

THE MUNICIPALITY OF NORTH PERTH

BY-LAW NO. 115-2015

BEING A BY-LAW OF THE MUNICIPALITY OF NORTH PERTH TO ADOPT A POLICY FOR ROUTINE DISCLOSURE AND ACTIVE DISSEMINATION OF MUNICIPAL RECORDS AND MFIPPA GUIDELINES.

WHEREAS under Section 253 (1) of the Municipal Act, 2001, S.O. 2001, c.25, subject to the Municipal Freedom of Information and Protection of Privacy Act, any person may, at all reasonable times, inspect any of the records under the control of the Clerk;

AND WHEREAS under Section 254 (1) of the Municipal Act, 2001, S.O. 2001, c.25, a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner;

AND WHEREAS under Section 319 (1) (a) of the Municipal Act, 2001, S.O. 2001, c.25, a municipality is authorized to impose fees or charges on persons for services or activities provided or done by or on behalf of it;

AND FURTHER WHEREAS the Council of the Municipality of North Perth deems it expedient to establish a policy for routine disclosure and active dissemination of municipal records and MFIPPA guidelines;

NOW THEREFORE the Council of the Municipality of North Perth adopts the Policy for Routine Disclosure and Active Dissemination of Municipal Records and MFIPPA Guidelines herein and sets the fees and charges for providing records to the public; and further enacts as follows:

1. That the Policy for Routine Disclosure and Active Dissemination of Municipal Records and MFIPPA Guidelines identified as Schedule "A" shall be attached hereto and form part of this by-law;
2. That Schedule "A" attached hereto can be amended by Resolution of North Perth Council.

READ A FIRST AND SECOND TIME THIS 14th day of September, 2015.

READ A THIRD TIME AND FINALLY PASSED THIS 14th day of September, 2015.



Julie Behrns, Mayor



Patricia Bepfelz, Clerk

Schedule “A” to By-law No. 115-2015

Routine Disclosure and Active Dissemination of Municipal Records Policy and MFIPPA Guidelines



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**SCHEDULE "A" TO BY-LAW NO. 115-2015
ROUTINE DISCLOSURE AND ACTIVE DISSEMINATION POLICY**

Purpose:

It shall be the policy of The Municipality of North Perth 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 North Perth 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 regular mail, by fax or by email to The Municipality of North Perth 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.

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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.

Active Dissemination Process:

The Municipality of North Perth utilizes the municipal website, newsletters, Recreation Guide, media and social 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, 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 North Perth Public Library branches display Municipal Information for the public to view at their convenience. Computers for public use are available at the North Perth Public Library branches.

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 including the Financial Information Return (FIR)
- Annual Budgets
- Council Statement of Remuneration and Expenses
- Building Department Financial Report
- Municipal Performance Measurement Program (MPMP)

Municipal records and information are subject to The Municipality of North Perth Records Retention by-law and retention dates.

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Schedule of Fees and Charges

The following fees and charges shall be applicable to requests for information.

Request for information ** \$5.00 per request

Note: Additional fees may be applicable for search/copy etc.

For photocopies and computer print outs \$0.20 per page

For faxes \$1.00 per page

For records provided on CD \$5.00

For manually or electronically searching records \$30.00 per hour

For generating lists, reports, emails, computer files,
scanning to provide the information in readable format \$ 30.00 per hour

Postage and Courier Fees are applicable for information delivered by mail or courier.

** 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 (photocopy rates apply for copies). After 12 requests the fees as above will apply per request. However, the aforementioned fees do apply if the information is readily available on the municipal website but the requester requests that staff search and provide the information.

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.

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REQUEST FOR INFORMATION

****PLEASE PRINT****

Date: _____

Name: _____

Company/Association: _____

Address: _____

Telephone No. _____

Cell No. _____

Email Address: _____

Information Requested: _____

Information to be provided by:

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 requester has provided approval, the information will be provided within 30 business days.

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(MFIPPA Information and Guidelines)**

About MFIPPA

What is the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

The *Municipal Freedom of Information and Protection of Privacy Act* applies to all local government organizations, including municipalities, school boards, public utilities, transit and police commissions, fire departments, conservation authorities, boards of health and other local boards. There are separate Acts that apply specifically to Provincial Ministries, agencies and Federal Government institutions.

MFIPPA came into effect January 1, 1991 and required municipal institutions to protect the privacy of an individual's personal information existing in government records. The Act creates a privacy protection scheme, which the government must follow to protect an individual's right to privacy. The scheme includes rules regarding the collection, use, disclosure and disposal of personal information in the custody and control of a municipal institution.

