



ACCESS TO INFORMATION ACT (ATIA) ACCESS TO INFORMATION REQUEST

The personal information collected on this form is collected under the authority of the Access to Information Act (ATIA) and section 4 of the Protection of Privacy Act (POPA), and will be used for the purpose of responding to your access to information request. If you have any questions about the collection or use of this information, please contact the Privacy Officer at office@foremostvillage.ca or 403-867-3733.

SECTION 1: APPLICANT INFORMATION	
First Name:	Last Name:
Company or Organization (if applicable):	
Mailing Address:	
Phone Number:	Email:
SECTION 2: REQUEST DETAILS	
1. What kind of information do you want to access?	
<input type="radio"/> General Information (An initial fee of \$25 is required) <input type="radio"/> Your own Personal Information (no fee required)	
2. How do you want to receive the information?	
<input type="radio"/> By Email <input type="radio"/> By Mail <input type="radio"/> Examine the records	
3. What records do you want to access? Please give as much detail as possible.	
4. If inquiring about a specific property, what is the address?	
5. What is the time period of the records? Please give specific dates.	
SECTION 3: STATEMENT OF APPLICANT	
By submitting this request form, I confirm that:	
1. I am the above-named Applicant. 2. The information provided on this application is true, complete and correct.	
_____ Signature	_____ Date

Please submit your completed request form to the Village of Foremost Privacy Officer

Email: office@foremostvillage.ca
 Mail: PO Box 159, Foremost AB T0K 0X0
 In Person: 301 Main Street, Foremost AB T0K 0X0

FOR OFFICE USE ONLY	
Date Received:	Received By:
Request Number:	Initial Fee: <input type="radio"/> N/A <input type="radio"/> \$25 Receipt No: _____

Access to Information Form Instructions

You can access many public body records without making a request under the Access to Information Act. To determine whether you need to make a request under the Act or if you need help completing the form, contact the Privacy Coordinator.

How to make a request

To obtain access to a record, a request must:

- be in writing;
- be submitted to the public body the applicant believes has custody or control of the record;
- provide enough detail to enable the public body to locate and identify the record within a reasonable time with reasonable effort; and
- be accompanied by a fee where a fee is required under this Act.

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

Applicant Information

In this part of the form enter:

- your full name;
- the name of the company or organization you are representing, if applicable;
- your complete mailing address and contact information so that the Privacy Officer can contact you about the request;
- an e-mail address, if any, where correspondence may be sent.

Request Information

1. Type of request

Check Personal Information or General Information

A request for general information is information other than your own personal information. For example, information about a third-party.

- There is an initial fee of \$25.00;
- Additional fees may apply for more complex requests;
- The records are provided when the fee is paid in full.

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 entitled to represent.

- There is no initial fee for accessing your own personal information.

2. Do you want to receive a copy of the record or examine the record?

Check the appropriate box indicating whether you want to receive a copy of the record or examine the record.

3. What records do you want to access?

- Be as specific as possible in describing records.
- If you need more space, continue your description on a separate sheet of paper and attach it to this request form.

If requesting your own personal information, give:

- Your full name;
- Any other names that you have previously used.

If requesting another person's information, give:

- The person's full name;
- any other names that person may have used on the records;
- proof that you have the authority to act for that person (e.g. power of attorney).

4. What is the time period of the records?

Enter the specific dates or date ranges of the records you want to access (e.g. if you want records for the period of January 1, 2025 to August 31, 2025, etc.)

Your signature Sign and date the form.

Where to send your request

Send your completed form, and initial fee if applicable, to the Privacy Officer.