



## **Routine Disclosure and Active Dissemination**

**Policy Number:** G-GEN-010

**Authority:** 376/18, 173/24

**Date Approved:** October 9, 2018

**Department Responsible:** Council Services

**Revision Dates:** July 2024

**Review Date:** July 2026

**Status:** Active

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### **1. Policy Statement**

*MFIPPA* establishes a public right of access to information held by the Town, subject to limited and specific exemptions, while at the same time protecting the privacy of individuals with respect to any Personal and Confidential Information that is held by the Town. The Town is committed to supporting the accountability and transparency of its municipal operations by making information readily available to the public in accordance with these key principles of *MFIPPA*, without the need for an FOI Request.

1.1 This Policy establishes a process for the Routine Disclosure and Active Dissemination of certain types of Records and aims to:

- 1.1.1 Engage the community and improve accountability and transparency;
- 1.1.2 Identify Records which may be routinely disclosed and made actively available, without the need for an FOI Request;
- 1.1.3 Improve and streamline access to Municipal Records;
- 1.1.4 Ensure the protection of Personal and Confidential Information;
- 1.1.5 Aid in the adherence to the requirements of *MFIPPA*; and
- 1.1.6 Provide a guideline for the release of Records.

### **2. Scope**

This policy applies to all Records in the custody and control of the Town of LaSalle.

This policy does not apply to Records which are exempt under the *Municipal Freedom of Information and Protection of Privacy Act*, 1990.

### 3. Definitions

**Active Dissemination** shall mean the periodic release of certain Records in the absence of a request.

**Confidential Information** shall mean any information that:

- a) Is subject to the exemptions to disclosure defined by *MFIPPA*;
- b) Is deemed as confidential in nature by the Clerk;
- c) That, if disclosed, could result in loss or damage to the Town, a Third Party, or could give the persons to whom it is disclosed an advantage.

**Clerk** shall mean the Clerk, appointed under s. 228 of the *Municipal Act*, or their designate.

**FOI Request** shall mean a request for Records submitted in accordance with *MFIPPA*.

**MFIPPA** shall mean the *Municipal Freedom of Information and Protection of Privacy Act*, 1990, as amended from time to time.

**Personal Information** shall mean recorded information about an identifiable individual (not a corporation, partnership or sole proprietorship), as defined in *MFIPPA* and amended from time to time, including:

- Race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
- Education, medical, psychiatric, psychological, criminal or employment history, financial transactions;
- Any identifying number, symbol, address, telephone number, fingerprints or blood type;
- Personal opinions or views of the individual except if they relate to another individual, and views or opinions of another individual about the individual;
- Correspondence sent to the Town which is implicitly or explicitly of a private or confidential nature and replies to the correspondence; or
- The individual's name if it appears with any other Personal information.

**Policy** shall mean the Routine Disclosure and Active Dissemination Policy.

**Record** shall mean all recorded information, regardless of structure or form, created, captured, received or maintained by the Town.

**Redact** shall mean to strike out words or information, such that the information is illegible, from a Record before it is made available to the requestor.

**Responsible Department** shall mean the department that currently has control or custody of a Record.

**Routine Disclosure** shall mean the routine release of a Record in response to a request for Records outside of *MFIPPA*.

**Supervisor** shall mean a Director, Manager or Supervisor.

**Town** shall mean the Corporation of the Town of LaSalle.

## **4. Policy**

### **4.1 Active Dissemination**

4.1.1 The Town of LaSalle will actively provide access to municipal Records in accordance with this Policy and all applicable legislation;

4.1.2 Records legislated or deemed eligible for Active Dissemination will be made available on the Town of LaSalle website.

### **4.2 Routine Disclosure**

4.2.1 The Town of LaSalle will provide public access to Records of the Town in accordance with this Policy.

### **4.3 Rules Governing Routine Disclosure Requests**

#### **4.3.1 Requests**

- a. Routine Disclosure requests may be made verbally, in writing, or through the applicable form on the Town's website.
- b. If the scope of a verbal request is unclear, the Responsible Department may require the request in writing.
- c. All Routine Disclosure requests shall be processed having regard for exemptions outlined in *MFIPPA*.
- d. At the discretion of the Responsible Department, Routine Disclosure requests may be denied, Redacted, or required to be submitted as an FOI Request.
- e. If a Routine Disclosure request is denied, the requestor must be advised of their right to submit an FOI Request.
- f. The Town will make every effort to process Routine Disclosure requests and make Records available within 10 business days from receipt of the request.

