



Resolution or  
Notation No.

**Minutes of the Council of the Municipality of  
Blanc-Sablon**

**PROVINCE OF QUEBEC  
MUNICIPALITY OF BLANC-SABLON**

Minutes of the regular municipal council sitting of the Municipality of Blanc-Sablon held on October 17<sup>th</sup> 2023, at the municipal hall in Blanc-Sablon at 7:00 p.m. under the chairmanship of the Acting Mayor, Mr. Jarvin Joncas, and also present to form quorum:

The councillors:     Johanne V. Beaudoin  
                              Jean-Roger Dumas  
                              Colin Shattler  
                              Daisy Drudge  
                              Jarvin Joncas

Karine Benoit, General Director of the Municipality of Blanc-Sablon, was also present.

**OPENING OF THE SITTING**

The president of the assembly verified the quorum and declared the sitting opened at 7:01 p.m. after a minute of silence.

2023-118

**READING AND ADOPTION OF THE AGENDA**

**WHEREAS**             the Acting Mayor invites the General Director to read the proposed agenda;

**CONSEQUENTLY**, it is proposed by **Jean-Roger Dumas**, seconded by **Colin Shattler** and unanimously resolved to adopt as presented.

**THE AGENDA**

1. **OPENING OF THE SITTING**
2. **READING AND ADOPTION OF THE AGENDA**
3. **ADOPTION AND FOLLOW-UP OF THE MINUTES OF THE SITTING HELD ON SEPTEMBER 19<sup>TH</sup> 2023**
4. **DEPOSIT AND ADOPTION OF THE CHEQUES ISSUED AND THE NON-REDUCIBLE EXPENSES PAID DURING THE MONTH OF SEPTEMBER 2023**
5. **DEPOSIT AND ADOPTION OF THE PAYABLES FOR THE MONTH OF SEPTEMBER 2023**
6. **DEPOSIT AND ADOPTION OF THE BUDGETARY REPORTS FOR THE MONTHS OF SEPTEMBER AND OCTOBER 2023**
7. **RECEIVABLE TAXES UP TO THE 30<sup>TH</sup> OF SEPTEMBER 2023**
8. **ADOPTION OF BY-LAW 2023-R-006 RESPECTING THE CREATION AND MANAGEMENT OF THE MUNICIPALITY OF BLANC-SABLON'S INTRAMUNICIPAL PUBLIC LAND DEVELOPMENT FUND**
9. **RE-OPENING OF THE MUNICIPAL LIBRARY**
10. **ADOPTION OF THE PRIVACY POLICY OF THE MUNICIPALITY OF BLANC-SABLON**
11. **ADOPTION OF THE ADMINISTRATIVE POLICY CONCERNING THE RULES OF GOVERNANCE FOR THE PROTECTION OF PERSONAL INFORMATION OF THE MUNICIPALITY OF BLANC-SABLON**
12. **NEW AFFAIRS**
  - 12.1 **RESIGNATION OF THE MAYOR AND COUNCILLORS**
13. **QUESTION PERIOD**
14. **CLOSING OF THE SITTING**



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**ADOPTION AND FOLLOW-UP OF THE MINUTES OF THE SITTING  
HELD ON SEPTEMBER 19TH 2023**

It is proposed by **Johanne V. Beaudoin**, seconded by **Daisy Drudge** and unanimously resolved to adopt the minutes of the sitting held on September 19th 2023 with exemption of reading.

2023-120

**DEPOSIT AND ADOPTION OF THE CHEQUES ISSUED AND THE NON-  
REDUCIBLE EXPENSES PAID DURING THE MONTH OF SEPTEMBER  
2023**

It is proposed by **Colin Shattler**, seconded by **Johanne V. Beaudoin** and unanimously resolved to deposit and adopt the list of cheques issued and the non-reducible expenses paid during the month of September 2023 in the respective amount of **\$102 759.81** for general administration and **\$29 552.59** for the payroll.

2023-121

**DEPOSIT AND ADOPTION OF THE PAYABLE ACCOUNTS FOR THE  
MONTH OF SEPTEMBER 2023**

It is proposed by **Daisy Drudge**, seconded by **Jean-Roger Dumas** and unanimously resolved to deposit and adopt the payable accounts for the month of September 2023 in the amount of **\$39 112.45**

2023-122

**DEPOSIT AND ADOPTION OF THE BUDGETARY REPORT,  
TRANSFERS, AND CREDIT COMMITMENTS FOR THE MONTHS OF  
SEPTEMBER AND OCTOBER 2023**

It is proposed by **Johanne V. Beaudoin**, seconded by **Colin Shattler** and unanimously resolved to deposit and adopt the budgetary report, transfers, and credit commitments for the months of September and October 2023 in the respective amounts of **\$152 675.62** and **\$231 800.00**

**DEPOSIT OF THE TAX ARREARS REPORT AS OF THE 30<sup>TH</sup> OF  
SEPTEMBER 2023**

The General Director deposited and commented on the tax arrears reports as of the 30<sup>th</sup> of September 2023 as **\$555 708.61**

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**ADOPTION OF BY-LAW 2023-R-006 RESPECTING THE CREATION  
AND MANAGEMENT OF THE MUNICIPALITY OF BLANC-SABLON'S  
INTRAMUNICIPAL PUBLIC LAND DEVELOPMENT FUND**

