

From: [Sill, Arilea M She, Her](#)
To: [Scott Surette](#); [480 \(1\)](#) [Kim Bustin](#)
Subject: Municipality of Argyle - Access to Information Requests
Date: June 6, 2024 12:27:29 PM

You don't often get email from arilea.sill@novascotia.ca. [Learn why this is important](#)

Hi Kim and Michelle,

Copied on this email is the Deputy Chief Administrative Officer for the Municipality of Argyle, Scott Surette. They are managing some particularly large and possibly complex access to information requests and I wondered if I might connect you all to discuss if there are supports available that Mara might offer?

Please feel free to drop me from this email chain as you discuss the issues/opportunities directly, I'm just acting as a "go-between" since there are some time factors involved.

All the best,

Arilea Sill, CIPP/C (*she/her*)
Chief Information Access and Privacy Officer
Information Access and Privacy (IAP) Services
Service Nova Scotia

 PO Box 72, Halifax Nova Scotia, B3J 2L4
 (902) 229-4283
 Arilea.Sill@novascotia.ca

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From: [Kim Bustin](#)
To: [Sill, Arilea M She,Her](#); [Scott Surette](#); [Michelle Gignac](#)
Subject: RE: Municipality of Argyle - Access to Information Requests
Date: June 6, 2024 12:55:46 PM
Attachments: [image001.png](#)

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Hi Arilea:

It's very nice to hear from you. Thank you for connecting us with Scott.

Scott –I would be happy to connect with you to discuss how Mara could support you in managing your access to information requests.

Please feel free to suggest a time that could work for your schedule.

Best regards, and looking forward to hearing from you.

Kim

Kim Bustin, CPA, CA, CIPP/C (she/her)
Managing Principal, Privacy and Cybersecurity

[506.866.6744](tel:506.866.6744)
480 (1)
maraconsulting.ca
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.....
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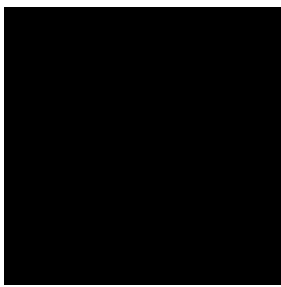
[Redacted text block]

From: [Scott Surette](#)
To: [Kim Bustin](#)
Subject: RE: Municipality of Argyle - Access to Information Requests
Date: June 6, 2024 1:14:00 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)

Hi Kim,

Could we connect around 4pm today?

Thanks



SCOTT SURETTE
Deputy CAO / Municipal Clerk

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902-648-2311 902-648-2311

ssurette@munargyle.com

www.munargyle.com

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From: [Kim Bustin](#)
To: [Scott Surette](#)
Subject: RE: Municipality of Argyle - Access to Information Requests
Date: June 6, 2024 1:15:41 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)

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Yes, that works for me. Thank you Scott! I will send a meeting invitation,
Kim

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From: [Kim Bustin](#)
To: [Scott Surette](#)
Subject: Access requests

You don't often get email from **480 (1)** Learn why this is important <<https://aka.ms/LearnAboutSenderIdentification>>

Microsoft Teams Need help? <<https://aka.ms/JoinTeamsMeeting?omkt=en-US>>

Join the meeting now <https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjhmZjl1YmQtNDY1Mi00YTMSLTkzZTItYjZiMTc1ZmYzNjIh%40thread.v2/0?context=%7b%22Tid%22%3a%220388db07-a5ad-4bbf-a387-157b82929167%22%2c%22Oid%22%3a%2276916947-dd57-427d-bb56-e2477bfae5e9%22%7d>

Meeting ID: **475 (1) (k)**

Passcode: **475 (1) (k)**

Dial in by phone

475 (1) (k) Canada, Halifax

475 (1) (k) Canada (Toll-free)

Find a local number <<https://dialin.teams.microsoft.com/b342ace7-d0d7-4fb3-a7e9-7ce86fd1a65a?id=600171257>>

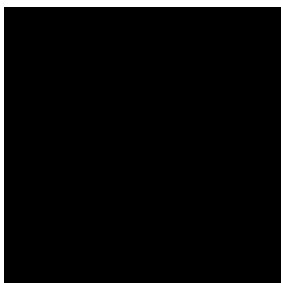
Phone conference ID: **475 (1) (k)**

For organizers: Meeting options <https://teams.microsoft.com/meetingOptions/?organizerId=76916947-dd57-427d-bb56-e2477bfae5e9&tenantId=0388db07-a5ad-4bbf-a387-157b82929167&threadId=19_meeting_MjhmZjl1YmQtNDY1Mi00YTMSLTkzZTItYjZiMTc1ZmYzNjIh@thread.v2&messageId=0&language=en-US> | Reset dial-in PIN <<https://dialin.teams.microsoft.com/usp/pstnconferencing>>

From: [Scott Surette](#)
To: [Kim Bustin](#)
Subject: RE: Municipality of Argyle - Access to Information Requests
Date: June 6, 2024 1:43:00 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)

Sounds good. I will be joined by two more staff that have been working with me on these FOIPOP request. I hope that is ok.

Thanks



SCOTT SURETTE
[Deputy CAO / Municipal Clerk](#)

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From: Kim Bustin 480 (1)

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From: [Kim Bustin](#)
To: [Scott Surette](#); [Robert Bay](#)
Subject: Access requests

Microsoft Teams Need help? <<https://aka.ms/JoinTeamsMeeting?omkt=en-US>>

Join the meeting now <https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjhmZjl1YmQtNDY1Mi00YTM5LTkzZTItYjZiMTc1ZmYzNjIh%40thread.v2/0?context=%7b%22Tid%22%3a%220388db07-a5ad-4bbf-a387-157b82929167%22%2c%22Oid%22%3a%2276916947-dd57-427d-bb56-e2477bfae5e9%22%7d>

Meeting ID: **475 (1) (k)**

Passcode: **475 (1) (k)**

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475 (1) (k) Canada, Halifax

475 (1) (k) Canada (Toll-free)

Find a local number <<https://dialin.teams.microsoft.com/b342ace7-d0d7-4fb3-a7e9-7ce86fd1a65a?id=600171257>>

Phone conference ID: **475 (1) (k)**

For organizers: Meeting options <https://teams.microsoft.com/meetingOptions/?organizerId=76916947-dd57-427d-bb56-e2477bfae5e9&tenantId=0388db07-a5ad-4bbf-a387-157b82929167&threadId=19_meeting_MjhmZjl1YmQtNDY1Mi00YTM5LTkzZTItYjZiMTc1ZmYzNjIh@thread.v2&messageId=0&language=en-US> | [Reset dial-in PIN <https://dialin.teams.microsoft.com/usp/pstnconferencing>](https://dialin.teams.microsoft.com/usp/pstnconferencing)

From: [Kim Bustin](#)
To: [Scott Surette](#)
Subject: RE: Municipality of Argyle - Access to Information Requests
Date: June 6, 2024 2:26:28 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
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[image010.png](#)

Thanks Scott! Absolutely. I have asked Robert Bay, a Privacy and Access Consultant with our firm to join me.

