

# Procedure

**TITLE:** ROUTINE DISCLOSURE &  
ACTIVE DISSEMINATION PROCEDURE

**PROCEDURE NO:** ADM-14-006

**EFFECTIVE DATE:** April 1, 2022

**DEPARTMENT RESPONSIBLE:** LEGISLATIVE  
SERVICES

**NEXT REVIEW DATE:** April 1, 2024

---

## GENERAL GUIDELINES:

Lac La Biche County is committed to ensuring that information is available to the public to support a culture of open and transparent government. The Routine Disclosure & Active Dissemination Procedure is to provide open access to public records, by categorizing records that can be released through routine and active disclosure, while protecting the privacy of personal information for records that are in the custody and control of the County, without having to make a formal access request under the *Freedom of Information and Protection of Privacy (FOIP) Act*.

The *Freedom of Information and Protection of Privacy Act* is in addition to, and does not replace, existing procedures and fee structures presently in place. When a request is made pursuant to this Procedure, and the request involves records that cannot be provided as a routine request, the requester should be referred to the formal process under the *Freedom of Information and Protection of Privacy Act*. The County will not disclose personal information through routine disclosure or active dissemination practices, unless there is a legislative authority.

This Procedure shall apply to all County employees, departments and contractors.

It should be noted that staff and/or Council do not have the right to access personal information by virtue of their employment/office. Use and disclosure of personal information must be directly related to their job duties/office, and in accordance with the reason the information was collected.

## LEGISLATIVE AUTHORITY

Section 88 of the *Freedom of Information and Protection of Privacy Act* enables the Head of a public body to specify categories of records that are in the custody and control of the public body, without an access request, and inclusive of identifying associated fees.

## DEFINITIONS:

- **Access:** The ability to obtain information held by Lac La Biche County. Under this procedure, access may mean either providing a copy of the record requested or providing the opportunity to review the records; whichever is administratively efficient.
- **Active Dissemination:** Is the periodic and proactive release of information or records in the absence of a request using the Lac La Biche County website or other mechanisms.
- **Chief Administrative Officer:** Means the Chief Administrative Officer, as defined in the *Municipal Government Act*, or delegates that are duly appointed by the Chief Administrative Officer. The Chief Administrative Officer is also referred to as the “Head of the Public Body”.
- **Council:** Means the Council of Lac La Biche County.
- **Confidential:** Means any record that contains:
  - Personal information about individuals;
  - Third party, commercial, financial, scientific or technical information supplied either explicitly or implicitly in confidence; or
  - Any other sensitive information as described in Sections 16-29 of the *Freedom of Information and Protection of Privacy Act*.
- **County:** Means Lac La Biche County.
- **Freedom of Information and Protection of Privacy Act:** Means the *Freedom of Information and Protection of Privacy Act*, Revised Statutes of Alberta 2000, Chapter F-25, and associated regulations, as amended. Also referred to as “FOIP”.
- **FOIP Coordinator:** Means the FOIP Coordinator for Lac La Biche County to whom the Chief Administrative Officer may delegate, any duty, power or function of the Head under the FOIP Act, except the power to delegate.
- **Head:** Means the Chief Administrative Officer, who is designated the Head of the County, in accordance with Freedom of Information and Protection of Privacy Bylaw, and the *Freedom of Information and Protection of Privacy Act*.
- **Municipal Government Act:** Means the *Municipal Government Act*, R.S.A. 2000, c-M-26, and associated regulations as amended. Also referred to as the “MGA”.

- **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, color 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,
  - (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 education, 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.
- **Record:** Means a record of information in any form and includes notes, images, audiovisual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.
- **Routine Disclosure:** Means a response to a routine inquiry or request, which occurs when access to a record can be granted without a formal request pursuant to the *Freedom of Information and Protection of Privacy Act*.
- **Routine Disclosure Plan:** Means a document which will identify records that are available either by Routine Disclosure or Active Dissemination for each Business Division of the County.

- **Senior Leadership Team:** Means the Chief Administrative Officer, Associate CAO of Finance and Planning, Associate CAO of Recreation & Community Services, Associate CAO of Corporate Services, Associate CAO of Infrastructure Services, Director, Human Resources and Director, Economic Investment & Retention.

## **PROCEDURE:**

### **Criteria to Designate a Record for Routine Release**

The Criteria used to determine which records could be classified for routine release include:

- a) Where such release is a statutory requirement.
- b) The type of information is requested on a regular basis.
- c) The type of information is publicly available.

