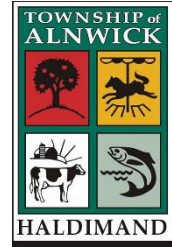


The Township of Alnwick/Haldimand Routine Disclosure Policy



Preamble

The Council of the Township of Alnwick/Haldimand has deemed it beneficial to the stakeholders of this Township to develop a policy for access to municipally held records and information and to ensure records are kept and released according to Provincial Legislation.

Introduction

One of the key principles of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* is that "information should be available to the public".

MFIPPA provides the right of formal access to records through filing a written access request through the Clerk; However, MFIPPA also provides that the Township of Alnwick/Haldimand may establish a routine disclosure policy, when there is nothing in the Act to prevent the Township of Alnwick/Haldimand from giving access to information.

Routine disclosure is a customer-friendly way of providing information to the public, directly by program areas, without stakeholders having to file a formal access request.

This policy outlines the main rules in MFIPPA that allow for the routine disclosure of information, either to the public at large, or to individuals to whom it directly relates.

When a division or program area denies a request for information, a formal Freedom of Information request can be made through the Clerk's office.

Municipal Documents for Routine Disclosure

- Municipal By-laws and resolutions;
- Minutes and proceedings of regular, special or committee meetings of Council, whether the minutes and proceedings have been adopted or not;
- Records considered at a meeting, except those records considered during that are of a meeting that was closed to the public ("Closed Session" meeting) including, but not limited to Published (Subject to MFIPPA) delegates submissions to Council, (Subject to MFIPPA) Published Financial Reports.
- An itemized statement of remuneration and expenses paid in the previous year to each member of Council and each person appointed by the Township of Alnwick/Haldimand to serve as a member of any body.

Municipal Documents that may be subject to Limited Disclosure

Public access to these documents is limited by the exemptions in MFIPPA, and as such, certain portions of the record may be severed prior to its release:

- Building Permits
- Assessment Roll Information

The Township of Alnwick/Haldimand may also refuse to disclose:

- A draft By-law
- A record that reveals the substance of deliberation of a meeting of Council or a committee, where the *Municipal Act, 2001*, as amended, authorizes holding that meeting in the absence of the public ("Closed Session" meeting).

However, the Township of Alnwick/Haldimand may not apply this exemption to:

- Draft By-laws that have been considered in a meeting open to the public
- Records of an "Closed Session" meeting, where the subject matter of the deliberations has been considered in a meeting open to the public
- Records that are more than 20 years old

Reports and Proposals

The Township of Alnwick/Haldimand may refuse to disclose under MFIPPA, records that would reveal the advice or recommendations of a Township employee or consultant. This is discretionary, so the Township of Alnwick/Haldimand may also choose to disclose such information. There is a list of exceptions to this rule.

The Township of Alnwick/Haldimand may not use this exemption to refuse access to:

- Factual material
- Statistical surveys
- Reports by a valuator
- Environmental impact statements or similar records
- Reports or studies on the performance or efficiency of the Township
- Feasibility studies or other technical studies, including a cost estimate, relating to a Township of Alnwick/Haldimand policy or project
- Reports containing the results of field research undertaken before the formulation of a policy proposal
- Final plans or proposals to change a Township of Alnwick/Haldimand program, or for the establishment of a new program, including a budgetary estimate for the program
- Reports of internal committees or similar bodies, established for the purpose of preparing a report on a particular topic
- Reports of bodies attached to the Township of Alnwick/Haldimand, established for the purpose of undertaking inquiries and making reports or recommendations to the Township of Alnwick/Haldimand
- Reasons for a final decision, order or ruling of the Township of Alnwick/Haldimand staff made during or at the conclusion of the exercise of discretionary power conferred by or under an enactment or scheme administered by the Township of Alnwick/Haldimand

- Records more than 20 years old

Confidential Information from a Third Party

The Township of Alnwick/Haldimand is required to keep financial, technical or commercial information received in confidence from a third party, such as a private company, where disclosure of the information could reasonably cause harm to the third party's interests. However, the Township of Alnwick/Haldimand is allowed to release this information without formal FOI application, if the third party consents.

Personal Information

The Township of Alnwick/Haldimand is required to protect the privacy of personal information relating to individuals, except in limited circumstances.

Another key principal is the right of an individual to obtain access to their own personal information. This can be done under routine disclosure as well as through a formal request.

