



T O W N P O L I C Y

		NUMBER 4,000
REFERENCE	ADOPTED BY	SUPERSEDES
Res. No. 80-192	Town Council	"NEW"
	DATE Feb. 25/80	

TITLE -

DEPOSIT OF PUBLIC DOCUMENTS IN GOVERNMENT INFORMATION DIVISION - LIBRARY

POLICY STATEMENT *

THE SPRUCE GROVE PUBLIC LIBRARY'S GOVERNMENT INFORMATION DIVISION IS DESIGNATED AS A PUBLIC INFORMATION CENTRE IN WHICH SHALL BE PLACED PUBLIC DOCUMENTS CONCERNING THE PUBLIC BUSINESS OF THE TOWN OF SPRUCE GROVE.

PUBLIC DOCUMENTS REQUIRED FOR DEPOSIT INCLUDE:

- (1) TWO (2) COMPLETE COPIES OF THE TOWN COUNCIL AGENDA AND ENCLOSURES.
- (2) TWO (2) COPIES OF MAJOR ADMINISTRATIVE REPORTS.
- (3) ONE (1) COPY OF THE MINUTES OF ANY BOARD, COMMISSION, COMMITTEE OR AGENCY OF THE TOWN OF SPRUCE GROVE FOR WHICH MINUTES ARE NORMALLY AVAILABLE TO THE PUBLIC, AND IN THE CASE OF STANDING COMMITTEES OF COUNCIL - ONE (1) COPY OF SUCH PORTION OF THE COMMITTEE AGENDA AS IS NORMALLY AVAILABLE TO THE PUBLIC.
- (4) ONE (1) COPY OF ALL BY-LAWS AS APPROVED BY COUNCIL.

THE PURPOSE OF THIS POLICY IS TO -: ensure that all public documents concerning the public business of the Town of Spruce Grove are available for perusal by the citizens of Spruce Grove in the Government Information Division of the Spruce Grove Public Library.

Define - the Public Information Centre as the location to which a Town Department or any other Town body is obliged to send, at its own expense and within one week of approval for deposit, the required number of copies.

Define - Public Documents as matter of every kind, nature and description including any report, paper, or other thing provided to Town Council or approved for deposit by the uppermost management concerned, on or in which information is written, recorded, stored or reproduced excepting all confidential material related to or listed in the list of confidential documents.

Define - Public Business as including any activity or operation carried on or performed in Spruce Grove or elsewhere by the Town of Spruce Grove by any Department, Branch, Board, Commission or Agency of that government, or any other body or authority performing a function for the Town of Spruce Grove.

* This policy is subject to any specific provision of the Municipal Government Act, the Local Authorities Board Act or other relevant legislation or Union agreement.

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SUBJECT: How public documents will be deposited with the Government Information Division, Spruce Grove Public Library.

1. DEFINITIONS

- 1.01 Major Administrative Report is any formal report, which has both cover and title page, approved for deposit by the upper-most management concerned, for example, Recreation Board, Town Manager or Department Head.
- 1.02 Depositor is the upper-most official, of the Town of Spruce Grove, concerned.

2. RESPONSIBILITIES

2.01 The Public Information Centre

- (a) will keep the first or only copy of all material received as reference material in the Government Information Division.
- (b) will send each designated position of each depositor a copy of the monthly Government Information Division acquisitions list as a receipt for the material deposited.
- (c) will weed the Government Information Division collection of outdated material each year and send this material to the Town of Spruce Grove archives.

2.02 Each Depositor

- (a) will assign the responsibility for depositing public documents with the Government Information Division to a designated position within that body of the Town of Spruce Grove, for example, Municipal Secretary, Municipal Planning Commission Secretary, etc.
- (b) will inform the Government Information Division of the designated position responsible for depositing public documents.
- (c) will determine approval of all major administrative reports for deposit.
- (d) will deliver public documents, approved for deposit, within one week of approval, to the Government Information Division at the following address: Government Information Division, Spruce Grove Public Library.

3. PROCEDURES

- 3.01 The detailed instructions to their staff, to implement this Policy will be the responsibility of each of the parties involved, i.e. Municipal Secretary, Recreation Board Secretary, Supervisor of Government Information Division - Library, etc.