



DISCOVER. GROW. BELONG.

Title: Access to Information Policy	Date Approved: April 8, 2025
Policy #: GG 02-2025	Council Resolution #: 91-25
Department: Administration	Revision:
Rescinds:	Procedure #:

Purpose

The Town of Carberry is committed to transparency and accountability by ensuring public access to municipal records in accordance with **The Freedom of Information and Protection of Privacy Act (FIPPA) of Manitoba**. This policy establishes procedures for requesting information while protecting personal and sensitive data.

Scope

This policy applies to all municipal departments, employees, and elected officials responsible for handling public records and responding to access-to-information requests.

Principles

1. **Right of Access:** Residents have the right to request municipal records, subject to limited exceptions under FIPPA.
 2. **Privacy Protection:** The Town will ensure personal and confidential information is safeguarded.
 3. **Timely Responses:** The Town will respond to requests within the legislated timeframe.
 4. **Fair and Equitable Access:** No person shall be denied access to information based on identity or intent.
 5. **Accountability:** The Town will document and track information requests for compliance and transparency.
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Access to Information Requests

1. **How to Submit a Request:**
 - Requests must be made in writing using the **Freedom of Information Request Form**.
 - Forms can be submitted by mail, email, or in person at the municipal office.
 - Requests must include sufficient detail to identify the requested records.
2. **Processing Requests:**
 - The Town will acknowledge receipt of a request within **five business days**.
 - A response will be provided within **30 calendar days**, unless an extension is required under FIPPA.

- If a request is denied, the Town will provide a written explanation citing the applicable FIPPA provisions.
- 3. Fees:**
- The Town may charge fees for photocopying, printing, or extensive search time as permitted under FIPPA.
 - A cost estimate will be provided to the requester before processing begins.
- 4. Exemptions:**
- Certain records may be exempt from disclosure, including:
 - Personal information of third parties.
 - Confidential legal or financial documents.
 - Records that could compromise municipal security or operations.
 - Information protected under other legislation.

Protection of Privacy

1. The Town will collect, use, and disclose personal information in compliance with FIPPA.
2. Personal data will only be shared when legally required or with the consent of the individual.
3. Employees handling personal information must follow strict security and confidentiality measures.

Appeals & Complaints

1. If a requester is dissatisfied with a response, they may:
 - Request an internal review within **15 business days** of receiving the decision.
 - File an appeal with the **Manitoba Ombudsman** under FIPPA.
2. The Town will cooperate with any external investigations related to information access or privacy concerns.

Roles & Responsibilities

Chief Administrative Officer (CAO):

- Ensure compliance with FIPPA.
- Oversee the handling of access requests and privacy matters.

Department Heads & Employees:

- Respond to requests in a timely and accurate manner.
- Protect confidential and sensitive information.

Requesters:

- Provide clear and detailed requests to facilitate prompt responses.
 - Pay applicable fees if required.
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Compliance & Review

- This policy will be reviewed **every three years** to ensure continued alignment with FIPPA.
- Failure to comply may result in disciplinary action.

Revision adopted by Resolution of Council #91-25 at Carberry, Manitoba, this 8th day of April 2025.

**Town of Carberry
Freedom of Information Request Form**

Applicant Information

Full Name: _____
Mailing Address: _____
City/Town: _____ Postal Code: _____
Phone Number: _____
Email Address: _____

Request Details

1. Type of Request:

2. Description of Requested Records:

(Please provide as much detail as possible, including dates, departments involved, or specific documents requested.)

3. Preferred Format of Records (if available):

4. Timeframe of Records Requested:

- From: ____ / ____ / _____
- To: ____ / ____ / _____

5. Are you requesting access to your own personal information?

6. Do you require expedited processing? (Additional fees may apply)

Fees & Costs

- The Town of Carberry may charge fees as permitted under **The Freedom of Information and Protection of Privacy Act (FIPPA)**.
 - You will receive an estimate of costs before processing begins if applicable.
 - Fees may apply for photocopying, printing, or extensive search time.
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Applicant Certification

I acknowledge that:

1. The information provided in this request is accurate and complete to the best of my knowledge.

2. Any personal information collected on this form will be used solely for processing this request in accordance with **FIPPA**.
3. I may be required to provide identification if requesting access to my personal information.

Signature: _____

Date: ____ / ____ / _____

For Office Use Only

Date Received: ____ / ____ / _____

Request Number: _____

Received by: _____

Response Due Date (30 Days from Receipt): ____ / ____ / _____

Action Taken:

Fee Estimate Provided (if applicable): \$_____

Final Decision by: _____

Date of Decision: ____ / ____ / _____

Confidentiality Notice: This form and all related correspondence will be handled in accordance with **FIPPA** and municipal privacy policies.