Kim

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From: [Scott Surette](#) on behalf of [Kim Bustin](#)
To: [Scott Muise](#); [Scott Surette](#); [Robert Bay](#)
Subject: FW: Access requests

-----Original Appointment-----

From: Kim Bustin [480 \(1\)](#)
Sent: Thursday, June 6, 2024 1:17 PM
To: Kim Bustin; Scott Surette; Robert Bay
Subject: Access requests
When: June 6, 2024 4:00 PM-4:30 PM (UTC-04:00) Atlantic Time (Canada).
Where: Microsoft Teams Meeting

Microsoft Teams Need help? <<https://aka.ms/JoinTeamsMeeting?omkt=en-US>>

Join the meeting now <https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjhmZjl1YmQtNDY1Mi00YTMSLTkzZTItYjZiMTc1ZmYzNjlh%40thread.v2/0?context=%7b%22Tid%22%3a%220388db07-a5ad-4bbf-a387-157b82929167%22%2c%22Oid%22%3a%2276916947-dd57-427d-bb56-e2477bfae5e9%22%7d>

Meeting ID: [475 \(1\) \(k\)](#)

Passcode: [475 \(1\) \(k\)](#)

Dial in by phone

[475 \(1\) \(k\)](#) Canada, Halifax

[475 \(1\) \(k\)](#) Canada (Toll-free)

Find a local number <<https://dialin.teams.microsoft.com/b342ace7-d0d7-4fb3-a7e9-7ce86fd1a65a?id=600171257>>

Phone conference ID: [475 \(1\) \(k\)](#)

For organizers: Meeting options <https://teams.microsoft.com/meetingOptions/?organizerId=76916947-dd57-427d-bb56-e2477bfae5e9&tenantId=0388db07-a5ad-4bbf-a387-157b82929167&threadId=19_meeting_MjhmZjl1YmQtNDY1Mi00YTMSLTkzZTItYjZiMTc1ZmYzNjlh@thread.v2&messageId=0&language=en-US> | Reset dial-in PIN <<https://dialin.teams.microsoft.com/usp/pstnconferencing>>

From: [Kim Bustin](#)
To: [Scott Muise](#); [Robert Bay](#); [Kim Bustin](#)
Subject: Meeting (ScheduledMeeting)/Thread Id: 19:meeting_MjhmZjiI1YmQtNDY1Mi00YTM5LTkzZTIiYjZiMTc1ZmYzNjlh@thread.v2/Communication Id: c89302c3-246a-44e1-a21a-cf94f1e3d30e/Scott Muise,Robert Bay,Kim Bustin
Date: June 7, 2024 12:53:03 AM

Start Time (UTC): 6/6/2024 6:59:14 PM
End Time (UTC): 6/6/2024 7:32:18 PM
Duration: 00:33:03.7440957

[6/6/2024 7:04:00 PM (UTC)] scottmuise@munargyle.com joined.
[6/6/2024 7:32:14 PM (UTC)] scottmuise@munargyle.com left.
[6/6/2024 6:59:32 PM (UTC)] 480 (1) [REDACTED] joined.
[6/6/2024 7:32:18 PM (UTC)] 480 (1) [REDACTED] left.
[6/6/2024 6:59:14 PM (UTC)] 480 (1) [REDACTED] joined.
[6/6/2024 7:32:15 PM (UTC)] 480 (1) [REDACTED] left.

From: [Kim Bustin](#)
To: [Scott Surette](#)
Cc: [Robert Bay](#)
Subject: Fee Estimate for Consulting Services: Municipality of Argyle - Access to Information Requests
Date: June 7, 2024 3:35:07 PM
Attachments: [image010.png](#)
[image012.png](#)
[image013.png](#)
[image014.png](#)
[image015.png](#)
[image016.png](#)
[image017.png](#)
[image018.png](#)
[image019.png](#)
[DRAFT SOW - Mun of Argyle FOI.pdf](#)

Good afternoon Scott:

Thank you for your time yesterday.

Please see the attached estimate for consulting services to support you in meeting access request requirements. As you will see, we've included a couple of different options for your consideration and feedback.

Please let me know how you would like to proceed, and if you have any questions on the attached.

Have a great weekend!

Kim

Kim Bustin, CPA, CA, CIPP/C (she/her)
Managing Principal, Privacy and Cybersecurity

480 (1)
480 (1)

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Municipality of the District of Argyle

Access to Information request management

June 7, 2024

Kim Bustin

m. 506.866.6744

480 (1)

12 Brook Street

Halifax, Nova Scotia, B3N 3A1

maraconsulting.ca

Scott Surette, Deputy Chief Administrative Officer/Municipal Clerk
Municipality of the District of Argyle

June 7, 2024

RE: FOI request management
Proposal submitted via email to: Scott Surette

Dear Scott:

Thank you for the opportunity to submit a Statement of Work to support the Municipality of the District of Argyle in managing a number of access to information requests under Part XX of the NS Municipal Government Act (Freedom of Information and Protection of Privacy).

We are pleased to be able to contribute to the Municipality's successful management of this collection of large and complex requests, and we look forward to engaging with the Municipality as a valued business partner on this SOW.

Sincerely,

Kim Bustin

Kim Bustin, CPA, CA, CIPP/C
Managing Principal, Privacy and Cybersecurity, Mara Consulting Inc.

1. Scope of Work

In response to six access requests received under Part XX of the *Municipal Government Act (Freedom of Information and Protection of Privacy)*, the Municipality identified the need for consulting services to support the management of the current requests.

