

Mackenzie County

Title	Routine Release of Information	Policy No:	RM002
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Legislation Reference	Freedom of Information and Protection of Privacy Act (FOIP), Section 88
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PURPOSE

To provide guidelines to Mackenzie County Council and employees for the routine disclosure of information to the greatest extent possible. Information should be only withheld where there is a compelling reason to do so in accordance with the *Freedom of Information and Protection of Privacy Act (FOIP)*.

POLICY STATEMENT

Provide persons an opportunity to access certain categories of records without having to submit a formal request for information in accordance with the *FOIP Act*.

1. DEFINITIONS:

- a) “**Routine Disclosure**” – Responding to requests for information for records that can be granted without a request under the *FOIP Act*
- b) “**Active Dissemination**” – Systematically disseminating information in advance of requests using mechanisms such as publications, website and social media, and public statements

2. PROCEDURES:

- a) The Director of Legislative and Support Services shall:
 - i) Be accountable for the implementation, administration and compliance of this policy.
- b) The Records Management Clerk shall:
 - i) Assist, when necessary, in determining whether a request may be processed as routine information or required to be processed as a formal *FOIP* request.
 - ii) Severe records identified for routine release when required.
- c) Mackenzie County Employees shall:

- i) Respond to requests for information in a reasonable and timely manner.
 - ii) Apply fees for the reproduction and provision of records in accordance with the Mackenzie County Fee Schedule Bylaw.
 - iii) Forward requests for information that require extensive research and/or result in excessive quantities of records to the FOIP Coordinator for decision.
 - iv) Inform applicants that a formal request in writing to the FOIP Coordinator is required for information that may be subject to FOIP rules.
 - v) Consult with the FOIP Coordinator or the Records Management Clerk prior to releasing information if uncertain whether the information requested should be released under this policy or withheld from release.
- d) The disclosure of an employee's name, business contact information and personal information in relation to municipal business, activities and expenditures is not considered an unreasonable invasion of privacy, as this information may be disclosed under the rules of FOIP. Personal information that is unrelated to municipal duties is not normally disclosed.
- e) Any information that is withheld from release is done so in accordance with the *FOIP Act*, however not in response to a formal access request.
- f) Records containing personal information of third parties as defined in Section 1(n) of the *FOIP Act* will not be disclosed unless the personal information has been severed from the document.
- g) "Schedule A" of this policy defines the types of records that may be routinely disclosed or actively disseminated.
- h) This Policy shall replace Policy ADM023.

	Date	Resolution Number
Approved	2018-07-25	18-07-517
Amended		
Amended		

**Policy RM002 – Routine Release of Information
“Schedule A”**

Records for Active Dissemination	
Name of Record	Website
Advertisements – published	
Annual Report – published	Yes
Area Structure Plan – approved	Yes
Audit Statement – final	Yes
Budget – approved	Yes
Business Licenses – excluding applications which may contain personal information	Yes
Business Plan – adopted	
Bylaws – adopted	Yes
Committee Minutes – approved	
Council Minutes – approved	Yes
Demographic Data – statistical	Yes
Election Results	Yes
Municipal Development Plan – approved	Yes
Organizational Charts – without names and positions	Yes
Policies	Yes
Property Assessment Values	Yes
Property Searches – use virtual county office	Yes
Retention Schedule	Yes

Records for Routine Release		
Name of Record	Notes	Reference
Agreements & Contracts	Awarded contracts – excluding information which the disclosure could reasonably be expected to result in a third party’s financial loss	RS – ADM – Agreements & Contracts (Non-Financial) RS – LEG – Contracts & Agreements

Name of Record	Notes	Reference
Arrears in Taxes	Legal land location required – only legal land description, parcel size & dimension, assessment & taxes may be released	RS – TAX – Tax Roll Cases, Non-Critical
Assessment Roll	Supervised inspection only	<i>Municipal Government Act – Section 307</i>
Award Recipients	With recipients written consent	<i>FOIP Act – Section 2(a)</i>
Building Statistics	Quarterly reports released – available for release	
Committee Membership Lists	Names only	RS – ADM – Committees, Interim & Committees, Ongoing
Compliance Certificate	Review with FOIP Coordinator prior to release	RS – GOV – Compliance, County
Development Statistics	Quarterly reports released – available for release	
Disaster Plan	Municipal Emergency Plan – personal information to be redacted	RS – FIR – Emergency & Disaster Plans
Easements	Review with FOIP Coordinator prior to release	RS – LEG – Contracts & Agreements
Employee Names		
Equipment Rates		
Fire Hydrant Locations	Review with FOIP Coordinator prior to release	RS – FIR – Fire Response Planning & Mapping
Grants	Received by the county & grants issued to businesses – excluding applications which may contain personal information	RS – FIN – Grants
Vehicle Inspection Reports	Provided to new owner at time of sale – personal information is redacted prior to providing the information	RS – FLT – Vehicle Records
Job Descriptions	Excluding personal information	RS – HR – Job Descriptions
Pay Grids for Employees	Available on AUPE website	
Permits	Excluding personal information if not issued to a business/company	RS – PLN – Development Permits
Photographs	Public events only	RS – COM – Celebrations
Property Information	Lot plans, lot sizes, environmental assessments on County owned property	

Name of Record	Notes	Reference
Public Hearings		
Right-of-Ways	Maps only.	
Salary of Elected Officials	Refer to financial statement and honorarium bylaw.	
Tax Certificates	By legal land location	Refer to fee schedule bylaw
Tax Sale Notification	As per advertisement	
Volunteer List	Names only	