



Policy:	A005 – Access to public information
Effective Date:	September 9, 2010
Approved by:	Board

PURPOSE

To provide procedures and guidelines with respect to requests for information from the public.

POLICY

Subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (“FOIP”), the Board will, within a reasonable time after receiving a request from any person, furnish him or her with copies of allowable information from the Board.

GUIDELINES

1. Access to minutes and agendas of the Board are available to the public in following ways:
 - a. Any person may, at all times, inspect the minutes of the said meetings online.
 - b. Agendas and minutes of the Board will be made available on the Board’s website as per Policy G004 – Board Meeting Minutes.
2. Access to all or any documents, correspondence, and information that is in the possession of the Board may be provided, unless determined by the Chief Executive Officer that the document, correspondence, and/or the information should be withheld in accordance with the *Freedom of Information and Protection of Privacy Act*.
3. FOIP request fees are determined by Provincial Legislation and will be:
 - a. \$25 for the initial request
 - b. \$50 for a continuing request
4. The fee will be \$6.75 per fifteen minutes to:
 - a. Prepare and handle a record for disclosure
 - b. Search, locate, retrieve, and copy a record
 - c. Supervise the examination of a record
5. Costs associated with FOIP requests, such as hardcopy requests, shall be born by the individual or organization submitting the FOIP request at a cost of 25 cents per page.



Nolan Crouse, Board Chair

Revisions		
Date	Status	Comments
October 20, 2015	Amend	Clarified and added cost for FOIP requests
February 11, 2016	Approved	Approved by the Board
October 31, 2017	Amend	Non-material changes to ensure compliance with the new MGA, Regulation, Growth Plan, and approved Board Governance Structure