

# Town of Stavely

## Access to Information Request Form



Access to Information Act (ATIA) and Protection of Privacy Act (POPA)

Please complete this form to request access to records held by the Town of Stavely.

### REQUEST TYPE

- ☐ General Information Request (Access to records about Town operations, decisions, bylaws, reports, or other non-personal information)
- ☐ Personal Information Request (Access to your own personal information held by the Town of Stavely)

### WHAT IS THE DIFFERENCE?

#### General Information Requests

These requests are for records related to the operations, activities, and decision-making of the Town of Stavely. This may include council minutes, reports, bylaws, contracts, policies, or other municipal records that do not contain your personal information.

#### Personal Information Requests

These requests are for access to records containing your own personal information held by the Town of Stavely. This may include applications, correspondence, or other records where you are identified personally. You also have the right to request correction of your personal information if you believe it is inaccurate.

### APPLICANT INFORMATION

Full Name:

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Organization (if applicable):

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Mailing Address:

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Phone Number:

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Email Address:

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Preferred Method of Contact:

- ☐ Email
- ☐ Mail
- ☐ Phone

#### **DETAILS OF REQUEST**

Please describe the records or information you are requesting. Be as specific as possible, including dates, file names, addresses, departments, individuals involved, or any other identifying details.

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If additional space is required, please attach a separate sheet.

#### **PERSONAL INFORMATION REQUESTS ONLY**

If requesting access to your own personal information, please provide any details that will assist in locating the records (e.g., aliases, dates, file numbers, or related correspondence).

Please note that proof of identity will be required before personal information can be released.

#### **APPLICATION FEE**

##### **General Information Requests**

A non-refundable application fee of **\$25.00** is required.

##### **Personal Information Requests**

No application fee is required when requesting access only to your own personal information.

If a request includes both personal information and non-personal information, the \$25.00 application fee applies to the non-personal information portion of the request.

#### **ADDITIONAL PROCESSING FEES**

Additional fees may be charged for processing an access request where permitted under the Access to Information Act (ATIA) and the Access to Information Act Regulation.

If additional fees are anticipated, the Town of Stavelly will provide the applicant with a written fee estimate before processing continues.

Where the estimated cost of processing a general information request exceeds **\$150.00**, the Town of Stavelly may require a deposit equal to **50% of the estimated processing fee** before processing the request continues, in accordance with the Access to Information Act and the Access to Information Act Regulation. Processing of the request may be suspended until the required payment has been received. Applicants may reduce potential costs by providing a clear and specific description of the records being requested, including relevant dates, departments, addresses, file numbers, or other identifying information.

## **SHIPPING AND DELIVERY**

Where applicable, applicants are responsible for any postage, courier, or delivery costs associated with providing records.

## **PAYMENT**

Payment of the \$25.00 application fee (where applicable) must accompany this request. Any additional processing fees must be paid before records are released.

If paying by cheque, please make cheques payable to the Town of Stavelly.

Payment Method:

- ☐ Cash
- ☐ Debit
- ☐ Cheque

Amount Paid: \$\_\_\_\_\_

Receipt Number: \_\_\_\_\_

## **APPLICANT DECLARATION**

I certify that the information provided in this request is true, accurate, and complete to the best of my knowledge.

Applicant Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

## OFFICE USE ONLY

Date Received: \_\_\_\_\_

Request Number: \_\_\_\_\_

Identity Verified? ☐ Yes ☐ No

Request Type:

☐ General Information

☐ Personal Information

Application Fee Required? ☐ Yes ☐ No

Application Fee Received: ☐ Yes ☐ No

Estimated Processing Fees: \$ \_\_\_\_\_

Deposit Required? ☐ Yes ☐ No

Deposit Amount: \$ \_\_\_\_\_

Actual Processing Fees: \$ \_\_\_\_\_

Assigned To: \_\_\_\_\_

Legislated Response Due Date: \_\_\_\_\_

Date Closed: \_\_\_\_\_

## SUBMISSION INFORMATION

Submit completed forms to:

**Chief Administrative Officer**

**Town of Stavely**

**PO Box 249**

**Stavely, AB T0L 1Z0**

**Email: [cao@stavely.ca](mailto:cao@stavely.ca)**

**Phone: 403-549-3761**

The Town of Stavely will respond to requests within 30 business days, unless an extension is authorized under the Access to Information Act (ATIA), the Protection of Privacy Act (POPA), or by the Office of the Information and Privacy Commissioner of Alberta.

## ADDITIONAL INFORMATION

Before submitting a request, applicants are encouraged to check whether the information is already publicly available on the Town of Stavely website or by contacting the Town Office directly.

If you have concerns regarding the Town's response to your request, you may request an independent review by the Office of the Information and Privacy Commissioner of Alberta.