**WHEREAS** the Program for the gratuitous transfer of State-owned land to northern municipalities;



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- WHEREAS** the Government of Québec (through the Minister of Natural Resources and Forestry) and the Council of the Municipality of Blanc-Sablon will sign an agreement concerning a promise to transfer, free of charge, lands in the domain of the State for residential purposes (hereinafter the "Agreement");
- WHEREAS** the lands in the domain of the State to be transferred free of charge are those indicated in the Agreement (hereinafter the "Transferred Lands");
- WHEREAS** in this Agreement, the Municipal Council of the Municipality of Blanc-Sablon undertakes to create a fund for the development of the ceded lands in the domain of the State in order to support the realization of public utility infrastructure works or the establishment of other services (hereinafter the "Fund");
- WHEREAS** the Municipality of Blanc-Sablon intends to follow through on this commitment;
- WHEREAS** this Agreement requires the payment of any monies received from the leasing or alienation of land in the domain of the State;
- WHEREAS** notice of motion was given at the regular meeting of the Council of the Municipality of Blanc-Sablon held on September 19<sup>th</sup>, 2023;

**CONSEQUENTLY**, it is proposed by **Colin Shattler**, seconded by **Daisy Drudge**, and unanimously resolved to adopt By-Law 2023-R-006 concerning the Creation and Management of the "Fonds de mise en valeur des terres cédées du domaine de l'État" of the Municipality of Blanc-Sablon and that the following by-law be adopted and that it decrees as follows:

### **ARTICLE 1 - PREAMBLE**

The preamble forms an integral part of these regulations.

### **ARTICLE 2 - CREATION OF THE FUND**

By the present by-law, the Municipality of Blanc-Sablon creates a "Fonds de mise en valeur des terres cédées du domaine de l'État" of the Municipality of Blanc-Sablon.

### **ARTICLE 3 - OBJECTIVES OF THE FUND**

The purpose of the fund is to enable northern municipalities to use revenues generated by the lease or sale of land to provide financial support for public infrastructure projects or the establishment of other services.

In addition to this main objective, the Fund also aims to achieve the following development objectives:

- develop the residential community;
- realize the full development and enhancement potential of all the ceded lands;
- carry out public infrastructure projects;
- establish other services, as required.

The aforementioned objectives are not limitative, and any experimental and innovative project aimed at the development of the Municipality of Blanc-Sablon's ceded lands will be evaluated.



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### ARTICLE 4 - MANAGEMENT OF THE FUND

#### 4.1 AUTHORITY OF THE COUNCIL OF THE MUNICIPALITY OF BLANC-SABLON

The Council of the Municipality of Blanc-Sablon (hereinafter the "Council") is responsible for the Fund.

The General Director is designated to analyze all files or requests concerning the Fund and/or having an impact on the management and administration of the Agreement and to make relevant recommendations to the Council.

#### 4.2 SIGNATORIES

The Clerk-Treasurer of the Municipality of Blanc-Sablon is authorized to sign for and on behalf of the Municipality all documents relating to the Fund, including transactions made on behalf of the Fund.

However, notwithstanding the foregoing, the Clerk-Treasurer must be specifically authorized by Council resolution to make a disbursement from the Fund.

#### 4.3 BOOKS AND ACCOUNTING

The Clerk-Treasurer will maintain a budgetary item in which is recorded all recent receipts or disbursements by the Fund, all debts or obligations, as well as all other financial transactions of the Fund. This budget item, as well as the accounting related to the management of this Fund, will be separate from the day-to-day business of the Municipality of Blanc-Sablon.

Management of the fund is the responsibility of the Northern Municipality. Accountability is governed by the laws of the Northern Municipality.

### ARTICLE 5 - FUND REVENUES

#### 5.1 NET REVENUES FROM RESIDENTIAL DEVELOPMENT

The Municipality of Blanc-Sablon shall pay into the Fund all net revenues derived from the lease or sale of land from the Surrendered Lands.

To this end, the Clerk-Treasurer is authorized to perform the accounting operations required above.

##### 5.1.1 DEFINITION OF NET INCOME

The net income payable to the Fund from residential development corresponds to the difference between revenues and expenses.

#### 5.2 OTHER FUND INCOME

In addition to what is provided for in Article 5.1, sums of money from various other sources may be paid to the Fund, where applicable and by resolution of the Board.

### ARTICLE 6

The present by-law comes into force in accordance with the law.



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### RE-OPENING OF THE MUNICIPAL LIBRARY

- WHEREAS** the Municipality has hired on a resource person to work at the library for 6 hours a week during a pilot project for the school year 2020-2021;
- WHEREAS** the library is an asset for the citizens and we wish to maintain it;
- WHEREAS** the trial project has been a success;
- WHEREAS** a resource person has expressed interest in assuring this service during the year 2023-2024;

**CONSEQUENTLY**, it is proposed by **Daisy Drudge**, seconded by **Jean-Roger Dumas** and unanimously resolved to hire **Mrs. Carmen Leblanc** as a resource person for the municipal library for the year 2023-2024 for the same number of hours and at an hourly rate of \$15.25.

