

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS <b>POLICY AND ADMINISTRATION MANUAL</b>	<b>AM – 1.5.5</b>
Section <b>MUNICIPAL ADMINISTRATION</b>	Subject <b>Routine Access Policy</b>

### **1.0 Purpose**

This policy is intended to clarify which records of the Municipality are available routinely upon request, and which requests for records require review by the Responsible Officer under Part XX, Freedom of Information and Protection of Privacy, of *the Municipal Government Act*.

### **2.0 Authority**

Part XX of the *Municipal Government Act*, as amended.

### **3.0 Objectives**

- 3.1 This routine access policy will improve public access to the records of the Municipality which are not released through active publication, without the requirement to submit a request under Part XX of the *Municipal Government Act*.
- 3.2 This policy will provide greater certainty to staff and the public as to which records can be routinely accessed by the public, and which records can be accessed only by application to the Responsible Officer.

### **4.0 GENERAL**

- 4.1 Requests for routine release of information may be made in person or in writing to the staff person having custody of the record.
- 4.2 Any requests for more than one (1) copy of a single record must be made in writing and applicants will be expected to pay for the staff time and costs required to process the application.
- 4.3 Staff having custody of the requested record may copy and release to the public within 24 hours any record listed in *Appendix A* to a maximum total of one copy of one record. The standard fees for copying will apply for documents exceeding five (5) pages in length.
- 4.4 Normal fees / charges shall continue to apply for publications (including Municipal Planning Strategy and Land-Use Bylaw documents).
- 4.5 Staff having custody of the requested record which is not clearly listed in *Appendix A* shall not release the requested record except as directed by the Responsible Officer.
- 4.6 Records containing personal information of identifiable individual or confidential business information of a third party shall not be disclosed unless that information has been severed from the record or with the written consent of the third party.
- 4.7 Documents requiring significant staff time to locate or reproduce will continue to be addressed through the formal Freedom of Information and Protection of Privacy (FOIPOP) process.

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*APPENDIX A*  
**ROUTINE ACCESS RECORDS**

1. All approved policies and bylaws.
2. Copies of all bylaws which have been passed by first reading of Municipal Council.
3. Any document received by Municipal Council or any committee of council at any meeting which is not a “closed session” under Sections 22 or 203 of the *Municipal Government Act* (except those documents to which solicitor-client privilege may apply).
4. All approved minutes of any meeting of Municipal Council or any committee of council.
5. All agendas of any meeting of Municipal Council or any committee of council which is not a “closed session” including all attachments.
6. Any finished map created and published by the Municipality.
7. Any newsletter, advertisement or other document publicly distributed by the Municipality.
8. Any document published by the Municipality on its website.
9. Owner name, civic address, Assessment Account Number and assessed value of any property within the Municipality.
10. The amount of taxes or other debts owed to the Municipality.
11. Position, job description and salary band of any employee or councillor of the Municipality.
12. Contracts for goods and services, excluding personal information and service product or trade secrets.
13. Organizational charts with position titles.

Municipal Clerk’s Annotation for Official Policy Book							
I certify that this policy was adopted by Municipal Council as indicated below:							
<i>Seven (7) Day Notice</i> .....	<b><i>July 24, 2012</i></b>						
<i>Council Approval</i> .....	<b><i>August 21, 2012</i></b>						
<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%;"><b><u><i>Carolyn Young</i></u></b></td> <td style="text-align: center; width: 50%;"><b><u>August 22, 2012</u></b></td> </tr> <tr> <td style="text-align: center;">Municipal Clerk</td> <td style="text-align: center;">Date</td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>At Annapolis Royal Nova Scotia</i></td> </tr> </table>		<b><u><i>Carolyn Young</i></u></b>	<b><u>August 22, 2012</u></b>	Municipal Clerk	Date	<i>At Annapolis Royal Nova Scotia</i>	
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