



Dissemination of Information Materials

Policy No.: ADM-9	Council Resolution No.: 106/2021
Department: Administration	Authority: Council
Effective Date: February 26, 2018	Revision Date:
Review Date: March 2024	Repealed Date:
Supersedes: N/A	
Related Procedure No.: ADM-9	
Related Procedure Name: Dissemination of Information Materials	

Purpose

The purpose of this policy is to provide a consistent framework of standards and practices for the efficient and effective management of information materials for the Town of Taber.

Policy Statement


- 1) This policy is applicable to Council and all departments of the Town of Taber, except for the Taber Police Service, whose own policies and procedures supersede this policy.
- 2) This policy shall serve to support compliance with the *Municipal Government Act*, *Freedom of Information and Protection of Privacy (FOIPP)*, and any other relevant legislation.
- 3) The *Municipal Government Act* recognizes a portion of the duty of Administration is to create, classify, maintain, access, retrieve, store, destroy, and preserve information resources throughout their life cycle.
- 4) It is the policy of the Town of Taber to manage information materials for the following purposes:
 - a. Support effective decision making;
 - b. Meet operational requirements;
 - c. Ensure the widest possible use of information materials within the municipality;
 - d. Protect legal and financial interests of the municipality and the public;
 - e. Restrict access to materials that are otherwise considered confidential through the *Municipal Government Act* and *FOIPP*.



- 5) Information resources and materials can include, but is not limited to the following:
 - a. Correspondence sent to any Town of Taber address, Council members, or Administrative Staff;
 - b. Any Town of Taber bylaws, policies, procedures, minutes, or other official records;
 - c. Correspondence sent by the Town of Taber to other individuals or organizations;
 - d. Emails that are sent to any @taber.ca email addresses;
 - e. Emails that are sent by any @taber.ca addresses, unless otherwise excluded within this policy and its corresponding procedure.
 - f. Any other documents or materials that are considered Town of Taber property;
- 6) Exceptions to Section 4 include the following:
 - a. Any email messages which have no relevance to Town of Taber business, such as messages to a friend or non-work related messages between Town employees (e.g. lunch arrangements)
 - b. Personal mail or deliveries that Council or Administrative Staff may have delivered to Town properties from time to time.
- 7) Information materials, regardless of format, are subject to timely access by their intended recipients.
- 8) All information materials that are sent or addressed to the Town of Taber become the property of the municipality.
- 9) All information materials that are retained by the Town of Taber are subject to the *Municipal Government Act* and *FOIPP*.
- 10) Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

Additional References

- The *Municipal Government Act*
- *Freedom of Information and Protection of Privacy Act*
- Town of Taber Retention of Municipal Documents Bylaw



MAYOR

MARCH 29, 2021
DATE



INTERIM CHIEF ADMINISTRATIVE OFFICER

March 23, 2021
DATE