- i. Where a request cannot be processed within this 10-day timeframe due to limited resources, large volume of Records requested, Records store off-site or archived, Records in a fragile state, etc., the requestor shall be provided with an estimate of the time to process the request.

#### **4.3.2 Conditions of Release**

- a. Identification may be required to establish the identity of the requestor prior to the release of the requested Records.
- b. Where access to Records is requested by an authorized agent, proof of agency will be required prior to the release of the requested Records.
- c. Records will be routinely disclosed according to the conditions listed in Appendix A.

#### **4.3.3 Personal and Confidential Information**

- a. Personal and Confidential Information will not be disclosed, except in accordance with the provisions of *MFIPPA* and other applicable legislation.

#### **4.3.4 Availability of Records**

- a. Copies of digital and paper Records will be provided in response to requests.
- b. At the discretion of the Clerk, certain original Records may be deemed too fragile for public viewing and due to off-site storage, certain original Records may be unavailable for public viewing. In these circumstances, copies of the original Record will be provided.
- c. In response to a request, the Town is not required to create Records which do not otherwise exist.
- d. Records will be retained and destroyed in accordance with the Town's current Records Retention By-Law.
  - i. The Town is not required to restore or recreate Records which have been destroyed in accordance with the Records Retention By-Law in effect at the time.

#### **4.3.5 Exemptions under the Act**

- a. Although the goal of this policy and *MFIPPA* are to facilitate access to municipal Records, there are limitations which protect Personal and Confidential Information. For a full listing of mandatory and discretionary exemptions, please view the current legislation.

#### **4.3.6 Accessibility**

- a. Accessible formats of Records will be made available upon request.

#### **4.3.7 Fees**

- a. Fees shall apply in accordance with the Town of LaSalle's current User Fee By-Law.
  - i. This includes fixed rates for specific documents set forth in the User Fee By-Law.

### **5. Roles and Responsibilities**

#### **5.1 Supervisor**

##### **5.1.1 All Supervisors shall:**

- a. Ensure employees within the department or division understand their role in the routine release of Records, and in protection of Personal and Confidential Information;
- b. Oversee Routine Disclosure and Active Dissemination within the department;
- c. Ensure the protection of privacy, Personal and Confidential Information collected, received or maintained by the department;
- d. Identify Records suitable for inclusion in Appendix A: Schedule of Records for Routine Disclosure and Active Dissemination, and review with the Clerk;
- e. Notify the Clerk of any changes to Record holdings or changes to be made to the Departmental Routine Disclosure and Active Dissemination Appendix; and
- f. Promote Departmental compliance with this policy and related procedures.

#### **5.2 Employees**

##### **5.2.1 All Employees shall:**

- a. Understand their obligation to respond to Routine Disclosure Requests, as laid out in this policy and applicable procedures;
- b. Be aware of Records available for Routine Disclosure within their respective Department;
- c. Ensure familiarity with the Town's User Fees and provide estimates;
- d. Assist the public with and process Routine Disclosure requests;
- e. Protect Personal and Confidential Information in their everyday work and when responding to all requests;
- f. Consult their Supervisor or the Council Services Department if uncertain about the release of a Record;
- g. Direct requests for Records not listed in Appendix A to the FOI Coordinator or their Alternate.

### **5.3 Clerk**

5.3.1 The Clerk shall:

- a. Administer the Routine Disclosure and Active Dissemination Policy;
- b. Shall revise and amend Appendix A of this Policy, as appropriate;

### **5.4 Records and Information Management Specialist**

5.4.1 The Records and Information Management Specialist shall:

- a. Administer the Routine Disclosure Procedures;
- b. Provide training and direction regarding Routine Disclosure Requests; and
- c. Assign Routine Disclosure Requests received by electronic form to the responsible Department.

## **6. References and Related Documents**

Municipal Freedom of Information and Protection of Privacy Act, 1990

## **7. Attachments**

**Appendix A:** Schedule of Records for Routine Disclosure and Active Dissemination.

\*\* Updated as needed at the authority of the Clerk. Please see our Routine Disclosure website for an accurate listing of Records.

2. Appendix A: Schedule of Records for Routine Disclosure and Active Dissemination

Administration Department

Record	Method of Release	Conditions of Release
Organizational Chart	AD	Final chart only. Excludes drafts, working copies, correspondence and related background information.
Messages from the Mayor	AD	
Studies and Special Projects	AD	Includes only information available on website. Excludes drafts, working copies, and confidential records.

