



The Corporation of the Town of LaSalle Policy Manual

Routine Disclosure and Active Dissemination

Policy Manual Section: Governance - General

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1. Policy Statement

The Town of LaSalle is committed to improving customer service and streamlining public access to municipal records. Routine Disclosure and Active Dissemination of records supports accountability and transparency, the foundation of which is providing access to municipal records, while protecting privacy in accordance with the *Municipal Act* and the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

The routine disclosure and active dissemination policy was developed to ensure that the Town of LaSalle is proactive, efficient, open and accountable. These principles are the focus of the Information and Privacy Commissioner of Ontario's *Access by Design*.

In the *Town of LaSalle Strategic Plan (2015-2018)*, effectively communicating the Town's activities and interests was outlined as a key objective. Establishing the records available for routine disclosure and active dissemination will support this key objective, ensuring that both the public and staff are aware of records available for disclosure and identifying key records available on our website.

2. Purpose

- i) To identify, provide and improve access to municipal records
- ii) To protect privacy, personal and confidential information
- iii) To improve accountability and transparency
- iv) To identify the records which may be routinely disclosed and made actively available
- v) To provide guidelines to staff for the release of records
- vi) To establish a routine procedure under which records may be released without the submission of a formal Freedom of Information (FOI) request



3. Scope

This policy applies to all Town of LaSalle employees and all records in the custody and control of the Town of LaSalle. This policy does not apply to records or information which are exempt under sections 6-15 of the *Municipal Freedom of Information and Protection of Privacy Act, 1990*.

4. Policy

4.1 Definitions

Active Dissemination	The periodic release of government records in the absence of a request.
Confidential Information	Information subject to exceptions outlined in <i>MFIPPA</i> or information which the Town of LaSalle has deemed confidential.
FOI Coordinator	For the purposes of this policy and related procedures, the Director of Council Services/Clerk is designated as the FOI Coordinator. The Deputy Clerk and the Executive Assistant to the Chief Administrative Officer are designated as alternates.
Freedom of Information (FOI) Request	A formal request made under Freedom of Information legislation (<i>MFIPPA</i>).
MFIPPA	<i>Municipal Freedom of Information and Protection of Privacy Act, 1990</i>
Personal Information	Recorded information about an identifiable individual (not a corporation, partnership or sole proprietorship), including information relating to: a) race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual; b) education, medical, psychiatric, psychological, criminal or employment history, financial transactions; c) any identifying number, symbol, address, telephone number, fingerprints or blood type; d) personal opinions or views of the individual except if they relate to another individual, and views or opinions of another individual about the individual; e) correspondence sent to the Town which is implicitly or explicitly of a private or confidential nature and replies to the correspondence; f) the individual's name if it appears with any other personal information.
Personal Information Bank (PIB)	Is a collection of personal information that is organized and capable of being retrieved using an individual's name or an identifying number or particular assigned to the individual.

Record	All recorded information, regardless of structure or form, created, captured, received or maintained by the municipality and which serves as documentary evidence of daily activities. Records are valuable corporate assets of the Town of LaSalle. Records may include, but are not limited to: correspondence, email, memoranda, invoices, minutes, photographs, maps, plans, drawings, microforms, books, reports, etc.
Request, Formal	A request for access to or copies of a record which is submitted in writing detailing the requested records, is dated and signed by the requester. This type of request should be received only after the informal request has been denied. Fees apply.
Request, Informal	A verbal request for access to or copies of a record. May also be referred to as a routine disclosure request. All requests should begin informally and requesters should only formally submit a request as a last resort.
Responsible Department	Shall refer to the department that currently has control or custody of the record.
Routine Disclosure	The routine or automatic release of certain types of administrative and operational records in response to informal rather than formal requests under <i>MFIPPA</i> .
Third Party Information	Any person, group of persons or organizations whose interest might be affected by disclosure, other than the person, group of persons, or organization making a request for access. Where the third party is an individual, another person may in some cases, exercise his/her right.