Schedule A is a dynamic listing and will be reviewed on an ongoing basis to determine whether a request for information can be processed through routine disclosure or active dissemination.

### **Routine Request Process**

Routine Disclosure requests are to be handled by the responsible department.

The Routine Disclosure Request Form, Schedule B must be completed when submitting a request in accordance with the Routine Disclosure Plan. The County will strive to provide a response to the requester within 20 business days or as soon as practicable.

Oral requests can be made in circumstance if the requester's inability to read or write English is limited, or the requester has a disability or condition that would impair the ability to make a written request. The County will collect the requester's personal information and document the request as necessary to ascertain the principles of the procedure.

Lac La Biche County employees shall:

- a) Respond to requests for information.
- b) Apply fees for the reproduction and provision of records in accordance with the Lac La Biche County Schedule of Fees Bylaw.
- c) Forward requests for information that require extensive research and/or result in excessive quantities of records to Legislative Services for decision.
- d) Consult with the FOIP Coordinator, or Legislative Services, prior to releasing information if uncertain whether the information requested should be released under this Procedure.

## **Fees and Service Charges**

Fees and Services Charges will be applied in accordance with applicable County Schedule of Fees Bylaws. In circumstances whereby there is an established fee for an item identified in the Schedule A, then those fees will apply (example: Tax Certificates, Phase 1-Environmental Site Assessments).

## **Application**

The application of this procedure shall not unreasonably interfere with the day-to-day operations of the County as determined by the sole discretion of each Senior Leadership Team Member.

Records containing personal information will not be disclosed unless the personal information has been severed from the document.

The Head of the Public Body retains the final authority regarding the release of records pursuant to this Procedure. There is no appeal mechanism pertaining to the provisions of this Procedure.

"Original Signed"  
\_\_\_\_\_  
Chief Administrative Officer

March 29, 2022  
\_\_\_\_\_  
Date

**SPECIAL NOTES/CROSS REFERENCE:** Freedom of Information and Protection of Privacy Act and Regulations, Municipal Government Act

**AMENDMENT DATE:**

**SCHEDULE A**

**ACTIVE DISSEMINATION**

These are types of records that would be publicly available, through periodic and proactive release, but are not limited to:

<b>Advertisements</b>	<b>Website</b>
Advisory Board/Committee Minutes (Adopted)	
Area Structure Plans (Approved)	Yes
Audited Financial Statements	Yes
Assessment Roll <i>(Excludes personal information)</i>	Yes
Budgets (Approved)	Yes
Business Plans (Adopted)	
Bylaws (Adopted)	Yes
Committee Membership List	Yes
Community Emergency Response Plan <i>(Excludes information protected by the FOIP Act)</i>	Yes
Council Agenda Packages-Open Session only	Yes
Councillor Expense Claims	Yes
Council Minutes (Adopted)	Yes
Election Results	Yes
Equipment Rates-Agricultural Service Board	Yes
Lake Monitoring Program Reports	Yes
Municipal Census	Yes
Municipal Development Plan (Adopted)	Yes
MuniSight-Public platform <i>(Excludes personal information)</i>	Yes
News Releases	Yes
Policies and Procedures (Adopted)	Yes
Salary of Elected Officials	Yes
Staff Directory	Yes
Tax Rate (Approved)	Yes
Water Quality Report	

**SCHEDULE A -Continued**

**ROUTINE DISCLOSURE PLAN**

Notwithstanding that the foregoing are the types of records that would be routinely disclosed without a formal request, ***if staff have any concerns about potential Confidential Information in any given case, they should refer the matter to the FOIP Coordinator or Legislative Services for review.***

These are an example of the types of records that would be routinely disclosed without a formal request pursuant to the *Freedom of Information and Protection of Privacy Act*, but are not limited to:

<b>Record</b>	<b>Notes</b>	<b>Responsible Department</b>
Agreements & Contracts	Awarded contracts only-excludes information which the disclosure could reasonably be expected to result in a third party's financial loss	Legislative Services
Assessment Roll	Supervised inspection-the full Assessment Roll can be viewed in person in accordance with s.307 of the <i>Municipal Government Act</i> , a copy of the roll will <u>not</u> be provided. <i>Note: The Assessment Roll, excluding personal information, can also be found on the Lac La Biche County website</i>	Finance
Building Statistics		Planning & Development
Business Licences ( <i>Post program implementation</i> )	Limited to name of Business Owner and Nature of the Business	Economic Development
Building Plans	Excludes personal information	Planning & Development
Campaign Disclosure Statements	Inspection is permitted in accordance with s.147.4(1)(7) of the <i>Local Authorities Election Act</i> <i>*No charge for inspection</i>	Legislative Services
Compliance Certificates (Historical)	Excludes personal information	Planning & Development
Development Statistics		Planning & Development
Easements	Refer to Alberta Land Titles or SPIN 2	Varies
Environmental Site Assessment-Phase 1	Limited to the property owner, or their agent (letter of consent is required). <i>Results of the search does not constitute a complete Environmental Site Assessment</i>	Environmental Services