2023-125

### ADOPTION OF THE PRIVACY POLICY OF THE MUNICIPALITY OF BLANC-SABLON

- WHEREAS** the Municipality of Blanc-Sablon (hereinafter the "Municipality") is a public body subject to the *Act respecting access to documents held by public bodies and the protection of personal information*, RLRQ c. A-2.1 (hereinafter the "Access Act");
- WHEREAS** the Municipality is committed to protecting the personal information it collects and processes as part of its activities in compliance with applicable laws and regulations;
- WHEREAS** the Access Act provides that a public body, including a municipal body, must adopt a confidentiality policy if it collects personal information by technological means;
- WHEREAS** such a policy must be published on the Municipality's website and disseminated by any means likely to reach any person concerned;
- WHEREAS** such a policy applies in a complementary manner to the Administrative Policy concerning the Municipality's rules of governance with respect to the protection of personal information;
- WHEREAS** in order to fulfill the obligations set out in the Access Act, the Municipality of Blanc-Sablon has instituted this Privacy Policy.

**CONSEQUENTLY**, it is proposed by **Jean-Roger Dumas**, seconded by **Johanne V. Beaudoin** and unanimously resolved to adopt the privacy policy of the Municipality of Blanc-Sablon as presented:

### CHAPTER I - APPLICATION AND INTERPRETATION

#### 1. DEFINITIONS

For the purposes of this policy, the following expressions or terms shall have the meanings set forth below:

**CAI:** Refers to the Commission d'accès à l'information created under the *Loi sur l'accès*;

**Council:** Refers to the municipal council of the Municipality of Blanc-Sablon;

**Employee:** Refers to an elected official, manager or employee, whether full-time or part-time, permanent, seasonal or contract;



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**Life cycle:** Refers to all the stages in the existence of information held by the Municipality, and more specifically its creation, modification, transfer, consultation, transmission, conservation, archiving, anonymization or destruction;

**Access Act:** Refers to the *Act respecting access to documents held by public bodies and the protection of personal information*, RLRQ c. A -2,1;

**Person concerned:** Refers to any individual for whom the Municipality collects, holds, communicates to a third party, destroys or renders anonymous one or more personal information;

**Stakeholder:** Refers to a natural person in relation with the Municipality within the framework of its activities and, without limiting the generality of the foregoing, an employee or a supplier;

**PRP Governance Policy:** Refers to the administrative policy concerning the Municipality's privacy governance rules;

**PRP:** Refers to the protection of personal information;

**Personal information (or PI):** This refers to any information concerning a natural person that enables that person to be identified directly or indirectly, such as postal address, telephone number, e-mail address or bank account number, whether the data is personal or professional;

**Sensitive Personal Information (or PI):** Refers to any personal information that raises a high reasonable expectation of privacy for any individual, particularly because of the potential harm to the individual in the event of a breach of confidentiality, such as financial information, medical information, biometric data, social insurance number, driver's license number or sexual orientation;

**Responsable de l'accès aux documents (or RAD):** Refers to the person who, in accordance with the *Loi sur l'accès*, performs this function and responds to requests for access to the Municipality's documents;

**Responsable de la protection des renseignements personnels (or RPRP):** Refers to the person who, in accordance with the *Loi sur l'accès*, is responsible for the protection of personal information held by the Municipality.

## 2. OBJECTIVES

The Privacy Policy has the following objectives:

- Set out the guidelines and principles designed to effectively ensure the confidentiality of any PR collected by any technological means;
- Protect the confidentiality of all PR collected by the Municipality throughout its life cycle;
- Indicate the technological means used to collect any PR, the purposes for which it is collected and its processing within the Municipality;
- Ensure public confidence in the Municipality, demonstrate transparency regarding the processing of PR and the PRP measures applied by the Municipality, and provide access when required.



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### CHAPTER II - COLLECTION OF PERSONAL INFORMATION AND CONSENT

#### 3. PRIVACY

3.1 The Municipality keeps confidential all PR collected and makes it accessible only to employees who need it in the performance of their duties.

3.2 The Municipality specifies its confidentiality practice when obtaining any consent from the person concerned to the collection of any PR.

3.3 The Municipality applies equivalent security measures, regardless of the sensitivity of the information held, in order to prevent breaches of confidentiality and integrity, subject to the exceptions provided for in the *Access Act*.

#### 4. TYPES OF PERSONAL INFORMATION COLLECTED BY THE SERVICES

The Municipality determines, on a regular basis and at least every year, the type of PR collected, the purposes for which it is collected, the category of Municipality employees who have access to this PR and the means by which it is collected, and compiles it in accordance with the table in Appendix I of this Policy.

#### 5. CONSENT TO THE COLLECTION OF PERSONAL INFORMATION

5.1 The Municipality does not collect or store any PI without the consent of the person concerned, subject to the exceptions set out in the *Access Act*.

5.2 It is understood that consent is given for **specific purposes**, for a **period of time necessary** to achieve the purposes for which it is requested, and must be:

- a) **Manifest:** meaning obvious and certain;
- b) **Free:** meaning that it must be free of constraints;
- c) **Informed:** meaning that it is made with full knowledge of the facts.

5.3 Except in the circumstances permitted by the *Loi sur l'accès*, the Municipality does not transfer to a third party any PI concerning a person concerned without the specific consent of that person to such transfer.

5.4 Subject to the obligations of any law or regulation, a person concerned may refuse to consent to the collection of personal information and still receive services from the Municipality.

