

SCHEDULE "A" TO BY-LAW #2016-46

ROUTINE DISCLOSURE AND ACTIVE DISSEMINATION POLICY

Purpose:

It shall be the policy of The Municipality of Highlands East to actively provide information to the public, to encourage public access to information and to provide for the routine disclosure of information to the public or to individuals to whom the information directly relates in compliance with applicable legislation and in an efficient and cost-effective manner. The Municipality of Highlands East will provide information utilizing open and fair practices while safeguarding privacy through compliance with legislation, understanding, dignity and ethical practices.

Definitions:

Routine Disclosure: Disclosure of municipal information or records in response to a routine inquiry or request for access that can be granted without filing a request under the Municipal Freedom of Information and Protection of Privacy Act.

Active Dissemination: The regular or periodic release of information by the Municipality to the public without receiving an inquiry or request for access.

Routine Disclosure Process:

Requests for information may be submitted verbally or in writing by fax or by email to the Municipality of Highlands East Municipal Office. The Municipality reserves the right to require that a request for information be submitted in writing where the verbal request is unclear or where the information being requested is of a personal, detailed or sizeable nature.

Where it is reasonable and practicable, individuals may visit the Municipal Office to review public records such as minutes and by-laws. Upon request, the Clerk's office will provide the requestor with the specified records in a designated area in the Municipal Office. The public records must remain in the Municipal Office.

- Information requests for information that is routinely and easily available will be provided as soon as possible but no later than 10 business days following the request.
- Information requests for information that is not routinely and easily available (for example, information that is aged, sizeable amounts of information or detailed information requiring research) will be assessed and a determination made as to the amount of staff time required and applicable fees and charges to provide the information. The requestor will be provided with a response outlining time frames and fees no later than 10 business days after submitting the request. Upon authorization of the requestor the information will be provided no later than 30 business days after the response is provided to the requestor.
- Information requests that are subject to Municipal Freedom of Information and Protection of Privacy Legislation will require a formal request submitted to the Freedom of Information Officer with the appropriate fee and will be dealt with under MFIPPA and the Disclosure Guidelines attached as Appendix 1 to this policy.
- Information related to planning applications will be dealt with under Highlands East Routine Disclosure Guidelines for Planning Applications, attached as Appendix 2 to this policy.

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ROUTINE DISCLOSURE AND ACTIVE DISSEMINATION POLICY

Active Dissemination Process:

The Municipality of Highlands East utilizes the municipal website, the electronic sign located in Wilberforce on Loop Road, brochures and newsletters, public postings, general signage and local media to regularly and periodically provide information to the public.

A Newsletter is included with each tax bill mailing.

Information such as Council Agendas, Minutes of Regular Council Meetings, Committee Structure, Notices of Meetings, Departmental Information etc... are posted on the municipal website on a regular basis.

Municipal Staff may be contacted by telephone, electronic mail, regular mail or by visiting the Municipal Office during office hours.

Council Members may be contacted by telephone, electronic mail and regular mail.

The Clerk's Office makes publicly available:

- Council Agendas and Minutes
- By-Laws and Resolutions
- Board/Committee Agendas and Minutes
- Planning Information in Cooperation with the Building/Planning Department
- Documents considered in a public meeting except a meeting closed to the public
- Municipal Policies

The Municipal Treasurer makes publicly available:

- Financial Statements
- Annual Budgets
- Council Statement of Remuneration and Expenses
- Building Department Financial Report
- MPMP

Municipal records and information are subject to the Municipality of Highlands East Records Retention By-law and retention dates.

SCHEDULE "B" TO BY-LAW #2016-45

ROUTINE DISCLOSURE AND ACTIVE DISSEMINATION POLICY

Schedule of Fees and Charges

Fees and charges shall be established by Municipal By-law – Being a By-law to prescribe a Tariff of Comprehensive Fees and Charges.

Fees are not applicable for requests and searching for information that is routinely and easily available and current for the year up to a limit of 12 requests per calendar year after 12 requests a fee of \$5.00 per request will apply.

Fees are not applicable for Financial Information requested under Section 295 (1) of the Municipal Act.

For information estimated to cost in excess of \$50.00 a 50% deposit will be required.

Exemptions

The Chief Administrative Officer shall have the authority to waive the payment of all or part of the fee if it is considered fair and equitable to do so for example in circumstances that may cause a financial hardship for the person requesting the information and the information requested is of a necessary nature. The Chief Administrative Officer may require the person to provide additional information for verification purposes.

REQUEST FOR INFORMATION

****PLEASE PRINT****

Date: _____

Name: _____

Company/Association: _____

Address: _____

Telephone No. _____ Cell No.: _____

Information Requested: _____

Information to be provided by: (please circle one of the following)

Mail Pick up E-Mail Courier

Signature of Requestor

For Office Use Only

Department _____

File Description _____

Time Required _____ Cost _____

Note: Information routinely and easily available will be provided within 10 business days
Information requests not routinely and easily available will be responded to within 10 days with
the time requirement and costs required. Once the requestor has provided approval, the
information will be provided within 30 business days.