Fire Inspection Reports	Limited to the property owner, or their agent (letter of consent is required). Excludes personal information	Protective Services
Grants	Allocated by the County-excludes personal information	Finance
Job Descriptions	Excludes personal information	Human Resources
Land Files	Limited to the property owner, or their agent (letter of consent is required). Excludes “Confidential” information as defined above	Varies
Maps	Ownership Maps are limited to first initial and last name per land parcel	GIS/Information Technology
Mailing Addresses-Public Notification and Petitioning	Excludes names, telephone and email information Permitted in accordance with the Community Engagement Practices Policy	Varies
Organizational Chart	Names & Positions	Human Resources
Permits	Excludes personal information, however, the name of the permit holder can be released	Planning & Development
Property Assessment Values	Requester may be referred to Public MuniSight	Finance
Real Property Report (Historical)	Excludes personal information.	Planning & Development
Right-of-Ways	Refer to Alberta Land Titles or SPIN 2	Varies
Salary of Elected Officials, Chief Administrative Officer & Designated Officers	Permitted in accordance with Section 217(3) of the <i>Municipal Government Act</i> .	Legislative Services
Salary of County Staff	Limited to salary ranges only	Human Resources
Tax Certificates	Excludes personal information. Must provide legal land description. Permitted in accordance with Section 350 of the <i>Municipal Government Act</i> .	Finance
Tender documents-Request for Quote (RFQ) and Request for Proposals (RFP)	Excludes submitted tenders and price quotes.	Varies based on the Request for Quote or Proposal
Tender Results	Limited to names and amounts, as part of the open tendering process	Varies based on the Municipal project.



Requests for these items are to be forwarded to [Legislative Services](#) as these records may require the submission of an Access Request, pursuant to the *Freedom of Information and Protection of Privacy Act*; however, there are occasions whereby requester consent and/or agent authorization may suffice, please consult with Legislative Services for any of these items:

- Development and Subdivision Agreements
- Fire Investigation Reports
- Human Resource Files (Personnel files)
- Municipal Bylaw Infractions and/or Municipal Enforcement Complaints/Investigations
- Petitions
- Incident Investigation Reports
- Request for submitted tenders and price quotes
- Severance Packages
- Video Surveillance Footage
- Records relating to Minors
- Traffic Impact Assessments

The submission of an Access Request does not guarantee access, and the provisions of the *Freedom of Information and Protection Act* will be applied to each Access Request.

**SCHEDULE "B"**  
**ROUTINE DISCLOSURE REQUEST FORM**

<b>Requester Information</b>
Name (First and Last):
Address:
Telephone Numbers(s):
Email Address:

<b>Records Requested</b>
(Provide a detailed description of the requested information, including timeframe)

**Preferred Method of Access to Record:**

Receive a Physical Copy     Receive Electronic Copy     Examine Original

I acknowledge there are fees associated with searching, preparing and producing records in accordance with the Schedule of Fees Bylaw.

<b>Requester Declaration</b> <i>(if required)</i>
I do hereby declare the following: <ul style="list-style-type: none"><li>• that I am<ul style="list-style-type: none"><li>○ the owner of the property</li><li>○ a person/agent, who has the written consent of the property owner <i>(attach)</i>.</li></ul></li><li>• that the information included in this Request Form is complete and accurate.</li></ul>

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

*The personal information provided as part of this form is collected in accordance with Section 33 (c) the Freedom of Information and Protection of Privacy Act. The information is required to respond to a request pursuant to the Routine Disclosure and Active Dissemination Procedure. If you have any questions about the collection or use of the personal information provided, please contact the FOIP Coordinator at (780) 623-1747.*

**Internal Use Only**

**Payment Received and/or Invoice issued:**

Yes-Date\_\_\_\_\_

\_\_\_\_\_  
Date Received:

\_\_\_\_\_  
Department

\_\_\_\_\_  
Request Closure Date