



# TOWN POLICY

## ADMINISTRATION POLICY:

# Routinely Available Records

**DEPARTMENT:** General Administration

**POLICY NUMBER:** GN-183

**EFFECTIVE DATE:** September 11, 2024

**SUPERSEDES:** GN-017

**UPDATED:** February 21, 2025

**UP FOR REVIEW:** February 21, 2030

### Policy Statement:

The Town of Cardston recognizes its responsibility to protect the privacy of individuals by controlling the manner in which it discloses personal information.

### The purpose of this policy is to:

Identify those records which are routinely available to the public and provide a system through which said records may be released.

## 1. Definitions

- (1) Act: the *Municipal Government Act*, R.S.A. 2000, c.M-26, or as amended, enacted or modified from time to time.
- (2) Agent: a person who has the legal authority to represent and act for another person.
- (3) Certificate: a document prepared by the municipality for a fee; including Tax Certificate, Assessment Summary, Compliance Certificate, Zoning Confirmation, and Property Information.
- (4) Personal Information: recorded information about an identifiable individual, including
  - (a) the individual's name, home or business address or home or business telephone number;
  - (b) the individual's race, national or ethnic origin, colour or religious or political beliefs or associations;
  - (c) the individual's age, sex, marital status or family status; and,
  - (d) information about the individual's educational, financial, employment or criminal history.





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## 2. Guidelines

### (1) Responsibilities

ROLE	RESPONSIBILITIES
<b>Clerks</b>	<ul style="list-style-type: none"><li>• Review information requests for accuracy and completeness</li><li>• Engage applicant for additional information/permissions, including identity verification, as required</li><li>• Complete record requests, tax certificates, assessment summaries, and tax information</li><li>• Forward requests for information outside the scope of this policy to the CAO</li><li>• Understand relevant legislation and policy and participate in related training</li></ul>
<b>Development Officer</b>	<ul style="list-style-type: none"><li>• Review information requests for accuracy and completeness</li><li>• Engage applicant for additional information/permissions, including identity verification, as required</li><li>• Complete all Certificate requests</li><li>• Forward requests for information outside the scope of this policy to the CAO</li><li>• Understand relevant legislation and policy and participate in related training</li></ul>
<b>Chief Administrative Officer (CAO)</b>	<ul style="list-style-type: none"><li>• Provide guidance on record and Certificate requests as required</li><li>• Manage requests for information outside the scope of this policy</li></ul>

### (2) Records

- (a) Subject to subsection 2(6), the following records may be viewed without payment of a fee:
- (i) Agendas of Council and Committee meetings
  - (ii) Annual reports
  - (iii) Assessment roll per section 303 of the Act





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- (iv) Budgets
  - (v) Building permit statistics
  - (vi) Bylaws
  - (vii) Records of cemetery interments
  - (viii) Committee membership lists
  - (ix) Election results
  - (x) Fee schedule
  - (xi) Financial statements
  - (xii) Garbage pickup schedule and routes
  - (xiii) Job postings
  - (xiv) Legal plans
  - (xv) Maps
  - (xvi) Master studies
  - (xvii) Minutes of Council, Committee and Board Meetings, public hearings and public meetings (other than minutes awaiting approval)
  - (xviii) Policy manual
  - (xix) Subdivision plans (proposed or approved)
  - (xx) Taxes levied on assessed property
- (b) Viewing of the record must occur within the Town Office.
- (c) Copies of those records listed in clause 2(2)(a) are available for purchase in accordance with the current photocopying and faxing costs policy.

### (3) Personal Information

- (a) General tax, assessment, and zoning information relating to an assessed property may be released to the owner of that property, or an Agent of the owner, without payment of a fee.
- (b) Personal Information may be disclosed only:
  - (i) if the individual the information is about has identified the information and consented to the disclosure by completion of Schedule A;
  - (ii) by purchase of a Certificate in accordance with subsection 2(4); or
  - (iii) in accordance with subsection 2(7).





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## (4) Certificates

- (a) Requests for Certificates shall be made by submitting:
- (i) completed Schedule "B"; or,
  - (ii) written or verbal request by phone, fax, letter, or email.
- (b) Certificates shall be issued upon payment of fees prescribed in clause 2(5)(a), and pursuant to the conditions described as follows:
- (i) Tax Certificate
    - Information released shall conform to parameters described in the Act.
  - (ii) Assessment Summary
    - Individual or group requesting certificate is named on an assessment roll.
    - Information released shall conform to parameters described in the Act.
  - (iii) Compliance Letter
    - Permission of the individual or group named on the assessment of the property which is being examined for compliance.
    - Submission of a Real Property Report reflecting the current state of improvements on the property
  - (iv) Zoning Confirmation
    - Permission of the individual or group named on the assessment of the property which is being examined for compliance.
  - (v) Property Information
    - Information released shall conform to parameters described in the Act related to tax certificates and assessment summaries.

## (5) Fee Schedule

- (a) Subject to clause 2(5)(b), fees charged for municipal certificates are as follows:

<b>CERTIFICATE</b>	<b>FEE</b>
<b>Tax Certificate</b>	\$25
<b>Assessment Summary</b>	\$10
<b>Compliance Letter</b>	\$25
<b>Zoning Confirmation</b>	\$10
<b>Property Information</b>	\$10

- (b) If two or more of items above are requested at the same time on the same property, the second and subsequent verifications shall be \$10 each.