4.2 Active Dissemination

The Town of LaSalle is committed to making key records available to the public, where possible, on the Town of LaSalle website, through media releases, newsletters, notices, pamphlets, newspapers and advertising or for review at the Town Municipal Offices.

Where possible, any information released shall be made available in an accessible format.

Examples of public records routinely made available on the Town of LaSalle website include:

- Council Agendas and Minutes
- Frequently requested By-Laws
- Bid and Tender documents
- Municipal Policies
- Blank Applications and Forms
- Media Releases and Announcements
- Public documents related to Special Studies and Projects
- Master Plans
- Park, Trail and Road Maps



- The Town of LaSalle Activity Guide
- The Town of LaSalle Emergency Plan
- The Town of LaSalle Organizational Chart

4.3 Routine Disclosure

Records identified for routine disclosure may be released by the responsible department upon request, subject to the governing rules listed below and exceptions in the *Municipal Freedom of Information and Protection of Privacy Act, 1990*.

4.4 Rules Governing Routine Disclosure Requests

4.4.1 Requests

- i) Routine disclosure requests should be made to the responsible department.
- ii) Routine disclosure requests may be denied or the records redacted, as per the exemptions outlined in the *Municipal Freedom of Information and Protection of Privacy Act, 1990*, or at the Clerk's Discretion.
- iii) If a routine disclosure request is denied, the requestor may submit a formal Freedom of Information Request (FOI) to the Clerk, subject to applicable fees.
- iv) Routine disclosure requests may be made verbally or in writing ([See the Routine Disclosure Request Form](#)).
- v) Staff may require the routine disclosure request be submitted in writing if the request is unclear or the scope of the request warrants it in writing ([See the Routine Disclosure Request Form](#)).
- vi) Routine disclosure requests may be required to be formally submitted as an FOI request if the search time and preparation of records may be deemed excessive. Fees may apply.
- vii) Records related to regular routine disclosure requests will be made available within 10 business days.
- viii) An estimate must be given within 10 days outlining the amount of time that a routine disclosure request may take for large volumes of records, records stored off-site, archived, or in a fragile state, where response may take longer.

4.4.2 Conditions of Release

- i) To confirm the identity of the requestor, identification may be requested. MFIPPA, R.R.O. 1990, Reg. 823, s. 2 (3).
- ii) Records will be routinely disclosed according to the conditions listed and in the manner specified in [APPENDIX A: Schedule of Records and Information for Routine Disclosure and Active Dissemination](#).

- iii) A staff member must be present at all times when a requestor is viewing an original record. MFIPPA, R.R.O. 1990, Reg. 823, s. 2 (1)(2).

4.4.3 Personal and Confidential Information

- iv) Personal information will not be released, except in accordance with exceptions provided in Section 14 of *MFIPPA*. Personal information may be redacted in response to a Routine Disclosure request. Requests for records containing personal information may be denied, requiring a formal Freedom of Information (FOI) request. MFIPPA, R.S.O. 1990, c. M.56, s. 14.
- v) The Town of LaSalle is committed to the confidentiality of Third Party information that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, if the disclosure could reasonably be expected to cause harm to the interests of the Third Party. MFIPPA, R.S.O. 1990, c. M.56, s. 10. This includes copyrighted records and information.
- vi) Confidential Information, as defined in *MFIPPA*, or information is determined to be confidential by the Town, will not be released.
- vii) If the personal information in the record is not that of the requestor or an agent of the requestor, the information will be redacted, unless authorized by legislation or in writing by the individual to which the information pertains.
- viii) Residents have the right to review and correct their own personal information if it is believed that there is an error or omission. MFIPPA, R.S.O. 1990, c. M.56, s. 36

4.4.4 Availability of Records

- i) Reproductions (digital or paper) of records may be provided if the request pertains to archived or permanent records considered too fragile for public viewing. The records management clerk will make this determination.
- ii) Records stored off-site or archived may not be immediately available and may require extra time in order to fulfill the request.
- iii) In response to a request, the Town of LaSalle is not required to create records which do not otherwise exist.
- iv) The Town of LaSalle is not required to restore or recreate records which have been destroyed in accordance with the records retention By-Law.

