

12) One-Page Public Handout — How to Request Records (ATIA)

Municipal District of Wainwright No. 61 — Access to Information

Where to submit

Access to Information Coordinator: Assistant Municipal Administrator

Address: 717 14th Ave, Wainwright, Alberta

Office hours: 8:30 a.m.–12:00 p.m. and 1:00 p.m.–4:30 p.m., Monday–Friday (closed noon–1:00; excluding holidays)

What to include in your request

- Your name and contact
- A clear description of the records (topic, date range, program area)
- Preferred access method (copies or in-person examination)
- Indicate if it's a continuing request (up to 2 years)

Fees (maximums under Regulation)

- Initial fee: \$25 (general) or \$50 (continuing). No initial fee for your own personal information.
- Processing fees may apply if the estimate exceeds \$150 (no charge for “review” time). Copying fees for personal-info requests may apply over \$10.

Timelines

- Standard response within 30 business days. Extensions may apply with written notice (Annex D) (e.g., large volume, consultations, third-party notice (Annex E)).

If you disagree

- You may ask the Office of the Information and Privacy Commissioner (OIPC) to review an access decision, a time extension (Annex D), a fee/waiver (Annex K) decision, or a decision to disregard your request.
- Deadline: 60 business days from notice of the decision (third parties: 20 business days).

Tips

- Check the M.D. OF WAINWRIGHT's website for routinely published records (e.g., bylaws, minutes, budgets).
- Narrow your request to a specific topic and date range to reduce time and cost.

