

DOC/2020/00569-03

March 6, 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/021/2020]

On February 7, 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 January 2020.”

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 atippmae@gov.nl.ca.

Sincerely,

Desirée Newman

DESIREE NEWMAN

ATIPP Coordinator

Municipal Affairs and Environment

MAE/021/2020 - List of Briefing Notes for January 2020

#	TITLE	Type of Document	HPRM Number	Notes	Date
1	Approval and Registration of St. John's Urban Region Regional Plan Amendment #4, 2018(47A Heavy Tree Rd.)	Decision / Direction Note	BN/2019/0249	Not advanced or signed off until January. Not on Dec. list.	19-Dec
2	Proposed Amendment to the St. John's Urban Regional Plan for Town of Portugal Cove-St. Philip's	Decision / Direction Note	BN/2019/0248	Signed	9-Jan
3	Firefighter Training in Newfoundland and Labrador	Information Note	BN/2019/0247	Not Signed	7-Jan
4	Purchase Note - Brian Delahunty and Ferryland's Town Council	Decision / Direction Note	BN/2019/0243	Signed	2-Jan
5	Provincial Solid Waste Management Strategy Review Final Report	Information Note	BN/2020/0003	Signed	6-Jan
6	Wireless Public Alert System	Information Note	BN/2020/0002	Signed	3-Jan