



POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER: C59
SECTION: COUNCIL POLICY	POLICY TITLE: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIPOP)

1. PURPOSE

1.1. The purpose of this policy is to establish a clear and consistent process for receiving, processing, and responding to Freedom of Information and Protection of Privacy (FOIPOP) requests submitted to the Municipality of Argyle, in accordance with the *Part XX FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY* of the *MUNICIPAL GOVERNMENT ACT* (“the Act”). This policy ensures transparency, accountability, and protection of personal privacy while providing the public with appropriate access to municipal records.

2. SCOPE

2.1. This policy applies to all employees, officers, contractors, and elected officials of the Municipality of Argyle who create, receive, maintain, or manage municipal records.

3. DEFINITIONS

- 3.1. **FOIPOP REQUEST:** A written request for access to information under the Act.
- 3.2. **APPLICANT:** Any individual or organization submitting a request.
- 3.3. **HEAD:** The CAO, or delegate, as the designated “head” under the Act.
- 3.4. **RECORD:** Any information recorded in any form, including paper, electronic files, emails, maps, photographs, and audio/visual materials.
- 3.5. **PERSONAL INFORMATION:** Recorded information about an identifiable individual as defined in the Act.

4. GUIDING PRINCIPLES

- 4.1. **TRANSPARENCY AND ACCOUNTABILITY:** The municipality will operate openly while protecting personal privacy as required by law.
- 4.2. **TIMELINESS:** Requests will be processed within the legislated timelines.
- 4.3. **ACCURACY AND COMPLETENESS:** Responses shall be thorough, accurate, and compliant with legislative requirements.
- 4.4. **PROTECTION OF PRIVACY:** Personal information shall not be disclosed except as authorized by the Act.

5. FOIPOP REQUEST PROCESS

5.1. SUBMITTING A REQUEST



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- 5.1.1. Requests must be in writing using the Municipality of Argyle FOIPOP Request Form.
- 5.1.2. Requests may be submitted by email, mail, or in person at the Municipal Office.
- 5.1.3. Applicants must provide sufficient detail to allow staff to identify the requested records.

5.2. ACKNOWLEDGEMENT OF REQUEST

- 5.2.1. The municipality will acknowledge receipt of a FOIPOP request within 5 days.
- 5.2.2. Applicants will be informed of expected timeliness and any potential fees.

5.3. FEES

- 5.3.1. Fees may be charged in accordance with the Act and provincial FOIPOP fee regulations, including:
 - 5.3.1.1. Application fee (if applicable)
 - 5.3.1.2. Search time
 - 5.3.1.3. Preparation time (severing, redaction)
 - 5.3.1.4. Photocopying or reproduction
- 5.3.2. Fee estimates will be provided to the applicant before work begins. Request processing may be paused pending fee payment.

5.4. REVIEW AND PROCESSING OF REQUESTS

- 5.4.1. Relevant departments will be contacted to locate responsive records.
- 5.4.2. Records will be reviewed for mandatory and discretionary exemptions.
- 5.4.3. Redactions will be applied where required.
- 5.4.4. Consultation with external agencies may occur if needed.

5.5. RESPONSE TO APPLICANT:

Responses will include:

- 5.5.1. Whether access is granted in full, in part, or denied.
- 5.5.2. A copy of the responsive records, unless exempt.
- 5.5.3. Reasons for any redactions or denial of access.
- 5.5.4. Information about the right to request a review by the Office of the Information and Privacy Commissioner.



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5.6. TIMELINES

5.6.1. The standard response time is 30 calendar days.

5.6.2. Extensions may be taken as allowed under the Act, and applicants will be notified if an extension is required.

5.7. RECORDS MANAGEMENT REQUIREMENTS

Employees must:

5.7.1. Ensure records are stored securely.

5.7.2. Follow retention schedules.

5.7.3. Ensure timely retrieval when requested.

5.8. PROTECTION OF PRIVACY

The Municipality will:

5.8.1. Collect only the minimum amount of personal information necessary.

5.8.2. Use of personal information only for the purpose for which it was collected or as authorized by law.

5.8.3. Secure personal information against unauthorized access or disclosure.

6. RESPONSIBILITIES

6.1. Chief Administrative Officer

6.1.1. Responsible for final decisions on access and privacy matters.

6.1.2. May delegate authority as permitted by the Act.

6.2. Municipal Staff

6.2.1. Must assist in locating records.

6.2.2. Must follow the Act and this policy when handling information.

6.3. FOIPOP Administrator

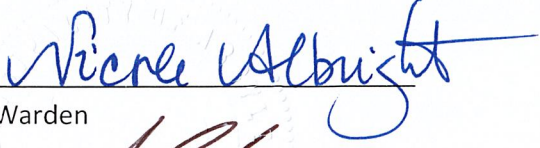
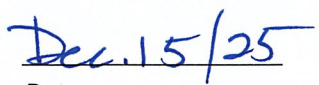
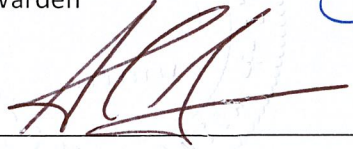
6.3.1. Coordinates request intake and processing.

6.3.2. Communicates with applicants.

6.3.3. Ensures compliance with legislative timelines.



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Chief Administrative Officers' Annotation for Official Policy Record	
Date of Notice to Council Members of Intent to Consider Current Version	December 2, 2025 – via email
Date of Passage of Current Policy	December 11, 2025
I certify that this policy was adopted by Council as indicated above.	
 _____ Warden	 _____ Date
 _____ Chief Administrative Officer	 _____ Date

Version Log		
Version #	Amendment	Date
1	Original Policy	December 11, 2025



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APPENDIX "A" FOIPOP Request Form

1. APPLICANT INFORMATION

Name: _____

Organization (if applicable): _____

Mailing Address: _____

Phone: _____

Email: _____

2. TYPE OF REQUEST

- General Information request
- Request for own personal information
- Request for correction of personal information

3. DESCRIPTION OF RECORDS REQUESTED (Provide as much detail as possible, including dates, departments, subjects, file names, etc.)

4. PREFERRED METHOD OF ACCESS

- Copies by email
- Paper copies (fees may apply)
- View records in person

5. FEE ACKNOWLEDGMENT

I understand that additional fees may apply under the FOIPOP Act and that a fee estimate may be provided before processing begins.

Signature: _____ Date: _____



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Submit completed form to: Municipality of Argyle – FOIPOP Administrator

5 JE Hatfield Court, Tuskent, NS
Email: FOIPOP@Munargyle.com