The Act also gave individuals the right to access municipal government information, including most general records and records containing their own personal information, subject to very specific and limited exemptions. As well, the Act provides individuals with the right to request a correction of their personal information, which they believe to be false or inaccurate and/or to attach a statement of disagreement to their records. An individual is also provided with the opportunity to request an independent review from the Information and Privacy Commissioner/Ontario of the decisions made under MFIPPA by the head of an institution.

Each municipal organization is required to appoint a head who is responsible for overseeing the administration of the legislation within the institution and for decisions made under the legislation. At the Municipality of North Perth, the Municipal Council has delegated the powers and duties of the head to the CAO. The CAO may be contacted at:

Municipality of North Perth
330 Wallace Avenue North
Listowel, ON N4W 1L3
519-292-2040
ksnell@northperth.ca

The legislation also stipulates that an institution must provide the requester with the information and/or a decision regarding their request within 30 calendar days from the date a complete request is received. On occasion, an institution may ask for an extension, if the request is for an extensive number of records and/or if an outside

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consultant needs to be-contacted.

In keeping with the spirit of the legislation, The Municipality of North Perth is committed to providing individuals with the right of access to information in its custody and control including most operational records as well as records containing their own personal information, where applicable. This process is called "business as usual" and allows certain records to be disclosed, without having to make a formal request under the Act. Only under limited circumstances does the Municipality require an individual to make a formal MFIPPA request.

You may wish to view or download a complete copy of the Municipal Freedom of Information and Protection of Privacy Act, accessible through The Information and Privacy Commissioner/Ontario's web site.

What is "Personal Information"?

Personal information is defined as recorded information about an identifiable individual, including:

- information relating to race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status;
- information relating to the education or the medical , psychiatric, psychological, criminal or employment history of an individual or information relating to financial transactions in which the individual has been involved;
- any identifying number, symbol or other particular assigned to the individual;
- the address, telephone number, fingerprints, or blood type .of the individual;
- the personal opinions or views of the individual except if they relate to another individual;
- correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature and replies to that correspondence that would reveal the contents of the original correspondence;
- the views or opinions of another individual about the individual; and
- the individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

Access to Information and Privacy

[Access Request Form under MFIPPA](#)

The Municipal Freedom of Information and Protection of Privacy Act provides an individual with the right to access information under the custody and control of an institution, including one's own personal information (Section I- MFIPPA). There are certain limitations that may exclude records from being accessible: the records may be

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exempt, confidentiality provisions may apply or the request may be considered frivolous or vexatious.

Individuals wishing to access municipal government records, should begin by contacting the Municipality of North Perth, in order to be connected to the applicable Municipal department that has the information. The appropriate departmental staff will then determine if the request should be submitted formally under the Act or if the information will be provided under business as usual. It is important to note that the rules governing access and privacy under MFIPPA apply to both formal and informal requests for information.

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A Municipal Staff Guide to MFIPPA

Introduction

One of the key principles of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is that "information should be available to the public." MFIPPA provides for a right of formal access to records through filing an access request. However, MFIPPA also provides that the Municipality may establish a routine disclosure program, when there is nothing in the Act to prevent the Municipality from giving access to information.

Routine disclosure is a cost-effective and customer-friendly way of providing information to the public, directly by program areas, without a formal access request.

The following guideline outlines the main rules in MFIPPA that allow for the routine disclosure of information, either to the public at large, or to individuals to whom it directly relates. Routine disclosure is also a key priority of North Perth Council.

More details on the routine disclosure process are also available in the [Access & Privacy Manual](#) including a list of legislated provisions providing for routine disclosure.

Council Documents

Many Council-related documents are routinely available to the public. Under the Municipal Act, 2006, the Municipality Clerk must make publicly available:

- Municipality by-laws and resolutions
- minutes and proceedings of regular, special or committee meetings of Council, whether the minutes and proceedings have been adopted or not
- records considered at a meeting, except those records considered during that part of a meeting that was closed to the public ("in camera" meeting)
- the records of Council
- an itemized statement on remuneration and expenses paid in the previous year to each member of Council and each person appointed by the Municipality to serve as a member of any body

This public access is limited by the exemptions in MFIPPA. The Municipality may refuse to disclose:

- a draft by-law
- a record that reveals the substance of deliberations of a meeting of Council or a committee, where the Municipal Act, 2006 authorizes holding that meeting in the absence of the public ("in camera" meeting).

