



Information Collection and Disclosure

Introduction

The Township of Cavan Monaghan is dedicated to ensuring the privacy of its residents, visitors, staff and volunteers. The Township does not release personal information to any individual, business or organization without authorization.

Collection of Personal Information

The Township of Cavan Monaghan collects a variety of personal information for related municipal use, for example; the completion of forms and application, letters to staff and council and property records. The Township does not disclose any personal information unless authorized to do so.

Safeguarding and Disposal of Personal Information

The Township of Cavan Monaghan makes every effort to prevent any misuse or disclosure of personal information, as well as any unauthorized access to personal information, both written and digital.

The Township uses security measures when storing, transferring or destroying personal information in paper and electronic formats.

Access to Personal Information

The Township of Cavan Monaghan follows the guidelines set out in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) as required.

One of the key principles of the MFIPPA is that "information should be available to the public." MFIPPA provides for a right of formal access to records through filing an access request to the Clerks Department.

The following guideline outlines the main rules in MFIPPA that allow for the routine disclosure of information, either to the public at large, or to individuals to whom it directly relates.

Council Documents

Many Council-related documents are routinely available to the public through the Clerk's Department;

- by-laws and resolutions
- minutes and proceedings of regular, special or committee meetings of Council,

- records considered at a meeting, except those records considered during that part of a meeting that was closed to the public ("in camera" meeting)
- the records of Council
- an itemized statement on remuneration and expenses paid in the previous year to each member of Council and each person appointed by the Township to serve as a member of any body

This public access is limited by the exemptions in MFIPPA. The Township may refuse to disclose:

- a draft by-law
- a record that reveals the substance of deliberations of a meeting of Council or a committee, where the Municipal Act authorizes holding that meeting in the absence of the public ("in camera" meeting).

However, the Township may not apply this exemption to:

- draft by-laws that have been considered in a meeting open to the public
- records of an "in camera" meeting, where the subject matter of the deliberations has been considered in a meeting open to the public
- records that are more than 20 years old

Reports and Proposals

The Township may refuse to disclose under MFIPPA, records that would reveal the advice or recommendations of a Township employee or consultant. This is discretionary, so the Township may also choose to disclose such information.

There is a long list of exceptions to this rule. The Township may not use this exemption to refuse access to:

- factual material
- statistical surveys
- reports by a valuator
- environmental impact statements or similar records
- reports or studies on the performance or efficiency of the Township
- feasibility studies or other technical studies, including a cost estimate, relating to a Township policy or project
- reports containing the results of field research undertaken before the formulation of a policy proposal
- final plans or proposals to change a Township program, or for the establishment of a new program, including a budgetary estimate for the program
- reports of internal committees or similar bodies, established for the purpose of preparing a report on a particular topic
- reports of bodies attached to the Township, established for the purpose of undertaking inquiries and making reports or recommendations to the Township
- reasons for a final decision, order or ruling of Township staff made during or at the conclusion of the exercise of discretionary power conferred by or under an enactment or scheme administered by the Township
- records more than 20 years old

Confidential Information from Another Government

The Township is obliged to keep confidential information received in confidence from a federal or provincial government ministry or agency. However, if the other ministry or agency consents to the disclosure, the Township must disclose the information.

Confidential Information from a Third Party

The Township is required to keep financial, technical or commercial information received in confidence from a third party, such as a private company, where disclosure of the information could reasonably cause harm to the third party's interests. However, the Township is allowed to release this information if the third party consents.

Personal Information

The Township is required to protect the privacy of personal information relating to individuals including employees, except in limited circumstances. This is one of the key principles of MFIPPA. Personal information including personnel files are made available to the individual employee, and whom they report to only and are not to be disclosed to any other individuals within the Township.

It is not an invasion of privacy to disclose the following:

- classification, salary range and benefits, or employment responsibilities of an individual who is or was an officer or employee of the Township
- financial or other details of a contract for personal services between an individual and the Township

It is an invasion of privacy to disclose the following:

- annual salaries of employees
- any personnel record
- the individual's race, national or ethnic origin, colour, or religious or political beliefs or associations,
- the individual's age, sex, sexual orientation, marital status or family status,
- an identifying number, symbol or other particular assigned to the individual,
- the individual's fingerprints, blood type or inheritable characteristics,
- information about the individual's health care status or history, including a physical or mental disability,
- information about the individual's educational, financial, criminal or employment status or history,

Disclosure

All municipal forms that require personal information shall include the following wording:

All information submitted to the Township of Cavan Monaghan is being collected under the authority of the Municipal Act and subject to disclosure under the Municipal Freedom of Information Act (MFIPPA). Questions about this collection should be directed to the Clerk's Department 705-932-2929.