



THE CORPORATION OF THE TOWNSHIP OF GEORGIAN BAY

| | |
|---------------------------------|----------------------------------|
| Policy Name: Routine Disclosure | |
| Policy Type: Council | Policy Number: AD-001-2016 |
| Effective Date: June 13, 2016 | Revision Date: November 12, 2018 |
| | |

PURPOSE

This policy will identify records and information that may be disclosed routinely to the public and staff; reduce staff time and costs in responding to Freedom of Information (FOI) requests; improve accessibility to records and information; and, improve transparency and accountability

POLICY STATEMENT

The Township of Georgian Bay is committed to streamlining services in order to continue to provide excellent customer service. This policy will identify records and information that may be shared actively, without an FOI Information Request, in accordance with the principles of the *Municipal Act and the Municipal Freedom of Information and Protections of Privacy Act (MFIPPA)*.

SCOPE

This policy shall apply to all municipal departments and records in the Township of Georgian Bay. This policy does not apply to records or information subject to the exemptions of the *Municipal Freedom of Information and Protection of Privacy Act (Appendix "A")*. FOI requests should be used as a last resort to seek access to records / information.

DEFINITIONS

1. **Active Dissemination:** The periodic release or publication of municipal records and information.
2. **Confidential Information:** Any information that is not available to the public, that is of a personal nature to individuals or Town employees, or information that if disclosed, could result in loss or damage to The Corporation or could give the persons to whom it is disclosed an advantage.
3. **Freedom of Information Request:** A formal request made under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.



THE CORPORATION OF THE TOWNSHIP OF GEORGIAN BAY

Policy Name: Routine Disclosure

4. **Personal Information:** Recorded information about an identifiable individual, including:
 - a) Information relating to the race, national or ethnic origin, color, religion, age, sex, sexual orientation or marital or family status of an individual;
 - b) Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of an individual or information relating to financial transactions in which an individual has been involved;
 - c) Any identifying number, symbol or other particular assigned to an individual;
 - d) The address, telephone number, fingerprints or blood type of an individual;
 - e) The personal opinions or views of an individual except if they relate to another individual;
 - f) Correspondence sent to an institution by an 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; and
 - g) An individual's name if it appears with other personal information relating to an individual or where the disclosure of the name would reveal other personal information about an individual.
5. **Official Record:** Recorded information in any format or medium that documents the Township's business activities, rights, obligations, or responsibilities or recorded information that was created, received, distributed or maintained by the Town.
6. **Record:** Any recorded information, however recorded, whether in printed form, on film, by electronic means or otherwise, including, but not limited to, correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, microfiche, sound records, videotapes, e-mail, machine readable records, and any other documentary material regardless of physical form or characteristics, and includes Official Records and Transitory Records.



THE CORPORATION OF THE TOWNSHIP OF GEORGIAN BAY

Policy Name: Routine Disclosure

7. **Retention Period:** means the period of time during which records must be kept by the Town before they may be disposed of in accordance with the Township's current Record Retention By-Law.
8. **Routine Disclosure:** The routine or automatic release of certain records and information.
9. **Third Party information:** Personal information or 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 Township of Georgian Bay.
10. **Transitory Record:** Record kept solely for convenience of reference and of limited value in documenting the planning or implementation of Township policy or programs, such as:
 - a) Copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
 - b) Information copies of widely distributed materials, such as minutes, agendas, and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
 - c) Preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final document and which do not record decisions;
 - d) Duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
 - e) Voice-mail messages that have not been appended to a corporate file in keeping with the Township's current Record Retention Schedule;
 - f) E-mail messages and other communications that do not relate to Township business;
 - g) Copies of publications, such as, published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
 - h) Duplicate stocks of obsolete publications, pamphlets or blank forms; and;



THE CORPORATION OF THE TOWNSHIP OF GEORGIAN BAY

Policy Name: Routine Disclosure

- i) Unsolicited advertising materials, including brochures, company profiles and price lists.

RESPONSIBILITY

All staff members of the Township of Georgian Bay will be responsible for following the policy when records are requested.

