

Approved by Council – October 13, 2015

RELEASE OF INFORMATION POLICY

BACKGROUND

The Town of Redcliff has in its possession information that may be requested by a member of the public or a member of the media.

The information held by the Town of Redcliff may include items that have been discussed in camera or items that are of a personal nature.

The Municipal Government Act allows Council to establish a policy for release of information as well as establish a cost to provide copies or transcripts of this information.

The Town of Redcliff is considered to be a local government body as defined in Alberta's *Freedom of Information and Protection of Privacy Act* (FOIP Act) and thus all information gathered and/or under the control of the Town of Redcliff is regulated by the terms of this legislation. Said information may only be made available as is authorized under the Act.

However for the ease of deciding what and when information is available this policy should provide a guideline but the user is cautioned that the FOIP Act has precedence and should be referred to if there are any questions.

POLICY

1. FINANCIAL STATEMENTS

- A) The Town of Redcliff financial statements, or a summary of them and the auditor's report of the financial statements will be made available to the public by May 1 of the year following the year for which the financial statement has been prepared.
- B) A copy of the summary and auditor's report is available to members of the general public by visiting the Town of Redcliff's website (www.redcliff.ca/financial-reports)

2. AGENDAS

The Town of Redcliff has agendas for meetings of various Committees, Boards and Commissions which may be released to the public as follows:

Type of Agenda
Council (regular)

Release to Media or Public

Staff will endeavour to post a copy of the agenda and supporting information on the Town's website as of 4:30 pm on the Friday prior to the Council meeting (normally held the following Monday) as well as distributed to various local media. A limited number of agenda packages and supporting information will also be available on the day of the Council meeting in the Council Chambers 15 minutes prior to the scheduled start of the meeting.

Council (special)

For any special meeting that has been called, staff will endeavour to post agenda's and supporting information on the Town's website as soon as possible dependant on the circumstances and timing of the calling of the special meeting.

Municipal Planning Commission

Staff will endeavour to post the agenda and supporting information on the Town's website a minimum of forty-eight (48) hours prior to the start of the meeting. A limited number of agenda packages and supporting information will also be available on the day of the meeting in the Council Chambers 15 minutes prior to the scheduled start of the meeting.

Subdivision and Development
Appeal Board

Staff will endeavour to post the agenda and supporting information on the Town's website a minimum of forty-eight (48) hours prior to the start of the meeting. A limited number of agenda packages and supporting information will also be available on the day of the meeting in the Council Chambers 15 minutes prior to the scheduled start of the meeting.

Assessment Review Board

Agenda and background information not available.

3. MINUTES

A) Council Minutes

Anyone may, at reasonable times, inspect any Council minutes that have been adopted by Council.

B) Committee, Board or Commission Minutes Submitted to Council

Anyone may, at reasonable times, inspect any Committee, Board or Commission minutes that have been received by Council.

4. OTHER INFORMATION

- A) **Contracts**
Anyone may, at reasonable times, inspect any contract that has been approved by Council.
- B) **Bylaws**
Anyone may, at reasonable times, inspect any bylaw that has received first reading by Council and/or that has been fully adopted.
- C) **Accounts (Invoice, Request for Payment) Submitted to Council**
Anyone may, at reasonable times, inspect any account that has been submitted to Council.
- D) **Requests for Decisions, Auditor, Assessor or Engineering Report**
Anyone may, at reasonable times, inspect any Request for Decisions, Auditor, Assessor or Engineering Report that has been submitted to Council.
- E) **Assessment Roll**
 - i) Any person may inspect the assessment roll during regular business hours of the Town office.
 - ii) **Written Statement of Current Assessment**
 - a) A person, whose name appears on a parcel in the assessment roll, may request a statement of assessment or a statement of historic assessment (past five years on file) for that parcel. The Director of Finance and Administration or his/her designate shall issue a written statement showing the description of the parcel, the value of the land and any improvements and historical (past five years on file) values upon receipt of such a request. This is provided at no cost to a person whose name appears on the parcel for which the information was requested.
 - b) A person may request a statement of assessment or a statement of historic assessment (past five years on file) for a parcel. The Director of Finance and Administration or his/her designate shall issue a written statement showing the description of the parcel, the value of the land and any improvements and historical (past five years on file) values upon receipt of such a request. This is provided at the fee established in the Tax Certificate, Zoning Letter or Compliance Certificate Bylaw.
- F) **Tax Certificate, Zoning Letter or Compliance Certificate**
 - i) A person whose name appears on the assessment roll, may request a tax certificate at the rate as charged in the Tax Certificate, Zoning Letter or Compliance Certificate Bylaw.

- ii) A solicitor or employee of a solicitor's firm may request a tax certificate, zoning letter or compliance certificate, these documents are provided at the fees established in the Tax Certificate, Zoning Letter or Compliance Certificate Bylaw.

G) Personnel Information

- i) Payroll Verification of Employment
On inquiries from lending institutions, the Director of Finance and Administration and/or his/her designate may release information relating to name, length of employment and job title, only upon the identification of the inquiring party being satisfactory to Director of Finance and Administration and or his/her designate.

The Director of Finance and Administration and or his/her designate shall not release any information concerning rates and potential for ongoing employment without obtaining the approval of the employee prior to release of this information to a lending institution.

- ii) Inquiries from any party relating to name and job title may be released from the Municipal Office. Any further information relating to rates, length of employment, potential for future employment, or work history shall be provided if the Town is legislatively required to do so, or will be considered if the request is made in writing and only if the Municipal Manager and/or his designate approve release of this information. In the case of an inquiry related to the Municipal Manager, the request must also be in writing and can only be approved by Council.
- iii) Access to any confidential personnel files shall be limited to :
 - a) the Municipal Manager and or his/her designate;
 - b) Council when meeting in an "in camera" or closed session of Council with regard to the Municipal Manager.
- iv) The Municipal Manager in the course of his duties may review or provide individual personnel files to appropriate staff, department managers, legal representatives or agencies as he deems necessary.
- v) Access to a personnel file by individual Councillors is not permitted.
- vi) No personnel files or copies thereof shall be removed from Town Hall unless authorized by the Municipal Manager and/or his designate.

5. OBTAINING INFORMATION

- A) Requests to inspect records in possession of the Town of Redcliff shall be made to the Municipal Manager or his designate. These should be responded to in accordance with any relevant legislation (municipal, provincial, & federal) and in accordance with the municipality's procedural bylaw.

- B) A copy of the record or part thereof, may be obtained by request and payment of the fees as established in the specific related bylaw or Town of Redcliff Fees Rates and Charges Bylaw.