



POLICY: Freedom of Information & Routine Disclosure

Created By:	Clerk	Approval Date:	09/02/2020
Policy No.:	C-1	Last Revised	

PURPOSE

- 1.1 The Township is committed to streamlining services in order to continue to provide excellent customer service.
- 1.2 To establish that is acceptable to actively disseminate and routinely disclose information.
- 1.3 To establish a freedom of information and protection of privacy framework for the Township meeting the requirements of MFIPPA.

SCOPE

- 2.1 This policy shall apply to all records within the Township of Severn.
- 2.2 This policy shall apply to all employees of the Township of Severn.

POLICY

- 3.1 The Township will actively disseminate information through its website, such as, but not limited to:
 - Policies
 - Staff reports
 - By-laws
 - Agendas and minutes
 - Operating & capital budgets
 - Audited financial statements
- 3.2 Where information is not available on the Township website, staff may consider the routine disclosure and active dissemination to other information that is not otherwise restricted from disclosure under MFIPPA, such as but not limited to:
 - Agreements and contracts
 - Assessment Rolls
 - Tender results including results and names of bidders but excluding unit pricing and bid details.
 - Corporate financial records including expenses, receivables, receipts, etc.
 - Corporate procedures
 - Employment & salary information including organizational charts, but not individual wages

- Permits including building, entrance, road occupation, sign, special event, fill, etc., and related records (i.e. inspections)
 - Planning application
 - Policy documents, studies and reports (excluding draft or working documents)
- 3.3 Informal requests will be accepted verbally, in writing or electronically, and the record will be disclosed in the format requested subject to any fees set out in the Township's User Fee & Service Charges By-law.
- 3.4 In response to an informal request, the Township is not required to create records which do not otherwise exist.
- 3.5 Any request for building, planning or engineered drawings should be reviewed by the Department Head in consultation with the Clerk, prior to disclosure due to copyright protection laws.
- 3.6 Personal Information:
- The Township will not disclose personal information through routine disclosure or active dissemination. Anyone seeking access to records containing personal information will be required to submit a formal request in accordance with MFIPPA.
 - Personal information collected will be used for the purpose or activity for which it was collected or for a consistent purpose (meaning that the individual to whom the information relates might reasonably have expected the use/disclosure)
 - If personal information is collected for council or committee agendas and is required for council or the committee to make an informed decision it may be included as part of the public record and appear on the Township's website, unless expressly requested otherwise. Any additional personal information shall be severed in accordance with MFIPPA.
- 3.7 Requests determined to be frivolous or vexatious may be refused by the Clerk.

DEFINITIONS

- 4.1 Active Dissemination: The period release of Township records in the absence of a request under MFIPPA.
- 4.2 Clerk: The Clerk for the Corporation of the Township of Severn.
- 4.3 Council: Council for the Corporation of the Township of Severn.
- 4.2 Department Head: The appointed head of each department or their designate as identified in the Township of Severn organizational chart or through delegation.
- 4.3 MFIPPA: *The Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended*
- 4.4 Frivolous or vexatious: When the purpose of the request is intended to accomplish some objective other than to gain access without reasonable or legitimate ground (i.e. if made for a nuisance value, or to harass the government/staff)
- 4.5 Personal Information: Any recorded information about an identifiable individual, including,
- (a) information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual,
- (b) information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,

- (c) any identifying number, symbol or other particular assigned to the individual,
- (d) the address, telephone number, fingerprints or blood type of the individual,
- (e) the personal opinions or views of the individual except if they relate to another individual,
- (f) correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence,
- (g) the views or opinions of another individual about the individual, and
- (h) the individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual;

4.6 Record: Any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes,

(a) correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof, and

(b) subject to the regulations, any record that is capable of being produced from a machine readable record under the control of an institution by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution;

4.7 Routine Disclosure: The routine or automatic release of certain types of administrative or operational records in response to an informal request under MFIPPA.

4.8 Township: The Township of Severn.