



Access to Information Request Form

YOUR INFORMATION	Last Name:		First Name:		
	Name of Company or Organization (if applicable):				
	Mailing Address:				
	City:		Province:	Postal Code:	
	Telephone:		Alternative Telephone:		
	Email:				

ABOUT YOUR REQUEST No GST on all fees	1. What kind of information do you want to access?	<input type="checkbox"/> General Information. <i>Note: an initial fee of \$25 is required. See instructions & schedule.</i> (i.e., operational data, generally non-personal information) <input type="checkbox"/> Other person's information. <i>Note: an initial fee of \$25 is required. See instructions. Must provide proof that you can legally act for that person.</i> <input type="checkbox"/> Your own Personal Information. <i>Note: no initial fee is required for personal information. See instructions & schedule.</i>
	2. Is this a continuing request?	You may indicate in a request, that the request if granted, continues to have effect for a specified period of up to 2 years. <i>Note: an initial fee of \$50 is required See instructions for explanation of fees & schedule.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
	3. Do you want to?	<input type="checkbox"/> Receive a copy of the record(s) and information through email. OR <input type="checkbox"/> Examine in-person the record(s) and information.

ABOUT THE RECORD(S) AND INFORMATION YOU WANT TO ACCESS	4. What record(s) and information do you want to access?	Provide as many details as possible. <i>If you want access to your own personal information, be sure to give your full name and any previous names, if applicable. For another person's information, you must attach proof that you can legally act for that person after which Westlock County will notify the third party of the request.</i>
	5. What is the time period of the record(s) and information?	Provide specific dates. <i>See instructions for details.</i>

Your Signature	Date:
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The personal information you provide is collected under the authority of the Access to Information Act and Part 1, Section 4 of the Protection of Privacy Act. The information you provide may be entered into a computerized automated system to generate content or make decisions, recommendations or predictions and will be used only for the purpose for which the information was collected. If you have any questions about the collection, use, and disclosure of information, please contact the Access to Information and Protection of Privacy Coordinator of Westlock County at 10336 - 106 Street Westlock, Alberta, T7P 2G1 (780) 349-3346.

Instructions for Access to Information Request Form

You can access record(s) and information without making a request under the *Access to Information Act* (ATIA). To determine whether you need to make a request under the Act or if you need help completing the form, contact the Access to Information and Protection of Privacy Coordinator of Westlock County at 10336 - 106 Street Westlock, Alberta, T7P 2G1 (780) 349-3346.

How to make a request

To obtain access to record(s) and information, a request must comply with all of the following:

- Be in writing.
- Be submitted to the applicable public body the applicant believes has custody and control of the record(s) and information.
- Provide enough detail to enable the public body to locate and identify the record within reasonable time and with reasonable effort.
- Be accompanied by a fee where a fee is required under the ATIA.

The public body should respond within 30 business days from the date of receiving the request, unless the time to respond to a request has been extended for additional reasonable purposes.

YOUR INFORMATION

In this part of the form, enter:

- Your last name and first name.
- The name of the Company or Organization you are representing (if applicable).
- Your complete mailing address.
- Your telephone number(s).
- Your email address where correspondence can be sent.

ABOUT YOUR REQUEST

If you need help to find out what record(s) and information the public body has, contact the Access to Information and Protection of Privacy Coordinator of the public body.

What kind of information do you want to access?

Check general, other person's, or personal.

A request for **general information** is information other than your own personal information (*see below*). For example, reports or operational data, and it could include information about a third party.

- There is an initial fee of \$25.00.
- You can pay at the County Administration Building by cash/cheque/debit/or credit card (service charge applies). Or e-transfer to info@westlockcounty.com
- Additional ATI fees may apply if the total cost of processing your request exceeds \$150.00, you are required to pay a 50% deposit, with the balance remaining due before receiving the requested record(s) and information. No GST.

A request for **personal information** is recorded information about an identifiable individual. A request for personal information can only be made for your own personal information or **for personal information of an individual you are legally entitled to represent, in which you must provide proof.**

- There is no initial fee for requesting your own personal information.
- If the cost of copying exceeds \$10.00, you will be notified with an estimate of fees.

Is this a continuing request

You may indicate in a request, that the request, if granted, continues to have effect for a specified period of up to 2 years. Contact the Access to Information and Protection of Privacy Coordinator of the public body if you are making a continued request before submitting your form.

- The initial fee is \$50.00.
- You must pay any additional ATI fees as the information becomes available.

Do you want to receive a copy or examine in-person?

Check the appropriate box indicating whether you want to receive a copy through email **or** if you want to examine the record(s) and information in-person.

