



Type:	By-Law
Authority:	Board
Resolution No.:	BMPL 2018-48 on 3-22-18; POL-BLG.2018.16
Associated Documents:	<ul style="list-style-type: none"> • Public Libraries Act R.S.O., 1990 • POL-SYS.2018.21 Access to Information and Protection of Privacy
Original Approval:	03-22-2018
Amended On:	05-16-2019
Reviewed On:	09-21-2023

Legal Framework

1. Subject to PLA subsection 28.2, a person may, during ordinary business hours, inspect any records, books, accounts and documents in the possession or control of the Board's secretary. [PLA 28.1]
2. Exception: The secretary shall refuse to allow an inspection under PLA subsection 28.1 in circumstances in which a head must refuse disclosure under any of sections 6 to 16 of the *Municipal Freedom of Information and Protection of Privacy Act*, and the secretary may refuse to allow an inspection under PLA subsection 28.1 in circumstances in which a head may refuse disclosure under any of those sections of that Act. [PLA 28.2]

BLG.2018.16.1 Availability of Records

1. To assist the public in having immediate access to the BMPL records and documents, agenda packages for open meetings shall be available on the BMPL website.
2. The Board Secretary and/or Head has the right to refuse any request which involves Closed Minutes, unpublished drafts, unapproved minutes, or materials which are protected by the PLA, the Municipal Act, or Municipal Freedom of Information and Protection of Privacy Act.

BLG.2018.16.2 Minute Book

1. Requests to view the Minute Book of the Board shall be made in writing to the Board Secretary using the Request for Information forms found on the website. For approved requests a mutually agreeable meeting time for the review will be scheduled.
2. The individual or organization requesting these materials must be observed with the documents (be they financial or Minutes) for the duration of their review to ensure the authenticity, integrity, and safety of the official records.
3. The staff observer has the right to remove the individual from the building and remove the materials from use if there is concern for the safety and integrity of the documents.
4. If the request is deemed appropriate to be referred to the public copy of the records, the Board Secretary may do so as these are a true digitized copy of the official records.

BLG.2018.16.3 Closed Session Records

Closed Session Records are defined within the PLA and Municipal Act, and are confidential. The Board Secretary may consider access to these records.

BLG.2018.16.4 Request for Information under MFIPPA

The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) provides a right to access records held by any organization. See *POL-SYS.2018.21-Access to Information and Protection of Privacy*.