

Council Policy



Corporate and Financial Services Fee Policy

Policy Number: CFS199/2017

Approval Date: July 11, 2017

Supersedes Policy: 60/2007 Cost of Services or Goods

SECTION A

1.0 Policy Purpose

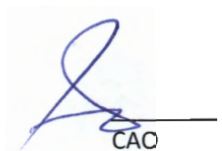
- 1.1 To set charges/rates for sale of items or services to the Public on behalf of Corporate and Financial Services.
- 1.2 To establish the procedure for account receivable invoices and set the amount of penalty to be applied should the account remain unpaid.
- 1.3 To establish a procedure on how returned cheques are handled (cheques marked NSF) for "non-sufficient" funds.
- 1.4 To establish a procedure and rate structure on how FIOPP requests are processed.

2.0 Definitions

- 2.1 "Council" means the duly elected municipal officers of Morinville and the Chief Elected Officer or Mayor
- 2.2 "Employee" means any individual currently employed by the Town
- 2.3 "FOIPP" means Freedom of Information and Protection of Privacy
- 2.4 "Morinville" means the municipality of Morinville and the Department(s) designated by the Chief Administrative Officer (CAO)
- 2.5 "NSF" means non-sufficient funds
- 2.6 "Public" means the Town of Morinville residents, ratepayers, partners, business owners, visitors as well as other governments and other stakeholders



Mayor



CAO

3.0 Policy Statements

The following charges have been set by management for sale of items or services to the public:

3.1 Accounts Receivable:

- 3.1.1 Invoices (not related to Utility and /or Property Taxes) will be issued on receipt of information from department directors, managers or authorized individual from the respective department.
- 3.1.2 Should an account remain unpaid after 30 days a penalty of 1.5% shall be charged to the account. Subsequent penalties shall be applied every month thereafter until the invoice is paid.

3.2 Freedom of Information and Protection of Privacy – Payment of Fees:

- 3.2.1 As outlined in Under *FOIPP A/R 186/2008* Schedule 2
- 3.2.2 The amounts of the fees set out in Schedule A are the maximum amounts that can be charged to applicants.

3.3 NSF Cheques:

- 3.3.1 NSF payments must be replaced with case, certified cheque or money order.

3.4 Rates and Charges:


- 3.4.1 Per Schedule A attached.
- 3.4.2 Per Schedule B attached.

4.0 Review Date

- 4.1 December 31, 2019



Mayor



CAO

SECTION B

1.0 Reference to other Policy and Legislation

1.1 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY REGULATION - Payment of Fees per FOIPP A/R 186/2008 Section 10, 11, 12, 13 and 14

1.2 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY REGULATION - Fees Schedule per FOIPP A/R 186/2008 Schedule 2

2.0 Persons Affected

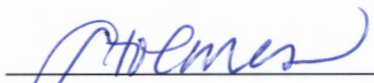
Council, Administration, Employees, Public

3.0 Review/Revision History and Author

60/2007

A-1/97 Accounts Receivable

A-13/98 NSF Cheques




Lisa Holmes
Mayor



Andrew Isbister
Chief Administrative Officer

SCHEDULE A

1	N.S.F. Cheques	\$25.00
2	Tax Certificates	\$25.00
3	Tax Notification Charge	\$25.00
4	Freedom of Information and Protective of Privacy Request	\$25.00


Mayor


CAO

SCHEDULE B



Province of Alberta

FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY ACT

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY REGULATION

Alberta Regulation 186/2008

With amendments up to and including Alberta Regulation 49/2015

Office Consolidation

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Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

(Consolidated up to 49/2015)

ALBERTA REGULATION 186/2008

Freedom of Information and Protection of Privacy Act

**FREEDOM OF INFORMATION AND PROTECTION
OF PRIVACY REGULATION**

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Schedules

Interpretation

1(1) In this Regulation, "Act" means the *Freedom of Information and Protection of Privacy Act*.

(2) For the purposes of section 1(p)(ii) of the Act, an agency, board, commission, corporation, office or other body listed in Schedule 1 is considered to be a public body.

(3) For the purposes of the Act, "enactment of Alberta" means an Act or a regulation or any portion of an Act or regulation and includes a directive issued by the Treasury Board.

(4) For the purposes of the Act, "meeting" means a meeting in its entirety or a portion of a meeting.

