

Community of North Rustico, Prince Edward Island Access to Information and Protection of Privacy Policy

Policy # 2013-P-1

Council approval date Aug 28, 2013

Effective August 28, 2013

Access to information

1. (1) The administrator or his or her designate shall, on the request of any person and within a reasonable time, provide access to any of the following municipal records,
- (a) assessment information;
 - (b) approved annual budgets;
 - (c) approved annual financial statements;
 - (d) auditor reports;
 - (e) lists of electors, if any;
 - (f) minutes of meetings of the council and open council committees;
 - (g) bylaws, or proposed bylaws that have received first reading;
 - (h) resolutions of council and council committees passed at open meetings of the council or a council committee;
 - (i) permits and approvals issued; and
 - (j) documents not subject to solicitor-client privilege, that have been tabled or adopted at open meetings of the council or council committees.
- (2) When authorized by the council, the administrator or his or her designate, may provide access to any other municipal record in the custody and control of the municipality, subject to due regard for the confidentiality of personal information.
- (3) On payment of a reasonable fee that council may set by bylaw, the administrator or his or her designate shall provide a copy of a record to which access has been provided for under subsections (1) or (2), except that lists of electors in (1) (e) may only be accessed for review, and not copied or removed, and access is only granted until the expiry of all appeal periods enabled for the election most recently completed.

Protection of privacy

2. The community shall only use personal information which it has obtained,
- (a) for the purpose for which the information was collected or compiled, or for a use consistent with that purpose;
 - (b) for the purpose of compliance, with a bylaw of the community, an enactment of Prince Edward Island or Canada, or, with an arrangement or agreement made under a bylaw of the municipality, or an enactment of Prince Edward Island or Canada; or
 - (c) for any other purpose with the consent of the party or parties to whom the personal information pertains.

Note: For any policy to be a policy of council it must be adopted by resolution by the council at a public meeting.