

	TOWN OF CARMAN	POLICY NO. 020-2024
	ADOPTED BY: Resolution No. 66/24	Last Updated: NEW
	DATE: March 21st 2024	Page: 1 of 2
	TITLE: Release of Information Policy	Department: Administration

PURPOSE: The Town of Carman Administration office receives requests occasionally to release and supply information to realtors, lawyers, appraisers, property owners, accountants, and other interested parties. This policy addresses the parameters of the release of such information. In any case, the Freedom of Information and Protection of Privacy Act (FIPPA) is in place and must be adhered to all times.

RATIONALE: This policy will ensure consistency and fairness when dealing with requests for information.

POLICY STATEMENT: This policy will ensure consistency with Administration and all staff in dealing with requests for information. As a public “body”, the Town of Carman is subject to Manitoba’s access and privacy legislation: The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA).

Links:

[The Freedom of Information and Protection of Privacy Act](#)

[The Personal Health Information Act](#)

ADMINISTRATION AND PROCEDURES:

The following is the Town of Carman’s Procedure on releasing information to the above parties:

1. All Requests for property tax information will be provided within the Parameters of FIPPA.
2. Requests from the property owner for property tax information and copies of the property tax statements will be provided to them and may be subject to cost as set out in the Town of Carman Fees and Charges Policy.
3. Requests from banks, tax services, lawyers, realtors, appraisers and accountants for copies of property tax statements or tax certificates will be provided and may be subject to cost as set out in the Town of Carman Fees and Charges Policy. Administration reserves the right to request written authorization from the property owner to provide information.

4. Requests from all other parties for copies of property tax statements, property tax information or tax amounts owing will not be provided unless the interested party can provide written authorization from the property owner and may be subject to cost as set out in the Town of Carman Fees and Charges Policy.
5. Requests from banks, tax services, realtors, lawyers, appraisers, and accountants will only be provided if their accounts are in good standing.

If you wish to make an application for records under FIPPA an application form is available here:  [FIPPA Application Form](#).