




# Summer Village of Nakamun Park

## Administrative Policy

Number	Title		
A-ADM-INF-1	Dissemination of Information to the Public		
Approval	Originally Approved	Last Revised	
 (CAO initials)	Resolution No:	34-19	Resolution No:
	Date:	March 20 <sup>th</sup> , 2019	Date:

### Purpose

Notwithstanding the statutory provisions of the Freedom of Information and Protection of Privacy (FOIP) Act, this policy is intended to assist Summer Village council and staff in understanding what information is considered public and what channels are available for the public to receive information.

### Policy Statement

1. Summer Village Minutes, Bylaws and Financial Statements are considered to be public property. Copies of these documents can be requested from the Summer Village Office via the Chief Administrative Officer. The charge for copies of these documents for the public shall be as per the Summer Village's Fees and Charges Bylaw.
2. All information other than that contained in the Minutes, Bylaws and Financial Statements (i.e. Policies, Summer Village business, salaries of individual employees and personnel matters) shall be confidential unless otherwise specified by the CAO.
3. Copies of all draft council meeting agendas and approved Minutes, Bylaws and Financial Statements for the Summer Village shall be posted to the Summer Village's website. Draft copies of Minutes and Bylaws may be posted at the direction of Council or the discretion of the Chief Administrative Officer to help with expedient dissemination of time sensitive information.
4. Although Summer Village Policies, as contained in the Policy Manual, are considered to be part of the public domain, all comments regarding the review, revision or implementation of these policies shall be restricted to the Mayor, Councilors and the Chief Administrative Officer and public access to Policies may be restricted to the formal FOIP request process at the direction of Council or the discretion of the Chief Administrative Officer, unless access is mandated by legislation.

### Legal References:



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### Cross References:

### Revisions:

Resolution Number	MM/DD/YY