



# Request to Access Information

If you have questions about filling out this form, please contact the Access and Privacy Office at 780-929-8782 or legislative@beaumont.ab.ca. Applications can be accepted via email, by mail, or in-person at City Hall, 5600 49 St, Beaumont, Alberta, T4X 1A1

**About you**

Last Name		First Name	
Name of Company or Organization (if applicable):			
Mailing Address:			
City:		Province:	Postal Code:
Contact phone:	Alternate Phone:	Email Address:	

**About your request**

Request type:	General Information (Attach \$25 initial fee)	Personal Information	Personal Information on behalf of someone else (Attach <i>Authorization of Representative</i> form)
To which City Department are you making your request?			All Departments I don't know

**About the information you want to access**

What records do you want to access? Please keep your request simple, clear, and focused. You may attach additional documents to describe your request.

I would like to request access to information dated:

From (MM/DD/YYYY): \_\_\_\_\_ To (MM/DD/YYYY): \_\_\_\_\_  
To present date

**Delivery options**

Select a delivery option. You will be notified when documents are ready.

- Email
- Examine in-office
- Hard Copy (mail)
- USB Flash Drive (in-person pick up)

**Your signature**

I certify that the information provided on this application is accurate and complete.

Signature

Date

Personal information is collected under section 4(c) of the *Protection of Privacy Act* and is managed and protected in accordance with the Act. It will be used to process your access to information request and will be used to contact you regarding your request. If you have questions, please contact the Privacy Officer at 780-929-8782.

## Frequently Asked Questions

**On June 11, 2025, the FOIP Act was repealed and replaced with the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA).** These new Acts modernize the access and privacy system in Alberta to respond to the current technological environment and circumstances.

### **What is a "Personal" request?**

A "personal" request is a request for records that are about you. Examples of a personal request include your employee file, bylaw complaints that you have made, bylaw complaints about your property or fire investigation reports about your property.

### **What is a "General" request?**

A "general" request is any request that is not a "personal" request. Examples of general requests include an agreement, a City report or emails about a City program.

### **What is a "Personal information request on behalf of someone else"?**

This is a request for personal information about a person other than yourself, and that person has given you permission to make the request. When making this type of request, you must provide proof that you have permission. Use the Authorization of Representative form to document permission. Insurance agents or lawyers often make this type of request on behalf of their clients.

### **What does it cost to submit an Access to Information request?**

There is no initial fee for personal requests (including when you make a request on behalf of someone else). You must pay a \$25 initial fee for a general request. Work will not start on your request until you have paid the fee.

### **How can I pay the \$25 initial fee for a general request?**

Payment can be made by cheque, cash, or in person.

- Cheques can be mailed (address below)
- Cheques can be dropped off after hours in the drop box at City Hall's entrance
- In Person at:  
City Hall  
5600 49 Street  
Beaumont, AB T4X 1A1

### **Will additional fees be charged?**

Fees for processing "personal" requests and "general" requests are different.

Fees for processing personal requests are charged only if the cost of producing the records (photocopying) is more than \$10. If the cost is estimated to be more than \$10, you will receive a fee estimate for the cost.

Fees for general requests are charged only if the cost of processing (search time, applying exceptions to disclosure, photocopying) is more than \$150. If the cost is estimated to be more than \$150 you will receive a fee estimate.

If a fee estimate for a personal or general request exceeds \$150, you are required to pay a deposit of 50% of the estimated cost of processing your request before work on your request will begin.

### **Will I get everything I ask for?**

Your request for information will be processed subject to limited and specific exceptions under the Access to Information Act.

### **When will I get my information?**

The Protection of Privacy Act provides the City with 30 calendar days to respond to your request. This timeline may be extended for reasons allowable under the Act.