At present, request volume is based on accurate file counts and rough estimated page ranges. 481 (1)

481 (1)

481 (1)

481 (1)

Request number	Number of files	Low range effort	High range effort
Requests 1 and 2 (direct overlap)	1176	481 (1)	481 (1)
Request 3	592 files (92 emails, 500 documents)	481 (1)	481 (1)
Request 4	58 emails	481 (1)	481 (1)
Request 5	458 emails	481 (1)	481 (1)
Request 6	2305 emails	481 (1)	481 (1)

The initial 30-day deadline on the first of these files is July 2, 2024. Based on information provided, extensions would be authorized on all six files, allowing due dates of July 29, 2024. Records are mostly collected which is a tremendous success at this point in the process.

The scope of our work will include consulting support to complete all requests within statutory timelines and in a way that protects or enhances the Municipality's reputation with stakeholders.

2. Approach

With an effective plan, these requests can be managed efficiently and effectively. 481 (1)

481 (1)

481 (1)

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- 481 (1)
- 481 (1)
- 481 (1)

- 481 (1) [Redacted]
- [Redacted]
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- [Redacted]
- [Redacted]

3. Deliverables

The key deliverables to be provided under this project include:

- 481 (1) [Redacted]
- [Redacted]
- [Redacted]

4. Team

Robert Bay (CIPP/C) will this lead this work, handling the day-to-day project requirements and communication, serving as lead on the development of the review plan, and first point of contact for access to information questions, enquiries, and advice.

Kim Bustin, CPA, CA, CIPP/C, will serve as Engagement Lead, managing the overall engagement to ensure adherence to quality standards and ensuring HHB’s complete satisfaction with the deliverables and approach. Kim will be the first point of contact for all contractual matters, adherence to quality standards and budget and any issues requiring escalation.

5. Timeline and Resource Allocation

Our anticipated timeline and resource allocation reflects our understanding of the effort required for this work. This estimate is based on Mara staff processing request #4, developing the work plan, and serving as advisor through July 31, 2024.

481 (1)

481 (1)

481 (1)

6. Assumptions

- Mara will have access to documentation, staff expertise, and resources as required in order to complete this work.
- Work will be done remotely, with the exception of meetings determined by the Municipality to require in-person attendance.
- Mara will have access to all records that need to be reviewed and redacted, either via a SharePoint link via the Municipality or on Mara's on SharePoint site.
- Mara would complete redactions using Adobe Pro software.
- Mara processes request #4 and the Municipality completes the remainder, following the plan and guidance Mara will develop.

7. Cost

We are pleased to provide the following cost estimate for this work. Hourly rates have been calculated using per diem rates per below. All rates are exclusive of HST and inclusive of any travel costs.

Mara bills our clients on a time and materials basis based on actual hours worked. These figures are provided for budgeting purposes only. Should our initial scoping determine more hours are required than estimated, we will advise you.

Resource Name and Role	Hourly rate based on 7.5-hour day	Total Days	Estimated cost
Robert Bay Lead FOI Analyst	481 (1)	481 (1)	481 (1)

481 (1)

8. Signatures

Scott Surette, Deputy CAO/Municipal Clerk

Kim Bustin, Managing Principal, Mara Consulting






From: [Scott Surette](#)
To: [Kim Bustin](#)
Cc: [Robert Bay](#)
Subject: RE: Fee Estimate for Consulting Services: Municipality of Argyle - Access to Information Requests
Date: June 7, 2024 4:20:00 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
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[image008.png](#)
[image009.png](#)
[image010.png](#)

Hi Kim,

Is the **481 (1)** only to complete Request #4 and **481 (1)** to do all 6 FOIPOP requests. Sorry little confused.

Thanks

 SCOTT SURETTE
Deputy CAO / Municipal Clerk
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From: [Kim Bustin](#)
To: [Scott Surette](#)
Cc: [Robert Bay](#)
Subject: RE: Fee Estimate for Consulting Services: Municipality of Argyle - Access to Information Requests
Date: June 7, 2024 4:31:23 PM
Attachments: [image002.png](#)
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[image004.png](#)
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[image010.png](#)

Hi Scott:

Apologies for any confusion. 481 (1) [REDACTED]
[REDACTED]
[REDACTED] It would need to
be added to the 481 (1) [REDACTED] We would work with you to prepare
the workplan and can accommodate the best approach in line with your budget.

I hope this helps – please let me know if you require any revisions to the quote. Thank
you Scott,

Kim

From: Scott Surette <ssurette@munargyle.com>

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From: [Scott Surette](#)
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[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)

Thanks for the clarification.

Have a good weekend.



SCOTT SURETTE
Deputy CAO / Municipal Clerk

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Tusket, Nova Scotia B0W 3M0

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From: [Kim Bustin](#)
To: [Scott Surette](#)
Subject: RE: Fee Estimate for Consulting Services: Municipality of Argyle - Access to Information Requests
Date: June 13, 2024 2:40:35 PM
Attachments: [image002.png](#)
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[image004.png](#)
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[image009.png](#)
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Good afternoon Scott:

I hope your week is going well.

I am following up with you on the proposal we provided last week. It would be great to discuss how we could best support you.

Thanks Scott,
Kim

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From: [Scott Surette](#)
To: [Kim Bustin](#)
Subject: RE: Fee Estimate for Consulting Services: Municipality of Argyle - Access to Information Requests
Date: June 13, 2024 2:54:00 PM
Attachments: [image002.png](#)
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[image009.png](#)
[image010.png](#)

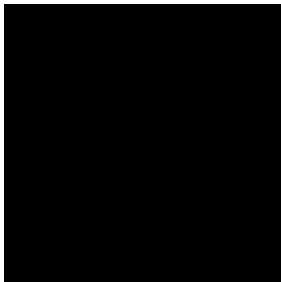
Hi Kim,

Sorry for the delayed response. Unfortunately, our budget cannot accommodate your quote. We will attempt to handle this in-house and see how it goes.

Thank you again for your quote and call.

Should we need your assistance in the future I will connect with you.

Thanks



SCOTT SURETTE
Deputy CAO / Municipal Clerk

5 Rue J.E. Hatfield Court / PO Box 10
Tusket, Nova Scotia B0W 3M0

902-648-2311 902-648-2311

ssurette@munargyle.com

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From: [Kim Bustin](#)
To: [Scott Surette](#)
Subject: RE: Fee Estimate for Consulting Services: Municipality of Argyle - Access to Information Requests
Date: June 13, 2024 2:58:02 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)

Thanks Scott:

Happy to be of some assistance.

