

**BY-LAW NUMBER 2016-61**

**THE CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES**

**BEING** a By-Law to adopt a Policy Statement entitled "Requests for Records Policy".

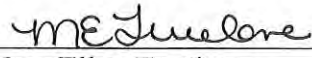
**WHEREAS** The Township of Rideau Lakes deems it necessary to establish a policy for requests for records by providing reasonable access to records of the Township, with consideration being given to the costs and administrative demand placed on the Township when requests are made.

**NOW THEREFORE** the Council of The Corporation of the Township of Rideau Lakes enacts as follows:

1. That the Policy Statement entitled "Request for Records" be approved and adopted.
2. That this By-Law repeals By-Law 2013-88

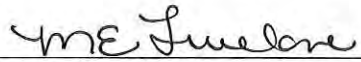
Read a first and second time this 3<sup>rd</sup> day of October, 2016

  
\_\_\_\_\_  
Ronald E. Holman  
Mayor

  
\_\_\_\_\_  
Mary Ellen Truelove  
Clerk

Read a third time and finally passed this 3<sup>rd</sup> day of October, 2016.

  
\_\_\_\_\_  
Ronald E. Holman  
Mayor

  
\_\_\_\_\_  
Mary Ellen Truelove  
Clerk

Township of Rideau Lakes  
Request for Records Policy

- 1) This policy seeks to support accountability and transparency through providing reasonable access to the records of the Township, while balancing this access with considerations of the costs and administrative demand placed on the Township when requests are made.
- 2) For the purpose of this policy 'record' shall have the same meaning as defined by the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).
- 3) a) Subject to MFIPPA or other limiting statutory requirements, the following types of records will be made available by the Clerk for inspection by any individual:
  - i) by-laws, resolutions and minutes of Council and it's Committees and Boards as per Section 253 of the *Municipal Act*;
  - ii) records considered at a meeting of Council and it's Committees and Boards as per Section 253 of the *Municipal Act*;
  - iii) annual Council remuneration reports as per Section 284 of the *Municipal Act*;
  - iv) annual audited financial statements as per Section 295 of the *Municipal Act*;
  - v) documents and materials filed with or prepared by the Clerk or any other election official under the *Municipal Elections Act*;
  - vi) any other record if prescribed by an applicable Act or Regulation
- b) Records available shall be subject to the applicable record retention by-law or similar statutory requirement.
- c) Copies of the record will be provided at no cost where there is a statutory requirement to do so. Otherwise, copies of records will be provided in accordance with applicable fees, such as for photocopying, as per the Township's fee by-law.
- d) Notwithstanding the above, the Township is not required to perform searches or research to assist with the location of specific records, for which public access is prescribed by an Act or Regulation, where a request is broad and/or general in nature. The requestor shall be granted reasonable access to the appropriate compilation for this purpose.
- 4) Requests for records regulated by specific by-laws of the Township shall be processed in accordance with that by-law.
- 5) For records not contemplated above, the following request procedure will apply:
  - a) For a request of twenty five (25) records or less, the following stipulations apply:
    - i) the request shall be made to the Clerk or appropriate Department Head;
    - ii) the request may be verbal or made in writing, at the discretion of the responding Township staff member;

- iii) the request shall be addressed expediently and completed within no more than 15 days of receipt, unless exceptional circumstances apply;
  - iv) the records shall be reviewed prior to release, and any records which, in the opinion of the Clerk, contain information subject to MFIPPA shall be withheld and direction given to the requestor to complete a request under MFIPPA.
  - v) copies will be provided in accordance with any applicable fees, such as for photocopying, as per the Township's fee by-law.
- b) For a request of twenty six (26) records or more, the following stipulations apply:
- i) The request shall be made in writing;
  - ii) The request shall be made to the Clerk;
  - iii) The request shall be subject to, and processed in accordance with, MFIPPA.
- c) The Clerk has the right to refuse a request, and/or direct the requestor to Section 5b) of this policy, if, in the sole opinion of the Clerk, the request seeks to circumvent the intent of this policy (e.g. sequential or serial requests and/or related party requests which would exceed 25 records, commercial purposes, frivolous or vexatious requests etc.).
- 6) The Clerk shall report semi-annually to Council regarding the number of request received and addressed under this policy.