However, the Municipality may not apply this exemption to:

- draft by-laws that have been considered in a meeting open to the public;

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- records of an "in camera" meeting, where the subject matter of the deliberations has been considered in a meeting open to the public;
- records that are more than 20 years old.

Reports and Proposals

The Municipality may refuse to disclose under MFIPPA, records that would reveal the advice or recommendations of a Municipal employee or consultant. This is discretionary, so the Municipality may also choose to disclose such information.

There is a long list of exceptions to this rule. The Municipality may not use this exemption to refuse access to:

- factual material;
- statistical surveys;
- reports by a valuator;
- environmental impact statements or similar records;
- reports or studies on the performance or efficiency of the Municipality;
- feasibility studies or other technical studies, including a cost estimate, relating to a Municipal policy or project
- reports containing the results of field research undertaken before the formulation of a policy proposal;
- final plans or proposals to change a Municipal program, or for the establishment of a new program, including a budgetary estimate for the program;
- reports of internal committees or similar bodies, established for the purpose of preparing a report on a particular topic;
- reports of bodies attached to the Municipality, established for the purpose of undertaking inquiries and making reports or recommendations to the Municipality;
- reasons for a final decision, order or ruling of Municipal staff made during or at the conclusion of the exercise of discretionary power conferred by or under an enactment or scheme administered by the Municipality;
- records more than 20 years old

Law Enforcement Reports

The Municipality may refuse to disclose certain records relating to the Municipality's law enforcement programs, as outlined in MFIPPA, except for: .

- reports prepared in the course of routine inspections by the Municipality
- records on the degree of success achieved in a law enforcement program, including statistical analyses

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Confidential Information from another Government

The Municipality is obliged to keep confidential information received in confidence from a federal or provincial government ministry or agency. However, if the other ministry or agency consents to the disclosure, the Municipality must disclose the information.

Confidential Information from a Third Party

The Municipality is required to keep financial, technical or commercial information received in confidence from a third party, such as a private company, where disclosure of the information could reasonably cause harm to the third party's interests. However, the Municipality is allowed to release this information if the third party consents.

Personal Information

The Municipality is required to protect the privacy of personal information relating to individuals, except in limited circumstances. This is one of the key principles of MFIPPA.

It is not an invasion of privacy to disclose the following:

- classification, salary range and benefits, or employment responsibilities of an individual who is or was an officer or employee of the Municipality;
- financial or other details of a contract for personal services between an individual and the Municipality

Another key principle is the right of an individual to obtain access to their own personal information. This can be done under routine disclosure as well as through a formal request.

Access may be restricted where another exemption applies to the information, or where disclosure would invade another individual's privacy.

Personal information may also be disclosed, without a formal access request, as follows:

- if the person to whom the information relates has identified that information in particular and consented to its disclosure;
- for the purpose for which it was obtained or compiled, or for a consistent purpose which an individual might reasonably expect;
- to an officer or employee of the Municipality who needs the record in the performance of his or her duties and disclosure is necessary and proper in the discharge of the Municipality's functions;
- for the purpose of complying with any federal or provincial legislation, an agreement or arrangement under such legislation, or a treaty;

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- to an institution or a law enforcement agency in Canada to aid an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result;
- in compelling circumstances affecting the health or safety of an individual if upon disclosure notification is mailed to the last known address of the individual to whom the information relates;
- in compassionate circumstances, to facilitate contact with the next of kin or a friend of an individual who is injured, ill or deceased;
- to the Government of Canada or the Government of Ontario in order to facilitate the auditing of shared cost programs

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Introduction

The Municipality of North Perth must comply with a number of laws including the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).

MFIPPA has two main purposes: Access and Privacy.

Access

The public has the right to access records held by municipalities, subject only to limited and specific exemptions to disclosure. Individuals have the right to access their own personal information and to correct it if the information is not accurate.

Privacy

The privacy of individuals must be protected by respecting rules governing the collection, use, disclosure and secure disposal of personal information.

Personal information is information about an identifiable individual, such as (but not limited to) address, race, religion, gender, family status, employment history, medical history, any identifying number assigned to the individual, personal opinions or views of an individual about another individual, correspondence of a private or confidential nature from an individual.

This guide provides a brief description of how *MFIPPA* applies to both records requested by, and in the possession of, members of Council. This guide also describes Municipality of North Perth processes and resources for ensuring compliance with access and privacy laws for Municipal programs and services.

