

# TOWN OF FOX CREEK

## Policies & Procedures Manual

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***“Release of Information”***

**No: P022-2003**

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**Policy Title: “Release of Information”**

### **SECTION - I: DEFINITIONS**

1. For the purposes of this Policy;
  - a. “Employee” shall mean those people employed full-time, part-time, casually, seasonally, on contract, as a volunteer, or elected or appointed.
  - b. “Required Fee” shall mean a fee that may or may not be determined and/or required by Council.
  - c. “Town” shall mean the municipality of the Town of Fox Creek.

### **SECTION - 2: PURPOSE**

1. In accordance with terms and conditions as detailed in the Freedom of Information and Protection of Privacy Act, and because the Town recognizes the importance of privacy, the Town will only release information under the following terms or conditions as detailed in this Policy and according to Provincial and Federal Legislation.
2. It is the intent of the Town to maintain all personal information concerning citizen’s rate-payers, utility and recreation clients and employees to be used for municipal administration purposes only.
3. No personal information shall be sold for mailing, client, or business lists unless written permission is previously received to do so.

### **SECTION - 3: CONFIRMATIONS**

1. Only the Freedom of Information and Protection of Privacy Act Coordinator for the Town, or their appointee, shall be authorized to sign and release information from the Town.
2. The Town will provide confirmation of **Property Ownership And/or Account Balances** when written permission is provided by the property owner to do so. Written permission shall be provided to the Town:
  - a. On a form designed and maintained by the Town; and
  - b. The Required Fee, if previously determined by Council, is completed.

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3. The Town will provide confirmation of **Utility Account** when written permission is provided by the utility account individual to do so. Written permission shall be provided to the Town:
  - a. On a form designed and maintained by the Town; and
  - b. The Required Fee is completed
4. Payment histories for Item 1 and 2 will NOT be provided.

### **SECTION - 4: TAX CERTIFICATES**

1. The Town will provide a Registered Property Owner with a Certified Copy of the Statement of Balance for the fee as approved by Council. The Registered Property Owner must:
  - c. Provide the Town with a written statement of request, on a form designed and maintained by the Town; and
  - d. The Required Fee;before the document will be processed.
2. The Town will provide an Agent of Registered Property Owner with a Certified Copy of the Statement of Balance for the fee as approved by Council. The Agent of a Registered Property Owner must:
  - a. Provide the Town with a written statement of request, on a form designed and maintained by the Town, bearing the Registered Owners authorization to have the Agent complete the tax search; and
  - b. The Required Fee,before the document will be processed.
3. An Agent may make additional or separate arrangements with the Town for payment of the processing fee.
4. Requests for Tax Certificates will be refused if not accompanied with the appropriate documentation, authorization and Required Fee.
5. The Town may refuse to process a request if there is reasonable doubt about the authenticity of the authorization.
6. The Town may refuse to process a request if the Person, Business or Agent making the request has payments in arrears.

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### **SECTION - 5: EMPLOYMENT VERIFICATION REQUESTS**

5. The Town will provide **verification of employment** when written permission is provided by the employee, either current or former, to do so. Written permission shall be provided to the Town:
  - a. On a form designed and maintained by the Town; and
  - b. The Required Fee is completed.
2. Where a Employment Verification is authorized to be released, the basic information to shall be:
  - b. Employment Dates (from - to)
  - c. Whether the employee is eligible for re-hire (yes-no)
3. Where an Employment Verification is authorized to be released, the Employee may request that additional specific information also be released, such as commendations, special certificates, attendance records, etc. *Note: Only that additional information specifically requested and authorized by Employee shall be released.*

### **SECTION - 6: EMERGENCY RESPONSES**

1. When it is deemed as necessary to maintain the safety of person or property, the Head of the Public Body, or assigned appointee, will be empowered to supercede Section 3.

### **SECTION - 7: LEGISLATED RESPONSES**

1. Where Provincial or Federal Legislation requires that the Town release information, the Town shall do so.

This Policy shall repeal any previous Town Policies relating to the format, numbering, storing and content of Policies.

Accepted by Resolution #: 202-03 this the 16<sup>th</sup> day of June, 2003

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Bernie Hornby  
Mayor

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Larry Baran  
Town Manager