



Dissemination of Information Materials

Policy No.: ADM-9	Council Resolution No.: 128/2024
Department: Administrative	Authority: Council
Effective Date: February 26, 2018	Revision Date: April 8, 2024
Review Date: April 2027	Repealed Date:
Supersedes: N/A	
Related Procedure No.: ADM-9	
Related Procedure Name: Dissemination of Information Materials	

1.0 PURPOSE

1.1 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.

2.0 POLICY STATEMENT

2.1 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.

2.2 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.

2.3 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.

2.4 It is the policy of the Town of Taber to manage information materials for the following purposes:

2.4.1 Support effective decision making;

2.4.2 Meet operational requirements;

2.4.3 Ensure the widest possible use of information materials within the municipality;

2.4.4 Protect legal and financial interests of the municipality and the public; and,

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- 2.4.5 Restrict access to materials that are otherwise considered confidential through the *Municipal Government Act* and FOIPP.
- 2.5 Information resources and materials can include, but is not limited to the following:
 - 2.5.1 Correspondence sent to any Town of Taber address, Council members, or Administrative Staff;
 - 2.5.2 Any Town of Taber bylaws, policies, procedures, minutes, or other official records;
 - 2.5.3 Correspondence sent by the Town of Taber to other individuals or organizations;
 - 2.5.4 Emails that are sent to any @taber.ca email addresses;
 - 2.5.5 Emails that are sent by any @taber.ca addresses, unless otherwise excluded within this policy and its corresponding procedure; and,
 - 2.5.6 Any other documents or materials that are considered Town of Taber property.
- 2.6 Exceptions to Section 2.4 include the following:
 - 2.6.1 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); and,
 - 2.6.2 Personal mail or deliveries that Council or Administrative Staff may have delivered to Town properties from time to time.
- 2.7 Information materials, regardless of format, are subject to timely access by their intended recipients.
- 2.8 All information materials that are sent or addressed to the Town of Taber become the property of the Municipality.
- 2.9 All information materials that are retained by the Town of Taber are subject to the *Municipal Government Act* and FOIPP.
- 2.10 Mail marked "Personal and Confidential" and addressed to the Mayor and Council shall not be opened. Instead, Administrative Staff will scan the unopened envelope, keep an inventory of any unopened "personal and confidential" materials on a master list, and detail where and when it was left for its intended recipient for tracking purposes only.
- 2.11 Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

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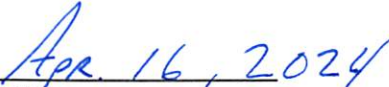


3.0 ADDITIONAL REFERENCES

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



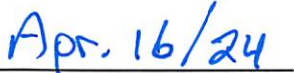
MAYOR



DATE



CHIEF ADMINISTRATIVE OFFICER



DATE