5.5 In order to express his or her refusal to the collection, use and holding of PR concerning him or her, the data subject must:

– Following receipt of a form from the Municipality or any other document containing a request for consent to the collection of personal information, by indicating his or her refusal by not signing the form and notifying the Municipality employee who sent the form.

5.6 A data subject may be denied access to various municipal services if he or she does not consent to the collection and storage of any personal information.

5.7 Notwithstanding the foregoing, a person concerned will be denied access to any service of the Municipality in the following circumstances:

– Refusal by a candidate to collect any PR for the purpose of evaluating his application for any job offered by the Municipality;



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– The refusal by any owner of property subject to assessment to the collection of any PR by the Municipality's property assessment department;

**5.8** Consent to the collection of any PI by means of a voice or visual recording includes the right for the Municipality to reproduce or broadcast any such recording, if justified in terms of the purposes for which it was collected. Each reproduction is subject to the same rules for the protection of personal information.

### CHAPTER III - RIGHTS OF ACCESS AND RECTIFICATION

#### 6. ACCESS RIGHTS

**6.1** Any person has the right to be informed of the existence of any PR concerning him or her and stored in a PR file, subject to the exceptions provided for in the *Access Act*;

**6.2** Subject to the exceptions provided for in the *Access Act*, any person concerned has the right to receive information relating to any PR held by the Municipality concerning him or her;

**6.3** The Municipality provides access to information relating to any PR of the person concerned, by allowing him or her to view it remotely or at the Municipality's offices during regular business hours, i.e., from 8:30 a.m. to 12:00 p.m. and from 1:30 p.m. to 4:30 p.m., Monday to Friday, and to obtain a copy;

**6.4** Where the person concerned is disabled, the Municipality shall take reasonable accommodation measures to enable him or her to exercise the right of access provided for in the present Article 6. To this end, the Municipality takes into account the policy established under section 26.5 of the *Act to secure the exercise of the rights of handicapped persons with a view to their educational, occupational and social integration* (RLRQ c. E-20.1);

**6.5** A data subject's access to any PR concerning him or her is free of charge. However, a fee not exceeding the cost of transcribing, reproducing and transmitting the PR may be charged to the person concerned. The Municipality establishes the amount and terms of payment of these fees in accordance with the provisions of the *Regulation respecting fees payable for the transcription, reproduction and transmission of documents and personal information*, RLRQ c A-2.1, r 3;

**6.6** When the Municipality intends to charge a fee, it must inform the person concerned of the approximate amount to be charged, before proceeding with the transcription, reproduction or transmission of the document.

#### 7. RIGHT OF RECTIFICATION

**7.1** Any person concerned who receives confirmation of the existence in a file of any PR concerning him or her may, if it is inaccurate, incomplete or equivocal, demand that the file be rectified. The same applies if its collection, communication or storage is not authorized by the *Access Act*;

**7.2** When the Municipality refuses in whole or in part to grant a request for rectification of a file, the person concerned may demand that the request be registered;





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7.3 When the Municipality accedes to a request for rectification of a file containing any PR, it issues, free of charge, a copy of any PR modified or added, or, as the case may be, an attestation of its removal, to the person concerned making the request.

### 8. ACCESS OR RECTIFICATION PROCEDURE

8.1 A request for communication or rectification can only be considered if it is made in writing by a natural person justifying his or her identity as the person concerned, or as the representative, heir or successor, or as the liquidator of the estate, or as the beneficiary of life insurance or death benefit, or as the holder of parental authority even if the minor child is deceased.

8.2 Such a request is addressed to the Municipality's RPRP.

8.3 The RPRP notifies the applicant in writing of the date of receipt of the application.

8.4 This notice of receipt indicates the time limits for responding to the request and the effect that the *Access Act* attaches to failure by the person responsible to meet them. The said notice also informs the applicant of the review procedure provided for in Division III of Chapter IV of the *Access Act*.

8.5 The person in charge will respond to a request for communication or rectification with diligence and at the latest within twenty days of the date of receipt.

8.6 If it appears impossible to process the request within the timeframe stipulated in this policy without interfering with the normal operation of the Municipality, the RPRP may, before the expiry of this timeframe, extend it for a period not exceeding ten days and notify the applicant by any means of communication that enables the person concerned to be reached.

8.7 The RPRP must give reasons for any refusal to grant a request and indicate the provision of the *Access Act* on which the refusal is based.

8.8 The RPRP renders its decision in writing and forwards a copy to the applicant. The decision is accompanied by the text of the provision on which the refusal is based, if applicable, and a notice informing the applicant of the right to appeal to the CAI under Division III of Chapter IV of the *Access Act* and the time limit for doing so.

8.9 The RPRP ensures that the information that is the subject of the request is retained for the time required to allow the applicant to exhaust the recourses provided for in the *Access Act*.

### 9. RETENTION AND PROTECTION OF PERSONAL INFORMATION.

9.1 The Municipality hosts and processes all collected PR in Quebec.

9.2 When the Municipality, in certain circumstances, entrusts the collection, holding or processing of any PI, by a service provider in Quebec or outside Quebec, it takes the best possible measures to ensure that the rights of the persons concerned provided for in this policy are respected by this provider. The laws of jurisdictions outside Quebec may affect the rights of data subjects.

### 10. TRANSFER OF PERSONAL INFORMATION OUTSIDE THE MUNICIPALITY

10.1 Except as authorized by the *Access Act* or with the specific consent of the person concerned, the Municipality does not transfer any PI to a third party outside the Municipality.