Council Services Department

Record	Method of Release	Conditions for Release
Accessibility Compliance Report	RD	Final Report only.
Accessibility Plan	AD	Final plan only. Excludes correspondence, drafts, and working copies.
Accessibility Status Report – Year End	AD	Final report only. Excludes correspondence, draft, and working copies.
Administrative Monetary Penalties System (AMPS) – Ticketing	RD	Copies may only be requested by the individual to whom the Penalty Notice was issued. Limited to the carbon copy of the original Penalty Notice, any photos taken by an Officer to support the issue of said Penalty Notice, and any direct communications from the Town to the Penalty Notice recipient. Excludes Officer notes and any communications not directly involving the Penalty Notice recipient.
Agreements and Contracts attached to By-Law	RD / AD	Excludes agreements not attached to a by-law. Final agreement only. Excludes draft agreements, legal opinions, correspondence, various other agreement documentation and confidential/sensitive information.
Appointments to Boards & Committees	RD / AD	Release of names and resolutions appointing individuals only.
By-Laws	RD / AD	Signed copy only. Excludes draft copies, confidential attachments, legal opinion, correspondence, and background information relating to By-Law.
Code of Conduct for Members of Council	AD	
Collection Calendar	AD	Final calendar only.
Committees of Council - Agendas & Minutes	AD	Excludes Closed Session Agendas, Closed Reports, Closed Minutes, delegation records, notifications and working notes.
Committee Terms of Reference	AD	

<b>Record</b>	<b>Method of Release</b>	<b>Conditions for Release</b>
Council Agendas & Minutes	AD	Excludes Closed Session Agendas, Closed Reports, Closed Minutes, delegation records, notifications and working notes.
Disclosures of Pecuniary Interest Registry	AD	
Elections – Accessibility Plan	AD	Final plan only. Excludes draft and working copies.
Elections – Accessibility – Post Election Report	AD	Final Report only. Excludes draft and working copies.
Elections – Candidate Files	RD	Records may only be viewed in the 120 days post-election.
Elections – Candidate Financial Statements	AD	
Elections – Nomination Papers	RD	Records may only be viewed in the 120 days following the election period.
Elections – Final Results	AD	
Elections – Statistics	AD	
Incident / Accident Reports	RD	Copy may be provided to the individual referred to in the Incident / Accident Report, insurance company or legal counsel.
Lottery Licensing	RD	Verbal confirmation of license issuance including license number, license holder, date of event and event location.
Noise By-Law Exemption Notice	AD	Includes notice only.
Policies	AD/RD	Final policy only. Excludes drafts, working copies, correspondence and notes.
Reports to Council and Committees	AD	Excludes reports to closed session or confidential reports, background information and working notes.
Resolutions	AD	
User Fee Schedule	AD	Final schedule only. Excludes drafts, working copies, correspondence, etc.

### **Culture and Recreation Department**

<b>Record</b>	<b>Method of Release</b>	<b>Conditions for Release</b>
Facility Rental Agreements	RD	Provided only to renting party. Identification will be required.
Festivals and Events Information	AD	
Grist Mill Book	AD	
Parks & Recreation Master Plan	AD	Final plan only. Excludes drafts and working copies, confidential information, etc.
Pathway to Potential (P2P) Program Information	AD	Program information only. Excludes registrations, reports, etc.
Programming Information	AD	General information only. Excludes registrations and personal information.



Record	Method of Release	Conditions for Release
Vendor Information Packages	AD	General information only. Excludes completed registration.

Finance Department

Record	Method of Release	Conditions for Release
Assessment Rolls	RD	<p>Assessment roll books are made available for public viewing at Town Hall. These books are self-service and assistance cannot be provided.</p> <p>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>
Asset Management Plan	AD	Final plan only. Excludes drafts and working copies.
Audited Financial Statements	AD	
Budget (Proposed and approved)	AD	Final proposed and approved budgets only. Excludes drafts and working notes.
Development Charges Background Report - Final	AD	Final report only. Excludes working copy, drafts, and background information.
Energy Consumption Report	AD	Final report only.
Energy Management Plan	AD	Final plan only.
Maps	RD/AD	Includes maps used for general purposes.
Procurement Records	RD	Includes request for quotes, request for proposals and tenders documents posted to the Bids & Tenders Portal. Excludes working copy, drafts, background information, final submissions and confidential information.
Statements of Remuneration	RD	Includes only final statements of remuneration prepared under section 284 of the Municipal Act, 2001.
Tax account hard copy	RD	Available to registered owner or representative only.
Tax account information	RD	Available to the registered owner or representative only.
Tax Certificate / Lawyers Letter	RD	Available to registered owner or representative only.
Tax Rates	AD	Final tax rates only.
Tax Sales Listing	AD	Includes listing only. Excludes any supporting or related records.
Video Surveillance	RD	Released to:1) Police services for ongoing investigations 2) Internally for enforcement and investigation of incidents 3) Externally on a case for case basis, where release does not violate privacy.

