

 TOWN OF KYLE	MANUAL – General Government	POLICY # - 325-2019
	SECTION: Administration	Original effective Date: November 13, 2019
POLICY/PROCEDURE	TITLE: Access to Information	Last Review Date:
		APPROVED BY:

1. Purpose

The Town of Kyle recognizes the right of access by the public to information in the possession or under the control of the Municipality and is committed to fulfilling its obligations under *The Local Authority Freedom of Information and Protection of Privacy Act* (LA FOIP) and *The Local Authority Freedom of Information and Protection of Privacy Act Regulations* (LA FOIP Regs).

The purpose of this policy is to establish appropriate controls and guidelines around providing access to information as required to carry out the Municipality’s statutory obligations pursuant to LA FOIP and the Municipality’s legitimate business and public interest mandates, including the principles of Open Government: transparency, accountability, accessibility and participation.

2. Scope

This policy applies to all employees and contractors of the Municipality.

3. Definitions

Access to Information Request – The formal process by which an individual may request access to the Municipality’s information under the provisions of LA FOIP. The term freedom of information request (FOI) is also used to describe an access to information request.

Administrator – the administrator of the Municipality appointed pursuant to Section 110 of *The Municipalities Act*.

Applicant – any individual who requests access to a record under LA FOIP.

Contractor – an individual or company retained under a contract to perform services for the Municipality including any information management service providers (IMSP).

Control – is where the Municipality has the authority to manage the record including restricting, regulating and administering its use, disclosure or disposition.

Duty to Assist – the Municipality’s obligation to provide assistance to an applicant including responding to a request for access openly, accurately and completely.

Employee – an individual employed by the Municipality, including an individual retained under a contract to perform services for the Municipality.

Exemption – a mandatory or discretionary provision under LA FOIP that authorizes the Municipality to refuse to give access to information contained in a record, or, in some cases, to refuse to acknowledge the existence of a record in response to a request.

Formal Request – a request for access to information made in writing or presented on the prescribed Access to Information Request Form that states the applicant wishes to make application under LA FOIP.

Head – the Mayor of the Municipality

Informal Request – a request for information, which is general in nature, can be easily accessed in a minimal amount of time and can typically be handled by the department responsible for the information.

Information – what a record contains. It is also a term used to refer to the content of an electronic database or application. Regardless of the form, all recorded information in the possession or under the control of the Municipality is a record.

LA FOIP – *The Local Authority Freedom of Information and Protection of Privacy Act.*

Personal Information – means information about an identifiable individual of a personal nature which may include but is not limited to: information about an individual's race; religion; family status; age; birthdate; place of origin; employment or criminal history; financial information; health services number; driver's license number; social insurance number; home address, email address or telephone number; physical or mental condition of an individual; an individual's personal views or opinions except where they are about another individual.

Possession – physical possession plus a measure of control of the record.

Privacy – is the right to keep certain information private; freedom from unauthorized access to, use, or disclosure of one's personal information.

Record – means a record of information in any form and includes information that is written, photographed, recorded, digitized or stored in any manner, but does not include computer programs or other mechanisms that produce records.

Third Party – means a person or company other than the Municipality.

4. Policy

LA FOIP and *The Municipalities Act* determine the Municipality's obligations to provide access to information in the Municipality's possession or under its control. Every employee and contractor with access to Municipal information, as a result of their employment or contract with the Municipality, is responsible for managing that information in accordance with this policy. Also, to the extent that an elected official is engaged in carrying out the mandate or functions of the Municipality, then LA FOIP most likely will apply to those records.

4.1 Access to Information

Pursuant to LA FOIP, an individual has the right to request access to any information in the possession or under the control of the Municipality.

The Municipality has a duty to assist in providing as much information as possible to the applicant while ensuring personal, confidential and third party information is protected in accordance with LA FOIP.

4.2 Informal Requests

Informal requests are handled by the employee responsible for the information, in consultation with the administrator as necessary.

4.3 Formal Requests

An applicant who wishes to make a formal request under LA FOIP is to complete the Access to Information Request Form available on the Municipality's or Saskatchewan Office of the Information and Privacy Commissioner's website or makes a request by email or letter stating the request is being made under LA FOIP. (Attached)

The applicant is to send the request confidentially to the administrator. If an employee receives the formal access request, it should be forwarded to the administrator.

Formal requests are handled by the administrator, confidentially and immediately on receipt. The name of the applicant should be kept confidential.

Formal access to information requests are subject to an application fee, pursuant to LA FOIP regulations.

Processing fees are determined in accordance with LA FOIP regulations.

The Municipality will process the access to information request with complete, accurate and timely response in accordance with LA FOIP.

Employees shall assist the administrator as necessary in obtaining information responsive to access to information requests in accordance with the timelines legislated under LA FOIP.

