



Release of Information to Council Policy

Department:	CAO's Office
Division:	N/A
Section/Function:	N/A
Approval Level:	Council
Effective Date:	2013-01-01
Revision #:	2

1.0 Purpose

- 1.1. This Policy is intended to ensure that information or recommendations received by City staff from third party contractors are publicly provided to Council prior to any decision or action of Council which is based upon such information or recommendation.

2.0 Application

- 2.1. This Policy applies to Council, its committees, and City staff.

3.0 Definitions/Acronyms

City – The Corporation of the City of Peterborough, its agencies, boards and commissions.

4.0 Policy Statement(s)

- 4.1. Subject to the requirements of the Municipal Freedom of Information and Protection of Privacy Act, the City of Peterborough will release any information received by City staff from a third part, pursuant to a contract with the City for the provision of such information, by making it available to City Council prior to, or concurrent with, the public release of any staff report which contains a recommendation based on such information, whether or not the information is in complete or final form.

5.0 Appendix, Related Documents & Links

Note: All references refer to the current version, as may be amended from time to time.

5.1. Pertinent Resources:

- Municipal Freedom of Information and Protection of Privacy Act
<https://www.ontario.ca/laws/statute/90m56>

- Report CAO008-002 – Release of Information Policy
- Committee of the Whole Report No. 12 of a Meeting of April 28, 2008

5.2. Related Policies:

- Accountability and Transparency Policy

5.3. Related Procedures:

- N/A

5.4. Related Forms:

- N/A

5.5. Miscellaneous:

- N/A

6.0 Amendments/Reviews

Date (yyyy-mm-dd)	Section # Amended	Comments
2008-04-28	N/A	Committee of the Whole Report No. 12 of a Meeting of April 28, 2008 recommending that Release of Information to Council Draft Policy #1 in Report CAO008-002 be endorsed.
2008-05-05	N/A	City Council approved Item 14 of Committee of the Whole Report No. 12 of a Meeting of April 28, 2008 recommending that Release of Information to Council Draft Policy #1 in Report CAO008-002 be endorsed.
2013-01-01	N/A	Revision #1 - No changes were made to the content of the Policy. Policy revised to move to new Policy Template (i.e. Policy Statements moved to Section 2.0, Application moved to Section 3.0, Definitions moved to Section 4.0) and to move to new protocol for showing defined terms (i.e. capitalizing the first letters).
2013-01-25	N/A	Review of Policy completed by Chief Administrator's Office - No changes made to the Policy. Next Review Date set for 2015-01-01.
2015-02-02	N/A	Review of Policy completed by Chief Administrator's Office - No changes made to the Policy. Next Review Date set for 2020-01-01.
2020-06-01	N/A	Review of Policy completed by Chief Administrative Officer – no changes made to the Policy. Next Review Date set for 2025-01-01.
2021-12-01	N/A	Revision #2 – No changes were made to the content of the Policy. Policy moved to updated Policy Template; (Section 2.0 moved to Section 4.0, Section 3.0 moved to Section 2.0, Section 4.0 moved to Section 3.0). Links in Section 5.1 - Pertinent Resources have been updated. Policy document format has been updated to become compliant with the Accessibility for Ontarians with Disabilities Act (AODA) Regulation 191/11 Integrated Accessibility Standards.

Next Review Date:	2025-01-01
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