Duty of Confidentiality

The Code of Conduct for Members of Council prohibits members of Council from disclosing confidential information. In addition, the Code prohibits members from using their authority to coerce or influence staff with the intent of interfering with that person's duties.

Access by Councillors to General Information at the Municipality of North Perth

Councillors do not have any special rights of access to information under *MFIPPA*. However, it is recognized and permitted that Council as a whole have access in limited and specific circumstances to confidential and/or personal information for making informed decisions.

A Municipal Councillor may only have access to information in the Municipality's custody or control if it complies with *MFIPPA*. The same is true for former members of Council

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or employees who at one time may have had access to records in the performance of their duties.

Every person has a right to access a record in the custody and/or control of the Municipality, unless the record falls within one of the 12 exemptions specified in *MFIPPA*. An exemption is a reason why information may not be released. If only part of a record is exempt, it will be severed and portions of that record will be released.

Only in restricted circumstances may councillors have the right to access certain types of information not available to the general public:

- If the information is necessary in for the business of Council;
- If the information is reasonably necessary for decision making purposes.

Depending on the nature and type of information requested, records may be provided in confidence to committee or Council members under confidential cover solely for the purpose of review and decision making (for example, in the case of draft reports on pending projects or policies, employment matters, legal advice, or details of ongoing negotiations or transactions). In these circumstances, the information in question is considered *confidential* and Council members are prohibited from releasing the information in any form, without the express authorization of Council. The same is true for information provided to councillors in preparation for *closed* Council or committee meetings.

Depending on the document requested, it may be accessible under Routine Disclosure from the department that has custody of the information. If the information is not disclosed, the councillor may submit a formal Freedom of Information request under *MFIPPA*. In this case, the councillor has the same status as any member of the public and Municipal staff will process the request in accordance with *MFIPPA*. Access request forms are available at the Municipal Office.

Access to Personal Information at the Municipality of North Perth

If a councillor seeks access to personal information of a third party (for example an employee or a constituent), the councillor may only obtain the personal information if disclosure is specifically authorized under section 32 of *MFIPPA*. Examples of authorized disclosures are:

- with the specific written consent of the individual;
- under compassionate circumstances, to facilitate contact with the next of kin or a friend of an individual who is injured, ill, or deceased;
- without consent of the individual in a *closed* meeting of Council/committee, for the purpose of conducting Council/Committee business.

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Councillors Privacy Obligations

As noted above, the Municipality has obligations under *MFIPPA* to protect personal information in its custody or control. Councillors who have received access to Municipal records containing personal information or other confidential information have a responsibility to protect this information while it is in their possession. In these circumstances, councillors must ensure that the privacy of the individual to whom the information relates is protected at all times, and must keep that information physically secure so as to avoid unauthorized access or destruction.

Ways to protect personal privacy include:

- storing documents containing personal information in locked cabinets;
- not leaving documents containing personal information on your desk and implementing a Clean desk policy for staff
- encrypting personal information stored on mobile devices;
- using secure password protected USB drives (also known as jump/flash drives);
- when transporting personal information adding a password to mobile devices in case it is lost or stolen
- not leaving records containing personal information in your vehicle, home or other areas where others may have access to it;
- positioning your computer monitor where it is not visible to others;
- not discussing personal information of others in public or open areas such as reception areas and hallways; and
- not disclosing an individual's personal information during a public meeting without the individual's written consent.

Councillors' Records - Are They Accessible?

It is important to remember that the access provisions of the *MFIPPA* cover records that are in the **custody** or under the **control** of an institution. According to Ontario's Information and Privacy Commissioner (IPC), "a record need only be in the custody **or** under the control of an institution" in order to be subject to an access request under *MFIPPA*. This includes information created by a third party that has been provided to, or obtained by, the Municipality.

Since the IPC has confirmed that, except in unusual circumstances, a councillor is not an officer or employee of an institution and in general, Councillor's constituency records are considered "personal" and are not subject to *MFIPPA*. Accordingly, under *MFIPPA*; a person generally does not have a right to access a councillor's constituency records. By contrast, records related to a councillor's official responsibilities as a member of Council or to some aspect of Municipal Council's mandate (e.g. member of a standing committee or special task force) are subject to *MFIPPA*. A careful analysis of all relevant factors is required before determining if a record is considered to be in the

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custody or control of the Municipality.