4.4 Duty to Assist

The Municipality has a duty to provide assistance to an applicant including to respond to a request for access openly, accurately and completely; to provide an explanation of any term, code or abbreviation used in the information, or to refer an applicant to a person who is able to supply an explanation if the Municipality is unable to do so.

4.5 Exemptions

LA FOIP provides for the protection of certain information. There are mandatory and discretionary provisions under LA FOIP authorizing the head to refuse to give access to information contained in a record including refusal to confirm or deny the existence of a record, in response to an access to information request.

When determining whether to apply discretionary exemptions, the head will exercise good faith in balancing the legitimate business or legal concerns of the Municipality and the principles of open government.

4.6 Reviews

An applicant who is not satisfied with how the Municipality has processed an access to information request may apply to the Saskatchewan Information and Privacy Commissioner (IPC) for a review of the matter.

The Municipality will cooperate with the IPC in the conduct of the review.

The Municipality will work with the IPC, the applicant, and any third parties to an acceptable review result, whenever possible.

The administrator will determine whether to comply or not comply with any recommendations of the IPC following a review, with regard for the requirements of LA FOIP, the public interest, mandate of the Municipality and the principles of open government.

If the applicant and/or third party are not satisfied with the head's decision to comply or not comply with the recommendation of the IPC, they can appeal that decision to the court.

4.7 Open government

The Municipality is committed to supporting the concepts of transparency, accountability, accessibility and participation and as such is committed to proactively providing information.

5. Roles and Responsibilities

The administrator is responsible for:

- Corporate information, including personal information at the Municipality of residents and employees.
- Providing guidance with respect to this policy and ensuring this policy is followed.
- Receiving and managing all access to information requests including the application of all exemptions and working with the IPC when a review is undertaken.

Employees are responsible for:

- Forwarding all access requests to the administrator.
- Assisting with the search for responsive records.
- Compliance with this policy and related procedures and guidelines.

6. Related Forms

Access to Information Request form for the Town of Kyle
Accessing Records held by the Town of Kyle

7. Reference Material

The Local Authority Freedom of Information and Protection of Privacy Act,
<http://www.publications.gov.sk.ca/freelaw/documents/English/Statutes/Statutes/?L27-1.pdf>

The Municipalities Act,
<http://www.publications.gov.sk.ca/freelaw/documents/English/Statutes/Statutes/M36-1.pdf>



Access to Information Request Form

Local Authority Freedom of Information and Protection of Privacy From A (Clause 6(1)(a))

Town of Kyle

Personal information on this form is collected under *The Local Authority Freedom of Information and Protection of Privacy Act* and will be used or disclosed only as necessary to respond to your request.

INFORMATION ABOUT YOU

Last Name: _____ First Name: _____

Company or Organization (if applicable): _____

Address: _____ Town: _____ Prov: _____ Postal Code: _____

Tel (day): _____ Tel (alt): _____ Email : _____

INFORMATION ABOUT THE RECORDS YOU ARE REQUESTING

- Your own personal information
- Personal information about someone else (attach proof that you have authority to receive the information requested).
- General Information.

What records do you wish to access? *Please provide a detailed description, which will help locate the records.*

What is the time period for the records you are requesting (if applicable)?

Processing fee:

There is a \$20 processing fee payable to the local authority, and may also be additional fees. You may request that fees be waived but may be required to provide evidence of substantial financial hardship (see section 8 of the regulations).

- Check if requesting waiver of processing fees:

Reason for waiver:

Date

Signature of applicant (in ink)

Please keep a copy of this request for your records.

FOR OFFICE USE ONLY:

Date received: _____ Application Number: _____ 30-Day Response Date: _____

Accessing Records Held by the Town of Kyle

The Local Authority Freedom of Information and Protection of Privacy Act (LA FOIP)

Has two principles:

1. Enables any person to make a written request for access to records in the custody and control of the Town of Kyle, and
2. Established obligations and responsibilities regard the collection, use, disclosure and protection of personal information held by the Town.

What records can I have access to?

Records held in any form (paper or electronic) including photographs, audio and reports stored by any other means are accessible under the Act. However, the Act does exempt certain types of records from the application for access. For example, records that contain personal information about another individual, closed meetings of Council, and law enforcement investigations are not accessible.

Steps to make a formal request for access to information under LA FOIP.

1. Complete the application form, providing enough information to let the staff know exactly what records you are seeking access to.
2. Attached the payment of \$25 access fee, and
3. Mail or hand deliver to : Access and Privacy Management Program, Administrator, Town of Kyle, Box 520, Kyle, Sask. S0L 1T0.

How long will it take to receive the requested information?

Within 30 days you will hear back from the Administrator, either:

- Providing the requested information
- Advising that the information will not be released and for what reason, or
- Advising that due to extenuating circumstances, it will take a further period of time, not to exceed 30 days, to respond to the request.