

**GENERAL STATEMENT OF POLICY**

- 51.01 The Region of Queens Municipality wishes to establish a policy and procedure for the release of information contained in meeting packages to the public, including the media. As such, the following procedures adopted by Council shall be adhered to balancing the public's access to information and every citizen's right to be afforded confidentiality.
- 51.02 For the purposes of this policy, "Responsible Officer" means the Chief Administrative Officer or his/her designate.

**POLICY PROCEDURE:**

- 51.03 No part of any committee meeting package shall be released to the public until such time as the Responsible Officer has reviewed the material proposed to be released and he/she is satisfied that the information is allowed to be released pursuant to Section 20 of the *Municipal Government Act*, concerning Freedom of Information and Protection of Privacy (FOIPOP).
- 51.04 Verbal requests may be accepted by the Responsible Officer for information that is determined by the Responsible Officer to be background information, staff reports or a matter of public record and able to be released under FOIPOP regulations.
- 51.05 Prior to releasing correspondence or any information from external sources to the public, consideration shall be given to FOIPOP guidelines.
- 51.06 Any request for information contained in committee packages that is not considered background information must be received in writing by the Responsible Officer. After receiving the request, the information requested or portions of it, may be released to the applicant or denied within thirty (30) days provided all of the regulations concerning FOIPOP have been adhered to.

**Approved by Council: March 20, 2000**