



Category: Administration
Sub-Category: General

Title: Routine Disclosure of Information Policy

Policy Number: 1.40
Approved by: Council
Administered by: Clerk
Effective: TBD

Contents

1. Policy Statement.....	2
2. Purpose.....	2
3. Scope.....	2
4. Definitions	2
5. Procedures	3
6. Revision History	4
APPENDIX "A"	5
APPENDIX "B"	13

1. Policy Statement

The Town of Minto is committed to streamlining services and ensuring that information is available to members of the public, supporting a culture of open and transparent government.

The objective of this policy is to provide open access to public records while protecting the privacy of personal information in the custody or under the control of the Town of Minto. Formal Freedom of Information (FOI) requests should be used as a last resort to seek access to records/ information.

2. Purpose

The Town of Minto shall actively provide information to the public, provide routine disclosure of information to the public or to individuals to whom the information directly relates while safe-guarding privacy through compliance with legislation.

The Routine and Active Disclosure Chart (Appendix “A”) provides members of staff with direction on information that can be released through routine and active disclosure. The policy will provide staff with the ability to determine when a request shall be formally submitted to Clerk through an FOI Request.

3. Scope

This Policy shall apply to all municipal employees and departments in the Town of Minto and involve all information and records of the municipality.

This Policy shall not apply to records or information that is subject to the exemptions of the *Municipal Freedom of Information and Protection of Privacy Act* (Appendix “B”).

4. Definitions

4.1 **Access:** The ability to obtain information held by the municipality. Under this policy, access may mean either providing a copy of the record requested or providing a means and opportunity to view the records, whichever is administratively most efficient, as determined by the Department.

4.2 **Active Disclosure:** The periodic and proactive release or publication of municipal records and information in the absence of a specific request. Whenever the public interest is likely to be engaged and no exemptions apply, information may be actively circulated (ie: Agendas, Public Notices – posted on the website).

4.3 **Archived Records:** Information that has been moved off site to storage or transferred to the County of Wellington Archives.

- 4.4 **Confidential Information:** Information that is not available to the public. The Town of Minto will protect confidential corporate and personal information by withholding or redacting information as permitted by MFIPPA. The right to access personal, confidential and/or third-party information may be subject to exemptions under MFIPPA resulting in portions of the record being severed when required.
- 4.5 **Freedom of Information (FOI) Request:** A formal request made under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).
- 4.6 **Personal Information:** Recorded information about an identifiable individual
- 4.7 **Routine Disclosure:** The routine or automatic release of certain records and information, where no MFIPPA exemptions apply, by the request of an individual.
- 4.8 **Temporary Record:** Records that are transient/temporary, kept solely for convenience of reference and of limited value in documenting the planning or implementation of Town policy or programs.
- 4.9 **Third Party information:** Personal information of a person other than the requester or scientific, technical, commercial, financial, or labour relations information supplied in confidence by someone other than the requester or the Town of Minto.

5. Procedures

- 5.1 Requests made by a law enforcement agency for records containing personal information must be forwarded directly to the Clerk.
- 5.2 Records or information identified in Appendix “A” will be provided or made available to the public or to any requester according to the noted conditions for releasing records by the Department responsible for the records/information. Records can be provided on request by completing the *Informal Records Request Form* (Appendix “C”) or actively disclosed as appropriate.
- 5.3 Access to Town information and records will, wherever possible, be made available to the public via the Town website, orally, news releases, social media, newspapers, or in person at the municipal office.
- 5.4 If an individual requests records or information pertaining to themselves, staff shall confirm their identity through photo I.D. prior to releasing the records and information they have requested.
- 5.5 If an individual request is for records of information on behalf of the individual named in the record, then MFIPPA Section 54 applies, and they shall submit

a formal FOI Request with the Clerk.

- 5.6 Requests for tender results shall only include bid amounts and the names of companies supplying the tenders shall be released after the tender has been awarded.
- 5.7 Requests for Quotations and Proposals shall only include bid amounts and the names of the companies supplying the bids shall be released on opening.
- 5.8 All formal FOI Requests shall be directed to the Clerk.
- 5.9 Fees shall be charged for the reproduction of records in accordance with the municipal Fees and Charges By-law. Where the request is deemed voluminous in nature, a deposit of fees may be required prior to the service being performed.
- 5.10 The Town reserves the right to require that a request be submitted in writing.
- 5.11 Other than an FOI request, requests for records made under this policy shall be directed to the responsible department.
- 5.12 Repetitive requests by an individual or organization for significant volumes of records, the separation of a request into several small requests totaling a large volume, requests made to more than one department or branch related to a specific subject or issue will be centrally coordinated and referred to the Clerk or their designate.
- 5.13 If staff receives a request for records and, if after consulting the Appendices attached to this Policy, are unsure of whether the record can be released, they shall contact the Clerk for clarification, prior to releasing any information.