10.2 When any PR is transferred to a third party through a technological means, the privacy policy of a third-party organization, if any, will apply to such PR henceforth.



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### 11. RIGHT OF ACCESS TO A MUNICIPAL DOCUMENT

11.1 The *Access to Information Act* applies to all documents held by the Municipality, whether they are held by the Municipality itself or by a third party.

11.2 The law also applies to all documents, whatever their form: written, graphic, audio, visual, computerized or other.

11.3 Any person who submits a written request has the right to access the Municipality's documents, subject to the exceptions set out in the provisions of the *Access Act*. The right of access applies only to documents whose communication does not require calculations or comparisons of information or special preparation;

11.4 To be admissible, a request for access to a document must be sufficiently precise to enable it to be found.

11.5 The FDR must respond to an access request within twenty days of receipt. If it seems impossible to process the request within this timeframe without interfering with the normal operation of the Municipality, the person responsible for access to information may extend the timeframe by a maximum of 10 days. He/she must then notify the applicant, by any means of communication enabling the person concerned to be reached, within the first 20 days following receipt of the access request.

11.6 The requesting person may obtain a copy of the document, by any means of communication enabling him or her to be reached, unless its reproduction would be detrimental to its preservation or would give rise to serious practical difficulties due to its form. The right of access to a document may also be exercised by on-site consultation during the Municipality's normal working hours, or by remote access.

11.7 The right of access is free of charge. However, fees not exceeding the cost of transcription, reproduction or transmission may be charged to the applicant in accordance with the *Regulation respecting fees payable for the transcription, reproduction and transmission of documents and personal information* (RLRQ c. A-2.1, r. 3).

11.8 If the applicant is disabled, the Municipality will, at his or her request, take reasonable accommodation measures to enable him or her to exercise the right of access provided for in this section 8. To this end, the Municipality takes into account the policy established under section 26.5 of the *Act to secure the exercise of the rights of handicapped persons with a view to their educational, occupational and social integration* (RLRQ c. E- 20.1);

11.9 The person in charge must give reasons for any refusal to grant a request and indicate the provision of the Access Act on which the refusal is based.

### 12. PRIVACY OFFICER

12.1 Any request for access to a document of the Municipality to a document or file containing any PR must be addressed in writing to the person responsible for access to information and protection of personal information at the following coordinates:

Karine Benoit, General Director: [tresorier@mbsablon.com](mailto:tresorier@mbsablon.com)

Laura Lavallée, Assistant General Director: [direction@mbsablon.com](mailto:direction@mbsablon.com)



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12.2 Any person may formulate a question concerning the Municipality's present confidentiality policy.

### CHAPTER IV - ADMINISTRATIVE MEASURES

#### 13. COMPLAINTS

13.1 Any person who feels aggrieved by the manner in which the Municipality manages the protection of a PI may lodge a complaint by following the provisions of the Administrative Policy concerning the rules of governance with respect to the protection of personal information of the Municipality of Blanc-Sablon published on the Municipality's website.

13.2 When a written request for access to a municipal document has been refused in whole or in part by the person responsible for access to information, or when the time limit for responding has expired, any person requesting access may ask the Commission d'accès à l'information to review the decision. The request for review must be made in writing within 30 days of the date of the decision or the expiry of the time limit granted to the person responsible for access to information. It may briefly set out the reasons why the decision should be reviewed.

#### 14. FINAL PROVISIONS

14.1 The present privacy policy must be published on the Municipality's website in a dedicated section.

14.2 This Privacy Policy and any amendments thereto come into force upon adoption by the Municipality's Board of Directors.

14.3 Any amendment to this policy must be the subject of consultation with the RPRP and must be preceded by a 15-day notice of amendment published on the Municipality's website.

### ADOPTION OF THE ADMINISTRATIVE POLICY CONCERNING THE RULES OF GOVERNANCE FOR THE PROTECTION OF PERSONAL INFORMATION OF THE MUNICIPALITY OF BLANC-SABLON

**WHEREAS** the Municipality of Blanc-Sablon (hereinafter the "Municipality") is a public body subject to the *Act respecting access to documents held by public bodies and the protection of personal information*, RLRQ c. A - 2.1 (hereinafter the "Access Act");

**WHEREAS** the Municipality is committed to protecting the personal information it collects and processes as part of its activities in compliance with applicable laws and regulations;

**WHEREAS** in 2022, the Municipality employed, on average, 50 employees or less, and is therefore not subject to the obligation to establish an access to information and protection of personal information committee in accordance with the *By-Law excluding certain public bodies from the obligation to establish an access to information and protection of personal information committee*;

**WHEREAS** in order to fulfill the obligations set out in the *Access Act*, the present administrative policy concerning the rules of governance for the protection of personal information is instituted.

