

REQUEST TO ACCESS INFORMATION: GENERAL

Submit completed applications to ati@cityofgp.com

Personal information is your own personal information or the personal information of an individual you are entitled to represent. By making a formal ATI request you may ask the Privacy and Access Coordinator to review the decision to disclose or refuse disclosure of requested records.

Your Contact Information

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Mx. ☐ M. ☐ Other:

Last Name:	First Name:
Name of Company or Organization: (if applicable)	
Mailing Address:	City or Town:
Province:	Postal Code:
Telephone:	Fax Number:
Email:	

Fees

There is a non-refundable base application fee of \$25.00 as required under Section 12(1)(2)(a) of the Access to Information Regulations of Alberta 133/2025. If the request involves a large volume of records, a fee estimate will be prepared in accordance to Section 15(1) of the Access to Information Regulations of Alberta 133/2025. If the estimate cost exceeds \$150.00, a deposit of 50% of the estimated fee must be paid before processing continues. Records will only be released once the full fee has been paid.

About Your Request

Do you want to: (please check one) ☐ Receive a copy ☐ Examine the record

Please provide a detailed description of the record(s) you want access to. If requesting information related to a property, please provide the roll number or civic address (if known).

Please specify the time period for the records requested. Even estimated dates are important. Provide specific start and end dates. (e.g. January 2020 to March 2021)

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About Your Request (Continued)

Please state the purpose for which the information will be used and/or the name and section number of an Act/Enactment of Alberta or Canada that requires this particular disclosure of information.

Record Duplication Preference:

- ☐ Include all responsive records, including duplicate copies where the same record appears in multiple locations.
- ☐ Include only unique records and the most complete or latest version of email chains where possible.

NOTE: Including duplicate records may significantly increase the volume of records requiring review and processing. Where permitted under applicable legislation, this may affect any fee estimate associated with your request.

Signature:

Date:

City of Grande Prairie ATI Office Use Only

Request Details

Date Received:

Inquiry Number:

Date Completed:

The personal information on this form is being collected under the authority of the Access to Information Act, SA 2024, c. A-1.4 and is protected in accordance with the Protection of Privacy Act, SA 2024, c.P-28.5 and will be used to respond to your request. This information is kept secure, retained only as long as necessary, and will not be used for unrelated purposes. Please forward any questions or concerns to the Privacy and Access Coordinator at: ati@cityofgp.com.