



POLICY

Policy No. 11- 22 – 26/01/19

Department: Legislative

ROUTINE RELEASE OF INFORMATION

1. SCOPE:

This policy provides guidelines to the Council and staff of the Town of Nanton for the routine disclosure of information, either to the public at large, or for individuals to whom it directly relates.

2. PURPOSE:

The purpose of this policy to facilitate access to information in the possession of the Town and to ensure that personal information is protected from unauthorized collection, use or disclosure.

The Town acknowledges that:

- a. Information has value and can also be a marketable asset managed by the Town;
- b. It is the responsibility of the Town, to consider provision of information routinely requested via Active Dissemination or Routine Disclosure; and
- c. It is the responsibilities 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.

3. DEFINITIONS:

Access to Information and Privacy Coordinator or Coordinator means the Legislative Services employee of the Town of Nanton appointed by the Head to administer and coordinate the Town's obligations under the Access to Information Act and the Protection of Privacy Act, including the processing of access to information requests, the administration of privacy matters, and the exercise of any powers or duties delegated by the Head in accordance with applicable legislation and municipal bylaws.

Active Dissemination means routine disclosure of information by the municipality in bulk quantities. Records the municipality provides for the public on a regular basis.

Appeal means the process available to an Applicant when Request to Access Information is not provided, refused or rejected.

Applicant means a person who makes a request for access to a record under section 7(1) of the *Access to Information Act*.

"ATIA and POPA" refers to the *Access to Information Act* Statutes of Alberta, 2024 Chapter A-1.4 and *Protection of Privacy Act*, Statutes of Alberta, 2024 Chapter P-28.5 as amended.

Council means the Council of the Municipality of the Town of Nanton in the Province of Alberta.

Employee includes any person who is employed by the Town of Nanton, a volunteer or service provider thereof.

Error is mistaken or wrong information, or information not reflecting the truth.

Head means the Chief Administrative Officer of the Town of Nanton, being the person designated by Council as the chief officer charged with the administration and operation of the Town, and who shall be accountable for the implementation, administration and compliance of this Policy.

Omission means information in a record which is incomplete or missing or has been overlooked.

Record means any electronic record or other record in any form in which information is contained or stored, including information in any written, graphic, electronic, digital, photographic, audio or other medium, but does not include any software or other mechanism used to store or produce the record. See schedule 'A' for types of records that may be disclosed in keeping with this policy.

Routine Disclosure means the 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 means a request relating to a person, group or persons, or an organization other than the applicant or the Town. This information may directly impact, involve, or belong to the originating party, and cannot be released without the originating party's permission.

4. POLICY:

4.1. Right to Information

- 4.1.1 On request pursuant to "Requests" of this Policy, provided the Applicant pays the applicable fees as out in the 'Fees and Rates Bylaw'. Each applicant has a right to:
- i. Access a Record that is in the possession of the town'
 - ii. View a Record in the possession of the Town'
 - iii. Request copies of a Record that is the possession of the Town;
 - iv. Request corrections to personal information maintained by the Town; and
 - v. 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 policy.

4.1.2 Fees may be assessed for:

- i. Searching for, locating and retrieving records;
- ii. Computer processing and programming;
- iii. Producing a copy of a record;
- iv. Preparing and handing a record for disclosure;
- v. Shipping records to the applicant; and
- vi. Supervising examination of records by an applicant.

4.2 Requests

- 4.2.1 There are various types of requests regarding information and depending on the request; there are various forms that may be required.
- i. If the requested information may be obtained by Request to Access Information, any individual may request information by telephoning, writing or by visiting (in person), the office of the Town where the Record is kept, and



- iv. The Coordinator may refuse to confirm the existence of a record that contains information described in the Access to Information Act, or a record containing personal information about a third party, where confirming the existence of the record would constitute an unreasonable invasion of the third party's personal privacy.
- 4.3.6 The Town must respond in writing within 30 days of receiving a "Request for Correction of Personal Information" form stating:
- i. A correction has been made; or
 - ii. An annotation of lineage has been attached to the information linking the information with the correction that was requested and not made.
- 4.3.7 Applications may be refused or rejected on the basis that:
- i. The request did not meet the technical requirement set out in this policy;
 - ii. The completed form or request was illegible;
 - iii. The request was considered vexatious or frivolous; or
 - iv. For any other reason provided for in the Access to Information Act .
- 4.3.8 At any time, if information requested is scheduled for destruction, a copy of the written request, must be given to the Chief Administrative Officer, who on receipt of the written request must delay the destruction of that information until such time as:
- i. The request has been granted'
 - ii. The Time for appeal under this policy expired; or
 - iii. Any appeal or review permitted pursuant to this policy, the Access to Information Act or Protection of Privacy Act is refused or rejected.

