

MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,  
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS “MHPSD” AND/OR “DIVISION”

SECTION 400 – Business Administration

**ADMINISTRATIVE PROCEDURE: ACCESS TO INFORMATION**

<i>PROCEDURE CODE:</i>	<i>412 AP 004</i>
<b>Policy Reference:</b> Policy 412: Managing Division Information, Access, And Privacy Policy	<b>Exhibits:</b> 412 E 005 – Access to Information Fee Schedule

**PROCEDURE**

In accordance with the Access to Information Act (ATI) the Division must provide the right of access to records, subject to limited and specific exceptions.

1. Request for information must:
  - 1.1. Be in writing;
  - 1.2. Be submitted to the appropriate public body;
  - 1.3. Provide sufficient detail to identify the record within a reasonable time and with reasonable effort;
  - 1.4. Provide a specific timeline;
  - 1.5. Include applicable fees.
2. Upon receipt the Division shall:
  - 2.1. Review the request for compliance with section 7 of the act;
  - 2.2. Commence the thirty business day statutory timeline;
  - 2.3. Provide an acknowledgement letter to the applicant.
3. MHPSD must make reasonable effort to assist by:
  - 3.1. Assist applicants in clarifying requests;
  - 3.2. Communicate in plain language;
  - 3.3. Ensure accurate and complete responses.
4. A response shall be provided within 30 business days unless:
  - 4.1. The request is transferred in accordance with Section 16 of the ATI;
  - 4.2. The request is abandoned or disregarded in accordance with Section 9 of the ATI;
  - 4.3. A time extension is applied;
  - 4.4. Fees have not been paid.

5. The Division must conduct a reasonable and thorough search for responsive records.
6. MHPSD has the right to not disclose items under Section 4 of the act.
7. The Division shall re-format or redact any private personal information not relevant to the request.
8. MHPSD will create a final enclosure containing the requested information.
9. Any incurred fees using Fee Schedule 1 of the Access to Information Regulations must be paid before the applicant receives the requested information.
  - 9.1. [Exhibit 412 E 005 – Access to Information Fee Schedule](#)
10. Applicants have the right to request a review within 60 days or file a formal review with the Office of the Information and Privacy Commissioner.

#### REFERENCES

Protection of Privacy Act (POPA)

Protection of Privacy (Ministerial) Regulation

**Approved:** May 11, 2026

