

Accessing information under the FOIP Act:

If you would like to make a request for information under the Freedom of Information and Protection of Privacy Act, you may complete the [Access to Information Form](#) and return to the FOIP Coordinator.

If you are making a request for general information, there is an initial fee of \$25. Additional fees may be charged for processing costs in excess of \$150. There is no fee for a request for personal information unless the cost of producing copies exceeds \$10.

Accessing information outside of the FOIP Act:

There are a number of records that can be released under certain circumstances. Examples include:

Document type	FOIP Release requirements
Building permit information and related documentation	The records requested would be reviewed to determine whether any of the exceptions to disclosure in the FOIP Act apply and then all or part of the records would be released on the basis of this review.
Drawings and plans	<p>These documents can be viewed but are copyrighted and cannot be copied unless you have written permission from the company/person that created them. If the drawings are hand drawn and do not have a copyright, the document belongs to the person who created the drawings and their written permission is required. While the Town can advise you of the name of the company you need to contact, it is the requestor's responsibility to obtain the required permission.</p> <p>Note: The Town is unable to copy oversized drawings. These will be sent for commercial reproduction at the expense of the requestor or you may contact the creator of the drawings/plans directly.</p>
Real Property Reports	<p>Can a Real Property Report be released to a prospective purchaser of property, to a new owner, or to anyone else?</p> <ul style="list-style-type: none"> The records requested would be reviewed to determine whether any of the exceptions to disclosure in the FOIP Act would apply and then all or part of the records would be released based upon the application of the Act. It is unlikely that the report on a residential property would contain personal information or commercial or technical information under Section 16 of the Act.
Assessment roll information	The assessment roll is made available for inspection at the Town Office. Please note that it can be viewed only.
Tax and utility account information	If you are not the registered owner of the subject property, or named on the account, written permission is required from the registered owner or the individual named on the account.
Contact information for residents (ie. for service of documents, collection of debt or other legal matters)	<p>Under the Act, this information can only be disclosed if another piece of legislation provides for it.</p> <ul style="list-style-type: none"> <i>The Town of Blackfalds is only permitted to release information for the purpose for which it was collected (ie. purposes of administering utility accounts or licensing program). The information is not collected for the examples given and, therefore, the Town is prohibited by the Act in providing information to requestors.</i> <p>Under certain circumstances, address information may be obtained through the Land Titles Office.</p> <ul style="list-style-type: none"> <i>Examples of legislation include Maintenance Enforcement Act, Income Tax Act.</i>
Release of cemetery records	Under the Act, disclosure of personal information is an unreasonable invasion of privacy if the individual has been deceased for less than 25 years. Although this can be considered on a case by case basis, the Town's practice is not to release personal information until the 25 year requirement is met.
Information regarding a complainant	The Town's practice is to not release the personal information of an individual who files a complaint against another individual unless this information is necessary to resolving the issue (eg. required at trial). If the name of the complainant is to be released, the individual will be advised prior to having their name disclosed.
Information regarding bylaw infractions	The Town is unable to advise whether or not an individual or business has been issued a notice or offence ticket regarding the violation of a bylaw. The Town can only confirm that bylaws are enforced when individuals and businesses are found to be in non-compliance.
Contract information	Contract information can be released to the public but may be released in a severed form. Under the Act, information harmful to the business interests of a contractor and/or proprietary information must be protected.