481 (1) [Redacted]

481 (1) [Redacted]

Cheers,
Kim

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From: [Scott Surette](#)
To: [Kim Bustin](#)
Subject: RE: Fee Estimate for Consulting Services: Municipality of Argyle - Access to Information Requests
Date: June 13, 2024 4:26:00 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)

Thank you, I will let you know.

We may need some assistance with the bigger request.

Thanks



SCOTT SURETTE
[Deputy CAO / Municipal Clerk](#)

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From: [Kim Bustin](#)
To: [Scott Surette](#)
Subject: RE: Fee Estimate for Consulting Services: Municipality of Argyle - Access to Information Requests
Date: June 13, 2024 4:32:24 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)

Sounds good, thanks Scott,
Kim

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From: [Kim Bustin](#)
To: [Scott Surette](#)
Subject: RE: Fee Estimate for Consulting Services: Municipality of Argyle - Access to Information Requests
Date: July 5, 2024 8:34:24 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)

Good morning Scott:

I thought I would reach out to see how things are progressing with your requests, and whether you are in need of support on the larger request.

Happy to help for a few days if needed, and Robert has some capacity now to do that, if there is a need on your end.

Hope you are enjoying summer,
Kim

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From: [Scott Surette](#)
To: [Kim Bustin](#)
Subject: RE: Fee Estimate for Consulting Services: Municipality of Argyle - Access to Information Requests
Date: July 8, 2024 9:56:00 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)

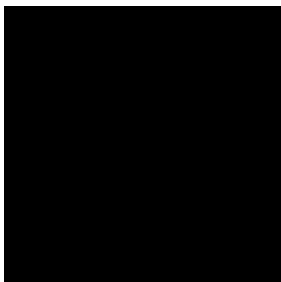
Hi Kim,

Things are moving along.

The applicants have not paid for 2 of the 6 FOIPOP so we are currently down to 4 FOIPOP and working our way through the process.

At this point we are still ok but appreciate you checking in!!

Have a great day.



SCOTT SURETTE
[Deputy CAO / Municipal Clerk](#)

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From: [Kim Bustin](#)
To: [Scott Surette](#)
Subject: RE: Fee Estimate for Consulting Services: Municipality of Argyle - Access to Information Requests
Date: July 8, 2024 10:11:18 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)

That's great Scott – thanks for the response.
Hope things continue to go well,
Kim

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From: [Scott Muise](#)
To: 480 (1) [REDACTED]
Cc: [Marsha d'Eon](#)
Subject: Municipality of Argyle - Access to Information Requests
Date: March 7, 2025 10:14:32 AM
Attachments: [Outlook-http_mun](#)
[Outlook-http_mun.png](#)
[Outlook-http_mun.png](#)
[Outlook-http_mun.png](#)
[Outlook-http_mun.png](#)
[Outlook-http_mun.png](#)
[Outlook-http_mun.png](#)
[Outlook-http_mun.png](#)
[Outlook-http_mun.png](#)

Good morning Michelle,

I hope you're doing well. My name is Scott Muise, and I am the Information Technologist for the Municipality of Argyle. Over the past few months, we have received multiple Freedom of Information requests, which we have been managing internally. However, as the volume of requests continues to grow, we are exploring third-party support to assist with a recent request.

I wanted to check if this is something Mara could assist us with and, if so, what information you would need from us to provide a formal quote.

I appreciate your time and look forward to your response.



SCOTT MUISE
Information Technologist

5 J.E. Hatfield Court / PO Box 10
Tusket, Nova Scotia B0W 3M0

902-648-2311 902-648-4007

scottmuise@munargyle.com

www.munargyle.com

From: [Michelle Gignac](#)
To: [Scott Muise](#)
Cc: [Marsha d'Eon](#); [Kim Leger](#)
Subject: Re: Municipality of Argyle - Access to Information Requests
Date: March 7, 2025 3:27:36 PM
Attachments: [Outlook-http_mun](#)
[Outlook-http_mun.png](#)
[Outlook-http_mun.png](#)
[Outlook-http_mun.png](#)
[Outlook-http_mun.png](#)
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[Outlook-http_mun.png](#)
[Outlook-http_mun.png](#)
[Outlook-http_mun.png](#)

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Hello Scott,

Thank you so much for your inquiry! Yes, we do provide assistance with Freedom of Information requests and can provide you with a quote. I am going to cc. Kim Leger on my reply, as she is the best person to advise on what information is needed for the quote.

I hope you have a wonderful weekend and Kim will be in touch soon.

Best regards,
Michelle

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From: [Kim Leger](#)
To: [Scott Muise](#)
Cc: [Marsha d'Eon](#)
Subject: RE: Municipality of Argyle - Access to Information Requests
Date: March 7, 2025 3:38:10 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)

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Hi Scott:

It's very nice to hear from you and thank you for your inquiry.

To provide a quote for this work we'd need to understand the approximate # of pages of records and also the number of third parties we may need to consult with (if known/applicable). With this, we could provide an estimated number of hours and associated cost.

If it is easier to discuss this over the phone, please let me know and I'd be happy to schedule a call to discuss.

Thanks again,

Kim

Kim (Bustin) Leger, CPA, CA, CIPP/C (she/her)
Managing Principal, Privacy and Information Management

[506.866.6744](tel:506.866.6744)

480 (1)

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From: [Scott Muise](#)
To: [Kim Leger](#)
Cc: [Marsha d'Eon](#)
Subject: Re: Municipality of Argyle - Access to Information Requests
Date: March 7, 2025 4:09:54 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
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Thanks for reaching out, Kim... Why don't we line up a call for Monday (if possible), and I can have that information ready for you for that meeting.

Thoughts?
Scott

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From: [Kim Leger](#)
To: [Scott Muise](#)
Cc: [Marsha d'Eon](#)
Subject: RE: Municipality of Argyle - Access to Information Requests
Date: March 7, 2025 4:36:40 PM
Attachments: [image010.png](#)
[image012.png](#)
[image013.png](#)
[image014.png](#)
[image015.png](#)
[image016.png](#)
[image017.png](#)
[image018.png](#)
[image019.png](#)

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Sounds good Scott. What are some times that work for you?

