



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3034**

A BY-LAW TO ADOPT AN INFORMATION RELEASE POLICY

WHEREAS the Township Municipal office seeks to keep the Council and Staff apprised of all relevant communication received at the municipal office in an effective and efficient manner.

NOW THEREFORE the Council of the Corporation of the Township of Augusta hereby enacts the information release policy attached to this By-law as well as the following:

1. That the provisions of the By-law shall come into force and take effect upon the passing thereof.

Read a first, second, and third time and finally passed this 15 day of July, 2013.



REEVE



CLERK



Township of Augusta

Policy:	Information Release	Date Issued: By-Law:	July 15, 2013 3034
Coverage:	All employees, elected officials.	Revision No.	
Page 1 of		Revision Date:	

Information Release

PURPOSE

To keep the Councillors and staff at the municipal office apprised of all relevant communication received at the municipal office in an efficient and effective manner.

POLICY

1. Scope

All Council and staff.

2. Every Tuesday of the week, the Office Clerk will forward all communication received at the municipal office via email to all Councillors and staff.
3. Any part of the information release that Council or staff would like to have formalized in open Council will forward the request to the Office Clerk for inclusion on the next Council agenda.
4. Any information not requested to be put on the agenda will be filed for future reference.