

## POLICY & PROCEDURE MANUAL

<b>SECTION</b>	ADMINISTRATION	<b>POLICY NUMBER</b>	2-3-8
<b>SUB-SECTION</b>	Information Management	<b>EFFECTIVE DATE</b>	February 11, 2016
<b>SUBJECT</b>	Routine Disclosure		
<b>AUTHORITY</b>	General Government Services – January 27, 2016 Council Motion # - February 11, 2016		

**PURPOSE:**

The purpose of this policy is to establish procedures regarding public access to and disclosure of municipal records under the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 (MFIPPA).

**STATEMENT:**

The County of Dufferin is committed to ensuring its residents are provided with municipal records and information easily, informally and in accordance with MFIPPA. Routine Disclosure (RD) is the routine or automatic release of certain types of administrative and operation records in response to informal rather than formal request under MFIPPA.

**PROCEDURES:**

Dufferin County will endeavour where possible to make records accessible to the public without the necessity of submitting a Freedom of Information (FOI) request under MFIPPA.

***Routine Request***

In response to an informal request, departments may release certain classes of records routinely and automatically, if they do not fall under one of the mandatory or discretionary exemptions under MFIPPA.

Staff are encouraged to respond to informal requests for information but exercise caution. If there is any question as to the disclosure of a record, staff should consult with the Clerk or Deputy Clerk. The Clerk or Deputy Clerk will determine if the records may be provided as a routine disclosure or will require a formal request (FOI) to be submitted.

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Staff who receive requests from clients, tenants, long term care residents or employees for access to their own personal information should take the following steps:

- Review the record to identify and redact any exempt information prior to releasing the record. (i.e. personal information)
- Confirm the identity of the requester. The requester may have to show identification to prove that the records they are seeking are their own personal information.
- A staff member must be present at all times if the requester is viewing an original record
- Inform the requester if information has been withheld and that he/she may request the withheld records through the formal access procedure under MFIPPA
- The request may not retain the original record, but may request copies of all or a portion of the record

Staff may want to direct the requester to pursue a formal access request if:

- Search time/preparation time for the requested records would be excessive
- Records relate to a matter that may result in litigation
- Records were supplied by a third party
- Records do not exist
- Records contain solicitor-client information
- Records contain personal information and the person seeking the record is other than the individual named in the record

Fees may apply to informal requests in accordance with the Fee By-law.

### ***Formal Request***

Formal request under MFIPPA shall be in accordance with the Act.

Attachments: Appendix A

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## **Appendix A**

### **Summary of Routine Disclosure Plans**

There are a number of records and types of information which are available through routine disclosure. A fee may be required in accordance to the Fee By-law.

#### **Building and By-law Enforcement**

Building Plans – Residential (All building plans and inspection reports will be provided only to requesters who can prove that they are the owner of the property, authorized agent of the property owner, or a person who has the written consent of the property owner)

Compliance Letters (Work orders on buildings and septic systems)

Septic permit information (This information is limited to items such as septic system layouts)

Statistic Reports

#### **Community Services – Housing**

10 Year Housing and Homelessness Plan

#### **Corporate Services**

Agendas - Council and Committee

Agreements under seal

By-laws

Corporate Policies

Minutes – Council and Committee (excluding closed session)

Rental Fees

Reports - Council and Committee (excluding closed session)

Salary Grids

#### **Dufferin Oaks**

Admission Requirements

Programs

Services Information

#### **Human Resources**

Internal and External Job postings

Step 3 Grievance and Arbitration Statistics

#### **Planning**

All planning related documents (in accordance with the Planning Act)

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**Public Works**

Civic addressing

Construction – location and scheduling

Traffic Counts

Waste Management – information related to waste management programs (blue box, green bin)

**Treasury**

Audited financial Statements

Approved Budgets

Development Charges Background Study

Expenditures incurred by Council

Tender Results