Office of the City Clerk
Office of the City Manager

City of Edmonton
16th Floor, Century Place
9803 - 102A Avenue
Edmonton, AB T5J 3A3

Tel.: 780-496-5222
accessandprivacy@edmonton.ca

edmonton.ca

Reference: 2026-G-0762
Your Reference: 688380600-001

November 10, 2026

[redacted]

Sent by email only: [redacted]

Dear [redacted]

Re: *Access to Information Act* (ATIA)
Acknowledgement Letter

On November 9, 2026, the City of Edmonton received your access to information request and $25 initial fee under ATIA for the following:

> *Background: The attached document entitled "Winter Operations" was presented to the incoming City Council at an orientation session in November 2021. It states that "[A Snow and Ice Control] information document is also updated and shared with Councillor's o?ces annually in advance of the winter season. This important communication tool details SNIC operations and service levels, and should be referenced when responding to citizen inquiries."*
>
> *Please provide a single copy of each annual Snow and Ice Control information document that is updated and shared with Councillor's offices in advance of the winter season, for the noted period.*
>
> *Time frame: September 1, 2016 to November 8, 2026*

Your request has been summarized as follows:

> *Please provide a single copy of each annual Snow and Ice Control information document that is updated and shared with Councillor's offices in advance of the winter season, for the noted period.*
>
> *Time frame: September 1, 2016 to November 8, 2026*

If the above is not correct, please contact me immediately as we continue processing this request.

The due date for your request is **December 22, 2026**. We will respond to your request under ATIA as quickly as possible. You will be advised in writing should an extension be required under section 16 of ATIA.

Section 96 of ATIA provides that fees may be charged for records you requested. If the fees incurred exceeds $150 you will be issued an estimate of the total costs before we continue processing your request.

Cited sections of ATIA can be found at:
https://kings-printer.alberta.ca/documents/Acts/a01p4.pdf

If you have any questions or concerns, please contact me at lisa.nault@edmonton.ca

Sincerely,

Lisa Nault

Lisa Nault
Senior Corporate Access and Privacy Analyst
Corporate Access and Privacy