PROCEDURES

1. Requests made by a law enforcement agency for records containing personal information must be forwarded directly to the Clerk.
2. Records or information identified in Appendix "B" will be provided or made available to the public or to any requester according to the noted conditions for releasing records. Records can be provided on request or actively disseminated as appropriate.
3. Fees will be charged for the reproduction of records in accordance with the Township's current User 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.
4. The Township reserves the right to require that a request be submitted in writing where the request is unclear or where the information being requested is of a personal, detailed, or sizeable nature.
5. Requests for records made under this policy should be directed to the responsible department.
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.
7. Requests for Quotations and Proposals shall only include bid amounts and the names of companies supplying bids shall be released on opening.
8. 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



THE CORPORATION OF THE TOWNSHIP OF GEORGIAN BAY

Policy Name: Routine Disclosure

department or branch related to a specific subject or issue will be centrally coordinated and referred to the Clerk or their designate.

9. No records containing personal information will be disclosed to anyone other than the individual to whom the information pertains, unless that personal information is redacted.

Active Dissemination

1. Records and information that are to be published will be made available in the appropriate formats and determined by the Senior Manager or designate.

Responsibility of Employees

1. Routine access requests are to be handled by the responsible department.
2. Each department will utilize Appendix "B" to identify records for routine disclosure or active dissemination.
3. Responses to requests for records made under this policy will be acknowledged and will be completed in a reasonable timeframe as determined by staff workload.

Approval Date: _____

CAO Signature: _____



APPENDIX "A"

**Exemptions of the Municipal Freedom of Information
and Protection of Privacy Act (MFIPPA), R.S.O., 1990 c.M. 56**

- s. 6 Draft By-Laws, records of closed meetings
- s. 7 Advice or recommendations
- s. 8 Law enforcement
- s. 9 Relations with government
- s. 10 Third Party information
- s. 11 Economic and other interests
- s. 12 Solicitor-client privilege
- s. 13 Danger to safety or health
- s. 14 Personal information
- s. 15 Published information



THE CORPORATION OF THE TOWNSHIP OF GEORGIAN BAY

Policy Name: Routine Disclosure

| RECORD TYPE | RESPONSIBLE DEPARTMENT | CONDITIONS ON RELEASE |
|--|-------------------------------|--|
| Agendas & Minutes of Council, Standing & Advisory Committees | Clerks | Excludes Closed Session Materials. Direct requester to our website or Document Centre (File Pro) |
| Agreements and Contracts including: <ul style="list-style-type: none">• Subdivision• Site Plan• Encroachment• Lease• Indemnity• Facility Rental | Various Departments | Excludes draft or unsigned Agreements. Facility Rental copies are only provided to the signing parties. |
| Assessment Rolls | Financial Services | Ownership information can be viewed at the Municipal Office but is not provided over the phone or by e-mail to the public. Information is provided to government or law enforcement organizations with satisfactory I.D. |
| Audit Reports | Financial Services | Direct requester to our website or Document Centre (File Pro) |



THE CORPORATION OF THE TOWNSHIP OF GEORGIAN BAY

Policy Name: Routine Disclosure

| RECORD TYPE | RESPONSIBLE DEPARTMENT | CONDITIONS ON RELEASE |
|---|-------------------------------|---|
| Bids & Tenders including: <ul style="list-style-type: none"> • Results • Call Documents • Names of Bidders | Various Departments | See Procedures 6 and 7. |
| By-laws | Clerks / Protection Services | Excludes drafts or working documents. Direct Requestor to FilePro. By-law complaints released with personal information redacted. |
| Corporate Expenses | Financial Services | Direct requester to our website or Document Centre (File Pro) |
| Corporate Policies & Procedures | Clerks / Human Resources | Excludes drafts or working documents. Excludes internal or departmental written procedures. |
| Corporate Organizational Charts | Various Departments | Excludes personal contact information. Direct requester to our website. |
| Employment & Salary Statistics | Human Resources | Excludes drafts and working documents. |
| Emergency Plan | Fire and Emergency Services | Direct Requestor to Website for version without confidential information. |