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**(6) Fees**

- (a)** If completing a request will require significant time or expense, a rate of \$30 per hour plus all associated expenses will be charged to the applicant.
- (b)** Applicant shall approve of an estimate of total fees payable prior to the request being completed.

**(7) Media, Legal, Personal Information, and Other Record Requests**

- (a)** If the information being requested is not listed in this policy, the Town of Cardston *Communications* policy shall apply.

## REVISION HISTORY

Date	Description
September 11, 2024	New Policy, supersedes Access to Information Policy GN-017
February 21, 2025	Add definition for "Agent"; removed Council agendas as per new legislation

**APPROVAL: Jeff Shaw** ..... **DATE: March 17, 2025** .....

*Chief Administrative Officer, Jeff Shaw* *(signed copy kept in CAO policy binder)*





# Schedule "A"

TITLE: Routinely Available Records

POLICY NUMBER: GN-183

## Access to Information Request Form

Information Requested For: \_\_\_\_\_

(Civic Address)

✓ (Check all that apply)

<input type="checkbox"/>	ROLL NUMBER			
<input type="checkbox"/>	LINC NUMBER			
<input type="checkbox"/>	TITLE NUMBER			
<input type="checkbox"/>	LEGAL DESCRIPTION	PLAN	BLOCK	LOT
<input type="checkbox"/>	LAND ASSESSMENT			
<input type="checkbox"/>	IMPROVEMENT ASSESSMENT			
<input type="checkbox"/>	LOT SIZE			
<input type="checkbox"/>	DATE BUILT			
<input type="checkbox"/>	OTHER (DESCRIBE)			
<input type="checkbox"/>	TAXES PAYABLE			TAX YEAR
<input type="checkbox"/>	PROPERTY ASSESSMENT NOTICE			TAX YEAR

I, the undersigned, hereby authorize \_\_\_\_\_  
(Realtor, Appraiser, Other)

authorize the employee(s) of the Town of Cardston to release the information requested to the above-named party.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

### TOWN USE ONLY

Date Info Released: \_\_\_\_\_

Employee Initial: \_\_\_\_\_





# Schedule "B"

TITLE: Routinely Available Records

POLICY NUMBER: GN-183

## Certificate Request Form

Information Requested For: \_\_\_\_\_

(Civic Address)

✓ (Check all that apply)

	<b>TAX CERTIFICATE</b>	<i>Fee: \$25</i>
	<ul style="list-style-type: none"> <li>the amount of taxes imposed in the year in respect of the property specified on the certificate and the amount of taxes owing,</li> <li>the total amount of tax arrears, if any, and</li> <li>the total amount of tax deferred, if any.</li> </ul>	
	<b>ASSESSMENT SUMMARY</b>	<i>Fee: \$10</i>
	<ul style="list-style-type: none"> <li>a description of the parcel of land and any improvements, to identify the type and use of the property;</li> <li>the size and measurements of the parcel of land;</li> <li>the age and size or measurement of any improvements;</li> <li>the key attributes of any improvements to the parcel of land;</li> <li>the assessed value and any adjustments to the assessed value of the parcel of land;</li> </ul>	
	<b>COMPLIANCE LETTER</b>	<i>Fee: \$25</i>
	<ul style="list-style-type: none"> <li>a description of the parcel of land to identify the property and Land Use District; and,</li> <li>the compliance of all improvements with the <i>Land Use Bylaw</i>.</li> </ul>	
	<b>ZONING COMPLIANCE CONFIRMATION</b>	<i>Fee: \$10</i>
	<ul style="list-style-type: none"> <li>a description of the parcel of land to identify the property and Land Use District; and,</li> <li>the compliance of the primary structure with zoning regulations per the <i>Land Use Bylaw</i>.</li> </ul>	
	<b>PROPERTY INFORMATION</b>	<i>Fee: \$10</i>
	<ul style="list-style-type: none"> <li>a description of the parcel of land to identify the property;</li> <li>the assessed value of the parcel of land and any improvements;</li> <li>the amount of taxes imposed in the year in respect of the property specified and the amount of taxes owing,</li> <li>the tax penalty rate and date of next application, and</li> <li>the amount of tax credit, if any.</li> </ul>	





# Schedule "C"

TITLE: Routinely Available Records

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## Property Information

Information Requested For: \_\_\_\_\_

(Civic Address)

CIVIC ADDRESS			
ROLL NUMBER			
LEGAL DESCRIPTION	PLAN	BLOCK	LOT
LINC NUMBER			

ASSESSMENT	LAND	IMPROVEMENT	TOTAL
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TAX LEVY	YEAR	AMOUNT	PAID? (Y/N)	OWING
	NEXT PENALTY DATE (DD/MM/YYYY)		PENALTY RATE (%)	

TAX INSTALLMENT PREPAYMENT PROGRAM (TIPP)	ON TIPP? (Y/N)	CREDIT
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Information provided by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee: \$10.00

(dd/mm/yyyy)

