

**Recommendation:**

That the Clerk's Office-2023-09 report, dated April 4, 2023 regarding the introduction of a Routine Disclosure Policy be received for information.

**Overview:**

Over the past few years the Township has seen an increase in requests for information and Freedom of Information requests under the Municipal Freedom of Information and Privacy Act (MFIPPA). These requests can be onerous and can take up a significant amount of resources to complete.

While MFIPPA lays out a process for formal requests under the Act, municipalities may choose to release records in response to requests made informally or under MFIPPA, or periodically release general records in the absence of a request. This can be achieved through Routine Disclosure or Active Dissemination. The Township has used both routine disclosure and active dissemination in the past but due to capacity issues and a lack of a robust website many documents and items that were requested could not be shared.

Now that the Township has a more modern website that has the ability to house large amounts of data in a variety of formats plus an electronic agenda and minutes program, it is an advantageous time to put a Routine Disclosure Policy into place to guide the release of information and to enable the tracking of requests so that the Township can be more responsive to the needs of the community.

**Conclusion:**

The Information and Privacy Commission of Ontario recommends that all municipalities have a Routine Disclosure Policy in place to provide a framework for the release of information and to foster a culture of transparency.

Using Policy C08 – Policy Governing Policies, the Clerk's Department has developed a Routine Disclosure Policy and Procedure that will be rolled out to staff at the start of April along with training on the Policy and Procedure. The goal is to provide more information to the public in a timely way while reducing the number of FOI requests the Township receives.

This Policy will hopefully lead to a reduction in FOI requests which can use a large amount of time and staff capacity to process. This Policy should reduce the number of FOIs the Township receives allowing staff to focus on customer service and other projects.

**Financial Impact:** None at this time.

**Strategic Plan Applicability:** To ensure and enable an effective and efficient municipal administration.

### Report Approval Details

Document Title:	Routine Disclosure Policy.docx
Attachments:	- A31 - Routine Disclosure Policy.docx - A31a - Routine Disclosure Procedure.docx
Final Approval Date:	Mar 29, 2023

This report and all of its attachments were approved and signed as outlined below:

Elana Arthurs