

DOC/2020/00075-04

February 3, 2020



Re: Your request for access to information under Part II of the *Access to Information and Protection of Privacy Act, 2015* [Our File #: MAE/002/2020]

On January 3, 2020, the Department of Municipal Affairs and Environment received your request for access to the following records/information:

“A list of briefing materials prepared for the deputy minister or the minister for the month of December 2019.”

I am pleased to inform you that a decision has been made by the Deputy Minister to provide access to the requested information. In accordance with your request for a copy of the records, the appropriate copy is enclosed.

Please be advised that you may ask the Information and Privacy Commissioner to review the processing of your access request, as set out in section 42 of the *Access to Information and Protection of Privacy Act* (the *Act*). A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner.

The address and contact information of the Information and Privacy Commissioner is as follows:

Office of the Information and Privacy Commissioner
2 Canada Drive
P. O. Box 13004, Stn. A
St. John's, NL. A1B 3V8

Telephone: (709) 729-6309
Toll-Free: 1-877-729-6309
Facsimile: (709) 729-6500



You may also appeal directly to the Supreme Court Trial Division within 15 business days after you receive the decision of the public body, pursuant to section 52 of the *Act*.

Please be advised that responsive records will be published following a 72 hour period after the response is sent electronically to you or five business days in the case where records are mailed to you. It is the goal to have the responsive records posted to the Completed Access to Information Requests website within one business day following the applicable period of time. Please note that requests for personal information will not be posted online.

If you have any further questions, please feel free to contact me by telephone at 709-729-7183 or by e-mail at desireenewman@gov.nl.ca.

Sincerely,

Desirée Newman

DESIREE NEWMAN

ATIPP Coordinator

Municipal Affairs and Environment

MAE/002/2020 - List of Briefing Notes for December 2019

<i>TITLE</i>	<i>Type of Document</i>
Minister Meeting with the Town of Portugal Cove-St. Philip's	Meeting Note
Minister Meeting with the Town of Harbour Main-Chapels Cove-Lakeview	Meeting Note
Minister Meeting with the Town of Garnish	Meeting Note
Meeting of Householders for the LSD of Old Shop	Decision / Direction Note
Meeting of Householders for the LSD of Blaketown	Decision / Direction Note