Criteria to be used for designating public bodies

2 The Lieutenant Governor in Council may designate an agency, board, commission, corporation, office or other body as a public body and add the name of that body to the list in Schedule 1

(a) where the Government of Alberta

- (i) appoints a majority of the members of that body or of the governing board of that body,
- (ii) provides the majority of that body's continuing funding, or
- (iii) holds a controlling interest in the share capital of that body,

or

(b) where that body performs an activity or duty that is required by an enactment and the Minister responsible for the enactment recommends that the Lieutenant Governor in Council make the designation.

Making requests

3(1) Public bodies must make public in reasonable ways

- (a) the addresses of all offices authorized to receive requests made to the public body, and
- (b) the various methods by which those offices can receive requests.

(2) A request may be delivered to any office of the public body during normal business hours of that office, but the time limit for responding to the request does not commence until the request is received in an office authorized to receive requests.

(3) When a request is received in an office not authorized to accept it, that office must forward it to an authorized office by the fastest means available.

Responding to a request

4 Where a person is given access to a record, the head of the public body may require that the person be given a copy of the record, rather than the opportunity to examine it, if the head is of the opinion that

- (a) allowing examination of the record would unreasonably interfere with the operations of the public body,
- (b) allowing examination of the record might result in the disclosure of information that the head of the public body must refuse to disclose or has exercised discretion to refuse to disclose under the Act, or
- (c) allowing examination of the record might result in the disclosure of information where that disclosure is restricted or prohibited by an enactment or a provision of an enactment that prevails despite the Act.

Oral requests

5 An applicant may make an oral request for access to a record if

- (a) the applicant's ability to read or write English is limited, or
- (b) the applicant has a physical disability or condition that impairs the applicant's ability to make a written request.

Disclosure of health care information

6(1) The head of a public body may disclose information relating to the mental or physical health of an individual to a medical or other expert for an opinion on whether disclosure of this information could reasonably be expected to result in grave and immediate harm to the individual's safety or mental or physical health.

(2) A medical or other expert to whom information is disclosed under subsection (1) must not use the information except for the purposes described in that subsection.

(3) The head of the public body must require a medical or other expert to whom information will be disclosed under this section to enter into an agreement relating to the confidentiality of the information.

(4) If a copy of a record containing information relating to the mental or physical health of an individual is given to a medical or other expert for examination, the medical or other expert must, after giving the opinion referred to in subsection (1), return the

copy of the record to the head of the public body or dispose of it in accordance with an agreement under subsection (3).

(5) The head of the public body that has custody or control of the record may require that an applicant who makes a request for access to a record containing information relating to the applicant's mental or physical health must examine the information in person, and may not examine the record until a medical or other expert or a member of the applicant's family or some other person approved by the head of the public body is present to clarify the nature of the record and to assist the applicant in understanding the information in the record.

Consent to disclosure

7(1) In this section,

- (a) "electronic" includes created, recorded, transmitted or stored in digital form or in any other intangible form by electronic, magnetic or optical means or by any other means that have similar capabilities for creation, recording, transmission or storage;
- (b) "electronic signature" means electronic information that a person creates or adopts in order to sign a record and that is in, attached to or associated with the record.

(2) The consent of an individual to a public body's using or disclosing any of the individual's personal information under section 39(1)(b) or 40(1)(d) of the Act

- (a) must meet the requirements of subsection (4), (5) or (6), and
- (b) must specify to whom the personal information may be disclosed and how the personal information may be used.

(3) The consent or request of a third party under section 17(2)(a) of the Act must meet the requirements of subsection (4), (5) or (6).

(4) For the purposes of this section, a consent in writing is valid if it is signed by the person who is giving the consent.

(5) For the purposes of this section, a consent in electronic form is valid if

- (a) the head of the public body has established rules respecting the purposes for which consent in an electronic form is acceptable,