4.5 FEES

Fees may apply in accordance with the current User Fees By-Law.



4.6 Routine Disclosure Procedure

- 1) Upon receipt of a verbal or written request, consult the [Schedule of Records and Information for Routine Disclosure and Active Dissemination](#) to determine if the record can be routinely disclosed.
 - a. If the record is not listed in the Schedule of Records, consult with the FOI Coordinator or alternate to determine the appropriate response.
- 2) Consult the fee schedule for any applicable fees to provide an estimate to the requestor if required.
 - a. If fees apply, the requestor must make payment at the finance counter prior to obtaining the records.
- 3) Consult the schedule for any existing restrictions on the manner in which the records will be disclosed and any exceptions or exemptions.

5. Responsibilities:

5.1 Department Heads:

- i) Ensure the protection of privacy and personal information collected, received or maintained by the department
- ii) Oversee routine disclosure and active dissemination within the department
- iii) Regularly review the Routine Disclosure and Active Dissemination policy and notify the Clerk's Department of any changes to departmental record holdings

5.2 FOI Coordinator / Alternate

- i) Provide guidance on release of records and Freedom of Information (FOI) requests
- ii) Provide information and guidance on the formal FOI request process

5.3 Employees:

- i) Assist the public with routine disclosure requests
- ii) Protect personal, confidential and third party information when responding to all requests
- iii) Follow all rules listed in section [4.4 Rules Governing Routine Disclosure Requests](#)
- iv) Review records available for routine disclosure
- v) Ensure familiarity with user fees and provide estimates
- vi) Consult supervisor if uncertain release of information
- vii) Direct requests for records not listed in Appendix A to the FOI Coordinator / Alternate

6. Policy Review:

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.



7. References and Related Documents:

Procedure for Processing FOI Requests
Protecting Personal Information
Town of LaSalle Strategic Plan (2015-2018)

Access by Design – *Information and Privacy Commissioner of Ontario* (2010)

Accessibility for Ontarians with Disabilities Act, 2005

Assessment Act, 1990

Development Charges Act, 1997

Emergency Management and Civil Protection Act, 1990

Fire Protection and Prevention Act, 1997

Green Energy Act, 2009

Municipal Act, 2001

Municipal Elections Act, 1996

Municipal Freedom of Information and Protection of Privacy Act, 1990

Planning Act, 1990

Provincial Offences Act, 1990

Safe Drinking Water Act, 2002

8. Attachments:

APPENDIX A: Schedule of Records and Information for Routine Disclosure / Active
Dissemination

APPENDIX B: Routine Disclosure Request Form

APPENDIX A : Schedule of Records and Information for Routine Disclosure / Active Dissemination

Administration Department

Records / Information	RD/AD	Conditions for Release	Access to information	Legislation Governing Access
Advertising	RD	Excludes draft copies and correspondence.	Available by request to Administration Department.	
LaSalle Messenger Newsletter	AD	Excludes drafts and working copies.	Available on website and at Town Hall.	
Our LaSalle Community Guide	AD	Excludes drafts and working copies.	Available on website and at Town Hall.	
Media Releases / Announcements	AD	Excludes drafts and working copies.	Available on website	
Organizational Chart	AD	Excludes drafts and working copies.	Available on website.	
Strategic Plan	AD	Excludes drafts and working copies.	Available on website.	
Studies and Special Projects	AD	Excludes drafts and working copies.	Available on website. Some materials available on Council Agenda.	

