



Effective date September 9, 2010

Approved by Capital Region Board

ACCESS TO PUBLIC INFORMATION

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 Capital Region Board will, within a reasonable time after receiving a request from any person, furnish him or her with copies of allowable information from the Capital Region Board.

GUIDELINES

1. Access to minutes and agendas of the CRB 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 CRB will be made available on the CRB'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 CRB 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:
 - \$25 for the initial request
 - \$50 for a continuing request
4. The fee will be \$6.75 per fifteen minutes to:
 - Prepare and handle a record for disclosure
 - Search, locate, retrieve, and copy a record
 - 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 CRB |
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