

	City of Lacombe FOIP Proactive Disclosure Policy	
	Policy Number:	18.201.01 2014
	Approval Date:	August 25, 2014
	Effective By:	August 25, 2014
	Supersedes:	
	Revision Date:	
	Review Date:	
	Department:	Community Services
	Reference:	

Purpose of Policy

This policy will allow for the public release (Proactive Release) of the City of Lacombe’s responses to **General FOIP Requests only** through a Disclosure Log on the City of Lacombe website under the Alberta *Freedom of Information and Protection of Privacy (FOIP) Act*. This practice will serve to enhance accountability, openness and transparency.

Policy Statement

The City of Lacombe believes that the public interest is served when records released in response to access to general information requests under the FOIP Act are widely accessible, so that the public can have fair and unmediated access to the information.

The applicant’s right of access to a record is not an exclusive or proprietary right. The fees paid by an Applicant for a General FOIP Request simply allows the City of Lacombe to recoup some of the costs of producing the records, and is not intended to form a contract between the Municipality and the Applicant for the exclusive use of the requested information.

However, the public interest is best served by integrating a period of delay between the time the Applicant receives the response to the access request, and the posting of that response to the City of Lacombe website in order to respect the Applicant’s first outlay of time, effort and expense in seeking the information.

Applicability

This policy applies to the FOIP Coordinator, Computer and Information Systems Services staff, and the Chief Administrative Officer (Head of the Public Body).

Definitions

- i. **“Disclosure Log”** means an online account of General FOIP Requests received, and responses made thereto, and may include links to the responsive records released to

the Applicant.

- ii. “**FOIP Act**” means the *Freedom of Information and Protection of Privacy Act* (Alberta).
- iii. “**General FOIP Request**” means a FOIP request that is not a Personal FOIP Request.
- iv. “**Personal FOIP Request**” means a FOIP request, made by individuals (or their duly appointed representatives) seeking access to records containing their own Personal Information.
- v. “**Personal Information**” means any recorded information about an identifiable individual, including contact information.
- vi. “**Proactive Release**” means the public release of City of Lacombe responses to General FOIP Requests.
- vii. “**Record**” includes correspondence, documents, maps, drawings, photographs, video, emails, and any other thing on which information is recorded or stored by any means, whether graphic, electronic, mechanical or otherwise.

Responsibilities

FOIP Coordinator:

- Respond to General FOIP Requests within the framework set out by the FOIP Act.
- Work with Computer and Information Systems Services staff to upload the summaries of the General FOIP Requests, the responses to the Applicants; and copies of the responsive records provided to the Applicants to the Disclosure Log on the City website.

Head of the Public Body:

- Ensure that all General FOIP Requests are responded to within the framework set out by the FOIP Act;
- Ensure that the information posted to the Disclosure Log follows the guidelines set out by the FOIP Proactive Disclosure Policy.

Computer and Information Systems Services staff:

- Work with FOIP Coordinator to create the Disclosure Log on the City of Lacombe website; upload the summaries of the General FOIP Requests, the responses to the Applicants; and copies of the responsive records provided to the Applicants to the Disclosure Log; and perform archiving and maintenance duties as required.

Guidelines

The following guidelines apply to the Proactive Disclosure of responses to General FOIP Requests:

- I. A Disclosure Log webpage must be created on the City website as a subpage of the FOIP Page, which will serve as an online account of General FOIP Requests received, and responses made thereto, and may include links to the responsive records released to the Applicants.
- II. Responses to General FOIP Requests must be posted in a Disclosure Log on the City of Lacombe website, unless an exemption is approved by the Head of the Public Body. Information to be posted online include:
 - a. Summaries of the General FOIP Request and of the responses to the Applicant; and
 - b. Copies of the responsive records provided to the Applicant.
- III. Personal information must be removed from the General FOIP Requests in accordance to the FOIP Act before posting on the municipal website.
- IV. The response to a General FOIP Requests must be posted to the Disclosure Log on the City of Lacombe website a minimum of:
 - a. 72 hours after its release, if the response is sent electronically to the Applicant; or
 - b. Five business days after its release, if a hard copy is mailed to the Applicant.
- V. Responses to Personal FOIP Requests must not be posted on the City of Lacombe website.
- VI. The responses to General FOIP Requests must be archived on the Disclosure Log on the City of Lacombe website for a minimum of two years.
- VII. Responses to General FOIP Requests posted on the City of Lacombe website must strictly adhere to requirements within the FOIP Act and Regulations.

_____ Original Signed _____
Mayor

_____ Original Signed _____
Chief Administrative Office