



Township of  
**Leeds** and the  
**Thousand Islands**

## **MEMORANDUM**

**TO:** All Township Staff

**FROM:** G.J. (Greg) Borduas, Chief Administrative Officer  
Vanessa Latimer, Clerk

**DATE:** July 27, 2018

**SUBJECT:** Municipal Election Candidate Information Requests

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### **Background**

The Township of Leeds and the Thousand Islands Municipal Election will be Monday, October 22, 2018. The nomination period closed today, Friday July 27, 2018 at 2:00 p.m.

Candidates often research information for their campaign purposes. The Township is committed to being an open and transparent municipal government which provides a significant amount of detailed public information on the Township website.

### **Comments**

Candidates have interest in getting information from Township staff for their campaign. Administration understands the need to do research for election campaigns once an individual becomes a candidate for Council.

Senior Management Team members are encouraged to provide answers to questions from candidates, without requiring a Freedom of Information (FOI) application, when a question is brief and does not invoke privacy concerns. Information for candidates will be posted on the Township website under the Elections section.

In instances where the request is lengthy or requires a significant amount of staff time, a Freedom of Information application is required. Privacy concerns often arise when candidates are seeking information related to employees, services, contracts, etc. The Township is obligated in all circumstances to follow the relevant legislation, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) as well as sister legislation known as PHIPPA. Forms for such a request costs \$5.00 plus cost



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of staff time at \$30.00 per hour. Requests for information should be directed to Vanessa Latimer, Township Clerk.

In regard to privacy, candidates and the public are reminded that Administration is obligated under MFIPPA and PHIPPA not to disclose some information to the public. The Township can be liable for disclosure of personal information that it is obligated at law to keep confidential.

Most information can be researched from the Township website. For example, Council is regularly informed of detailed financial matters in staff reports that are public information and can be found on Council agendas, reports, by-laws and minutes of meetings on the Township civic web page. Staff do not research information on our public website for candidates for Council.

Some candidates may request meetings with Senior Management Team members. This action is not something which is recommended. It provides an unfair playing field for candidates if some are granted meetings and interviews while others are not. Senior Management Team members cannot meet with all candidates during the campaign due to time limitations of their busy schedules. In addition, Senior Management Team members and their staff must remain neutral throughout the election and should not be seen or expected to be helping one candidate over another. Senior Management Team members and their staff should remain neutral and usually silent on issues raised by candidates.

For administrative staff who field telephone or front-counter requests for information by candidates, they should contact their supervisor and provide the detail of the request by the candidate. The supervisor should discuss the request with the CAO and/or the Clerk who will determine what actions may be required to fulfill the information requested.

Should you have any questions, please ask – if we don't have the answer immediately, we will find out the details for you.

Regards,

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G.J. (Greg) Borduas, Ec.D.(F), CMO  
Chief Administrative Officer

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Vanessa Latimer,  
Clerk