

RECORDS REQUESTS

BULLETIN NO. G-1-2023

DISCLAIMER - This bulletin provides general guidance only and is not offered as legal advice. Please contact the LPRT office if you have any questions.

INTRODUCTION

The LPRT is committed to information sharing practices that balance the right to privacy with the right to know in accordance with applicable Alberta legislation.

RECORDS AVAILABLE WITHOUT A REQUEST

Most LPRT decisions and recent decisions from the LPRT's predecessor boards (Land Compensation Board, Municipal Government Board, Surface Rights Board, and New Home Buyer Protection Board) are available for free on [CANLII](#) and do not need to be requested.

For decisions not on CANLII, many can be found through the Board Order Search on the LPRT's website. These decisions include

- Municipal Government Board orders rendered from 1995
- Composite Assessment Review Board decisions (except for recent Calgary and Edmonton CARB decisions which can be found on CANLII)
- Annexation recommendations from the MGB and LPRT.

In some cases, other sources such as university, government, or municipal libraries or archives may have copies of decisions not otherwise readily available.

REQUESTING RECORDS FROM THE LPRT

Requests for LPRT records not publicly available elsewhere should be made in writing to the LPRT's office in Edmonton or by email to LPRT@gov.ab.ca. The request should describe the records as precisely as possible and state the reason they are needed, as this information will help staff process requests more quickly.

REVIEW AND PRODUCTION OF RECORDS

After receiving a request, LPRT staff will retrieve and review the requested documents to determine whether they contain information protected under *Freedom of Information and Protection of Privacy Act*¹, an LPRT sealing order or other legislation. Where feasible, documents will be provided following this informal process.

For documents not amenable to electronic transmission (e.g., microfiche or extensive hard copy files) an appointment may be required to review the material at the LPRT office in Edmonton.

FORMAL FOIP REQUEST

A formal FOIP request will be required if LPRT staff determine the requested documents contain or may contain protected information, or for large requests, including requests for hearing transcripts, where such a determination would take significant staff resources. Enquiries about FOIP requests can be directed to

FOIP Coordinator 780-643-6713 (Telephone)
780- 422-3204 (Fax)
sa.foip-centralintake@gov.ab.ca (email)

More information on submitting a FOIP request can be found [here](#).

¹ *Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25.*