

**TOWN OF DRUMHELLER  
Bylaw No. 02.09**

---

**Schedule A**

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY  
REQUEST FOR ACCESS TO INFORMATION**

**ABOUT YOUR REQUEST**

1. This is a request for: (Please check one)
- General information     My own personal information     Personal information for another person  
(attach original proof of authority to act for the person)

**2. From:**

Which Public Body are you asking for information? (Please fill in the name of Department, Agency, Board or Commission)

**APPLICANT**

Mr.    Ms.    Mrs.    Miss    Last Name                      First Name

Company name (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City or Town    Province    Postal code

Telephone (home)    Telephone (work)    Fax/E-mail Address

**INFORMATION REQUESTED**

3.  I would like to receive a copy of the original record     I would like to examine the original record
- Both
- I will pick up the information when ready     I would like the information mailed to me when ready
- A. Please describe in as much detail as you can, the information or records to which you want access. If you want access to personal information, be sure to provide all your previous names. If you need more space please attach a piece of paper to this request form.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. What is the time period of the records? Please give specific dates. (See reverse for details.)

\_\_\_\_\_  
\_\_\_\_\_

I certify the information I have provided is true and correct to my knowledge

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act, and will be used to respond to your request. A fee may be charged for providing the information requested.

FEE CHARGED \$ \_\_\_\_\_

For Public Body use only

DATE RECEIVED

Approved     Refused

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REQUEST NO. \_\_\_\_\_

## How to complete the form

You can access information in many public body records without making a request under the FOIP Act. To determine whether you need to make a request under the FOIP Act or if you need help completing the form, contact the FOIP Coordinator of the organization to whom you are making the request.

### About you

Check the title by which you prefer to be addressed and enter your last name and first name. Then enter the name of the company or organization that you are representing, if applicable. Enter your complete mailing address and your daytime and evening telephone numbers. The public body may need to contact you if they have any questions about your request. If you have a fax number or an E-mail address where correspondence can be sent, enter them in the spaces provided.

### About your request

If you need help to find out what records an organization has, please consult the *Alberta Directory of Records*.

1. What kind of information are you requesting? Indicate whether you are requesting general or personal information.

**General information:** If you are making a request for general information, there will be an initial fee of \$26.50. You will be provided with an estimate of how much your request will cost before processing begins. If the total cost of processing your request is more than \$150, you are asked to pay a 50% deposit. The records are provided when the fee is paid in full.

**Personal information:** If you are requesting records containing your personal information, you will have to provide proof of your identity before the records are released to you. If you are requesting records for another person, you will have to provide proof that you have the authority to act for that person. For example, you might provide proof that you are the person's guardian or trustee or that you have power of attorney for the person. There is no fee for accessing personal information unless the cost of producing copies is more than \$10. In these cases, you will be notified of the fee.

If you are making a continuing request (the same request processed repeatedly at pre-determined time intervals over a period of up to 2 years), you should contact the FOIP Coordinator of the appropriate public body. The initial fee is \$50 and you must pay any additional costs as the information becomes available.

2. Enter the name of the public body that you believe has the records that you want to access.
3. Do you want to either receive a copy of the record or examine the record? Check the appropriate box.

### About the information you want to access

- A. What information are you requesting? Please be as specific as possible in describing the records. The more specific your request the quicker and more accurately it can be answered. If you need more space, please continue your description on a separate sheet of paper and attach it to this request form.

If you are requesting your own personal information, please be sure that you give:

- ◆ your full name;
- ◆ any other names that you have used on the records; and
- ◆ any identifying number that relates to the records, such as your employee number, case number or other identification number.

If you are requesting another person's information, please give:

- ◆ the person's full name;
- ◆ any other name that person may have used previously; and
- ◆ any identifying numbers for the person if you know them.

If you are requesting records for another person, you will have to provide proof that you have the authority to act for that person.

- B. Enter the time period of the requested records. For example, if you are requesting records for the period January 1, 1993 to August 31, 1994, enter those dates in the space provided. If you want records from August 1996 to present, enter "August, 1996 to present."

### Your signature

Sign and date the application and send it to the FOIP Coordinator at [lhandy@dinosaurvalley.com](mailto:lhandy@dinosaurvalley.com).