

	<b>MUNICIPALITY OF RHINELAND</b>	<b>POLICY NO. 2024-69</b>
	<b>ADOPTED BY: Resolution No. 14/24</b>	<b>Last Updated: August 2017</b>
	<b>DATE: January 10, 2024</b>	<b>Page: 1 of 2</b>
	<b>TITLE: Release of Information Policy</b>	<b>Department: Administration</b>

**PURPOSE:** The Municipality of Rhineland Administration office receives requests occasionally to release and supply information to realtors, lawyers, appraisers, property owners, accountants, and other interested parties. This policy addresses the parameters of the release of such information. In any case, the Freedom of Information and Protection of Privacy Act (FIPPA) is in place and must be adhered to at all times.

**RATIONALE:** This policy will ensure consistency and fairness when dealing with requests for information.

**POLICY STATEMENT:** This policy will ensure consistency with the Administration and all staff in dealing with requests for information. As a public “body”, the Municipality of Rhineland is subject to Manitoba’s access and privacy legislation: The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA).

Links:

[The Freedom of Information and Protection of Privacy Act](#)

[The Personal Health Information Act](#)

**ADMINISTRATION AND PROCEDURES:**

The following is the Municipality of Rhineland’s Procedure for releasing information to the above parties:

1. All Requests for property tax information will be provided within the Parameters of FIPPA.
2. Requests from the property owner for property tax information and copies of the property tax statements will be provided to them at a cost as set out in the Fees and Charges Policy.

3. Requests from lawyers for copies of property tax statements or tax certificates will be provided and may be subject to cost as set out in the Municipality of Rhineland Fees and Charges Policy.
4. Requests from all other parties for copies of property tax statements will not be provided unless the interested party can provide written authorization from the property owner and may be subject to cost as set out in the Municipality of Rhineland Fees and Charges Policy.
5. Access to property information will be limited to the publicly available data in the Municipality's assessment roll for all other interested parties. Reproduction of documents containing personal identifiers is not permitted.
6. Council may, in consultation with the Policy Committee and by resolution, amend this Policy.
7. If you wish to make an application for records under FIPPA, an application form is available at our Municipal website or by contacting our Municipal office.