



October 7, 2016

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Stéphane Cyr
Chief Administrative Officer
Municipality of the District of Clare
PO Box 458
Little Brook, NS B0W 1Z0

Dear Mr. Cyr:

With municipal elections coming this month, our office recognizes that your municipality may soon have newly-elected councillors who have not yet had the opportunity to familiarize themselves with their access and privacy-related obligations under *Part XX* of the *Municipal Government Act (MGA)*.

For that reason, we have prepared the enclosed “Access & Privacy Rules: A Councillor’s Guide”. The purpose of the guide is to give new councillors an accessible, high-level overview of important access and privacy rules they must be aware of, as well as direction for who to contact for further assistance.

Please distribute the guide to the newly-elected councillors in your municipality. The guide is also available on our website at www.foipop.ns.ca. We are currently working on creating additional more detailed resources for councillors including a Q&A document that will answer many more access and privacy questions councillors may have. That document will be posted to our website in the near future.

Yours truly,

Catherine Tully
Information and Privacy Commissioner for Nova Scotia

Enclosures