- (b) the purpose for which the consent is given falls within one or more of the purposes set out in the rules mentioned in clause (a),
 - (c) the public body has explicitly communicated that it will accept consent in an electronic form,
 - (d) the consent in electronic form
 - (i) is accessible by the public body so as to be usable for subsequent reference,
 - (ii) is capable of being retained by the public body, and
 - (iii) meets the information technology standards, if any, established by the public body,
 - (e) the consent in electronic form includes the electronic signature of the person giving the consent,
 - (f) the electronic signature
 - (i) is reliable for the purposes of identifying the person giving the consent, and
 - (ii) meets the information technology standards and requirements as to the method of making the signature and as to the reliability of the signature, if any, established by the public body,
- and
- (g) the association of the electronic signature with the consent is reliable for the purpose for which consent is given.
- (6) For the purposes of this section, a consent that is given orally is valid if
- (a) the head of the public body has established rules respecting the purposes for which consent that is given orally is acceptable,
 - (b) the purpose for which the consent is given falls within one or more of the purposes set out in the rules mentioned in clause (a),
 - (c) the public body has explicitly communicated that it will accept consent that is given orally,
 - (d) the record of the consent

- (i) is accessible by the public body so as to be usable for subsequent reference, and
 - (ii) is capable of being retained by the public body,
 - (e) the public body has authenticated the identity of the individual giving consent, and
 - (f) the method of authentication is reliable for the purpose of verifying the identity of the individual and for associating the consent with the individual.
- (7) For the purposes of subsection (6)(d), a record of the consent must be
- (a) an audio recording of the consent created by or on behalf of the public body,
 - (b) in the form of documentation of the consent created by an independent third party, or
 - (c) in the form of documentation of the consent created by the public body in accordance with the rules established by the head of the public body.
- (8) Nothing in this section requires a person to give consent in an electronic form or orally.

Disclosure for audit purposes

8 Personal information may be disclosed to persons who are employees of a public body, including a person retained under a contract to perform services for the public body, in order to carry out a financial or other formal and systematic examination or review of a program, portion of a program or activity that includes personal information about individuals, provided such examination or review is sanctioned by statute, regulation or public policy relating to the public body.

Researcher agreements

9 An agreement under section 42 of the Act must include the following:

- (a) that the person may use the personal information only for a research purpose set out in the agreement or for which the person has written authorization from the public body;
- (b) the names of any other persons who will be given access to the personal information;

- (c) that, before disclosing personal information to persons referred to in clause (b), the person must enter into an agreement with those persons to ensure that they will adhere to the same policies and procedures of confidentiality as described in section 42(d) of the Act;
- (d) that the person must keep the personal information in a secure location to which access is given only to the persons referred to in clause (b);
- (e) that the person must remove or destroy all individual identifiers in the personal information by the date and in the manner specified in the agreement;
- (f) that the person must not contact any individual to whom the personal information relates, directly or indirectly, without the prior written authority of the public body;
- (g) that the person must ensure that no personal information will be used or disclosed in a form in which the individual to whom it relates can be identified without the written authority of the public body;
- (h) that the person must ensure that identifiable personal information about an individual is not used for an administrative purpose directly affecting the individual;
- (i) that the person must notify the public body in writing immediately if the person becomes aware that any of the conditions set out in the agreement have been breached;
- (j) that, if a person fails to meet the conditions of the agreement, the agreement may be immediately cancelled and that the person may be guilty of an offence under section 92(1) of the Act.

Fees

10 Where an applicant is required to pay a fee for services, the fee is payable in accordance with sections 11, 12, 13 and 14.

Fees for non-personal information

11(1) This section applies to a request for access to a record that is not a record of the personal information of the applicant.

(2) An applicant is required to pay

- (a) an initial fee of \$25 when a non-continuing request is made, or

- (b) an initial fee of \$50 when a continuing request is made.
- (3) Processing of a request will not commence until the initial fee has been paid.
- (4) In addition to the initial fee, fees in accordance with Schedule 2 may be charged if the amount of the fees, as estimated by the public body to which the request has been made, exceeds \$150.
- (5) Where the amount estimated exceeds \$150, the total amount is to be charged.
- (6) A fee may not be charged for the time spent in reviewing a record.

Fees for personal information

- 12(1)** This section applies to a request for access to a record that is a record of the personal information of the applicant.
- (2) Only fees for producing a copy of a record in accordance with items 3 to 6 of Schedule 2 may be charged if the amount of the fees as estimated by the public body to which the request has been made exceeds \$10.
- (3) Where the amount estimated exceeds \$10, the total amount is to be charged.