6. Revision History

Date	Description
TBD	Approved
TBD	Next Scheduled Review

APPENDIX "A"
RECORDS AVAILABLE THROUGH ROUTINE & ACTIVE DISCLOSURE

AD = Active Dissemination – Proactive Approach of posting on website

RD = Routine Disclosure – Information can be disclosed, following the conditions listed in the following chart have been met. An Informal Request Form may be required. May be referred to Clerk

RECORD TYPE	ACCESS METHOD	RESPONSIBLE DEPARTMENT	AD RD FOI	CONDITIONS OF RELEASE
Agendas and Minutes of Council, Standing and Advisory Committees and written declarations of pecuniary interest	Website	Clerk	AD	EXCLUDES Closed Session Materials. Direct Requestor to website
Agreements and Contracts (NOT UNDER SEAL OR PASSED BY BY-LAW) <ul style="list-style-type: none"> • Subdivision • Site Plan • Encroachment • Lease(s) • Indemnity • Facility Rental(s) 	Municipal Office	All Departments	RD	If owner is requesting a copy then a copy can be provided. EXCLUDES Draft or unsigned Agreements. Facility Rental to the renter only
Agreements Under Seal and Passed by By-law	Municipal Office	Clerk	AD	Direct requestor to Clerk EXCLUDES drafts or working papers
Appointments to Committees and Boards	Website Municipal Office	Clerk	AD RD	Names can be released once appointed but NOT addresses/resumes. If consent is provided, then this information may be released.

Archived Records	Municipal Office County Wellington Archives	Clerk	RD	Direct requestor to Clerk or the County of Wellington Archives
Assessment Rolls	Municipal Office	Treasury	RD	Ownership information can be viewed at the Municipal Office by requestor. Information is provided freely to government or law enforcement officials with satisfactory ID
Audit Reports	Website	Treasury	AD	Direct Requestor to website.
Bids & Tenders • Requests for Tenders • Requests for Proposals • Requests for Quotations	Website Department Responsible for Bid/Tender Documents	All Departments	RD	Summary of Results can be released EXCLUDES specific pricing details. Refer to Treasurer
Budget	Website & Municipal Office	Treasury	AD	Drafts and Final Budgets presented at Council/Committee meetings Budget Working Papers-Refer to Treasurer
By-laws	Website & Municipal Office	Clerk	AD	EXCLUDES Drafts or Working Documents
Cemeteries	Municipal Office	Clerk	AD	EXCLUDES ownership information, copies of contracts
Corporate Expenses	Municipal Office	Treasury	AD	Requestor should be directed to Treasury.

Corporate Policies & Procedures		Website & Municipal Office	Clerk	AD RD	EXCLUDES drafts or Working Documents. Excludes Internal or Departmental Written Procedures
Corporate Organizational Charts		Municipal Office	Human Resources	AD RD	Excludes personal contact information
Emergency Plan		Website	Fire Department	AD	Direct Requestor to website EXCLUDES version that includes personal phone numbers.
Employment Salary Information		Municipal Office	Human Resources	RD	EXCLUDES drafts and Working Documents. Personal Information to be redacted
Fire Department Incident Reports		Municipal Office	Clerk	FOI	Requestors are to submit an FOI Request to the Clerk.
Insurance		Municipal Office	Treasury	RD FOI	Annual premium information is available through staff report/Council Agendas FOI request required when seeking more detail than is posted in Council Agendas.
Job Descriptions		Municipal Office	Human Resources	RD	Refer to Human Resources
Legal or other information subject to Solicitor-Client Privilege or otherwise protected by MFIPPA		Municipal Office	Clerk	FOI	Subject to MFIPPA Exclusions (redaction of information/non-disclosure)
	Accessibility Reporting	Website Municipal Office	Clerk	AD	Direct Requestor to website

Legislated Reports	Annual Reports of Water Systems (Water Quality Reports)	Website Municipal Office	Water Department	AD	Direct Requestor to website
	DWQMS Operational Plan	Municipal Office	Water Department	RD	Direct Requestor to Water Dept
	Energy Consumption Reporting	Website Municipal Office	Treasury	AD	Direct Requestor to website
Licenses • Backyard Hen • Lottery • Kennel • Dog		Municipal Office	Clerk	RD	Personal contact information to be removed prior to release EXCLUDES Marriage license information
Operating and Capital Budgets		Website Municipal Office	Treasury	AD	Direct Requestor to website or Treasury. EXCLUDES drafts or Working Documents
Media Relations • Notices • Advertising • Press Release		Website Social Media	All Departments	AD	Direct Requestor to website
Motions & Resolutions		Website	Clerk	AD	Direct Requestor to website
MPMP (Municipal Performance Measures Program)		Website	Treasury	AD	Direct Requestor to website
Permits • Miscellaneous Building • Driveway Entrances • Roadway Occupation • Sign • Special Events		Municipal Office	All Departments	RD	Information can be released to the property owner once ID has been verified. If third party request, refer to Clerk.
Personnel / Employee Records		Municipal office	Human Resources	FOI	All personal information to be redacted.

