

**THE CORPORATION OF THE
MUNICIPALITY OF WAWA**

BY-LAW NO. 2356-10

BEING A BY-LAW to repeal By-Law No. 1521-02 and to adopt Municipality of Wawa Policy No. PR-003: Freedom of Information.

WHEREAS the Municipal Act, R.S.O. 1990, Chapter M.45, Section 102, as amended from time to time, provides that Councils may pass such by-laws and make such regulations for the health, safety and welfare of the inhabitants of the municipality in matters not specifically provided for by this Act and for governing the conduct of its members as may be deemed expedient and are not contrary to law;

AND WHEREAS the Corporation of the Municipality of Wawa receives regular requests for information that is readily available to the public;

AND WHEREAS the Corporation of the Municipality of Wawa desires to establish guidelines for the issuance of information through the discretionary powers provided in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990;

NOWHEREFORE the Council of the Corporation of the Municipality of Wawa enacts as follows:

1. **THAT** By-Law No. 1521-02 be and is hereby repealed.
2. **THAT** Policy No. PR-003: Freedom of Information Policy herein attached as Schedule "A" to this By-Law and forming an integral part of this By-Law, be adopted.
3. **THAT** the Reeve and Clerk be and they are hereby authorized to sign this By-Law and to affix the corporate seal thereto.
4. **THAT** this By-Law is enacted upon the third and final reading hereof.

READ a first and second time this 1st day of June, 2010.

HOWARD WHEENT, MAYOR

CHRIS WRAY, CLERK

READ a third time and be finally passed this 1st day of June, 2010.

HOWARD WHEENT, MAYOR

CHRIS WRAY, CLERK



*The Corporation of the Municipality of Wawa
Policy Manual*

POLICY TITLE: Freedom of Information	SUBJECT: Discretionary Powers within the Freedom of Information and Protection of Privacy Act
Policy Section: Media and Public Relations	Policy No. PR-003
Effective Date: June 1, 2010	Enacted By: By-Law No. 2356-10

Section A

Preamble

- 1.0.0 The Municipality of Wawa receives regular requests for information that is readily available to the public. This information includes but is not limited to meeting agendas, minutes and correspondence.
- 2.0.0 The current practice of the Municipality of Wawa in regards to providing that noted in 1.0.0 is to charge the appropriate fee according to the Fees and Charges By-Law.
- 3.0.0 Staff have indicated that it would be possible to provide the above-noted information at no cost while still maintaining the integrity of work flow through the discretionary powers provided in the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990.

Section B

Policy Statement

- 1.0.0 It shall be the policy of the Municipality of Wawa to follow the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, when considering requests for information held by the municipality.
- 2.0.0 It shall be the policy of the Municipality of Wawa to use the discretionary powers provided in Section 45(4) and Section 50(1) of the Municipal Freedom of Information and Protection of Privacy Act to provide easier, no cost access to certain types of information.



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3.0.0 This policy shall be administered by the administrative staff of The Corporation of the Municipality of Wawa.

Section C

Definitions

- 1.0.0 “*Corporation*” shall mean the Corporation of the Municipality of Wawa or its successors.
- 2.0.0 “*Council*” shall mean the Council of the Corporation of the Municipality of Wawa or its successors.
- 3.0.0 “*Administrator / Clerk*” shall refer to the Administrator / Clerk or successor and shall include designate.
- 4.0.0 “*Municipality*” means the Corporation of the Municipality of Wawa or its successor.
- 5.0.0 “*Municipal Act*” means the Municipal Act, R.S.O. 1990, Chapter M.45, as amended and regulations thereto.



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Section D

Regulations

1.0.0 Information Covered by Policy

1.1.0 The following types of information shall be covered by this policy:

- i. Agendas from any meeting open to the public.
- ii. Approved Minutes from any meeting that was open to the public.
- iii. Copies of items that were detailed on an agenda from any meeting that was open to the public, except internal memos and staff reports.
- iv. Copies of Resolutions that have been presented at any meeting that was open to the public.
- v. Copies of By-laws that have received first, second or third reading.

1.2.0 Time Period of Access

1.2.1 This policy shall cover access to information identified in Section 1.0.0 in the calendar year of the request only.

1.2.2 Subject to any limitations within the policy, access shall be provided within twenty-four (24) hours of the request.

1.3.0 Method of Request



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1.3.1 A request for the information covered by this policy shall be made at the municipal office, either orally or in writing.

1.4.0 Applicable Fees

1.4.1 Access to the information covered by this policy shall be made free of charge.

1.4.2 The waiving of the applicable fee shall only be applied for a single copy. Requests for multiple copies shall be subject to the charges denoted in the Fees and Charges By-law.

1.5.0 Other Requests

1.5.1 Requests not covered by this policy and therefore not subject to the discretionary powers of the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, shall be subject to the remaining powers as detailed in the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990.

2.0.0 By-Laws

This Policy shall cover access to all by-laws of the Municipal Corporation.

2.1.0 Time Period

2.1.1 Access to any by-law of the Municipal Corporation will be provided within twenty-four (24) hours of the request, if the subject by-law is readily available in digital format.



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2.1.2 Access requested to by-law that is not readily available in digital format shall not be covered by this policy.

2.2.0 Method of Request

2.2.1 A request for a by-law covered by this policy may be either oral or in writing.

2.3.0 Applicable Fees

2.3.1 Access to by-laws covered by this policy shall be made free of charge.

2.3.2 The waiving of the applicable fee shall only be applied for a single copy. Requests for multiple copies shall be subject to the charges denoted in the Fees and Charges By-Law.

2.4.0 Miscellaneous

2.4.1 Requests not covered by this policy and therefore not subject to the discretionary powers of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, shall be subject to the remaining powers as detailed in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990.

2.4.2 This policy shall not give the authority or provide for the waiver of any requirement under the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990.

Section E



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Policy Adoption and Review Guidelines

Date of Adoption by Council	By-law No.	Motion No.	Date of Most Recent Review by Council	Date of Next Review by Council
December 3, 2002	1521-02		September 2002	September 2003
June 1, 2010	2356-10		May 2010	May 2012

Section F

References to Other Policies or By-laws

Policy Title	Policy Section	Policy Number