Section 17 or Section 19 of the Freedom of Information and Protection of Privacy Act or a

Record containing personal information about a third party if disclosing the existence of the information would be an unreasonable invasion of the third party's personal privacy.

6. The Town must respond in writing within 30 days of receiving a 'Request for Correction of Personal Information' form stating:
 - a) a correction has been made; or
 - b) an annotation or linkage has been attached to the information linking the information with the correction that was requested and not made.
7. Applications may be:
 - a) refused on the basis that:
 - i) the request did not meet the technical requirements as set out in this By-Law.
 - b) rejected if:
 - i) the completed form or request was illegible;
 - ii) the information requested is **Exempt Information**;
 - iii) the request was considered vexatious or frivolous; or
 - iv) for any other reason provided for in the Freedom of Information and

Protection of Privacy Act.

8. At any time, if information requested is scheduled for destruction, a copy of the written request, initialed by the Chief Administrative Officer, must be given to the Records Management Coordinator, who on receipt of the written request must

delay

the destruction of that information, until such time as;

- a) the request has been granted;
- b) the time for appeal under this By-Law has expired; or
- c) any appeal or review permitted pursuant to this By-Law or the Freedom of Information and Protection of Privacy Act is refused or rejected.

PART VII: EXEMPT INFORMATION

1. **Exempt Information** is information
 - a) which may:
 - i) be an unreasonable invasion of personal privacy
 - ii) cause financial harm;
 - iii) threaten anyone else's safety or mental or physical health;
 - iv) interfere with public safety; or
 - v) harm law enforcement efforts.
 - b) which is otherwise information which the **Freedom of Information and Privacy Coordinator** may refuse or be required to refuse to disclose pursuant to the provisions of the Freedom of Information and Protection of Privacy Act.

2. Advice or information given and deliberations or directions made at a private meeting of Council, or a private meeting of a Council Committee, draft reports, draft resolutions or draft By-Laws or other legal instruments unless they have been considered at a Council or Committee meeting open to the public or unless the **Record** has been in existence for fifteen (15) years or more, are **Exempt Information**.

3. Information about assessments and taxes is **Exempt Information**, unless disclosure of such information is required or permitted under the Freedom of Information and Protection of Privacy Act or any other statute.

PART VIII: APPEALS

1. An Applicant may appeal to Council from a **Refusal** to provide a **Record** or a **Rejection** of an application by serving to the Municipal Administration a written notice in the form prescribed in Schedule D, attached hereto:
 - a) within 15 days of receiving a written notice of delay, **Refusal** or **Rejection** of the application; or
 - b) within 60 days of requesting the **Record** if no written notice of delay, **Refusal** or **Rejection** is received.

2. Grounds for an appeal are:
 - a) that the released **Record** was not complete; or
 - b) that the **Record** was withheld without reason being stated; or
 - c) that the reason for withholding the **Record** was insufficient or wrong.

3. Council may only consider an appeal if:
 - a) the persons to whom the information relates and the persons who would be affected by the release of the information have been notified; or
 - b) all possible attempts have been made to notify the Applicants of the appeal.

4. Appeals filed that meet the requirements of this section, will be heard at a regularly scheduled meeting of Council within 60 days after receipt by the Town.
5. Any Applicant filing an appeal will be notified of the hearing, and may be asked to make a presentation or to respond to questions from Council.
6. If an individual who receives notice of the hearing cannot attend, they may authorize, in writing, someone else as agent to attend on their behalf.
7. Council may decide to hear presentations and ask questions of each presenter separately and in private.
8. Council may proceed with the hearing in the absence of the Applicant or any other person who has received notice of the hearing if Council determines that all reasonable attempts have been made by the Town to notify the Applicant or any other individual of the hearing.

PART IX: DECISIONS OF COUNCIL

1. At the appeal hearing, Council may:
 - a) hear the Applicant and any other person that Council determines has relevant information for the hearing; and
 - b) determine that all or part of the **Record** requested shall be made available, and in what format; and
 - c) permit the designated officer a further 30 days to make the **Record** available; or
 - d) determine that the **Record** shall not be disclosed; or
 - e) make any other decision that it considers reasonable and justifiable in the circumstances, including refund of appeal fees.
2. Subject to the right to review by the Commissioner as set out in Freedom of Information and Protection of Privacy Act, Council's decision is final, and shall be written in the official minutes of the meeting. The decision shall be available from the Office of the Town Clerk within 30 working days after the hearing is completed.

PART X: FEES

1. Administrative fees as established in the "Fees and Charges By-Law", shall be charged before an Applicant is entitled to receive the requested information.

THIS By-Law shall come into force and effect upon the date of the passing of the Third and Final Reading and signing thereof.

READ A FIRST TIME IN COUNCIL THIS 13TH DAY OF SEPTEMBER, 1999 A.D.

READ A SECOND TIME IN COUNCIL THIS 13TH DAY OF SEPTEMBER, 1999
A.D.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 13TH DAY OF
SEPTEMBER, 1999 A.D.

John Trefanenko Mayor

Wayne C. Horner Municipal
Administrator

BY-LAW NO. 1042

Schedule C
Request For Third Party Information

Request for Third Party Information

To: Town Council
P.O. Box 1480
St. Paul, AB T0A 3A0

DATE: _____

Information Specifics: _____

- Whole File
explain: _____
- Part File

- Specific Item

I hereby grant access to the above noted information to the following person(s) or organizations(s). I understand that as the first party to this information, I have the ability to waive confidentiality for the above mentioned information to the aforesaid name organization(s) or person(s) and that the named organization(s)/ person(s) are responsible for information fees.

Organization requesting information
Address: _____

Signature – First Party

Printed Name – First Party

The signature of the THIRD PARTY hereby denotes acceptance of the

aforementioned conditions

Signature – Third Party

Printed Name – Third Party

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Schedule D
Appeal Forms

If any Applicant wishes to appeal a decision regarding information access, he or she must complete this Notice of Appeal and mail or deliver this Notice of Appeal to the Office of the Municipal Administrator, within sixty (60) working days after applying for the information or fifteen (15) days following receipt of written notification of refusal or rejection.

NOTICE OF APPEAL TO TOWN COUNCIL

To: Town Council
P.O. Box 1480
St. Paul, AB T0A 3A0

DATE: _____

I request information about: (please attach a separate page if necessary)

MY REASONS FOR APPEAL ARE:

- | | |
|--|--|
| <input type="radio"/> Information has not been released | <input type="radio"/> it proposes to release information that affects my interests |
| <input type="radio"/> the information is not in the format I requested | <input type="radio"/> the information I received is not complete |

Additional clarification or comments: _____

Signature – Third Party

Printed Name – Third party

Mailing Address:

Phone: Res: _____
Work: _____
Fax: _____

**NOTE: A HEARING WILL BE HELD BY THE TOWN COUNCIL YOU WILL BE INFORMED OF THE DATE OF THE HEARING
"WRITTEN NOTICE OF REFUSAL OR REJECTION MUST BE ATTACHED AT THE TIME OF SUBMISSION"**
