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Date: November 8, 2021
To: Mayor and Council
Author: Paula Parker, Town Clerk
RE: Freedom of Information and Privacy Officer
Report No.: LS-2021-06

RECOMMENDED ACTION

1. That **By-law 85-2021** being a by-law to Appoint the Clerk as Information and Privacy Officer for the Town of Kingsville for the purposes of carrying out the day to day duties of the Municipal Freedom of Information and Protection of Privacy Act be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

BACKGROUND

Section 3(1) of the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M.56 (MFIPPA) provides that the members of the council of a municipality may by by-law designate from among themselves an individual or a committee of the council to act as head of the municipality for the purposes of this Act. The Town of Kingsville has not appointed a Head for the purposes of the Act and therefore Council is the Head.

Section 49(1) of MFIPPA states that a head may, in writing delegate a power or duty granted or vested in the head to an officer or officers of the institution subject to such limitations, restrictions, conditions and requirements as the head may set out in the delegation.

Council, as the Head, previously delegated its authority to the Town Clerk to carry out the day to day duties of MFIPPA, however the individual appointed is no longer employed by the Town of Kingsville. Currently, the Acting Clerk is carrying out these duties on behalf of Council under By-law 66-2021.

DISCUSSION

On October 12, 2021 Council appointed a Town Clerk which repealed By-law 66-2021. This report is simply a housekeeping matter to ensure that the duties of MFIPPA are properly transferred to the newly appointed Town Clerk. By-law 85-2021 is attached for Council's consideration.

FINANCIAL CONSIDERATIONS

There are no financial impacts with respect to the appointment of the Town Clerk as Information and Privacy Officer for the Town of Kingsville. This responsibility is included within the current job description.

CONSULTATIONS

N/A

CONCLUSION

Administration recommends that Council pass By-law 85-2021 being a by-law to Appoint the Town Clerk as Information and Privacy Officer for the Town of Kingsville for the purposes of carrying out the day to day duties of the Municipal Freedom of Information and Protection of Privacy Act.

Paula Parker

Paula Parker
Town Clerk

LINK TO STRATEGIC PLAN

N/A

Link to Council 2021-2022 Priorities

- COVID-19 and the health and safety of the community
- Customer Service: Training, Technology, Staff, Review Standards/Level of service

- Housing: Affordability (lot sizes, developer incentives, second dwellings, density, etc.)
- Greenhouse: lights & dark sky, odours (site plan compliance, bylaws, other tools)
- Programming Increase: Youth and Seniors
- A development plan for Downtown Kingsville / Main Street
- Financial savings: Schools closings, Migration Hall
- Economic Development: strengthen tourism/hospitality
- COVID - economic recovery
- Communications: Strategy – Policy (social media), Website refresh and other tools, Public engagement
- Housing: Migrant Worker Housing – Inspections (Building/Fire), regulate, reduce, or increase
- Committees / Boards: Review and Report
- Policy Update: Procedural Bylaw
- Economic Development: diversify the economy, create local jobs, industrial, Cottam
- Infrastructure (non-Municipal): Union Water expansion & governance
- Infrastructure (Municipal): Asset Management Plan update, the infrastructure funding deficit
- No direct link to Council priorities