



Department	Administration	Policy No.	AD 015	Page	1 of 2
Policy Title					
ACCESS TO PUBLIC INFORMATION					

Council Resolution No. 294-02 Date: June 11, 2002	GMCS	CC	Cross Reference AD 052	Effective June 11, 2002
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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"), and the County, will within a reasonable time after receiving a request from any person, furnish him/her with copies of minutes of any public meeting of Council or committee of Council after they have been adopted by Council or the committee, and any other information that is in the possession of the County, pursuant to either Policy AD 052 (Fees and Charges) or in the case of a FOIP request, pursuant to the schedule of fees and charges set out in the FOIP Act.

PROCEDURES

1. Access to minutes and agendas of Council or Council-in-Whole Committee meetings are available to the public in a variety of ways:
 - a) Any person may at all reasonable times inspect the minutes of said meetings after they have been adopted, at no cost.
 - b) Adopted and unadopted agendas and minutes of Council or Council-in-Whole committee meetings will be made available on Parkland County's Internet website. The website address is www.parklandcounty.com.
 - c) Copies of Council or Council-in-Whole committee meeting minutes or regular agenda information may be provided at no cost if requests are made on a one-time basis only, are limited to a maximum of ten pages per request, and the copies are picked up at the County Office. Mailing of this information is not permitted.
 - d) Unadopted minutes of Council or Council-in-Whole committee meetings may be provided if each page indicates the minutes are "unadopted."
 - e) Copies of minutes may be provided to locally based newspapers and other media, whose circulation services County electors, at no cost.
2. Access to all or any documents, correspondence and information that is in the possession of the County may be provided, unless determined by the County Commissioner that the document, correspondence and/or information should be withheld in accordance with the Freedom of Information and Protection of Privacy Act/repealed.