Personal information may also be disclosed, without a formal access request, as follows:

- If the person to whom the information relates has identified that information in particular and consented to its disclosure
- For the purposes for which it was obtained or compiled, or for a consistent purpose which an individual might reasonably expect
- To an officer or employee of the Township of Alnwick/Haldimand who need the record in the performance of their own duties and disclosure is necessary and proper in the discharge of the Township of Alnwick/Haldimand functions
- For the purposes of complying with any federal or provincial legislation, an agreement or arrangement under such legislation, or a treaty
- To an institution or a law enforcement agency in Canada to aid an investigation undertaken with a view to a law enforcement proceeding is likely to result
- In compelling circumstances affecting the health or safety of an individual if upon disclosure notification is mailed to the last known address of the individual to whom the information relates
- In compassionate circumstances, to facilitate contact with the next of kin or a friend of an individual who is injured, ill or deceased
- To the Government of Canada or the Government of Ontario in order to facilitate the auditing of cost programs.

The Township of Alnwick/Haldimand will not disclose personal phone numbers except in the case of the above noted bullets.

It is not an invasion of privacy to disclose the following:

- Classification, salary range and benefits, or employment responsibilities of an individual who is or was an officer or employee of the Township of Alnwick/Haldimand
- Financial or other details of a contract for personal services between an individual and the Township of Alnwick/Haldimand

Department	Section	Record Class
Administrative Dept.	Access and Privacy	Manuals and procedures for Municipal Depts. on their responsibilities to make information available and to protect privacy
	Access and Privacy	Forms and procedures for government agencies and the public to request information from Municipal Dept.
	Archival Information	Government documents with historical, limited legal or financial value, plus non-government records that contribute to any understanding of the Municipality's
	By-Laws – Current and Past	By-Laws passed by the Township of Alnwick/Haldimand Council
	Council and Committees – Agendas	Agendas, meeting notices, reports, attachments, communications, order papers considered by Township Council and its committees and boards
	Council and Committees and Boards – Appointments to Committee vacancies	Number of applications received for a vacancy. <i>Actual application and personal information are not released</i>
	Council and Committees Minutes and Resolution	Minutes, resolutions, for Municipal Council and its Committees and Boards. Minutes all motions, votes, and attendance by Members of Council
	Council and Committees – Petitions	Petitions received by the Clerk at meetings of Municipal Council or its Committees. The opening statement and total number of signatures is released; <i>names, signatures and any other information is not released</i>

	Council and Committees delegations/presentation, correspondence	Names of speakers at meetings, and those who correspond to committees
	Directory of Records	Description of all the type of general records and personal information maintained by each Township Department
	Elections – Candidate Files	Nomination Paper, declaration of qualifications completed forms
	Elections – Candidate Financial Statements	Financial activities including all expenses and contributions
	Elections – Revision Applications	Applications submitted by eligible electors to have their name added to or deleted from the voters list or to have their information changed
	Election – Voters List	Voters list containing names and qualifying addresses of eligible electors
	Community Events (supported or led by Admin or Council)	Information about events, including costs, who is paying for the event, group(s) that attended the event
	Freedom of Information Requests	Individual FOI requests and decision letter. <i>Identity of person making FOI request is not provided</i>
	Freedom of Information Statistics	Number of requests received and completed and compliance rate with statutory deadlines
	Gaming/Lottery Licence Information	Statistics – number of licences issued Confirmation of licence issued including licence holder, licence number, date of event and event location
	Marriage Licences	Confirmation if a licence has been issued to individual within previous three months. Statistics including number of licences issued
	Photographs – archival	View photograph collections. Permission may be required from copyright holder

	Privacy – Impact Assessments	Completed assessments of program area policies, procedures, computer systems and web applications in relation to the collection, use and disclosure of personal information
	Proclamations	Date and text of proclamation
	Records – completed record destruction authorized forms	Summarized descriptions of records authorized for destruction
	Records – completed records retention authorization forms	Database of category of records and the rule for how long records of that category are kept
	Records – database information	Database information including codes, date of creation, status, holder of record, format, scope notes, keywords, archival appraisals, retention information
Operations Dept.	Facilities and Real Estate	Policy and procedures. Any reports that have gone to Committee or Council
	Facilities Operations	Maintenance Standards, policy documents on air quality, maintenance schedules and contractor contacts for snow clearing and maintenance of public parking lots under municipal jurisdiction
	Facilities Operations	Security standards
	Facility Services	Bookings, contract information, budget information for facilities, event information and event sponsors and contact name
	Facility Services	Information related to cleaning contracts
Finance Dept.	Assessment Rolls – former municipalities	Property values of land and buildings in the post-amalgamation
	Revenue – Water and Tax	Tax and Water certifications – applicable fee
	Revenue – Tax	Unofficial printout of property tax accounts (year-end tax

