

	<b>City of Lacombe</b>	
	<b>Council Policy</b>	
	<b>Routine Disclosure</b>	
	Policy Number:	18/211.01 2019PO
	Effective By:	Upon approval
	Rescinds:	18.201.01 2014 – FOIP Proactive Disclosure Policy
	Review Frequency:	Every 3 years upon approval
	Responsible Department:	Corporate Services
Reference:	Bylaw 402 - FOIP Bylaw (including its amendments or successors)	

## Purpose of the Policy

To provide guidelines to Council and staff of the City of Lacombe for the routine disclosure of information, either to the public at large or for individuals to whom it directly relates. Specifying that records will be available without a formal request for access under the Freedom of Information and Protection of Privacy Act (FOIP) demonstrates that the City of Lacombe is operating in the spirit of the FOIP Act.

## Policy Statement

The City of Lacombe strives to provide excellent customer service by streamlining services and information flow, presenting an open, accountable and transparent process for the routine disclosure and active dissemination of information in the custody and control of the City, with consideration to the Province of Alberta's Freedom of Information and Protection of Privacy Act (FOIP).

Any request made though FOIP to the Head of Public Body of the City of Lacombe will be reviewed to determine whether the request for information can be met through routine disclosure.

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 provision of FOIP. Personal information that is unrelated to municipal duties is not disclosed.

The City's FOIP Coordinator or the Head of Public Body will be consulted for clarification before proceeding to routinely disclose information under this policy.

## Fees and Timelines

Fees for the reproduction and the provision of records released under this policy may be charged in accordance with City bylaws, policies, and fee structure. The City of Lacombe will respond to any routine disclosure requests in a reasonable and timely manner.

## Routine Disclosure of Information

The criteria used to determine which records could be routinely disclosed are:

- Is there a statutory requirement
- The type of information is requested on a regular basis
- Material is publicly available

- No FOIP Act exceptions apply to the release of the record(s)

### Exceptions

Any information withheld from release is in accordance with FOIP but not in response to a formal access request under the FOIP Act. Records containing the personal information of third parties as defined in the FOIP Act section 1(n) will not be disclosed.

### Definitions & Abbreviations

- **CAO** means the City of Lacombe’s Chief Administrative Officer
- **Routine Disclosure** means a process whereby access to a record is granted without a request under FOIP, usually in response to a routine inquiry or request. Includes when information or records are periodically released, under a program or release strategy such as a communications plan.
- **FOIP** means Alberta’s Freedom of Information and Protection of Privacy Act

### Responsibilities

- CAO
  - Implement and administer this policy
  - Ensure staff are aware of and comply with this policy
  - Advise staff if information can be released under this policy
- Directors and Managers
  - Ensure staff are aware of and comply with this policy
- FOIP Coordinator
  - Review all FOIP requests made to the City of Lacombe to evaluate if the information requested/released can be routinely disclosed
  - Advise staff if information can be released under this policy

Original Signed

\_\_\_\_\_  
Mayor

October 28, 2019

\_\_\_\_\_  
Approval Date  
(MMMM/DD/YYYY)

Original Signed

\_\_\_\_\_  
Chief Administrative Officer

October 28, 2019

\_\_\_\_\_  
Approval Date  
(MMMM/DD/YYYY)