



Town of Digby

Administrative Policy # 2017-002

Routine Access Policy

Purpose:

The purpose of this policy is to clarify which records of the Municipality are available routinely upon request and which request for records require review by the Responsible Officer under part XX, Freedom of Information and Protection of Privacy, of the Municipal Government 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 requirements 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 assessed only by application to the Responsible Officer.

References:

Nova Scotia Municipal Government Act

Definitions:

- **Council** - means to the Town Council of the Town of Digby;
- **Town** - means the corporation of the Town of Digby.
- **Routine access** - means the routine or automatic release, in full or in part, of certain type of administrative or operational records as a matter of course in response to a request without the need for an application to make a request for records under part XX of Municipal Government Act;


- **Responsible Officer** - is an employee of the Town appointed by the CAO to administer part XX Freedom of Information and Protection of Privacy, of the Municipal Government Act;

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 access the application.
- A charge may also apply for the reproduction of any map.
- 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.

Roles and Responsibilities:

Management will ensure that staff is aware of their responsibilities under this Policy and any relevant legislation. All requests for information other than that described in Appendix A will be referred to the Responsible Officer.

Clerk's Annotation for Official Policy Book	
Date of Notice: December 19, 2016	
Date of adoption: January 2, 2017	
Policy effective date: January 2, 2017	
I certify that this Routine Access Policy was adopted by Council as indicated above.	
 <hr/>	<u>January 3, 2017</u>
Clerk	Date

Routine Access Policy Appendix A:

1. All Policies and By-laws approved by Council
2. Any document received by council or any committee of council at a meeting which is not a “closed session” under section 22 or 203 of the Municipal Government Act. For greater certainty, this includes all financial statements and reports, as well as all council approved and/or received studies and reports.
3. All approved minutes of any minutes of Council or any Committee of Council which as not associated with a “closed session” under section 22 or 203 of the Municipal Government Act. For greater clarity, draft minutes that have not yet been approved by council or any Committee of Council are not considered to be routine access.
4. All agendas of any meeting of Council or any Committee of Council which is not a “closed session” under Sections 22 or 203 of the Municipal Government Act.
5. Any permit or approval issued by an employee of the Town 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. Copies of any document directly references by the permit or approval will not be routinely copied, however can be reviewed at the Town upon request.
6. Any finished map created and published by the town. This specifically does not include i) raw data such as shape files or data tables required to produce the map; and ii) printed copies of map images or other information pages produced by Property Online. Raw data may be shared upon approval through the execution of a data sharing agreement. There may be a charge incurred by the applicant associated with the reproduction of any maps.
7. Any newsletter, advertisement or other document publicly distributed by the Town.
8. Any document published by the Town on its website.
9. Civic address, Property Identification Number, Assessment Account Number, and assessed value (market and capped) of any property within the Town. This specifically does not include the owner’s mailing address.
10. The amount of taxes or other debts owed to the Town.
11. The job description and salary band of any employee or Council member of the Town.