

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **Routine Access Policy**

Minutes reference date: 23 September 2013

INTENT:

This Routine Access 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* for conformity with the terms of the Act.

OBJECTIVES:

- 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*.
- 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.

APPLICATION:

- Applications for routine release of information may be made in writing to the staff person having custody of the record.
- Any applications for records exceeding one copy of a single record must be made in writing to the CAO and such applicants will be expected to pay for the staff time and costs required to process the application.
- Staff having custody of the requested record may copy and release to the public within 48 hours any record listed in Appendix A to a maximum total of one copy of one record. Fes for copying in accordance with the User Fee Policy will apply.
- 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.

APPENDIX A

1. All Policies and By-laws approved by Council
2. Any document received by 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.
3. All minutes of any meeting of Council or any Committee of Council which is not a “closed session”, after the minutes have been approved by the Council of Committee.
4. All agendas of any meeting of Council or any Committee of Council which is not a “closed session”
5. Any permit or approval issued by any officer of the Municipality (including any document directly referenced by the permit or approval), except that the mailing address of the permit holder shall be excised. This specifically does not include the application for such permit or approval, nor any document which is not directly referenced by the permit or approval.
6. Any finished map created and published by the Municipality
7. Printed copies of map images produced by Town-licensed programs such as Townsuite or ArcServer. This specifically does not include (a) raw data such as shape files or data tables required to produce the map and (b) printed copies of map images or other information pages produced by Property Online.
8. Any newsletter, advertisement or other document publicly distributed by the Municipality
9. Any document published by the Town on its website
10. Owner name, civic address, Property Identification number, Assessment Account number and assessed value of any property within the Town. This specifically does not include the capped assessment figure or the owner mailing address.
11. The amount of taxes or other debts owed to the Municipality