Record	Method of Release	Conditions for Release
Water account information	RD	Available to registered owner or representative only.
Water Financial Plan	AD	Final plan only. Excludes drafts and working notes.

**Fire Services**

Record	Method of Release	Conditions for Release
Incident Reports	RD	Released only to property owner, authorized agent or individuals directly involved/affected in the incident. Subject to FOI requirements and exemptions.
Inspection Reports	RD	Released only to property owner, authorized agent, or with written permission from the property owner. Subject to FOI requirements and exemptions.
Fire Master Plan	AD	Final plan only. Excludes drafts and correspondence.
Fire Safety/Prevention Information	AD	
LaSalle Fire Service Annual Report	AD	
Recreational Fires – Quick Reference Sheet	AD	
Town of LaSalle Emergency Response Plan	AD	Final plan only. Excludes drafts and confidential information.

**Human Resources Department**

Record	Method of Release	Conditions for Release
Job Postings (External)	AD	Available during open posting period. Excludes draft and working copies.

**Planning and Building Department**

Record	RD/AD	Conditions for Release
Bouffard & Howard Planning Districts – Development Standards Manual	AD	Final manual only. Excludes working copy and drafts.
Business Directory	AD	
Building Permit Fees		
Building Permits	RD	Released to property owner, authorized agent, or individual with written permission from the owner.
Building Drawings / 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.

Record	RD/AD	Conditions for Release
Development Charges Background Report	AD	Final report only. Excludes working copy, drafts, and background information.
Development Charge Fees		
Occupancy Records	RD	Released to property owner, authorized agent, or individual with written permission from the owner.
Official Plan	AD	Final plan only. Excludes draft copies, correspondence, legal opinions, etc.
Planning Act related applications and supporting materials including Official Plan Amendments, Zoning Applications, Subdivision Applications, Part Lot control, Consent Applications and Variance Applications.	AD	Excludes records not yet considered by Council, legal opinions, or other confidential records. Personal information may only be released in accordance with current legislation. Drawings may be subject to the exemptions listed in <i>MFIPPA</i> .
Planning Act related and Committee of Adjustment Notices	AD	Available until after appeal period is complete. The notice then becomes part of the planning application file.
Surveys	RD	Relevant sections pertaining to property owner's address released to property owner, authorized agent, or individual with written permission from the owner.
Work order and zoning compliance letters	AD	Released to property owner, authorized agent, or individual with written permission from the owner.
Zoning By-Law	AD	Final by-law only. Excludes drafts, information not considered by Council, correspondence, background information, etc.
Zoning By-Law Amendments	RD/AD	Final by-law only.

**Public Works Department**

Record	Method of Release	Conditions for Release
Backflow Prevention – Certified Contractors List	AD	
Drain Layers Licensing – List of licensed drain layers in LaSalle	AD	
Drainage Projects	AD	General information about drainage projects.
Drinking Water Systems Annual Report	AD	
Driveway Standards	AD	
Fluoridation Information	AD	General information only.
Legal Letters	RD	
Municipal Drainage Map	AD	
Parks & Recreation Master Plan	AD	Final plan only. Excludes drafts, working copies and correspondence.
Public Works Projects	AD	Includes only information available on website.

Record	Method of Release	Conditions for Release
Road Closures and Construction Information	AD	
Snow Removal Route Map	AD	
Standard Drawings	AD	
Traffic Calming Surveys and Studies	AD	
Water Consumption	RD	Released only to property owner, authorized agent, or with written permission form the property owner.
Water and Wastewater Rates	AD	
Watermain Standards	AD	
Work Orders	RD	Verbal confirmation on status of an order may be released to owner, requestor, or authorized individual.

Strategy and Engagement Department

Record	Method of Release	Conditions for Release
Advertising	RD	Excludes draft copies, correspondence, notes, quotations and file information.
Economic Development Strategic Plan	AD	Final plan only. Excludes draft and working copies, background information, etc.
LaSalle Messenger	AD	Final document only. Excludes draft and working copies.
Media Releases	AD	Final media release only. Excludes draft and working copies.
News and Announcements	AD	Final announcement only. Excludes draft and working copies.
Stay Connected, LaSalle! E-Newsletter	AD	Final newsletter only. Excludes draft and working copies.
Town of LaSalle Strategic Plan	AD	Final Plan only. Excludes draft and working copies.