Kim

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From: [Scott Muise](#)
To: [Kim Leger](#)
Cc: [Marsha d'Eon](#)
Subject: Re: Municipality of Argyle - Access to Information Requests
Date: March 7, 2025 4:46:17 PM
Attachments: [image010.png](#)
[image012.png](#)
[image013.png](#)
[image014.png](#)
[image015.png](#)
[image016.png](#)
[image017.png](#)
[image018.png](#)
[image019.png](#)

I could make most of Monday morning work. How does 9:30 work for you?

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From: [Kim Leger](#)
To: [Scott Muise](#)
Subject: RE: Municipality of Argyle - Access to Information Requests
Date: March 7, 2025 4:50:45 PM
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
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Could we say 10?

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From: [Kim Leger](#)
To: [Scott Muise](#)
Subject: Access Requests

Microsoft Teams Need help? <<https://aka.ms/JoinTeamsMeeting?omkt=en-US>>

Join the meeting now <https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTlyOGIwNGUtNWE3YS00MWZkLTllYjYtYjViMDdhM2E4ZjRh%40thread.v2/0?context=%7b%22Tid%22%3a%220388db07-a5ad-4bbf-a387-157b82929167%22%2c%22Oid%22%3a%2276916947-dd57-427d-bb56-e2477bfae5e9%22%7d>

Meeting ID: **475 (1) (k)**

Passcode: **475 (1) (k)**

Dial in by phone

475 (1) (k) Canada, Halifax

475 (1) (k) Canada (Toll-free)

Find a local number <<https://dialin.teams.microsoft.com/b342ace7-d0d7-4fb3-a7e9-7ce86fd1a65a?id=686952207>>

Phone conference ID: **475 (1) (k)**

For organizers: Meeting options <https://teams.microsoft.com/meetingOptions/?organizerId=76916947-dd57-427d-bb56-e2477bfae5e9&tenantId=0388db07-a5ad-4bbf-a387-157b82929167&threadId=19_meeting_YTlyOGIwNGUtNWE3YS00MWZkLTllYjYtYjViMDdhM2E4ZjRh@thread.v2&messageId=0&language=en-US> | Reset dial-in PIN <<https://dialin.teams.microsoft.com/usp/pstnconferencing>>

From: [Scott Muise](#)
To: [Kim Leger](#)
Subject: Re: Municipality of Argyle - Access to Information Requests
Date: March 10, 2025 7:58:12 AM
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
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Yup.. That works for me.

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From: [Scott Muise](#)
To: [Kim Leger](#)
Subject: Re: Municipality of Argyle - Access to Information Requests
Date: March 10, 2025 9:52:33 AM
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
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Morning Kim.. Any chance we could bump the meeting by 15 minutes to 10:15?

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From: Michelle Gignac 480 (1) [REDACTED]
Sent: March 7, 2025 3:27 PM
To: Scott Muise <scottmuise@munargyle.com>
Cc: Marsha d'Eon <mdeon@munargyle.com>; Kim Leger 480 (1) [REDACTED]
Subject: Re: Municipality of Argyle - Access to Information Requests

Hello Scott,

Thank you so much for your inquiry! Yes, we do provide assistance with Freedom of Information requests and can provide you with a quote. I am going to cc. Kim Leger on my reply, as she is the best person to advise on what information is needed for the quote.

I hope you have a wonderful weekend and Kim will be in touch soon.

Best regards,
Michelle

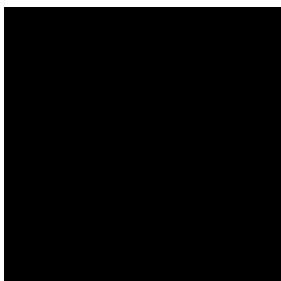
From: Scott Muise <scottmuise@munargyle.com>
Sent: March 7, 2025 10:14 AM
To: Michelle Gignac 480 (1) [REDACTED]
Cc: Marsha d'Eon <mdeon@munargyle.com>
Subject: Municipality of Argyle - Access to Information Requests

Good morning Michelle,

I hope you're doing well. My name is Scott Muise, and I am the Information Technologist for the Municipality of Argyle. Over the past few months, we have received multiple Freedom of Information requests, which we have been managing internally. However, as the volume of requests continues to grow, we are exploring third-party support to assist with a recent request.

I wanted to check if this is something Mara could assist us with and, if so, what information you would need from us to provide a formal quote.

I appreciate your time and look forward to your response.



SCOTT MUISE
Information Technologist

5 J.E. Hatfield Court / PO Box 10
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902-648-2311 902-648-4007

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From: [Kim Leger](#)
To: [Scott Muise](#)
Subject: RE: Municipality of Argyle - Access to Information Requests
Date: March 10, 2025 10:00:48 AM
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)

Sure – I only have until 10:30 though Scott. Thanks

From: Scott Muise <scottmuise@munargyle.com>
Sent: March 10, 2025 9:53 AM
To: Kim Leger **480 (1)**
Subject: Re: Municipality of Argyle - Access to Information Requests

Morning Kim.. Any chance we could bump the meeting by 15 minutes to 10:15?

From: Kim Leger **480 (1)**
Sent: Friday, March 7, 2025 4:50 PM
To: Scott Muise <scottmuise@munargyle.com>
Subject: RE: Municipality of Argyle - Access to Information Requests

Could we say 10?

From: Scott Muise <scottmuise@munargyle.com>
Sent: March 7, 2025 4:46 PM
To: Kim Leger **480 (1)**
Cc: Marsha d'Eon <mdeon@munargyle.com>
Subject: Re: Municipality of Argyle - Access to Information Requests

I could make most of Monday morning work. How does 9:30 work for you?

From: Kim Leger **480 (1)**
Sent: Friday, March 7, 2025 4:36 PM
To: Scott Muise <scottmuise@munargyle.com>
Cc: Marsha d'Eon <mdeon@munargyle.com>
Subject: RE: Municipality of Argyle - Access to Information Requests

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Sounds good Scott. What are some times that work for you?

Kim

From: Scott Muise <scottmuise@munargyle.com>
Sent: March 7, 2025 4:10 PM
To: Kim Leger **480 (1)**
Cc: Marsha d'Eon <mdeon@munargyle.com>
Subject: Re: Municipality of Argyle - Access to Information Requests

Thanks for reaching out, Kim... Why don't we line up a call for Monday (if possible), and I can have that information ready for you for that meeting.

Thoughts?