Estimate of fees

- 13(1)** An estimate provided under section 93(3) of the Act must set out, as applicable,
 - (a) the time and cost to search for, locate and retrieve a record,
 - (b) the cost of computer processing and related charges to produce the record from an electronic record,
 - (c) the time and cost for computer programming to produce the record from an electronic record,
 - (d) the cost to produce a copy of the record,
 - (e) the time and cost for preparing and handling the record for disclosure,
 - (f) the time and cost to supervise an applicant who wishes to examine the original record, and
 - (g) the cost of shipping the record or a copy of the record.

(2) An estimate for access to a record of the personal information of the applicant need include only the cost of producing a copy of the record in accordance with section 12(2).

(3) In the case of a continuing request, the estimate is to include the total fees payable over the course of the continuing request.

(4) An applicant has up to 20 days to accept the fee estimate or to modify the request to change the amount of fees assessed.

Payment of fees

14(1) Processing of a request ceases once a notice of estimate has been forwarded to an applicant and recommences immediately on the receipt of an agreement to pay the fee, and on the receipt

(a) of at least 50% of any estimated fee that exceeds \$150, and

(b) in the case of a continuing request if the estimated fee for the entire request exceeds \$150, of at least 50% of the portion of the estimate applicable to the delivery of the first instalment of the request.

(2) Processing of any subsequent instalment of a continuing request commences only on the receipt of at least 50% of the portion of the estimate applicable to the delivery of that instalment.

(3) The balance of any fee owing is payable at the time the information is delivered to the applicant.

(4) Fees, other than an initial fee, or any part of those fees will be refunded if the amount paid is higher than the actual fees required to be paid.

Notice of disclosure

15 For the purposes of section 32(4)(a) of the Act, the notice of disclosure must be in the form set out in Schedule 3.

Acts to prevail

16 The following provisions prevail despite the Act:

(a) *Alcohol and Drug Abuse Act*, section 9;

(b) *Maintenance Enforcement Act*, section 15(1);

(c) repealed AR 146/2009 s2;

- (d) *Wills and Succession Act*, section 54.

AR 186/2008 s16;146/2009;31/2012

Regulations to prevail

17(1) Subject to subsection (2), the following provisions prevail despite the Act:

- (a) *Metallic and Industrial Minerals Exploration Regulation* (AR 213/98), section 42(1);
- (b) *Metallic and Industrial Minerals Tenure Regulation* (AR 145/2005), section 27(1);
- (c) *Metis Settlements Land Registry Regulation* (AR 361/91), sections 68(3) and 92(3);
- (d) *Student Evaluation Regulation* (AR 177/2003), section 8(2)(c).

(2) Subsection (1)(a) does not prevail with respect to information contained in a preliminary plan, final plan or assessment work report after one year has expired from the date that the plan or report was received by the Government.

Meeting in absence of the public

18(1) A meeting of a local public body's elected officials, governing body or committee of its governing body may be held in the absence of the public only if the subject-matter being considered in the absence of the public concerns

- (a) the security of the property of the local public body,
- (b) personal information of an individual, including an employee of a public body,
- (c) a proposed or pending acquisition or disposition of property by or for a public body,
- (d) labour relations or employee negotiations,
- (e) a law enforcement matter, litigation or potential litigation, including matters before administrative tribunals affecting the local public body, or
- (f) the consideration of a request for access for information under the Act if the governing body or committee of the governing body is itself designated as the head of the local public body for the purposes of the Act,

and no other subject-matter is considered in the absence of the public.

(2) Subsection (1) does not apply to a local public body if another Act

- (a) expressly authorizes the local public body to hold meetings in the absence of the public, and
- (b) specifies the matters that may be discussed at those meetings.

Consequential amendment

19 The *Records Management Regulation* (AR 224/2001) is amended in section 1(1)(f) by striking out "(AR 200/95)" and substituting "under the *Freedom of Information and Protection of Privacy Act*".

Repeal

20 The *Freedom of Information and Protection of Privacy Regulation* (AR 200/95) is repealed.

Expiry

21 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on June 30, 2020.

AR 186/2008 s21:49/2015

Schedule 1

All boards, committees and councils established under section 7 of the *Government Organization Act*, whether or not they are included in the list of agencies, boards, commissions, corporations, offices or other bodies designated below as public bodies.

Any subsidiary of a public body designated below.

