



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Lauren Uszynski, Records and Information Management Specialist

Department: Council Services

Date of Report: June 24, 2024

Report Number: CS-2024-03

Subject: Updates to the Routine Disclosure and Active Dissemination Policy

Recommendation

That the report of the Records and Information Management Specialist dated June 24, 2024 (CS-2024-03) regarding the updates to the Routine Disclosure and Active Dissemination Policy be received;

And that the new Routine Disclosure and Active Dissemination Policy be adopted by Council and the previous version of the policy be repealed;

And that Appendix A of the current User Fee By-Law, 8847, be amended to include the following Council Services Routine Disclosure Fees: Courier/Mail Fee - as charged to the Town, and Storage Media Fee - \$10.00.

Report

Discussion

The right of access to municipal records by the public is established as a key principle in the Municipal Freedom of Information and Protection of Privacy Act, 1990 ("MFIPPA"). The goal of the Routine Disclosure and Active Dissemination Policy, attached as Appendix A, is to streamline public access to municipal records, fostering community engagement, accountability and transparency. The current policy was adopted in 2018 and requires extensive updates due to changes in records holdings, organizational structure, internal procedures and potential efficiencies identified in the policy review.

The current procedure is to direct the public to submit requests through the process under MFIPPA ("FOI"), requiring employees to document search efforts, locations searched, search time, and prepare documents, letters and correspondence. In both

2022 and 2023, approximately one third of all requests received by the Town were deemed to be requests for general records and released in full.

Updates to the current Routine Disclosure policy will generate efficiencies by redirecting selected requests through the Routine Disclosure process. The policy has been reviewed with all departments and amended accordingly.

Although records may be eligible for Routine Disclosure, there are instances where the Town will require the request to be submitted through FOI before considering release. These circumstances include, but are not limited to:

- Requests for a large number of records, such that processing the request may interfere with the operations of the department and/or institution
- Where multiple requests have been received from the same requestor
- Where the responsive records contain personal, confidential or third party information, and
- If records routinely available have been exempted by a contract, agreement, or By-Law.

Fees

Various records, such as tax certificates and lawyer’s letters, have fees set out in the User Fee By-Law and collection of the fees is required prior to the release of records.

It is recommended that the requestor be responsible for any fees incurred by the Town, including photocopying/printing, storage media and mail/courier delivery fees. At this time, it is not recommended that the Town charge any processing fees, such as research and preparation time, for routine disclosure requests.

Currently, the Town charges \$0.25 per page for photocopies. Therefore, it is suggested that Appendix A of the current User Fee By-Law be amended and the following fees added to the Council Services User Fee schedule.

Fee Description	2024 Fee
Routine Disclosure - Courier/Mail Fees	As charged to Town
Routine Disclosure - Storage Media	\$10.00

Communication Plan

The Routine Disclosure and Active Dissemination policy will be updated on the Town’s website. A new landing page for [Accessing Municipal Records and Information](#) has recently been launched and will link to a new Routine Disclosure web page. This page

will provide links and instruction on how, when and where to submit a request, as well as detailed departmental lists of Records available for access.

General training sessions, as well as departmental or divisional sessions will be scheduled following the enactment of the new Policy. Records Management will provide procedural documents to assist in the processing of requests and will be available for consultation should any department require assistance.

Consultations

All Town of LaSalle Departments

Financial Implications

No financial implications.

Prepared By:



Records and Information Management
Specialist

Lauren Uszynski, Records and Information Management Specialist

Link to Strategic Goals

1. Enhancing organizational excellence - Yes
2. Strengthen the community's engagement with the Town - Yes
3. Grow and diversify the local economy - Not Applicable
4. Build on our high-quality of life - Not Applicable
5. Sustaining strong public services and infrastructure - Yes

Communications

Not applicable.

Notifications

Not applicable.

Report Approval Details

Document Title:	CS-2024-003 - Updates to Routine Disclosure and Active Dissemination Policy.docx
Attachments:	
Final Approval Date:	Jul 4, 2024

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



Director, Council Services/Clerk

Jennifer Astrologo



Chief Administrative Officer

Joe Milicia