




Hamilton

COMMUNICATION UPDATE

TO:	Mayor and Members City Council
DATE:	July 8, 2022
SUBJECT:	Routine Disclosure/Active Dissemination Policy Update
WARD(S) AFFECTED:	City Wide
SUBMITTED BY:	Christopher Newman Program Coordinator Corporate Services
SIGNATURE:	

This Communication Update is to inform the Mayor and Members of Council on the creation of departmental plans for the City’s Routine Disclosure and Active Dissemination (RD/AD) policy, which aligns with the 2018 – 2022 Term of Council Priority of Trust & Confidence in City Government. At the General Issues Committee held on July 4, 2022 the Committee requested an update on the progress of the RD/AD policy implementation during the City Manager 2021-2022 Review.

In December 2019 City Council approved the City’s Routine Disclosure and Active Dissemination (RD/AD) Policy (CL19013). RD/AD creates an efficient means of providing the public with greater access to government information and supports the fundamental principles of *Access by Design*, that public information is available and accessible.

Through the implementation of this policy, the City has created a repository/directory of information that is available through the City’s website, the open data portal and/or through a Division’s request for information process, outside of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

The Clerk’s division has completed consultation with each City division to create their RD/AD plan. Each RD/AD plan has been published on the City of Hamilton’s RD/AD website (<https://www.hamilton.ca/government-information/accountability/routine-disclosure-and-active-dissemination>). The initial consultation with each City Division was completed in Q1 of 2022 with the final editing and lists being published in Q2 of 2022. All fees that are captured under the RD/AD policy are charged by each department through the council approved user fees by-law.

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OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

Moving forward, Records & Information Management staff will continue to work with each City Division, as outlined in the RD/AD policy, to ensure division plans are reviewed and updated on an annual basis.

As the City continues to grow its portfolio of open government initiatives, citizens will become more familiar with how to access City information through these channels, rather than needing to file a request under MFIPPA. The number of Freedom of Information requests received by the City have been consistent over the last seven years and staff in Records and Information Management will continue to track and report on the number of requests.

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