Council Services Department

Records / Information	RD/AD	Conditions for Release	Access to information	Legislation Governing Access
Accessibility Compliance Report	RD		Available by request to the Clerk's Department.	<i>Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, s. 14 (2)</i>
Accessibility Plan	AD	Excludes correspondence, draft, and working copies.	Available on website or by request to Clerk's Department.	<i>Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, O. Reg. 165/16, s. 3 (1)</i>



Agreements & Contracts under seal	RD/AD	Excludes draft agreements, legal opinions, correspondence, various other agreement documentation.	Agreements under seal may be provided on the Council Agenda. Signed agreements provided upon request. Fees may apply.	
Appointments to Boards & Committees	RD	Release of names and resolutions appointing individuals only. Will not release applications, correspondence, closed reports, agendas, minutes, or background information.		
By-Laws	RD/AD	Signed copy only. Excludes draft copies, confidential attachments, legal opinion, correspondence, and background information relating to By-Law.	Commonly requested By-Laws available on website. All other By-Laws available by request to the Clerks Department. Fees may apply.	<i>Municipal Act.</i> 2001, s. 253(1); <i>MFIPPA</i> , s. 6(1)
Committee Agendas & Minutes	RD	Excludes closed or confidential committee records.	Fees may apply.	<i>MFIPPA</i> , R.S.O. 1990, c. M.56, s. 6; <i>Municipal Act.</i> 2001, s. 253(1)
Council Agendas & Minutes	AD	Excludes Closed Session Agendas, Minutes and working notes.	Available on website or by request to the Clerk's Department. Fees may apply.	<i>MFIPPA</i> , R.S.O. 1990, c. M.56, s. 6; <i>Municipal Act.</i> 2001, s. 253(1)
Elections – Candidate Files	RD	Records may only be viewed in the 120 days following the election period.	Available for viewing at Clerk's Department between filing and the 120 period after the election from the Clerk's Department.	<i>Municipal Elections Act</i> , 1996, 1996, c. 32, Sched., s. 88 (6)
Elections – Candidate Financial Statements	AD		Available on website or for viewing at the Clerk's Department.	<i>Municipal Elections Act</i> , 1996, 1996, c. 32, Sched., s. 88 (5)
Elections – Nomination Papers	AD	Records may only be viewed in the 120 days following the election period.	Available for viewing at Clerk's Department between filing and the 120 period after the election from the Clerk's Department.	<i>Municipal Elections Act</i> , 1996, 1996, c. 32, Sched., s. 88 (6)
Incident / Accident Reports	RD	Copy can be provided to the individual referred to in the Incident /		

		Accident Report, insurance company or legal counsel.		
Lottery Licensing	RD	Confirmation of license issuance including license number, license holder, date of event and event location.	Available upon request from the Clerk's Department.	
Noise By-Law Exemptions	AD	Notice sent to surrounding residents.		
Policies	AD	Excludes drafts and working copies.	Available on website or by request to the Clerk's Department. Fees may apply.	
Reports to Council and Committees	AD	Excludes reports to closed session or confidential reports and working notes.	Available on website in Agenda.	<i>MFIPPA</i> , R.S.O. 1990, c. M.56, s. 6; <i>Municipal Act</i> , 2001, s. 253(1).
Resolutions	AD		Available in Council Minutes on website or by request to the Clerk's Department.	
Statements of Remuneration	RD	Statements of Remuneration prepared under Section 284 of the <i>Municipal Act</i> , 2001.		<i>Municipal Act</i> , 2001, s. 253(1); <i>MFIPPA</i> , s. 284.

Culture & Recreation Department

Records / Information	RD/AD	Conditions for Release	Access to information	Legislation Governing Access
Facility Rental Agreements	RD	Provided only to renting party.	Available upon request.	
Grist Mill Book	AD		Available upon request at the Culture & Recreation Counter at Town Hall. Fees apply.	
Parks & Recreation Master Plan	AD	Excludes drafts and working copies.	Available on website or at Culture & Recreation Counter at Town Hall. Fees apply for hard copy.	



Pathway to Potential (P2P) Program Information	AD	Program information only. Excludes registrations, reports, etc.	Available at Culture & Recreation Counter at Town Hall.	
Programming Information	AD	Excludes registrations and personal information.	Available in activity guide, on website, or by request.	
Vendor Event Packages	AD	Excludes completed registration.	Available on website or at Culture & Recreation Counter at Town Hall.	