Scott

From: Kim Leger **480 (1)**
Sent: Friday, March 7, 2025 3:38 PM
To: Scott Muise <scottmuise@munargyle.com>
Cc: Marsha d'Eon <mdeon@munargyle.com>
Subject: RE: Municipality of Argyle - Access to Information Requests

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Hi Scott:

It's very nice to hear from you and thank you for your inquiry.

To provide a quote for this work we'd need to understand the approximate # of pages of records and also the number of third parties we may need to consult with (if known/applicable). With this, we could provide an estimated number of hours and associated cost.

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Thanks again,

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Kim (Bustin) Leger, CPA, CA, CIPP/C (she/her)
Managing Principal, Privacy and Information Management

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From: Michelle Gignac 480 (1)
Sent: March 7, 2025 3:27 PM
To: Scott Muise <scottmuise@munargyle.com>
Cc: Marsha d'Eon <mdeon@munargyle.com>; Kim Leger 480 (1)
Subject: Re: Municipality of Argyle - Access to Information Requests

Hello Scott,

Thank you so much for your inquiry! Yes, we do provide assistance with Freedom of Information requests and can provide you with a quote. I am going to cc. Kim Leger on my reply, as she is the best person to advise on what information is needed for the quote.

I hope you have a wonderful weekend and Kim will be in touch soon.

Best regards,
Michelle

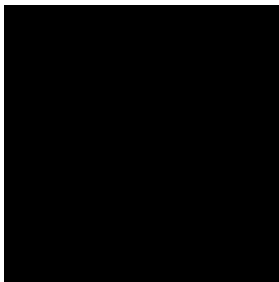
From: Scott Muise <scottmuise@munargyle.com>
Sent: March 7, 2025 10:14 AM
To: Michelle Gignac 480 (1)
Cc: Marsha d'Eon <mdeon@munargyle.com>
Subject: Municipality of Argyle - Access to Information Requests

Good morning Michelle,

I hope you're doing well. My name is Scott Muise, and I am the Information Technologist for the Municipality of Argyle. Over the past few months, we have received multiple Freedom of Information requests, which we have been managing internally. However, as the volume of requests continues to grow, we are exploring third-party support to assist with a recent request.

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SCOTT MUISE
Information Technologist

5 J.E. Hatfield Court / PO Box 10
Tusket, Nova Scotia B0W 3M0

902-648-2311 902-648-4007

[scottmuise@munargyle.com] scottmuise@munargyle.com

www.munargyle.com

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From: [Scott Muise](#)
To: [Kim Leger](#)
Subject: Re: Municipality of Argyle - Access to Information Requests
Date: March 10, 2025 10:01:09 AM
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)

Actually... I'm good to go now. Waiting on Teams

From: Kim Leger [480 \(1\)](#)
Sent: Monday, March 10, 2025 10:00 AM
To: Scott Muise <scottmuise@munargyle.com>
Subject: RE: Municipality of Argyle - Access to Information Requests

Sure – I only have until 10:30 though Scott. Thanks

From: Scott Muise <scottmuise@munargyle.com>
Sent: March 10, 2025 9:53 AM
To: Kim Leger [480 \(1\)](#)
Subject: Re: Municipality of Argyle - Access to Information Requests

Morning Kim.. Any chance we could bump the meeting by 15 minutes to 10:15?

From: Kim Leger [480 \(1\)](#)
Sent: Friday, March 7, 2025 4:50 PM
To: Scott Muise <scottmuise@munargyle.com>
Subject: RE: Municipality of Argyle - Access to Information Requests

Could we say 10?

From: Scott Muise <scottmuise@munargyle.com>
Sent: March 7, 2025 4:46 PM
To: Kim Leger [480 \(1\)](#)
Cc: Marsha d'Eon <mdeon@munargyle.com>
Subject: Re: Municipality of Argyle - Access to Information Requests

I could make most of Monday morning work. How does 9:30 work for you?

From: Kim Leger [480 \(1\)](#)
Sent: Friday, March 7, 2025 4:36 PM
To: Scott Muise <scottmuise@munargyle.com>
Cc: Marsha d'Eon <mdeon@munargyle.com>
Subject: RE: Municipality of Argyle - Access to Information Requests

You don't often get email from [480 \(1\)](#). [Learn why this is important](#)

Sounds good Scott. What are some times that work for you?
Kim

From: Scott Muise <scottmuise@munargyle.com>
Sent: March 7, 2025 4:10 PM
To: Kim Leger [480 \(1\)](#)
Cc: Marsha d'Eon <mdeon@munargyle.com>
Subject: Re: Municipality of Argyle - Access to Information Requests

Thanks for reaching out, Kim... Why don't we line up a call for Monday (if possible), and I can have that information ready for you for that meeting.

Thoughts?
Scott

From: Kim Leger [480 \(1\)](#)
Sent: Friday, March 7, 2025 3:38 PM
To: Scott Muise <scottmuise@munargyle.com>
Cc: Marsha d'Eon <mdeon@munargyle.com>
Subject: RE: Municipality of Argyle - Access to Information Requests

You don't often get email from [480 \(1\)](#). [Learn why this is important](#)

Hi Scott:
It's very nice to hear from you and thank you for your inquiry.

To provide a quote for this work we'd need to understand the approximate # of pages of records and also the number of third parties we may need to consult with (if known/applicable). With this, we could provide an estimated number of hours and associated cost.

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From: [Kim Leger](#)
To: [Scott Muise](#); [Robert Bay](#)
Subject: Access Requests

Microsoft Teams Need help? <<https://aka.ms/JoinTeamsMeeting?omkt=en-US>>

Join the meeting now <https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTlyOGIwNGUtNWE3YS00MWZkLTllYjYtYjViMDdhM2E4ZjRh%40thread.v2/0?context=%7b%22Tid%22%3a%220388db07-a5ad-4bbf-a387-157b82929167%22%2c%22Oid%22%3a%2276916947-dd57-427d-bb56-e2477bfae5e9%22%7d>

Meeting ID: **475 (1) (k)**

Passcode: **475 (1) (k)**

Dial in by phone

475 (1) (k) Canada, Halifax

475 (1) (k) Canada (Toll-free)

Find a local number <<https://dialin.teams.microsoft.com/b342ace7-d0d7-4fb3-a7e9-7ce86fd1a65a?id=686952207>>