Aboriginal Relations

Metis Settlements Appeal Tribunal
Office of the Metis Settlements Ombudsman

Advanced Education and Technology

Access Advisory Council

Alberta Agricultural Research Institute
Alberta Apprenticeship and Industry Training Board
Alberta Council on Admissions and Transfer
Alberta Energy Research Institute
Alberta Forestry Research Institute
Alberta Heritage Foundation for Medical Research
Alberta Heritage Foundation for Science and Engineering Research
Alberta Information and Communications Technology Institute
Alberta Life Sciences Institute
Alberta Research Council Inc.
Alberta Science and Research Authority
Alberta Science and Research Authority International
Expert Review Panel
Appeal Boards appointed under Part 4 of the *Apprenticeship and Industry Training Act*
Campus Alberta Quality Council
Committees established under section 4 of the *Alberta Heritage Scholarship Act*
iCORE Inc.
Student Financial Assistance Appeal Committees
Students Finance Board

Agriculture and Rural Development

Agriculture Financial Services Corporation
Agricultural Operation Practices Act Policy Advisory Group
Committee
Alberta Agricultural Products Marketing Council
Alberta Grain Commission
Board of Trustees of the Wheat Board Money Trust
Competitive Initiative Steering Group
Farm Implement Board
Farmers' Advocate
Hall of Fame Selection Committee
Institute for Agriculture, Forestry and the Environment
Irrigation Council
Marketing of Agricultural Products Act Appeal Tribunal
Minister's Advisory Committee on Rural Development
Production Animal Medicine Advisory Committee

Children and Youth Services

Appeal Committees established under the *Family Support for Children with Disabilities Act*
Appeal Panels established under the *Child, Youth and Family Enhancement Act*
Appeal Boards appointed under the *Social Care Facilities Licensing Act* (common responsibility with Housing and Urban Affairs and Seniors and Community Supports)

Child and Family Services Authorities established under the
Child and Family Services Authorities Act

Calgary and Area CFSA
Central Alberta CFSA
East Central Alberta CFSA
Edmonton and Area CFSA
Metis Settlements CFSA
North Central Alberta CFSA
Northeast Alberta CFSA
Northwest Alberta CFSA
Southeast Alberta CFSA
Southwest Alberta CFSA

Child and Youth Advocate

Family Support for Children with Disabilities
Multi-disciplinary Assessment Committee
Premier's Council on Alberta's Promise
Provincial Parent Advisory Committee
Provincial Stakeholder Advisory Committee
Service Quality Committee for Aboriginal Permanency Planning
Social Care Facilities Review Committee
Youth Secretariat

Culture and Community Spirit

Alberta Film Advisory Council
Alberta Foundation for the Arts
Alberta Historical Resources Foundation
Alberta Human Rights and Citizenship Commission
Alberta Palaeontological Advisory Committee
Blackfoot Confederacy Advisory Committee on Museum Relations
Blackfoot Landscape Heritage Advisory Committee
Crowsnest Pass Historical Corridor Advisory Committee
Fort George - Buckingham House Advisory Board
Government House Foundation
Head-Smashed-In Buffalo Jump Interpretive Centre
Advisory Committee
Human Rights, Citizenship and Multiculturalism Education
Fund Advisory Committee
Oil Sands Discovery Centre Advisory Committee
Provincial Archives of Alberta Advisory Board
Remington - Alberta Carriage Centre Advisory Committee
Reynolds - Alberta Museum Advisory Board
Ukrainian Cultural Heritage Village Advisory Board
Victoria Settlement Advisory Committee
Wild Rose Foundation

Education

Alberta Teachers' Retirement Fund Board (common responsibility with Finance and Enterprise)
Attendance Board
Board of Reference
Certification Appeal Committee
Complainant Review Committee
Council on Alberta Teaching Standards
Practice Review Appeal Committee
Practice Review Panel
Small and Rural School Programming Advisory Committee
Special Needs Tribunal

Employment and Immigration

Appeal Board appointed under the *Land Agents Licensing Act*
Appeal Committee appointed under the *Recovery, Administrative Penalties and Appeals Regulation* (AR 381/2003)
Appeal Panels established under the *Income and Employment Supports Act*
Appeal Panels appointed under the *Widows' Pension Act*
Appeals Commission for Alberta Workers' Compensation
Board of Examiners (for mining) under the *Occupational Health and Safety Regulation* (AR 62/2003)
Francophone Secretariat
Health Benefits Review Committee under the *Recovery, Administrative Penalties and Appeals Regulation* (AR 381/2003)
Joint First Aid Training Standards Board
Labour Relations Board
Land Agent Advisory Committee
Medical Panels established under the *Workers' Compensation Act*
Occupational Health and Safety Council
Public Emergency Tribunal under the *Burial of the Dead Act*
Radiation Health Advisory Committee
Review Committee under the *Recovery, Administrative Penalties and Appeals Regulation* (AR 381/2003)
Umpires under the *Employment Standards Code*
Workers' Compensation Board

