

South Glengarry				POLICY
Policy #:	2025-02	Review Frequency:	Every 4 Years	
Approved By:	Council of the Township of South Glengarry	Date Approved:	May 12, 2025	
		By-Law #:	2025-23	
Subject:	Routine Disclosure Policy			

1. PURPOSE

- 1.1. The Township of South Glengarry is committed to ensuring the public is provided access to Township records and information in accordance with the Township's commitment to accountability and transparency, within the principles of the *Municipal Act, 2001* and the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).
- 1.2. MFIPPA legislation does not prevent institutions from providing information to the public through alternative means outside the formal request process. Institutions may proactively make records available through routine disclosure.
- 1.3. The Township of South Glengarry endorses practices that will facilitate open access to public records while at the same time protecting the privacy of personal information.
- 1.4. This policy establishes principles and procedures for releasing certain types of records and information without requiring the submission of a formal Freedom of Information (FOI) request. The policy will identify the records and information that may be requested and disclosed routinely.

2. SCOPE

- 2.1. This policy applies to all employees of the Township of South Glengarry.
- 2.2. This policy shall be reviewed every four (4) years from the date it becomes effective, and/or sooner at the discretion of the Chief Administrative Officer (CAO) or designate.

3. DEFINITIONS

- 3.1. "Active Dissemination" shall mean the periodic release or publication of municipal records and information.
- 3.2. "Freedom of Information" (FOI) shall mean a formal written request made under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).
- 3.3. "Head" shall mean the designated head pursuant to Section 3 of MFIPPA, being the Clerk for the Township of South Glengarry.
- 3.4. "Responsible Department" shall mean the department that holds custody of the original records for the length of time required under the adopted retention schedule.
- 3.5. "Routine Disclosure" shall mean the routine or automatic release of certain records and information in response to informal requests.

4. GENERAL CONDITIONS

- 4.1. Various records and types of information are available to the public through routine disclosure and may not require a formal review through an FOI request. Access to municipal information and applicable records will, whenever possible, be made available on the municipal website, orally, or through public inspection through the responsible department.
- 4.2. Records or information identified in Appendix A of this policy are considered routine disclosures and will be provided or made available to the public or to any requester according to the noted conditions herein. Records may be provided on request or actively disseminated as deemed appropriate by the head.
- 4.3. Requests that meet the requirements of Section 4.2 may be released by all municipal employees; however, prior to the disclosure of any other records, staff should consult with their immediate manager and where uncertain about any disclosure request they should contact the Clerk for verification.
- 4.4. Requests for records made under this policy should be directed to the responsible department. Notwithstanding, the Township reserves the right to require, at any time, that requestors make their requests through a single point of contact, that being the Corporate Services department.
- 4.5. The Township is not required to create records which do not otherwise exist.

- 4.6. Records are retained and disposed of pursuant to the Township's Records Retention By-law. The Township is not required to re-create records disposed of in accordance with the by-law.
- 4.7. Any requests for the reproduction of engineered drawings shall be reviewed in consultation with the Clerk prior to disclosure due to copyright protection laws.
- 4.8. The Township of South Glengarry will not disclose personal information through routine disclosure. All requests for any record that may contain personal information must be submitted formally through the FOI process.
- 4.9. Where possible, records and information will be published or made available in accessible formats in accordance with accessibility policies and procedures. Requestors are encouraged to contact the municipality if an alternate format is required.
- 4.10. Requests deemed to be frivolous or vexatious may be refused by the Clerk in consultation with the Chief Administrative Officer. The decision of the Chief Administrative Officer shall be deemed final.

5. RESPONSIBILITIES

- 5.1. Routine access requests are to be handled by the responsible department.
- 5.2. Each department will utilize the attached Appendix A to identify records for routine disclosure.
- 5.3. Where additional support or advice is needed, the responsible department shall consult with the Clerk.
- 5.4. The Clerk is responsible for the general oversight and implementation of this policy.

APPENDIX A

Schedule of Records for Routine Disclosure and/or Active Dissemination

Type of Record	Responsible Department	Notes on Release of Records
Agendas of Council and Committee meetings	Corporate Services	Excludes Closed Session materials
Assessment Rolls	Finance	Ownership information can be viewed at Township office.
Audited Financial Statements	Finance	Active dissemination – available on website.
Bids and Tenders: <ul style="list-style-type: none"> Summary of results Call documents Names of bidders 	Corporate Services	Unofficial and official results released on request and in public report to Council as required, except confidential or proprietary information.
Budget	Finance	Excludes drafts or working documents.
Building Permit	Planning, Building & Enforcement	Building permit application forms are released to property owner or their authorized (in writing) agent.
By-laws	Corporate Services	Excludes drafts or working documents.
Committee of Adjustment Notices and Decisions	Planning, Building & Enforcement	
Corporate Policies	Corporate Services	Excludes drafts or working documents.
Facility Rentals	Parks, Recreation & Culture	Provided only to the signing parties.
Fire Incident Reports	Fire Services	Names and other identifying information of responders may be redacted at the discretion of the Fire Chief.
Minutes of Council and Committee meetings	Corporate Services	Excludes closed session minutes.
Planning Applications	Planning, Building & Enforcement	Planning application forms are released to property owner or their authorized (in writing) agent.
Planning Policy Documents including: <ul style="list-style-type: none"> Official Plan 	Planning, Building & Enforcement	Includes zoning applications and notices of decision.

<ul style="list-style-type: none"> • Zoning By-law • Site Plan Approval 		
Plans and Drawings including: <ul style="list-style-type: none"> • As built and profiles • Building plans • Construction specifications for roads and bridges • Site plans and related information • Site servicing and grading • Subdivision plans 	Various Departments	<p>Provided to the owner or their authorized (in writing) agent for privately-owned properties.</p> <p>Copyright Act may apply to some drawings and plans.</p>
Property Tax Statement of Account	Finance	Provided only to the property owner.
Staff Reports and Memorandums	Various Departments	Excludes closed session reports and memorandums.
Third Party Studies and Reports	Various Departments	May be viewed only if consent obtained from document owner. If reports are received by Council, they are deemed public for viewing.
Voters List	Corporate Services	Available for viewing during and immediately prior to the election. Copies are provided to candidates during election period for election purposes only.