Constituency records generally relate to issues the councillor is dealing with involving one or more members of the public that either live or own a business within the councillor's ward. Constituency records may include:

- letters;
- e-mails;
- faxes;
- telephone messages;
- mailing lists.

In keeping with the accountability framework outlined in the Municipal Act, the records that committee chairs receive and create in the course of their committee work must be forwarded to the relevant municipal department(s). The Municipality is responsible for maintaining these records to ensure the effective, ongoing operation of the Municipality.

There are a number of criteria used to determine whether a record is in the custody or under the control of a municipality. The issue of custody and/or control will be decided on the particular facts and circumstances of each case.

There are no hard and fast rules to decide whether a record is under the "custody or control" of The Municipality of North Perth and therefore subject to *MFIPPA*. Even records relating to constituency matters may be accessible if a consideration of the factors leads to the conclusion that they are in the custody or control of the institution.

Penalties under the Acts

Councillors and staff need to be aware that individuals may be personally liable if found guilty of an offence. Under section 48 of *MFIPPA*, a person who willfully discloses personal information in contravention of the *Act* may be liable to a fine of up to \$5,000.

The IPC may launch an investigation if she believes that Municipal staff or a member of Council has been involved in a privacy breach or delayed the processing of a Freedom of Information request. A privacy breach relates to the unauthorized release of an individual's personal information without their consent. An investigation and subsequent Order by the IPC could:

- reduce the public's trust in the Municipality;
- force changes in the way programs operate;
- embarrass members of Council and/or Municipal staff, and tarnish the Municipality's reputation.

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Corporate Access and Privacy

In the Municipality of North Perth, Municipal Council has delegated to the CAO responsibility for overseeing the administration of *MFIPPA* and for access decisions made under the legislation.

Freedom of Information (FOI) requests should be forwarded directly to the CAO. Individuals that want to make formal FOI requests can submit their written requests along with the \$5.00 application fee at the Municipal Office.

The Municipality is required under the *Act* to process the request within a legislated 30-day response time. Within this time frame, staff must retrieve from affected departments records that are responsive to the request, review the records to determine if exemptions apply and prepare the decision letter and/or documents for release. A record can be in any format including:

- correspondence;
- drawings/plans;
- hand written notes;
- photographs;
- e-mail messages;
- voice mail messages.

The Municipality provides the requester with a formal written decision detailing whether the records can be disclosed in full, part or not at all in accordance with *MFIPPA*. When access is granted in full or part, staff will provide the requester with photocopies of the records, or, if requested, the requester may review the records in person at the Municipal office.

The Municipality's decision with respect to access to information may be appealed to the IPC. This independent body has advisory, investigation and order-making powers to ensure that municipalities are compliant with the provisions of *MFIPPA*.

The Municipality is legally required to comply with any provisions contained in the Order. If a requester or an institution is strongly opposed to an order issued by the IPC, they can request the order be reviewed by a divisional court. This process is referred to as *Judicial Review*.

Should you have any questions about *MFIPPA*, please contact the Access and Privacy Office at the Ministry of Government and Consumer Services. 416-212- 7061 or www.accessandprivacy.gov.on.ca

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 Access Request form under MFIPPA**



Access/Correction Request
 Freedom of Information and Protection of Privacy

→ **Please return completed form with fee attached to the Office of the Clerk**

Request for: <input type="checkbox"/> Access for General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction of Own Personal Information	Name of Institution request made to: → Municipality of North Perth → 330 Wallace Avenue North → Listowel, ON N4W 1L3
--	---

If request is for access to, or correction of, own personal information records:
 → Last name appearing on records: → same as below → or →

Details

Last Name → → → First Name → → Middle Name → Mr. → → Mrs.
 → → → → → → → → → Ms. → → Miss

Address (Street/Apt. No./P.O. Box No./R.R. No.) → → City of Town → → Province

Postal Code → → Telephone Number(s)
 → → → Day → → → Evening

Detailed description of requested records, personal information records or personal information to be corrected. (If you are requesting access to, or correction of, your personal information, please identify the personal information bank or record containing the personal information, if known)

Preferred method of access to records <input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy	Signature	Date
For Institution Use Only		
Date received	Request Number	Comments

Personal Information contained on this form is collected pursuant to Freedom of Information and Privacy legislation and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Clerk at the Municipality of North Perth.

As per By-law No. 24-2006 as amended a minimum Administration fee of \$5.00 must accompany this request. May be subject to additional photocopying & administration fees.