

RURAL MUNICIPALITY OF DUNDURN NO. 314 POLICY FOR ACCESS TO INFORMATION

The Rural Municipality of Dundurn No. 314 would like to facilitate a process that educates and enables all ratepayers the right to access information from the Rural Municipality of Dundurn office.

Attached below is a list of web sites that can be used to understand the process as provided by the Government Relations and the Province of Saskatchewan.

- www.publications.gov.sk.ca/freelaw/documents/English/Statutes/Statutes/F22-01.pdf
- www.publications.gov.sk.ca/freelaw/documents/English/Statutes/Statutes/L27-1.pdf
- www.qp.gov.sk.ca/documents/Forms/F22-01R1-A
- www.saskatchewan.ca/residents/justice-crime-and-the-law/your-rights-and-the-law

We will be implementing the access to information policy as provided by the Government of Saskatchewan. Legislation has two main purposes:

- Access to records – it allows any person the right to apply for access to records in the possession or under the control of a government institution or local authority in Saskatchewan, subject to certain exemptions.
- Protection of privacy – it establishes privacy rules for how the government institutions and local authorities may collect, use and disclose personal information.

Contact Info

Phone 306-798-0222

Email accessprivacyjustice@gov.sk.ca

Application shall be in the form provided by the Queen's Printer. The RM upon receiving the Application Form shall when time permits compile the information requested and ensure that the applicant receives the information within the 30-day response time. The following charges shall **EFFECTIVE IMMEDIATELY** apply as provided under legislation:

- Application in proper form must be sent to the "Head" at rm314@sasktel.net
- Charges for copies of records, including \$0.25 per page for a photocopy/computer printout;
- For local authorities, where time in excess of one hour is spent searching for a record or preparing it for disclosure, \$15.00 for each half hour (or portion of a half-hour) will be assessed for the additional time; and
- If the cost to provide information is expected to exceed \$50.00, the person making the request will be provided with an actual estimate, and threat person must then make payment in the amount of the processing fee plus the estimate before proceeding further.
(No Cheques)

- If a search and retrieval of electronic data is required, a fee equal to the actual disbursement will be assessed.
- Exemption to request is already documented for information which within the Public Record.
- All Requested Documents shall be pick up in person at the municipal office.