


Function: Administration - 05  
Department: Legislative - 030  
Policy No.: 007



## Release of Agenda Information

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Effective Date: December 14<sup>th</sup>, 2018  
Review Date: December 14<sup>th</sup>, 2023  
Cancel: Policy 152-4 Release of Agenda Information  
Resolution #: 810-18

CAO Signature: 

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**Purpose:** To establish guidelines for the release of applications, documentation or submitted information to the public prior to being accepted as part of an agenda for a meeting. For the purpose of this policy “agenda information” means any and all information submitted to the County for the purposes of obtaining a decision from the County Council, Municipal Planning Commission, or any other committee of the County, subject to *the Freedom of Information and Protection of Privacy Act*.

### Guidelines:

1. A “draft agenda” will be released to the public on the County’s website, subject to the *Freedom of Information and Protection of Privacy Act* (FOIP Act) upon approval of the County Manager. The draft agenda released will not be deemed as an official agenda until such time it is approved as an agenda at a Council or Council of the Whole meeting. Information includes, but is not limited to:
  - statements from provincial or federal government departments;
  - statements from utility companies or other agencies/consultants to whom the application was referred;
  - correspondence of any type/nature;
  - technical reports prepared by or for the applicant;
  - independent consultant reports;
  - specialty engineering or design reports; or
  - the application submitted by the applicant.
2. Information will be made available on the County website at [www.lfac.ca](http://www.lfac.ca)