

POLICY NO:	AD 001
POLICY TITLE:	ACCESS TO/COPIES OF COUNTY RECORDS
DEPARTMENT:	ADMINISTRATION
APPROVAL DATE:	28-05-95 (May 1995)
REVISION DATE:	06-01-03 (January 14, 2003)
REVIEW DATE:	Sep 14 & 15 2015 (P&P)

Policy Statement:

The County of Vermilion River No. 24 will provide access to, or copies of, County records in accordance with the **Municipal Government Act, M-26.1, Part 7, Section 217 and the Freedom of Information and Protection of Privacy Act (FOIP), and associated regulations.**

Purpose:

To handle records under the control and custody of the County in an appropriate manner and to provide access to or copies of information on a “routinely available basis” as much as possible.

Policy:

1. A By-law shall be in effect to designate the County Administration Officer as the “head” of the County for administration of the overall systems to protect and provide access to County records.
2. An appropriate location, which will enable supervision by County personnel, shall be established / provided for anyone wishing access to inspect or review a routinely available document or the County Assessment Roll
3. A FOIP Coordinator will be delegated, in writing, the duties of the day-to-day administration of the FOIP Act, with the exception of personnel information in the County’s Payroll Records.
4. Participation in regional discussions with other municipalities will be done, to keep informed with regard to how other municipalities are handling their records.
5. Response to a request for access to, or copies of County records, without a FOIP request, shall be done as expediently as possible keeping in mind current staff work loads and other staff time commitments.
6. The public will be advised to submit an official FOIP Request, should they disagree with a decision to withhold certain information.
7. The County will establish a bylaw for fees to be charged for access and copies of records in the care and custody of the County but not provided under a FOIP Request - Fees established

under FOIP Act Regulations are to be used as a guideline when assessing the fees in the bylaw.