ABOUT THE RECORDS AND INFORMATION YOU WANT TO ACCESS

What records do you want to access

- Be as specific as possible in describing the record(s) and information.
- If you need more space than is provided on the form, continue your request on a separate blank piece of paper and attach it to the request form.

If requesting your own personal information, give:

- Your full name and any other previous names, if applicable.
- Any identifying number that relates to the request, such as an account number, for example.

If requesting another person's information, give:

- The person's full name and any other previous names, if applicable.
- Any identifying number that relates to the request, such as an account number, for example.
- **Proof that you have legal authority to act for that person such as guardianship, trustee order, or power of attorney, for example** after which Westlock County will notify the third party of the request.

What is the time period?

Enter the specific dates or date ranges of the record(s) and information you want access to. Example: specify if you want record(s) and information for the period January 1, 2025 to August 31, 2025 **or** if you want record(s) and information from January 1, 2025 to present date.

YOUR SIGNATURE AND DATE

Sign and date the form.

Where to send the request form and any accompanying documentation attached to the form

Send your completed form and initial fee, if applicable, to the Access to Information and Protection of Privacy Coordinator of Westlock County at 10336 - 106 Street Westlock, Alberta, T7P 2G1

Note: for additional information on Fees, see the Fact Sheet located at <https://www.alberta.ca/atia-resources-for-public-bodies>
See attached schedule



ACCESS TO INFORMATION REQUEST FEES SCHEDULE

As outlined in the *Access to Information Act* (ATIA), the ATIA Regulation AR 133/2025 specifically Schedule 1, and the Alberta Government Fees Fact Sheet, the following fees apply to Access to Information (ATI) Requests. The amounts of the fees set out in this Schedule are the maximum amounts that will be charged to applicants under the legislation. **No GST** on all fees.

The ATI Fees are separated by the type of information in an initial ATI request and by the fees for retrieving, converting or reformatting, and producing information for disclosure. The ATI initial request fee(s) are in addition to the fees numbered 1 through 9 below.

ATI initial request fees

General Information: \$25.00. These are requests for non-personal information on which fees above and beyond the initial fee of \$25.00 may be charged if the cost of processing the request is estimated to exceed \$150.00. A General Information request can also be for requests of information that is not your own. If you are requesting personal information of another individual, you must provide proof that you can legally act or represent the individual for which you are requesting their personal information.

Your own Personal Information: There is no initial fee for requesting your own personal information. Fees will apply to produce the information as outlined in 3 through 6 below only if the costs are estimated to exceed \$10.00.

Continuing Request: \$50.00 An applicant may ask that a request continue in effect for a specified period of time up to two years.

Fees for retrieving, converting or reformatting, and producing information for disclosure

1	For searching for, locating and retrieving a record	\$6.75 per ¼ hr.
2	For converting or reformatting records: (a) Converting a record into a redactable format (b) Reformatting audiovisual files into a redactable format	\$0.25 per page \$6.75 per ¼ hr.
3	For producing a paper copy of the record: (a) Photocopies and computer printouts i. Black and white up to 8-1/2" x 14" ii. Other formats (b) From microfiche or microfilm (c) Plans and blueprints	\$0.25 per page \$0.50 per page \$0.50 per page Actual cost
<p>Note: As indicated in the Fees Fact Sheet, located at https://www.alberta.ca/atia-resources-for-public-bodies, a fee estimate for an ATI request of your own personal information is to include only the cost of producing a copy of the record. For your own personal information requests, 3 through 6 above apply.</p>		
4	For producing a copy of a record by duplication of the following media: (a) Microfiche or microfilm (b) Computer disks (c) Computer tapes (d) Slides (e) Audio and video tapes	Actual cost \$5.00 per disk Actual cost \$2.00 per slide Actual cost

Fees for retrieving, converting or reformatting, and producing information for disclosure		
5	For producing a photographic copy (colour or black and white) printed on photographic paper from a negative, slide, or digital image: (a) 4"x6" (b) 5"x7" (c) 8"x10" (d) 11"x14" (e) 16"x20"	\$3.00 per page \$6.00 per page \$10.00 per page \$20.00 per page \$30.00 per page
6	For producing a copy of a record by a process or in a medium or format not listed in items 2 through 5 above	Actual cost
7	For preparing and handling a record for disclosure	\$6.75 per ¼ hr.
8	For supervising the examination of a record	\$6.75 per ¼ hr.
9	For shipping a record or a copy of the record	Actual cost

For additional information:

- Westlock County Access to Information and Protection of Privacy Coordinator: 780-349-3346.
- Access to Information Act (ATIA): <https://open.alberta.ca/publications/a01p4>
- ATIA Regulation AR 133/2025: https://open.alberta.ca/publications/2025_133
- Fees Fact Sheet: <https://www.alberta.ca/atia-resources-for-public-bodies>