Phone conference ID: **475 (1) (k)**

For organizers: Meeting options <https://teams.microsoft.com/meetingOptions/?organizerId=76916947-dd57-427d-bb56-e2477bfae5e9&tenantId=0388db07-a5ad-4bbf-a387-157b82929167&threadId=19_meeting_YTlyOGIwNGUtNWE3YS00MWZkLTllYjYtYjViMDdhM2E4ZjRh@thread.v2&messageId=0&language=en-US> | Reset dial-in PIN <<https://dialin.teams.microsoft.com/usp/pstnconferencing>>

From: [Kim Leger](#)
To: [Scott Muise](#); [Robert Bay](#)
Subject: Access Requests

Microsoft Teams Need help? <<https://aka.ms/JoinTeamsMeeting?omkt=en-US>>

Join the meeting now <https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTlyOGIwNGUtNWE3YS00MWZkLTllYjYtYjViMDdhM2E4ZjRh%40thread.v2/0?context=%7b%22Tid%22%3a%220388db07-a5ad-4bbf-a387-157b82929167%22%2c%22Oid%22%3a%2276916947-dd57-427d-bb56-e2477bfae5e9%22%7d>

Meeting ID: **475 (1) (k)**

Passcode: **475 (1) (k)**

Dial in by phone

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475 (1) (k) Canada (Toll-free)

Find a local number <<https://dialin.teams.microsoft.com/b342ace7-d0d7-4fb3-a7e9-7ce86fd1a65a?id=686952207>>

Phone conference ID: **475 (1) (k)**

For organizers: Meeting options <https://teams.microsoft.com/meetingOptions/?organizerId=76916947-dd57-427d-bb56-e2477bfae5e9&tenantId=0388db07-a5ad-4bbf-a387-157b82929167&threadId=19_meeting_YTlyOGIwNGUtNWE3YS00MWZkLTllYjYtYjViMDdhM2E4ZjRh@thread.v2&messageId=0&language=en-US> | Reset dial-in PIN <<https://dialin.teams.microsoft.com/usp/pstnconferencing>>

From: [Kim Leger](#)
To: [Scott Muise](#)
Subject: Statement of Work
Date: March 10, 2025 4:01:34 PM
Attachments: [image001.png](#)
[DRAFT SOW - Mun of Argyle FOI March 10 2025.pdf](#)

Hi Scott:

Thanks for your time today. Please see the attached estimate for your review, as per our discussion.

Thank you for your interest in doing business with Mara Consulting. Please reach out once you've had an opportunity to consider the attached.

Kim

Kim (Bustin) Leger, CPA, CA, CIPP/C (she/her)
Managing Principal, Privacy and Cybersecurity

[506.866.6744](tel:506.866.6744)

[480 \(1\)](tel:4801)

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.....
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Municipality of the District of Argyle

Access to Information request management

March 10 2025

Kim Leger
m. 506.866.6744

480 (1)

12 Brook Street
Halifax, Nova Scotia, B3N 3A1
maraconsulting.ca

Scott Muise, Information Technologist
Municipality of the District of Argyle

March 10, 2024

RE: FOI request management
Proposal submitted via email to: Scott Surette

Dear Scott:

Thank you for the opportunity to submit a Statement of Work to support the Municipality of the District of Argyle in managing an access to information request under Part XX of the NS Municipal Government Act (Freedom of Information and Protection of Privacy).

We are pleased to be able to contribute to the Municipality's successful management of this large and complex request, and we look forward to engaging with the Municipality as a valued business partner on this SOW.

Sincerely,

Kim Leger

Kim Leger, CPA, CA, CIPP/C
Managing Principal, Privacy and Information Management, Mara Consulting Inc.

1. Scope of Work

In response to an access request received under Part XX of the *Municipal Government Act (Freedom of Information and Protection of Privacy)*, the Municipality identified the need for consulting services to support the management of the current request.

At present, request volume is based on accurate file counts and rough estimated page ranges. The table below presents the low and high ranges for overall effort, based on Mara's experience completing similar work.

Request	Number of pages	Low range	High range
Requests	3300 pages	481 (1)	481 (1)

2. Approach

Our approach will be to review the collected responsive records and prepare a recommendation for disclosure for the CAO's sign-off.

This work will include:

- 481 (1) [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]

3. Deliverables

The key deliverables to be provided under this project include:

- 481 (1) [Redacted]
- [Redacted]
- [Redacted]

4. Team

Robert Bay (CIPP/C) will this lead this work, handling the day-to-day project requirements and communication, serving as first point of contact.

5. Assumptions

- Mara will have access to documentation, staff expertise, and resources as required in order to complete this work.
- Work will be done remotely.
- Mara will have access to all records that need to be reviewed and redacted, either via a SharePoint link via the Municipality or on Mara's on SharePoint site.
- Mara would complete redactions using Adobe Pro software.
- The Municipality will remain the primary public point of contact, and will send and receive all correspondence, including communications to the Applicant and consultations.

6. Cost

We are pleased to provide the following cost estimate for this work. Hourly rates have been calculated using per diem rates per below. All rates are exclusive of HST and inclusive of any travel costs. Mara bills our clients on a time and materials basis based on actual hours worked. These figures are provided for budgeting purposes only. Should our initial scoping determine more hours are required than estimated, we will advise you.

Resource Name and Role	Hourly rate based on 7.5-hour day	Total hours	Estimated cost
Robert Bay Lead FOI Analyst	481 (1)	481 (1)	481 (1)

7. Signatures

Scott Surette, Deputy CAO/Municipal Clerk

Kim Bustin, Managing Principal, Mara Consulting

From: [Scott Muise](#)
To: [Kim Leger](#)
Subject: Re: Statement of Work
Date: March 10, 2025 4:28:39 PM
Attachments: [image001.png](#)

Thank you very much Kim for the quick turnaround. We will be chatting next week.

Scott

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[Redacted text block]

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[Redacted text block]

[Redacted text block]

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From: [Kim Leger](#)
To: [Scott Muise](#)
Subject: RE: Statement of Work
Date: March 10, 2025 7:50:34 PM
Attachments: [image001.png](#)

Thank you Scott. Have a great evening,
Kim

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[Redacted]

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[Redacted]

[Redacted]

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From: [Robert Bay](#)
To: [Scott Surette](#)
Cc: [Kim Leger](#)
Subject: Fee Estimate for Consulting Services: Municipality of Argyle - Access to Information Request
Date: March 18, 2025 5:25:56 PM
Attachments: [image001.png](#)
[Mara consulting - Draft SOW - Municipality of Argyle - 18 March 2025.pdf](#)

Hi Scott,

Kim and I discussed the most recent FOI request you received; an estimate for consulting services to support the request is attached. As previously, we've presented a low and high hourly estimate.

