



## POLICY # AD-024

## ACCESS TO INFORMATION

DEPARTMENT: ADMINISTRATION

|                           |                             |
|---------------------------|-----------------------------|
| <b>APPROVAL DATE:</b>     | 2017-04-10 (April 11, 2017) |
| <b>REVISION DATE (s):</b> |                             |
| <b>REVIEW DATE (s):</b>   |                             |

### POLICY STATEMENT

The County of Vermilion encourages the routine release of appropriate administrative and operational records, recognizing that this is a cost-effective means of disseminating information. The County also recognizes the importance of ensuring that appropriate information is released in compliance with the *Freedom of Information and Protection of Privacy (FOIP) Act*.

The FOIP Act is in addition to, and does not replace existing fee structures, under the County Fee Bylaw, for access to routinely available information.

### PURPOSE

This Policy specifies particular type of records that can be actively released, without requiring a formal process under the FOIP Act. The Policy also specifies when a more formal process under the FOIP Act may be necessary.



## DEFINITIONS

### Freedom of Information and Protection of Privacy (FOIP) Act:

This Act protects an individual's privacy by setting rules for the collection, use or disclosure of personal information by public bodies. It also provides a method of requesting access to information which is not available by other means.

### Routine Dissemination:

In response to a routine inquiry or request, occurs when access to a record can be granted without a formal request under the FOIP Act.

Active Dissemination: Occurs when information or records are periodically released, without any request, under a program or release strategy.

## POLICY

- (1) Requests for information should generally be satisfied through routine channels. A request under the FOIP Act should be the avenue of last resort.
- (2) Individuals have the right to information about themselves, subject to limited exceptions under the FOIP Act. The exceptions should be interpreted with a view to providing an individual with as much access as possible to his or her own personal information.
- (3) The criteria used to determine which records can be classified for routine dissemination include:
  - a. A statutory requirement.
  - b. Type of information is requested on a regular basis.
  - c. Material that is publicly available.
  - d. No FOIP Act exceptions apply to the records.
- (4) Routine Dissemination - Record requests that are identified in Appendix "A" as records that can be routinely disclosed, can be disseminated by staff in the appropriate department. Records subject to routine dissemination must be in final approved form. Fees may be charged as per the County Fee Bylaw.
- (5) Active Dissemination - where practical the County will make relevant records identified in "Appendix A" available on the County Website.



- (6) All formal FOIP requests, even those relating to records that are identified in Appendix "A" as available for "routine disclosure" referencing the FOIP Act, must be directed immediately to the attention of the FOIP Coordinator. The FOIP Coordinator will then notify the individual that this information is routinely available and they may wish to withdraw their request.
  
- (7) A yearly review of County records holdings and of the types of requests for information being made will be conducted to determine whether the request for information can be met in the future through either routine disclosure or active dissemination.



## Appendix A

***Note: All documents must be in final approved form.***

Advertisements

Annual Report

Area Structure Plan

Audit Statement

Building Statistics

Budget - Approved

Business Plan - Adopted

By-Laws - Passed

Council Committee Lists

Council and Committee Minutes

Councillor Time Sheets

Election Results

Policies

Municipal Development Plan