Energy

Alberta Energy and Utilities Board
Alberta Energy Regulator
Alberta Petroleum Marketing Commission
Alberta Utilities Commission
Electric Utilities Act Advisory Committee
Freehold Mineral Rights Tax Appeal Board

Environment

Drainage Council
Environmental Appeals Board
Environmental Protection Advisory Committee
Natural Resources Conservation Board (common
responsibility with Sustainable Resource Development)

Executive Council

Alberta Order of Excellence Council
Public Affairs Bureau

Finance and Enterprise

Alberta Capital Finance Authority
Alberta Economic Development Authority
Alberta Insurance Council
Alberta Investment Management Corporation
Alberta Local Authorities Pension Plan Corp.
Alberta Pensions Administration Corporation
Alberta Securities Commission
Alberta Securities Commission Policy Advisory Committee
Alberta Teachers' Retirement Fund Board (common
responsibility with Education)
Alberta Treasury Branches
Appeal Board Panels formed under the *Insurance
Councils Regulation* (AR 126/2001)
ATB Investment Services Inc.
Automobile Insurance Rate Board
Credit Union Deposit Guarantee Corporation
Endowment Fund Policy Committee
Gainers Inc.
General Insurance Council
Insurance Adjusters' Council
Investment Operations Committee
Life Insurance Council
Local Authorities Pension Plan Board of Trustees
Management Employees Pension Board
N.A. Properties (1994) Ltd. (amalgamates 354713 Alberta
Ltd., 391760 Alberta Ltd. and S.C. Properties Ltd.) and
subsidiaries
Nominating committee established under the *Alberta
Investment Management Corporation Regulation* (AR 225/2007)
Northern Alberta Development Council
Provincial Judges and Masters in Chambers Pension Plan
Advisory Committee
Public Service Pension Board
Regulatory Review Secretariat

Special Forces Pension Board
Supplementary Retirement Plan for Public Service
Managers Advisory Committee

Health and Wellness

Acupuncture Board of Examiners
Acupuncture Committee
Alberta Advisory Committee on HIV and STI
Alberta Alcohol and Drug Abuse Commission
Alberta Expert Review Panel for Blood Borne Infections in
Health Care Workers
Alberta Health Facilities Review Committee
Ambulance Advisory and Appeal Board
Board of Examiners in Podiatry
Expert Committee on Drug Evaluation and Therapeutics
Eye Care Disciplines Advisory Committee
Health Disciplines Board
Health Professions Advisory Board
Hospital Privileges Appeal Board
Mental Health Patient Advocate
Midwifery Health Disciplines Committee
MS Drug Review Panel
Out-of-Country Health Services Appeal Panel
Out-of-Country Health Services Committee
Physician Resource Planning Committee
Policy Advisory Committee on Blood Services
Premier's Advisory Council on Health
Provincial Electronic Health Record Data
Stewardship Committee
Public Health Appeal Board
Review Panels appointed under the *Mental Health Act*

Housing and Urban Affairs

Alberta Social Housing Corporation
Appeal Boards appointed under the *Social Care Facilities
Licensing Act* (common responsibility with Children and Youth
Services and Seniors and Community Supports)

Justice and Attorney General

Alberta Review Board
Appeal Panels appointed under the *Civil Enforcement
Regulation* (AR 276/95)
Fatality Review Board
Notaries Public Review Committee
Provincial Court Nominating Committee

Municipal Affairs

Alberta Emergency Management Agency
Municipal Government Board
Safety Codes Council
Special Areas Board

Seniors and Community Supports

Alberta Aids to Daily Living and Extended Health Benefits
Appeal Panels
Appeal Panels established under the *Assured Income for the Severely Handicapped Act*
Appeal Panels appointed under the *Dependent Adults Act*
Appeal Panels appointed under the *Seniors Benefit Act*
Appeal Boards appointed under the *Social Care Facilities Licensing Act* (common responsibility with Children and Youth Services and Housing and Urban Affairs)
Persons with Developmental Disabilities
Calgary Region Community Board
Central Region Community Board
Edmonton Region Community Board
Northeast Region Community Board
Northwest Region Community Board
South Region Community Board
Premier's Council on the Status of Persons with Disabilities
Seniors Advisory Council for Alberta