**CONSEQUENTLY**, it is proposed by **Daisy Drudge**, seconded by **Colin Shattler** and unanimously resolved to adopt the administrative policy concerning the rules of governance for the protection of personal information of the Municipality of Blanc-Sablon as presented:

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### CHAPTER I - APPLICATION AND INTERPRETATION

#### Definitions

For the purposes of this policy, the following expressions or terms shall have the meanings set forth below:

**CAI:** Refers to the Commission d'accès à l'information created under the *Loi sur l'accès*;

**Council:** Refers to the municipal council of the Municipality of Blanc-Sablon;

**Life cycle:** Refers to all the stages in the existence of information held by the Municipality, and more specifically its creation, modification, transfer, consultation, transmission, conservation, archiving, anonymization or destruction;

**Access Act:** Refers to the *Act respecting access to documents held by public bodies and the protection of personal information*, RLRQ c. A-2,1;

**Person concerned:** Refers to any individual for whom the Municipality collects, holds, communicates to a third party, destroys or renders anonymous one or more personal information;

**Stakeholder:** Refers to a natural person in relation with the Municipality within the framework of its activities and, without limiting the generality of the foregoing, an employee or a supplier;

**PRP Governance Policy:** Refers to the administrative policy concerning the Municipality's rules of governance with respect to the protection of personal information;

**PRP:** Refers to the protection of personal information;

**Personal data (or PR):** Refers to any information concerning a natural person that enables that person to be identified directly or indirectly, such as postal address, telephone number, e-mail address or bank account number, whether the data concerns the individual's personal or professional life;

**Sensitive Personal Information (or PI):** Refers to any personal information that raises a high reasonable expectation of privacy for any individual, particularly because of the potential harm to the individual in the event of a breach of confidentiality, such as financial information, medical information, biometric data, social insurance number, driver's license number or sexual orientation;

**Responsable de l'accès aux documents (or RAD):** Refers to the person who, in accordance with the *Loi sur l'accès*, performs this function and responds to requests for access to the Municipality's documents;

**Responsable de la protection des renseignements personnels (or RPRP):** Refers to the person who, in accordance with the *Loi sur l'accès*, is responsible for the protection of personal information held by the Municipality.



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### Objectives

The PRP Governance Policy has the following objectives:

- Set out the orientations and guiding principles designed to ensure effective PRP;
- Protect the PR collected by the Municipality throughout its life cycle;
- Ensure compliance with legal requirements applicable to PRP, including the *Access Act*, and with best practices in this area;
- Ensure public confidence in the Municipality, demonstrate transparency regarding the processing of PR and PRP measures applied by the Municipality and provide access when required.

### CHAPTER II - MEASURES TO PROTECT PERSONAL INFORMATION

#### COLLECTION OF PERSONAL INFORMATION

The Municipality collects only the PR required for its activities.

Subject to the exceptions set out in the *Loi sur l'accès*, the Municipality does not collect personal information without first obtaining the consent of the person concerned.

It is understood that consent must be given for specific purposes, for the duration necessary to achieve the purposes for which it is requested. The data subject's consent must be:

**Manifest:** meaning obvious and certain;

**Free:** meaning that it must be free of constraints;

**Informed:** meaning that it is made with full knowledge of the facts.

At the time of collection of any PI, the Municipality shall ensure that the free and informed consent of the person concerned is expressly obtained. In particular, the Municipality must indicate:

- The purposes for which any RP is required;
- Whether the request to collect PR is mandatory or optional;
- The consequences, for the person concerned, of a refusal to respond to the request;
- The consequences for the data subject of withdrawing consent to the communication or use of PR following an optional request;
- Rights of access and rectification to collected PR;
- The means by which any PR is collected;
- Necessary details regarding (1) the Municipality's use of technology to collect any PR, including functions that allow the identification, location or profiling of the person concerned and (2) the means offered to the person concerned to activate or deactivate the functions;
- Details of the retention period for all PR;
- Contact details for the person in charge of PRP at the Municipality.



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### RETENTION AND USE OF PERSONAL INFORMATION

The Municipality restricts the use of any PI to the purposes for which it was collected and for which the Municipality has obtained the express consent of the person concerned, subject to the exceptions set out in the *Access Act*.

The Municipality limits access to any PR held to those persons for whom said access is required to perform their duties within the Municipality.

The Municipality applies equivalent security measures, regardless of the sensitivity of the information held, in order to prevent breaches of confidentiality and integrity, subject to the exceptions set out in the *Access Act*.

The Municipality keeps data and documents containing PR for the duration necessary for the use for which they were obtained or in accordance with the time limits set out in its retention schedule.

When using any PR, the Municipality ensures that the PR is accurate. To do so, it validates its accuracy with the person concerned on a regular basis and, if necessary, at the time of use.

The Municipality grants the same high level of reasonable expectation of protection, in terms of confidentiality and integrity, to any PI it collects, stores and uses, whether the PI is sensitive or not.

### PERSONAL INFORMATION BANK

The Municipality establishes and maintains an up-to-date inventory of its personal information files.

This inventory must contain the following information:

- the designation of each file, the categories of information it contains, the purposes for which the information is kept and how each file is managed;
- the source of the information in each file;
- the categories of persons concerned by the information contained in each file;
- the categories of persons who have access to each file in the course of their duties;
- security measures taken to protect personal information.

Any person who so requests has a right of access to this inventory, except for information whose existence may be refused under the provisions of the *Access Act*.

### COMMUNICATION TO THIRD PARTIES

The Municipality may not disclose any personal information to third parties without the express consent of the person concerned, except in accordance with the *Access Act*.

The Municipality indicates, in the registers required by the *Access Act*, all information relating to the transmission of any PR to a third party for any purpose whatsoever.



