

## Routine Disclosure Policy

Approved By: Acting Clerk  
Approval Date: March 31, 2023  
Effective Date: March 31, 2023  
Revision Date:

### Policy Statement

The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) provides for a process for obtaining access to municipal records through filing a written request with the Clerk. MFIPPA provides that the Town may establish a Routine Disclosure Policy, where there is nothing in the Act to prevent giving access to information contained within the municipal records.

The Township of Douro-Dummer endorses practices that will facilitate open access to public records, while at the same time protecting the privacy of personal information which is within the custody and control of the municipality in accordance with MFIPPA.

### Purpose:

In order to improve public accessibility of records and information and support improved transparency, 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 identifies records and information that may be requested and disclosed routinely. It will also identify records and information that could be regularly and actively shared with the public.

**Application:** This policy shall apply to all municipal employees of the Township of Douro-Dummer.

### References & Related Policies:

Records Retention By-law

*Municipal Act*

*MFIPPA*

A30 - Customer Service Standard and Conduct Policy

C8 – Policy Governing Policies

**Consequences of Non-Compliance:**

It is important that all employees are in compliance with the appropriate procedures as set out by the Township. Failure to comply with this policy may result in disciplinary actions as per the HR Handbook.

**Review Cycle:** This policy will be reviewed on an as needed basis.