

POLICY STATEMENT

When Requests for Information Are Made to Staff

1. The Request is for an Existing Record

i) Request for Single Record – No MFIPPA Concerns

When a request for an individual record is made, the appointed staff person, will retrieve the document in question, and if in their opinion, the individual document does not contain information which would cause a concern regarding privacy or wrongful identification of a third-party, then the individual record will be provided to the applicant in accordance with our tariff of fees by-law to cover any costs such as photocopying.

The process outlined above would not apply to documents that have been approved by Council e.g. by-laws, resolutions, minutes, etc.

ii) Request for Multiple Records or Single Record Request with MFIPPA Concerns

When a request for multiple records is made or in the case of an individual record, the requested single record contains information related to privacy or third party identification, then the applicant will be advised their request will have to be filed under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), so that prior to release, each existing record can be examined in detail and any information deemed by this Act as protected, will be severed or redacted from the record prior to releasing.

In accordance with MFIPPA, depending on the size or complexity of a request, a fee will be charged to the applicant, to provide this information, in order to cover the cost associated with fulfilling this request.

2. The Request is NOT an Existing Record

In the case where the request is not an existing record and may require research, analysis and production of a NEW record, then the prior approval of Council is required and any cost may be required to be paid by the applicant.

Effective December 6, 2013, on each Friday preceding a Municipal Services Committee (MSC) Meeting or Council Meeting, the draft Agenda package, as sent to all Members of Council presently, will be posted for public viewing on the Township's website by the end of business day.

This Policy was approved by By-law Number 2013-88, dated December 2nd, 2013