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### DESTRUCTION OR ANONYMIZATION

When PRs are no longer required for the purposes for which they were collected and when the period specified in the retention schedule has expired, the Municipality must destroy them irreversibly or render them anonymous.

The destruction procedure must be approved by the clerk-treasurer and the RPRP to ensure compliance with section 199 of the *Municipal Code*.

Anonymization serves a serious and legitimate purpose, and the procedure is irreversible.

On the recommendation of the RPRP, any anonymization procedure must be approved by the Clerk-Treasurer.

### CHAPTER III - PRIVACY ROLES AND RESPONSIBILITIES

#### BOARD

The Board approves this Policy and oversees its implementation, in particular by ensuring:

- To take the necessary decisions within its competence to ensure the implementation of and compliance with this Policy;
- That the Municipality's General Director and Department Director promote an organizational culture based on the protection of PR and the necessary behaviors to avoid any confidentiality incidents;
- RPRP and RAD to be able to exercise their powers and responsibilities autonomously.

#### GENERAL MANAGEMENT

General Management is responsible for the quality of PRP management and for the use of all the Municipality's technological infrastructure for this purpose.

In this regard, it must implement this Policy by:

- Ensuring that the RPRP and RAD can exercise their powers and responsibilities autonomously;
- Ensure that PRI values and orientations are shared and conveyed by all managers and employees of the Municipality;
- Providing the financial and logistical support needed to implement and enforce this policy;
- Exercising its investigative powers and applying sanctions appropriate to the circumstances for non-compliance with this Policy;

#### PRIVACY OFFICER

The RPRP, in collaboration with the RAD, contributes to ensuring sound management of the PRP within the Municipality. It supports the Council, the General Management and all municipal staff in implementing this Policy. In accordance with the *By-law excluding certain public bodies from the obligation to form a committee on access to information and the protection of personal information* (Order-in-Council 744-2023, May 3, 2023), the PRP assumes the duties and obligations of the Committee on Access to Information and the Protection of Personal Information provided for in section 8.1 of the *Access Act*.



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In particular, the RPRP ensures:

- Defining and approving PRI orientations within the Municipality;
- Determine the nature of the PR to be collected by the various departments of the Municipality, their conservation, their communication to third parties and their destruction;
- Suggest the necessary adaptations in the event of amendments to the *Access Act*, related regulations or court interpretations, where applicable;
- Plan and carry out PRI training activities for municipal employees;
- Formulate opinions on initiatives for the acquisition, deployment and redesign of information systems or any new electronic delivery of services by the Municipality requiring the collection, use, retention, communication to third parties or destruction of PR, both at the time of the implementation of these initiatives and at the time of any modification to those;
- Formulate opinions on the specific measures to be taken with regard to surveys that collect or use PR, or with regard to video surveillance;
- Ensure that the Municipality is aware of the orientations, directives and decisions formulated by the CAI with regard to PRP;
- Assess the level of GWP in the municipality;
- Recommend to the Clerk-Treasurer to proceed with the anonymization of RP in lieu of the destruction of RP that is no longer useful to the Municipality;
- Report annually to the Board and Executive Management on the application of this policy.

### DOCUMENT ACCESS MANAGER

As part of this function, the ARD must:

- Receive all requests that are in the nature of a request for access to documents within the meaning of the *Access Act*, including requests for information;
- Respond to requests for access to documents in accordance with the requirements of the *Access Act*.

### DEPARTMENT MANAGER

Each department director is responsible for ensuring PRP within the department he or she heads, as well as for the technological infrastructures required for this purpose, to which he or she and the department's employees have access as part of their duties at the Municipality.

As such, each department manager must:

- Promote this PRP policy to employees in the department and ensure its application and compliance;





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- Ensure that the safety measures determined and implemented are systematically applied in the course of his or her employment and that of the employees he or she manages in the department for which he or she is responsible;
- Participate in raising awareness of PRP issues among each employee in the team;
- Designate, within its department, the employee(s) whose duties specifically include ensuring the collection, holding, storage or destruction of PR and its protection;
- If no employee is designated, the department manager assumes the duties and responsibilities set out in Article 13.

### **RESPONSIBLE FOR PRP IN DIFFERENT MUNICIPAL DEPARTMENTS**

Each municipal department manager must identify the person responsible for PRP within his or her department to the RPRP. The employees of each municipal department thus designated are responsible within their department for certain stages in the life of PRP, i.e., collection and holding.

Each person in charge within the above-mentioned departments works closely with the RPRP to inventory the various categories of PR collected, held, communicated to third parties, where applicable, destroyed or rendered anonymous, and to keep this inventory up to date. The person in charge must also ensure that the department's employees obtain any consent required from any individual for the purposes of collecting, holding or transferring to third parties, as the case may be. The person in charge must ensure that all consents collected are kept and filed in such a way that- they can be easily traced.

### **EMPLOYEES**

Each employee must:

- Take all necessary measures to protect PR;
- Make every effort to comply with the applicable legal framework and the measures set out in the Municipality's various policies and directives relating to the protection of PR;
- Access only to PR necessary for the performance of its duties;
- Report to the RPRP any incidents of confidentiality or irregular processing of PR;
- Take an active part in any awareness-raising or training activities relating to PRI;
- Collaborate with RPRP and RAD.