		receipts – property owner only) applicable fee
	Revenue – Tax	Property assessment information (tax roll book is provided to ratepayer to view on the premises)
	Revenue – Tax	Property tax write-offs, charity tax rebate information, tax rate information)
	Budgets and Accounting	Proposed operating budget. <i>Subject to photocopying fee</i>
	Budgets and Accounting	Proposed capital budget. <i>Subject to photocopying fee</i>
	Budgets and Accounting	Audited financial statements
	Budgets and Accounting	Results of municipal performance measurement program
	Budgets and Accounting	General ledger balances and activity <i>subject to photocopying fee</i>
	Budgets and Accounting	Councillor Remuneration and Expense Annual Reports <i>subject to photocopying fee</i>
	Budgets and Accounting	Investment information/reports
	Procurement	Copy of a vendor invoice provided there is no risk of disclosure of confidential or competitive info. <i>Subject to photocopying fee</i>
	Budgets and Accounting	Salary Disclosure (+100,000)
	Procurement	Bid Opportunity Results. <i>Subject to photocopying fee</i>
	Tangible Assets	Asset inventory, asset valuation <i>subject to photocopying fee</i>
	Accounts Receivable	Accounts Receivable Invoices, and reminders notices (to customers only)
	Insurance Claims	Property, automobile and general liability insurance claims (<i>subject to confidentiality considerations and photocopying fee</i>)
Fire and Emergency Services	Fire incident	Written permission from the property owner to forward letters and copies of fire

		reports to lawyers, and insurance companies for purposes of property sales, litigation or insurance – <i>applicable fee</i>
	Inspection Related Letters	Written permission from the property owner to forward letters or copies of fire reports to lawyers, insurance companies or banking institution's for purposes of sale of property, insurance or banking purposes – <i>applicable fee</i>
	Fire Inspection Reports	Fire Inspection requests for purposes of property sales, insurance company requests and any other inspection requests not regulated under the Ontario Fire Code – <i>applicable fee</i>
	Complaint Record	Some editing may be required prior to release. <i>Subject to photocopying fee</i>
	Inspection Record	Some editing may be required prior to release. <i>Subject to photocopying fee</i>
Admin/Finance	IT	Corporate IT policies and standards, Capital Budget Information
	IT	Information on IT Contracts; who has the contract; length of the contract; area covered by the contract
	IT	Information on the technology direction the Township is taking
Economic Development & Tourism	Business	Community profile
	Business	Various statistical information as compiled by Economic and Development Officer
	Business	Economic development strategic plan
	Visitor	Visitor's guide
	Visitor	Maps – Township tour brochure
	Visitor	Historic tour brochure

	Visitor	Accommodation Guide
Human Resources/CAO/Finance	HR Policies	Available to Public/Employees
	Internal Job Postings	Available to Employees
	External Job Postings	Available to Public/Employees
	Organizational Chart	Available to Public/Employees
	Yearly Employee Performance & Development Reviews	Available to Employees
	Job Description	Available to Employees
	Employee Information	Includes employee number, contact info, seniority date, service info, salary and increment history. <i>Available to the Employee and Supervisor/Manager/Director</i>
	Corporate Training	Individual employee training records. <i>Available to the Employee and Supervisor/Manager/Director</i>
	Pension, Payroll & Employee Benefits	OMERS – Financial and general information. <i>Available to Public/Employees</i>
	Pension, Payroll & Employee Benefits	Requests from CRA for confirmation of Employment
	Pension, Payroll & Employee Benefits	Pension information <i>Available to Employees</i>
	Pension, Payroll & Employee Benefits	Payroll information specific to individual employees. <i>Available with Employee authorization</i>
	Pension, Payroll & Employee Benefits	General Benefit Information
	Pension, Payroll & Employee Benefits	Benefit Requests for specific benefit related records. <i>Available to Employees</i>
Parks and Recreations	Parks and Facility permits	Alnwick/Haldimand Arena
	Facility Rental Agreements & Invoices	Alnwick/Haldimand Arena
Planning and Building (Development Services)	Printed Maps	Land use and location maps – <i>applicable fees</i>
	Summary of Building Permits	Listing of building permits by year including details of; property address, permit number, permit date, category, construction value and permit fee. <i>Copy available for view only</i>

	Zoning By-Law/Official Plan Amendments	Zoning By-Laws in their entirety available for review or for sale in printed format or in digital format <i>(Applicable fees) Zoning By-Law amendment application notices, written requests are required to be added to mailing list for notices regarding each specific Zoning By-Law or OP amendment</i>
	Site Plan, Subdivision Applications	Written requests are required to be added to mailing list for notices regarding each specific application
	Zoning Compliance Letter	Zoning and Zone requirements, open work orders for specific property <i>(application fee)</i>
Operations (Public Works Division)	Public Works User Fee Application Form	Entrance permits, sanitary sewer hook ups, curb cuts <i>(based on relevant user fee)</i>
	Bid Documents	Request for proposals and request for tenders <i>(costs dependent on nature of bid)</i>
	Design Drawings	Design drawing related to subdivisions, bridges, roads, utilities <i>(based on relevant user fee)</i>