



Town of Stavely – Policy #02-10
Policy Area: Legislative
Access To Information – Approved Disclosures Policy

POLICY TITLE: ACCESS TO INFORMATION – APPROVED DISCLOSURES POLICY

Date Approved by Council: May 25, 2026

Resolution No: 26-115

Last Review Date:

Replaces: N/A

Next Review Date: Every 3 years, at a minimum

Policy Statement:

The Town of Stavely recognizes the public's right to access municipal information in accordance with the:

- Access to Information Act ("ATIA"); and
- Protection of Privacy Act ("POPA").

The Town shall provide access to municipal records and information in a manner that:

- promotes transparency and accountability;
- protects confidential and personal information;
- and ensures consistent administrative practices respecting routine public information requests.

This policy establishes categories of information that may be routinely disclosed administratively without requiring a formal ATIA request, subject to applicable fees and legislative restrictions.

Definitions:

Access to Information Act (ATIA)

Means the Access to Information Act, governing access to records in the custody or control of public bodies.

Protection of Privacy Act (POPA)

Means the Protection of Privacy Act, governing the collection, use, disclosure, and protection of personal information by public bodies.



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Personal Information

Means recorded information about an identifiable individual.

Head of the Public Body

Means the Chief Administrative Officer (CAO) of the Town of Stavelly or designate.

Purpose / Guidelines:

To establish guidelines and procedures respecting:

- routine public information requests;
- approved administrative disclosures;
- protection of confidential information;
- and compliance with ATIA and POPA. and ensuring compliance with legislative requirements.

Department Instructions:

SCOPE

This policy applies to:

- all municipal departments;
- all municipal records under the custody or control of the Town;
- all employees and elected officials involved in responding to information requests.

RESPONSIBILITY

The Chief Administrative Officer (CAO) is designated as the Head of the Public Body for the purposes of ATIA and POPA.

Questions respecting disclosure of information shall be directed to the Town's designated Privacy Officer or Access to Information Coordinator.

GUIDELINES

1. Tax Certificates

Upon payment of the applicable fee established by the Town's Master Rates & Fees Bylaw, the CAO or designate may issue a tax certificate showing:

- whether taxes have been paid;
- current taxes owing;
- and tax arrears owing against a property.



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2. Tax Statements

The CAO or designate may issue tax statements upon payment of the applicable fee established by the Master Rates & Fees Bylaw.

3. Assessment Information

The CAO or designate may provide assessment information:

- upon written request;
- upon provision of the legal description of the property;
- and upon payment of the applicable fee.

Assessment information may include:

- assessment roll information;
- assessed values of land and improvements;
- and related assessment information permitted by legislation.

Inspection reports and field sheets shall not be disclosed unless authorized by legislation.

4. Public Access to Assessment Information

Any person may view assessment information during regular office hours at a time convenient to Administration and subject to applicable fees.

Previous years' assessment information may be provided upon payment of the applicable fee.

5. Certificate of Compliance

Certificates of Compliance may be issued upon payment of the applicable fee established in the Master Rates & Fees Bylaw.

6. Other Public Information Requests

Requests for information not routinely disclosed under this policy:

- shall be submitted in writing;
- shall provide sufficient detail to identify the requested records;
- and may be subject to applicable fees under ATIA and the Master Rates & Fees Bylaw.

Requests not covered under this policy shall be reviewed on a case-by-case basis in accordance with ATIA and POPA.



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INFORMATION THAT SHALL NOT NORMALLY BE DISCLOSED

Except where disclosure is authorized or required by legislation, the following information shall not normally be disclosed:

- internal memoranda not discussed at a public meeting;
- legal opinions and litigation files;
- draft bylaws or draft reports not yet publicly considered;
- personnel files;
- health information;
- performance evaluations;
- enforcement investigation files;
- matters discussed in meetings closed to the public;
- and confidential third-party business information.

PERSONNEL INFORMATION

The following employment-related information may generally be disclosed:

- salary ranges;
- position titles;
- and employment responsibilities.

The following information shall not normally be disclosed:

- individual salaries unless required by legislation;
- disciplinary records;
- medical information;
- and performance evaluations.

FEES

Fees respecting access to information requests and routine disclosures shall be governed by:

- the Town of Stavely Master Rates & Fees Bylaw;
- and applicable provisions of ATIA.

PRIVACY PROTECTION

The Town shall ensure that disclosure of records:

- complies with POPA;
- protects personal information;
- and limits disclosure to the minimum necessary information required.



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PROCEDURES

The CAO or designate may establish administrative procedures, forms, and practices necessary to implement this policy.