4.4 Exempt Information

- 4.4.1 Exempt information is information which may:
- i. Be an unreasonable invasion of personal privacy;
 - ii. Cause financial harm;
 - iii. Threaten anyone else's safety of mental or physical health;
 - iv. Interfere with public safety; or
 - v. Harm law enforcement efforts.
- 4.4.2 Information which the coordinator may refuse or be required to refuse to disclose pursuant to the provisions of the *Access to Information Act* sections 19 through 34 of the act.
- 4.4.3 Advice or information provided, deliberations or directions made in private meetings or Council meetings, or private meetings of Council Committees, as well as draft reports, draft resolutions, draft bylaws, or other legal instruments, are exempt from disclosure unless they have been considered in a Council or Committee meeting open to the public, or unless the record has been in existence for fifteen years or more.
- 4.4.4 Information about assessments and taxes is exempt information, unless disclosure of such information is required or permitted under the Access to Information Act, Municipal Government Act or any other statute.

4.5 Appeals

- 4.5.1 if an Applicant is not satisfied with the response received from the Town's Coordinator regarding compliance, or any part of a Request to Access Information, an appeal can be sent to the office of the Information and Privacy Commissioner of Alberta.



A handwritten signature in blue ink, appearing to be 'M. J. ...'.

Office of the Information and Privacy Commissioner (Calgary)
2460-801 6 Avenue SW
Calgary AB T2P 3W2
Phone: 403 297 2728
Toll Free: 1 888 878 4044

4.5.2 A staff member of the Commissioner's office will arrange to mediate with the two parties to come to an agreement. If this process fails to satisfy the Applicant, then a formal inquiry will be held with the Commissioner.

4.5.3 The Commissioner's ruling is binding on both parties.

4.6 Fees

4.6.1 Where the applicant is required to pay a fee for services, the fee payable is in accordance with the *Access to Information Act* Statutes of Alberta, 2024 Chapter A-1.4, as amended from time to time or any successor Regulation that sets fees for requests for information from the Province of Alberta.

RELATED DOCUMENTS: Bylaw 1401/26

AMENDMENTS / REVIEWS:

Date (yyyy/mm/dd)	Section # Amended	Comments

Next Review Date:	
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MAYOR

January 19, 2026
Date



CHIEF ADMINISTRATIVE OFFICER

January 19, 2026
Date

REVISION HISTORY

Policy Inactive



11-21-14/01/20 Routine Release of Information

REFERENCE NUMBER: 11-22-26/01/19
REPLACES POLICY DATED: 11-21-14/01/20

SCHEDULE 'A'

Types of Records that may be disclosed in keeping with this policy:

<i>Council</i>	Agendas, Minutes, Bylaws, Policies, Budget and Financial Information
<i>Administrative</i>	General Community information, Cemetery information, Grant Programs Organizational charts with position titles
<i>Financial</i>	Information reported to Council
<i>Business Licenses</i>	Not including applications which may contain personal information
<i>Town Facilities</i>	General information regarding the facility
<i>Emergency Planning</i>	Municipal Emergency Plan overview, mutual aid partners
<i>Fire Department</i>	Membership (excluding personal information), prevention and public safety information
<i>Transportation</i>	Traffic assessments & studies
<i>Assessment Information</i>	Information pertaining to the property & improvements
<i>Water and Sewer</i>	Routine analysis and environmental infrastructure approvals
<i>Development</i>	Statistical reports, Permit application information (conditional exceptions may apply)
<i>Building</i>	Permits (conditional exceptions may apply)
<i>Property Information</i>	Lot grading plans, lot sizes, Environmental assessments on Town properties
<i>Agreements and Contracts</i>	Excluding information to which the disclosure could reasonably be expected to result in a third party's financial loss
<i>Parks and Recreation</i>	Programs, event schedules, fee schedules

