



# POLICY

Policy No. 11 - 21 -140120  
Department: Legislative

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## ROUTINE RELEASE OF INFORMATION

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### 1. SCOPE:

- 1.1 This policy provides guidelines to the Council and staff of the Town of Nanton for the routine disclosure of information, either to the public at large, or for individuals to whom it directly relates. It is about the disclosure to the greatest extent possible – information should be only withheld where there is a compelling reason to do so.

### 2. PURPOSE:

- 2.1 The Town of Nanton strives to provide excellent customer service by streamlining services and information flow, presenting an open, accountable and transparent process for the routine release and dissemination of information in the custody and control of the Town, with consideration to the Province of Alberta Freedom of Information and Protection of Privacy Act (FOIP).

### 3. POLICY STATEMENT:

- 3.1 The Routine Release may be reactive (responding to requests for information when received) or proactive (systematically disseminating information in advance of requests using mechanisms such as Publications, Website and Social Media, as well as public statements). The information released includes verbal as well as written information.
- 3.2 This routine release of information policy is designed to provide persons with an opportunity to obtain certain categories of records without having to submit an application through the FOIP Act.
- 3.3 Fees for the reproduction and the provision of records may be charged in accordance with this policy.
- 3.4 The Town of Nanton will respond to any routine release requests in a reasonable and timely fashion.
- 3.5 The following types of records may be disclosed in keeping with this policy:

<i>Council</i>	Agendas, Minutes, Bylaws, Policies, Budget and Financial Information
<i>Administrative</i>	General Community information, Cemetery information, Grant Programs Organizational charts with position titles
<i>Financial</i>	Information reported to Council
<i>Business Licenses</i>	Not including applications which may contain personal information
<i>Town Facilities</i>	General information regarding the facility

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<i>Emergency Planning</i>	Municipal Emergency Plan overview, mutual aid partners
<i>Fire Department</i>	Membership (excluding personal information), prevention and public safety information
<i>Transportation</i>	Traffic assessments & studies
<i>Assessment Information</i>	Information pertaining to the property & improvements
<i>Water and Sewer</i>	Routine analysis and environmental infrastructure approvals
<i>Development</i>	Statistical reports, Permit application information (conditional exceptions may apply)
<i>Building</i>	Permits (conditional exceptions may apply)
<i>Property Information</i>	Lot grading plans, lot sizes, Environmental assessments on Town properties
<i>Agreements and Contracts</i>	Excluding information to which the disclosure could reasonably be expected to result in a third party's financial loss
<i>Parks and Recreation</i>	Programs, event schedules, fee schedules

- 3.6 The disclosure of an employee's name, business contact information and personal information in relation to municipal business, activities and expenditures is not an unreasonable invasion of privacy, as this information may be disclosed under the rules of FOIP. Personal information that is unrelated to municipal duties is not normally disclosed.
- 3.7 If uncertain whether the information requested should be released under the Routine Disclosure Policy, or withheld from release, it is important to check with a supervisor or the Head of FOIP for clarification before proceeding with release of the information.

**4. EXCEPTIONS:**

- 4.1 Any information that is withheld from release is done so in accordance with FOIP, but not in response to a formal access request under the FOIP Act.
- 4.2 Records containing the personal information of third parties as defined in the FOIP Act will not be disclosed by the Town of Nanton without the need for a formal FOIP application, unless the personal information has been severed. According to FOIP Section 1 (n);

"personal information" means recorded information about an identifiable individual, including

- (i) the individual's name, home or business address or home or business telephone number,
- (ii) the individual's race, national or ethnic origin, colour or religious or political beliefs or associations,
- (iii) the individual's age, sex, marital status or family status,
- (iv) an identifying number, symbol or other particular assigned to the individual,



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- (v) the individual's fingerprints, other biometric information, blood type, genetic information or inheritable characteristics,
- (vi) information about the individual's health and health care history, including information about a physical or mental disability,
- (vii) information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given,
- (viii) anyone else's opinions about the individual, and
- (ix) the individual's personal views or opinions, except if they are about someone else;

4.3 The policy shall apply only to requests for reasonable quantities of records. Repetitive requests by a person for significant volumes of records, or the separation of a request into several small requests totaling a large volume, shall not be subject to this policy.

**5. ACCOUNTABILITY:**

5.1 The Head of the Freedom of Information and Protection of Privacy Act for the Town of Nanton shall be accountable for the implementation, administration and compliance of this Policy.

5.2 Directors shall be accountable for ensuring that staff are aware of and comply with this policy.



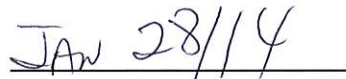
MAYOR



Date



CHIEF ADMINISTRATIVE OFFICER



Date



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