

MUNICIPALITY OF LOUISE
POLICY & PROCEDURES MANUAL

<i>Reference</i>	General Government	<i>Classification</i>	Policy
<i>Subject</i>	Release of Information	<i>Pages</i>	1
<i>Authority</i>	Council	<i>Effective Date</i>	27 March 2019
<i>Approved</i>	Resolution 2019-03-20	<i>Index</i>	

POLICY STATEMENT

This policy is to ensure the municipality allows access to public information while at the same time respects the privacy of community members. The rules of Freedom of Information and Protection of Privacy Act (FIPPA) will be adhered to. The rules of Section 263(1) of the Municipal Act will be adhered to. This policy addresses the parameters for the release of information.

PROCEDURE

1. Verbal property tax information will be released to the property owner and/or his/her lawyer upon request.
2. Written property tax information and copies of property tax statements requested by the property owner will be provided at a no cost.
3. Written property tax information, copies of property tax statements and tax certificates requested by a property owner's lawyer shall be made in writing with costs pre-paid as set in the Municipal Service Fee By-law.
4. Property tax information requests, other than copies of property statements or tax certificates, received from non-owners such as realtors, lawyers, appraisers, financial institutions, accountants or the general public will be provided to them within the parameters of FIPPA with costs as set in the Municipal Service Fee By-law.
5. Tax Certificate requests received from realtors, lawyers, appraisers, the general public, etc will be provided upon written request with costs pre-paid as set in the Municipal Service Fee By-law.

Note: The above procedures will be adhered to as per the attached Privacy Policy – Quick Reference Schedule

Note: Costs set out in the Municipal Service Fee By-Law include tax certificates and photocopies