### **PRIVACY TRAINING FOR MUNICIPAL STAFF**

The RPRP establishes the content and choice of training offered to all employees of the Municipality, and determines the frequency with which employees must take any established training.

Training and awareness-raising activities include the following:

- On-the-job training on the importance of PRP and the actions to be taken in the workplace;
- Training for all employees on the implementation of this policy;
- Training for employees using a new computer tool involving PR;



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- Training on updates to this policy or PR security measures, where applicable;

### CHAPTER IV - ADMINISTRATIVE MEASURES

#### SURVEYS

Before conducting, or allowing a third party to conduct, a survey of data subjects for whom the Municipality holds, collects or uses PR, the RPRP must first assess the following points:

- the need for a survey;
- the ethical aspect of the survey, given the sensitivity of the personal information collected and the purpose for which it will be used.

Following this assessment, the RPRP will make recommendations to the Board and Executive Management.

#### ACQUISITION, DEVELOPMENT OR OVERHAUL OF AN INFORMATION OR ELECTRONIC DELIVERY SYSTEM

Before proceeding with the acquisition, development or redesign of PR management systems, the Municipality must carry out a privacy impact assessment.

For the purposes of this assessment, the Municipality must consult its RPRP at the outset of the project.

As part of the implementation of the project provided for in Article 17.1, the RPRP may, at any stage, suggest measures to protect PR, including in particular:

- the appointment of a person responsible for implementing PRP measures;
- PRP measures in all project documents, such as specifications or contracts;
- a description of the responsibilities of project participants with regard to PRI;
- PRP training activities for project participants.

The Municipality must also ensure that, as part of the project provided for in section 17.1, the personal information management system allows computerized PR collected from the person concerned to be communicated to the latter in a structured and commonly used technological format.

The performance of a privacy impact assessment must be proportionate to the sensitivity of the information concerned, the purpose for which it is to be used, its quantity, distribution and medium.

#### CONFIDENTIALITY INCIDENTS

Unauthorized access, use, disclosure or loss of any PR constitutes a breach of confidentiality within the meaning of the Access Act.



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The Municipality manages all confidentiality incidents in accordance with the confidentiality incident management procedure, which includes the following rules:

- Any actual or potential confidentiality incident must be reported as soon as possible to the RPRP by any person who becomes aware of it;
- The RPRP must review the reported information to determine if it is a confidentiality incident and if so:
  - Enter relevant information in the Municipality's confidentiality incident register;
  - Notify CAI and anyone else involved in the confidentiality incident;
  - Identify and recommend the application of appropriate mitigation measures, where necessary.

### HANDLING COMPLAINTS

Any individual who believes that the Municipality is not protecting his or her personal information in compliance with the *Access Act* may file a complaint in the following manner:

- A complaint can only be considered if it is made in writing by a natural person who identifies himself or herself;
- Such a request is addressed to the Municipality's RPRP;
- The RPRP notifies the complainant in writing of the date on which the complaint is received and indicates the deadline for responding.

The RPRP responds to complaints promptly and no later than twenty days from the date of receipt.

If it appears impossible to deal with the complaint within the time limit set out in section 19.4 of this Policy without interfering with the normal conduct of the Municipality's business, the RPRP may, before the expiry of this time limit, extend it for a reasonable period of time and give notice to the complainant, by any means of communication by which the latter can be reached.

As part of the complaint process, the RPRP may contact the complainant and conduct an internal investigation.

Once the complaint has been examined, the RPRP sends the complainant a final written response with reasons.

If the complainant is not satisfied with the response or handling of his/her complaint, he/she can write to the CAI.

### SANCTIONS

Any employee of the Municipality who contravenes the present Policy or the laws and regulations in force applicable to PRP is liable, in addition to the penalties provided for by law, to disciplinary action, including dismissal. General Management, in conjunction with the Human Resources Department, is responsible for deciding whether or not to apply the appropriate sanction. The Municipality may also forward to any judicial authority any information gathered on any employee which leads it to believe that a breach of any law or regulation in force relating to PRP has been committed.



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Blanc-Sablon

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**NEW AFFAIRS**

2023-127

**RESIGNATION OF THE MAYOR AND TWO COUNCILLORS**

**WHEREAS** management has received a letter of resignation from Mr. Andrew Etheridge from his position as Mayor effective October 18<sup>th</sup>, 2023;

**WHEREAS** management has received a letter of resignation from Ms. Daisy Drudge from her position as councillor effective October 18<sup>th</sup>, 2023;

**WHEREAS** management has received a letter of resignation from Mr. Colin Shattler from his position as councillor effective October 18<sup>th</sup>, 2023;

**CONSEQUENTLY**, it is proposed by **Johanne V. Beaudoin**, seconded by **Jean-Roger Dumas** and unanimously resolved to take note of the resignations of the Mayor, Mr. Andrew Etheridge and the councillors Ms. Daisy Drudge and Mr. Colin Shattler, as of October 18<sup>th</sup>, 2023 and to begin, as soon as possible, the process for the election of a new mayor and new councillors.

**QUESTION PERIOD**

There were no questions.

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**CLOSING OF THE SITTING**

It is proposed by **Johanne V. Beaudoin**, seconded by **Jean-Roger Dumas** and unanimously resolved to close the present sitting at 7:30 P.M.

  
Jarvin Joncas, Acting Mayor

  
Karine Benoit, General Director

Formules Municipales No 5614-MYST