THE CORPORATION OF THE TOWNSHIP OF GEORGIAN BAY

Policy Name: Routine Disclosure

| RECORD TYPE | RESPONSIBLE DEPARTMENT | CONDITIONS ON RELEASE |
|--|------------------------------|---|
| Licences including: <ul style="list-style-type: none"> • Occupation • Trailer • Lottery | Clerks / Protection Services | Since Licences will be posted on site, they are public information. |
| Operating & Capital Budgets | Financial Services | Excludes drafts or working documents. Direct Requestor to website. |
| Permits including: <ul style="list-style-type: none"> • Misc. Building • Driveway Entrance • Roadway Occupation • Sign • Special Event • Parking | Various Departments | Permit application forms, with personal information of owner removed, are released upon request. Anyone can review permits / drawings at the office without taking photocopies. Copyright Act applies to some drawings and plans. |
| Planning Applications | Development Services | All Planning Application files, with personal information redacted, are public information except for legal opinions, draft reports and Closed Session reports |
| Planning Policy Documents including: <ul style="list-style-type: none"> • Official Plan • Zoning By-Law • Site Plan Application Guidelines | Planning and Development | All public information. Direct requester to our website or Document Centre (File Pro) |



THE CORPORATION OF THE TOWNSHIP OF GEORGIAN BAY

Policy Name: Routine Disclosure

| RECORD TYPE | RESPONSIBLE DEPARTMENT | CONDITIONS ON RELEASE |
|--|-------------------------------|--|
| <p>Plans and Drawings including:</p> <ul style="list-style-type: none"> • As Built and profiles • Building Plans • Construction specifications and drawings for Roads, Bridges, etc. • Site Plans and related information • Site Servicing and Grading • Subdivision Plans | <p>Various Departments</p> | <p>Copyright Act applies to some drawings and plans.</p> <p>Residential site plans are released to property owner or authorized representative only. No correspondence with other members of the public or the owner is to be released.</p> |
| <p>Property Tax Information:</p> <ul style="list-style-type: none"> • Tax Rates • Roll Numbers • Tax Account information • Tax Certificates • Statement of Account • Tax Certificate • Statement of taxes paid | <p>Financial Services</p> | <p>Tax rates public information.</p> <p>Roll Numbers given out to law firms when requested.</p> <p>Tax account information released to law firms when requested.</p> <p>Tax certificates provided to law firms when requested, for a fee.</p> <p>Statement of Account and Statement of Taxes paid only provided to the property owner.</p> |
| <p>Provincial / Federal Requests</p> | <p>Various Departments</p> | <p>Forward request to appropriate Senior Manager</p> |



THE CORPORATION OF THE TOWNSHIP OF GEORGIAN BAY

Policy Name: Routine Disclosure

| RECORD TYPE | RESPONSIBLE DEPARTMENT | CONDITIONS ON RELEASE |
|--|-------------------------------|---|
| Receipts including: <ul style="list-style-type: none"> • Taxes, Permits, Licences, etc. • Recreation Program Registration | Financial Services | Receipts are provided to payee only. Receipts for program registrations are provided to account holder only. |
| Reports including: <ul style="list-style-type: none"> • Staff Reports and Memorandums • Building Inspection • Property Standards Inspections • Animal Control Incidents • Incident/Accident • Playground Inspections • Water Sampling | Various Departments | Excludes confidential staff reports and memorandums. Inspections are only released to property owner or representative. Photos of inspection reports are only released to property owner or representative. Witness statement of incident provided to witness and pet owner only with personal information redacted. Copies of Incident/Accident reports can be provided to individual involved or parent/guardian if identity and relationship verified. |
| Surveys / Registered Plans | Development Services | Can be given to owner or agent. Otherwise, direct Requestor to Land Registry Office |
| Studies and Reports in support of applications or requests to Council | Various Departments | Excludes drafts or working documents. |



THE CORPORATION OF THE TOWNSHIP OF GEORGIAN BAY

Policy Name: Routine Disclosure

| RECORD TYPE | RESPONSIBLE DEPARTMENT | CONDITIONS ON RELEASE |
|--------------------|-------------------------------|--|
| Voters List | Clerks Department | An internet voter lookup interface will be available to Electors to check the Voters List online to determine whether they are on the Voters List during and immediately prior to the election only. |