Service Alberta

Alberta Funeral Services Regulatory Board
Alberta Motor Vehicle Industry Council
Appeal Boards appointed under the *Cemeteries Act*
Appeal Boards appointed under the *Fair Trading Act*
Appeal Boards appointed under the *Funeral Services Act*
Debtors' Assistance Board
Information and Communications Technology (ICT)/SuperNet Advisory Committee
Residential Tenancy Dispute Resolution Service

Solicitor General and Public Security

Alberta Gaming and Liquor Commission
Alberta Gaming Research Council
Appeal Tribunal appointed under section 23 of the *Horse Racing Alberta Act*
Criminal Injuries Review Board
Law Enforcement Review Board

Victims of Crime Programs Committee
Youth Justice Committees sanctioned by the Solicitor General
and Minister of Public Security through section 18 of the
Youth Criminal Justice Act (Canada)

Sustainable Resource Development

Land Compensation Board
Natural Resources Conservation Board (common
responsibility with Environment)
Surface Rights Board

Tourism, Parks and Recreation

Aboriginal Tourism Advisory Council
Alberta Sport, Recreation, Parks and Wildlife Foundation
Strategic Tourism Marketing Council

Transportation

Alberta Transportation Safety Board

Treasury Board

Audit Committee
Classification Appeal Board
Corporate Human Resources
Government of Alberta Dental Plan Trust
Government Employees Group Extended Medical
Benefits Plan Trust

AR 186/2008 Sched.1;89/2013

Schedule 2

Freedom of Information and Protection of Privacy Act: Fees Schedule

The amounts of the fees set out in this Schedule are the
maximum amounts that can be charged to applicants.

- | | | |
|---|--|--------------------|
| 1 | For searching for, locating and
retrieving a record | \$6.75 per 1/4 hr. |
| 2 | For producing a record from an
electronic record: | |

	(a) Computer processing and related charges	Actual cost to public body
	(b) Computer programming	Actual cost to public body up to \$20.00 per 1/4 hr.
3	For producing a paper copy of a record:	
	(a) photocopies and computer printouts:	
	(i) black and white up to 8 1/2" x 14"	\$0.25 per page
	(ii) other formats	\$0.50 per page
	(b) from microfiche or microfilm	\$0.50 per page
	(c) plans and blueprints	Actual cost to public body
4	For producing a copy of a record by duplication of the following media:	
	(a) microfiche and microfilm	Actual cost to public body
	(b) computer disks	\$5.00 per disk
	(c) computer tapes	Actual cost to public body
	(d) slides	\$2.00 per slide
	(e) audio and video tapes	Actual cost to public body
5	For producing a photographic copy (colour or black and white) printed on photographic paper from a negative, slide or digital image:	
	(a) 4" x 6"	\$3.00
	(b) 5" x 7"	\$6.00
	(c) 8" x 10"	\$10.00
	(d) 11" x 14"	\$20.00
	(e) 16" x 20"	\$30.00
6	For producing a copy of a record by any process or in any medium or format not listed in sections 3 to 5 above	Actual cost to public body

7	For preparing and handling a record for disclosure	\$6.75 per 1/4 hr.
8	For supervising the examination of a record	\$6.75 per 1/4 hr.
9	For shipping a record or a copy of a record	Actual cost to public body

Schedule 3

____ (date) _____

____ (third party's name and address) _____

Notice of Disclosure of Information under the Freedom of Information and Protection of Privacy Act, section 32(4)(a)

____ (name of public body) _____ has disclosed information that relates to you in compliance with the requirements of section 32(1) of the *Freedom of Information and Protection of Privacy Act*. This Act requires a public body to disclose:

- (1) information about a risk of significant harm to the environment, to the health or safety of the public, of a group of people, or of a person, or
- (2) information the disclosure of which is, for any other reason, clearly in the public interest.

The information disclosed is (Explain the information. Provide a copy of the record if a record exists. Explain why section 32 applies to the information.). This decision was made by (name, job title).

Signed: (name)

____ (phone number, address) _____