Development & Strategic Initiatives Department

Records / Information	RD/AD	Conditions for Release	Access to information	Legislation Governing Access
Bouffard & Howard Planning Districts – Development Standards Manual	AD	Excludes working copy and drafts.	Available on website.	
Building Permit Files	RD	Released to property owner, authorized agent, or individual with written permission from the owner.		<i>MFIPPA</i> , R.S.O. 1990, c. M.56, s. 14 (1).
Building Plans (Residential Buildings)	RD	Released to property owner, authorized agent, or individual with written permission from the owner. Copyright Act may apply to some drawings and plans.		<i>MFIPPA</i> , R.S.O. 1990, c. M.56, s. 14 (1).
Development Charges Background Report	AD	Excludes working copy, drafts, and background information.	Available on website.	<i>Development Charges Act</i> , 1997, S.O. 1997, c. 27, 2015, c. 26, s. 5 (3)
Official Plan and Amendments	AD	Excludes draft copies, correspondence, legal opinions, etc.	Available on website or by request to the Development & Strategic Initiatives Department, Planning Division. Fees may apply.	
Planning Act related applications and supporting materials	AD	Excludes records not yet considered by Council, legal opinions, or other confidential records. Personal information will be redacted prior to	Available by request to Development & Strategic Initiatives Department, Planning Division.	<i>Planning Act</i> , R.S.O. 1990, c. P.13, s. 1.0.1, s.14.2(6); <i>Municipal Act</i> . 2001, s. 253(1); <i>MFIPPA</i> , R.S.O. 1990, c. M.56

<ul style="list-style-type: none"> - Official Plan Amendment - Zoning Applications - Subdivision Applications - Part Lot control - Consent Applications - Variance Applications 		the release of any information. Drawings may be subject to the exemptions listed in <i>MFIPPA</i> .		
Planning Act and Committee of Adjustment Notices	AD		Available on website or by request to Development & Strategic Initiatives Department, Planning Division.	<i>Planning Act</i> , R.S.O. 1990, c.P.13, s. 14.2(6); <i>Municipal Act</i> . 2001, s. 253(1)
Work order and zoning compliance letters	RD	Released to lawyers and real estate agents.	Available by request to Development & Strategic Initiatives Department. Fees apply.	
Zoning By-Laws & Amendments	AD	Excludes drafts, information not considered by Council, correspondence, background information, etc.	Available on website or by request to the Council Services department. Fees may apply.	

Finance Department

Records / Information				
Assessment Rolls	RD	<p>Assessment roll books are made available for public viewing at Town Hall. Assessment roll information is not provided by phone or email, except to the property owner. Proof of identification will be required.</p> <p>No information pertaining to the roll number will be given out.</p> <p>Assessment rolls currently stored off-site may not be immediately available.</p>	<p>Current year and previous year: Available for viewing at Finance Counter at Town Hall</p> <p>Archived copies: Request by phone or email to finance department: 519-969-7770 ext. 1230 taxes@lasalle.ca</p> <p>Fees may apply.</p>	<i>Assessment Act</i> , R.S.O. 1990, c. A.31, s. 39
Asset Management Plan	AD	Excludes drafts and working copies.	Available on website.	



Audited Financial Statements	AD		Available on website.	
Budget (Proposed and approved)	AD	Excludes drafts and working notes.	Available on website or at the Finance counter at Town Hall for viewing.	
Development Charges Background Report - Final	AD	Excludes working copy, drafts, and background information.	Available on website.	
Energy Consumption Report	AD	Excludes drafts and working copies.	Available on website.	<i>Green Energy Act, 2009, S.O. 2009, c. 12, Sched. A, O. Reg. 397/11: Energy Conservation and Demand Management Plans</i>
Energy Management Plan	AD	Excludes drafts and working copies.	Available on website.	<i>Green Energy Act, 2009, S.O. 2009, c. 12, Sched. A, O. Reg. 397/11: Energy Conservation and Demand Management Plans</i>
Maps	RD/AD	Includes maps used for general purposes.	Trail & Street maps available on website and at Town Hall. Other maps available by request from GIS Technician. Fees may apply.	
Remuneration	RD	Includes only final statements of remuneration prepared under section 284 of the <i>Municipal Act, 2001</i> .		<i>Municipal Act, 2001, c. 25, sec. 253(1)</i>
Tax account hard copy	RD	Available to registered owner or representative only.	Available by request from the Finance department. Fees apply.	
Tax account information	RD	Available to the registered owner or representative only.	Available by request from the Finance department. Fees may apply.	