Planning Applications		Website Municipal Office	Building Department	AD RD	All Planning Applications and comments received regarding public meetings are public information
Planning Policy Documents • Official Plan • Secondary Plan • Zoning By-law Site Plan Application Guidelines		Website Municipal Office	Clerk/ Building Department County of Wellington	AD	Direct requestor to website
Plans and Drawings • Building Plans • Construction specifications and drawings for roads/bridges/etc. • Site Plans and related information • Site servicing and Grading • Subdivision Plans • Reference Plans		Municipal Office	Building Department	RD	Third Party consent required for release of architectural drawings. Residential site plans, septic plans, released to property owner, authorized agent ONLY (ID & written consent required). R-plans-refer to land Registry office. **If Site plan application has been formally submitted, it is public information-however this is for viewing only; NOT FOR COPIES-approval required from owner (Planning Act, RSO 1990) Correspondence with members of the public is not to be released.
Plans and Studies		Municipal Office	All Departments	RD	EXCLUDES drafts or Working Documents.
Property Files		Municipal Office	Building Department Clerk	AD	Owner/Agent (with owner's written consent and having provided ID) may view file Refer to Clerk if requested by third party.
Taxes-Property	Statement of Account	Municipal Office	Treasury	RD	Provided to the property owner
	Tax Certificate	Municipal Office	Treasury	RD	Provided for a fee

	Statement of taxes paid	Municipal Office	Treasury	RD	Provided to the property owner
Provincial / Federal Requests		Municipal Office	All Departments	RD	Forward request to the appropriate Department Head
Recruitment Information		Municipal Office	Human Resources	RD	Release Interview questions only
Receipts • Taxes, Permits, Licenses, Water and Sewer etc. Recreation Program Registrations		Municipal Office	Treasury Recreation	RD	Receipts are provided to Payee ONLY Receipts for program registrations are provided to account holder ONLY.

<p>Reports</p> <p>Staff Reports & Memorandums</p> <ul style="list-style-type: none"> • Building Inspection • By-law Enforcement Inspections • Property Standards Inspection • Animal Control Incidents • Incident/Accident • Playground Inspections • Water Sampling <p>Consultant Prepared</p>	<p>Municipal Office</p>	<p>All Departments</p>	<p>RD</p>	<p>Excludes confidential staff reports and memorandums (Confidential Staff Reports-refer to Clerk)</p> <p>Inspections are only released to the property owner (Third Party Inquiry- refer to Clerk)</p> <p>Photos of inspection reports are only released to property owner (Third Party Inquiry- refer to Clerk)</p> <p>Witness statement of incidents provided to witness and pet owner only (Third Party Inquiry- refer to Clerk)</p> <p>Copies of Incident/ Accident reports can be provided to individual involved or parent/guardian if identity and relationship verified.</p> <p>Consultant Prepared Reports-refer to Clerk's Department.</p>
<p>Salary Disclosure</p>	<p>Municipal Office</p> <p>Website</p>	<p>Human Resources</p>	<p>RD AD</p>	<p>Salary range for position may be released, but not for a specific person.</p> <p>Employees earning over \$100,000 are required to be released (<i>Public Sector Salary Disclosure Act</i>)</p>

Voters' List	Municipal Office	Clerk	AD	Available for viewing during and immediately prior to the election. Not available at any other time. Copies are provided to candidates during election period for election purposes.
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APPENDIX "B"

Exemptions - *Municipal Freedom of Information and Protection of Privacy Act*

The following is a listing of exemptions that are applied by the Clerk (as the Head of FOI) prior to the release of information under the *Municipal Freedom of Information and Protection of Privacy Act*. As such, this listing provides a guideline regarding information that may be redacted from a request for information.

Section of MFIPPA	EXEMPTION APPLIED
6	Draft By-laws Records of Closed Meetings
7	Advice or Recommendations
8	Law Enforcement
9	Relations with Government
10	Third Party Information
11	Economic and Other Interests
12	Solicitor-Client Privilege
13	Danger to Safety or Health
14	Personal Privacy
15	Information soon to be published