Tax Certificate / Lawyers Letter	RD	Available to registered owner or representative only.	Available by request from the Finance department. Fees apply.	
Water account information	RD	Available to registered owner or representative only.	Available by request from the Finance department.	
Water Financial Plan	AD		Available on website.	<i>Safe Drinking Water Act, 2002, S.O. 2002, c. 32</i>

Fire Services

Records / Information	RD/AD	Conditions for Release	Access to information	Legislation Governing Access
Incident Reports	RD	Released only to property owner, authorized agent, or with written permission from the property owner. Subject to FOI requirements and exemptions.	Available by request to Fire Services. Fees apply.	<i>MFIPPA, R.S.O. 1990, c. M.56.</i>
Inspection Reports	RD	Released only to property owner, authorized agent, or with written permission from the property owner. Subject to FOI requirements and exemptions.	Available by request to Fire Services. Fees apply.	<i>MFIPPA, R.S.O. 1990, c. M.56.</i>
Fire Master Plan	AD	Excludes drafts and correspondence.	Available on website.	
Fire Safety/Prevention Information	AD		Available on website and social media, or by request.	
LaSalle Fire Service Annual Report	RD		Available by request to Fire Services.	
Recreational Fires – Quick Reference Sheet	AD		Available on website.	
Town of LaSalle Emergency Response Plan	AD	Excludes drafts and confidential information.	Available on website.	<i>Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, s. 10.</i>



Public Works Department

Records / Information	RD/AD	Conditions for Release	Access to information	Legislation Governing Access
Ditch Infill packages	AD		Available at Public Works counter or by request.	
Drain Layers Licensing – List of licensed drain layers in LaSalle	AD		Available at Public Works counter or by request.	
Drinking Water Systems Annual Report	AD		Available on website.	<i>Safe Drinking Water Act, 2002 - Drinking Water Systems, O. Reg. 170/03.</i>
Driveway Standards	AD		Available at Public Works counter or by request.	
Memorial Program Information Packages	AD		Available at Public Works counter or by request.	
Municipal Drainage Map	AD		Available on website.	
Parks & Recreation Master Plan	AD	Excludes drafts, working copies and correspondence.	Available on website.	
Property servicing and drainage information	RD	Confirmation of information will be released to lawyers.	Formal written request must be submitted to the Director of Public Works. Fees apply.	
Road Closures and Construction Information	AD		Available on website.	
Snow Removal Route Map	AD		Available on website.	
Water Consumption	RD	Released only to property owner or with written permission from the property owner.	Available at Public Works counter or by request.	
Water and Wastewater Rates	AD		Available on website.	
Work Orders	RD		Verbal confirmation on status of an order may be released.	



ROUTINE DISCLOSURE REQUEST FORM

Routine Disclosure Request made to:

Corporation of the Town of LaSalle
5950 Malden Rd.
LaSalle, ON, N9H 1S4

Request For:	Preferred Method of Access:
<input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction of Own Personal Information <input type="checkbox"/> Other	<input type="checkbox"/> Review Original <input type="checkbox"/> Copy

Requestor Information:	
Date:	
Name:	
Organization:	
Address:	
City:	
Province:	
Telephone Number:	
Email:	
Signature:	
<small>*Personal information on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information Coordinator at 519-969-7770 ext. 1256.</small>	

Detailed Request Information	
Please include any description or additional information related to the request	
Request Details:	



For office use only:	
Date Received:	
Request Status:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Request Notes:	
Date Completed:	