Kim will be away over the next few days; I can answer any questions you might have in the interim.

Please let us know how you would like to proceed, and if you have any questions on the attached.

Thanks,

Robert

Robert Bay, CIPP/C (He/Him)

Privacy Consultant
902 237 9766

480 (1)

maraconsulting.ca

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Municipality of the District of Argyle

Access to Information request management

March 18 2025

Kim Leger
m. 506.866.6744
kimleger@480 (1)
12 Brook Street
Halifax, Nova Scotia, B3N 3A1
maraconsulting.ca

Scott Muise, Information Technologist
Municipality of the District of Argyle

March 18, 2024

RE: FOI request management
Proposal submitted via email to: Scott Surette

Dear Scott:

Thank you for the opportunity to submit a Statement of Work to support the Municipality of the District of Argyle in managing an access to information request under Part XX of the NS Municipal Government Act (Freedom of Information and Protection of Privacy).

We are pleased to be able to contribute to the Municipality's successful management of this large and complex request, and we look forward to engaging with the Municipality as a valued business partner on this SOW.

Sincerely,

Kim Leger

Kim Leger, CPA, CA, CIPP/C
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1. Scope of Work

In response to an access request received under Part XX of the *Municipal Government Act (Freedom of Information and Protection of Privacy)*, the Municipality identified the need for consulting services to support the management of the current request.

At present, request volume is based on accurate file counts and rough estimated page ranges. The table below presents the low and high ranges for overall effort, based on Mara's experience completing similar work.

Request	Number of pages	Low range	High range
Requests	12,000 pages	481 (1)	481 (1)

2. Approach

Our approach will be to review the collected responsive records and prepare a recommendation for disclosure for the CAO's sign-off.

This work will include:

481 (1)

Throughout the above activities, Mara Consulting will:

481 (1)

3. Deliverables

The key deliverables to be provided under this project include:

481 (1)

4. Team

Robert Bay (CIPP/C) will lead this work, handling the day-to-day project requirements and communication, serving as first point of contact.

5. Assumptions

- Mara will have access to documentation, staff expertise, and resources as required in order to complete this work.
- Work will be done remotely.
- Mara will have access to all records that need to be reviewed and redacted, either via a SharePoint link via the Municipality or on Mara's on SharePoint site.
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6. Cost

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Resource Name and Role	Hourly rate based on 7.5-hour day	Total hours	Estimated cost
Robert Bay Lead FOI Analyst	481 (1)	481 (1)	481 (1)

7. Signatures

Scott Surette, Deputy CAO/Municipal Clerk

Kim Bustin, Managing Principal, Mara Consulting

From: [Scott Muise](#)
To: 480 (1)
Subject: Meeting Request
Date: March 19, 2025 4:16:15 PM
Attachments: [Outlook-http_mun](#)
[Outlook-http_mun.png](#)
[Outlook-http_mun.png](#)
[Outlook-http_mun.png](#)
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[Outlook-http_mun.png](#)
[Outlook-http_mun.png](#)
[Outlook-http_mun.png](#)
[Outlook-http_mun.png](#)

Good afternoon Kim...

Just wondering if you had time for a quick Teams meeting tomorrow (Thursday)? Would be to introduce you to our new FOIPOP administrator and just make sure we are up to date on the requests.

Thoughts?



SCOTT MUISE
Information Technologist

5 J.E. Hatfield Court / PO Box 10
Tusket, Nova Scotia B0W 3M0

902-648-2311 902-648-4007

scottmuise@munargyle.com

www.munargyle.com

From: [Kim Leger](#)
To: [Scott Muise](#)
Cc: [Robert Bay](#)
Subject: RE: Meeting Request
Date: March 19, 2025 4:25:14 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)

Hi Scott:

I am on vacation for 2 weeks starting tomorrow. I am copying Robert Bay who could meet with you. Thanks,

Kim

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[Redacted]

[Redacted]

[Redacted]

Duplicate page

[Redacted] this email is

Duplicate page

From: [Robert Bay](#)
To: [Kim Leger](#); [Scott Muise](#)
Subject: RE: Meeting Request
Date: March 19, 2025 4:30:39 PM
Attachments: [image010.png](#)
[image012.png](#)
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[image014.png](#)
[image015.png](#)
[image016.png](#)
[image017.png](#)
[image018.png](#)
[image019.png](#)
[Fee Estimate for Consulting Services Municipality of Argyle - Access to Information Request.msg](#)

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Apologies Scott! I sent this to Scott Surette yesterday.

My schedule tomorrow is open and I'd be happy to discuss current request status, just let me know.

Thanks,

Robert

Robert Bay, CIPP/C (He/Him)

Privacy Consultant
902 237 9766

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[Redacted content]

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Robert Bay

From: Robert Bay 480 (1)
Sent: March 18, 2025 5:26 PM
To: Scott Surette
Cc: Kim Leger
Subject: Fee Estimate for Consulting Services: Municipality of Argyle - Access to Information Request
Attachments: Mara consulting - Draft SOW - Municipality of Argyle - 18 March 2025.pdf

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Privacy Consultant
902 237 9766

481 (1)

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Municipality of the District of Argyle

Access to Information request management

March 18 2025

Kim Leger
m. 506.866.6744

481 (1)

12 Brook Street
Halifax, Nova Scotia, B3N 3A1
maraconsulting.ca

Scott Muise, Information Technologist
Municipality of the District of Argyle

March 18, 2024

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Kim Leger

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7. Signatures

Scott Surette, Deputy CAO/Municipal Clerk

Kim Bustin, Managing Principal, Mara Consulting

Duplicate page

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Duplicate page

From: [Robert Bay](#)
To: [Scott Muise](#)
Subject: FOI touch point

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Join the meeting now <https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZmNkNTNjNTctZDg1Mi00NmQ0LTkzMWEtYTVIOGM3ZDk4ZDU5%40thread.v2/0?context=%7b%22Tid%22%3a%220388db07-a5ad-4bbf-a387-157b82929167%22%2c%22Oid%22%3a%22c16bd073-952a-4242-a374-08f497d77404%22%7d>

Meeting ID: **475 (1) (k)**

Passcode: **475 (1) (k)**

Dial in by phone

475 (1) (k) Canada, Halifax

475 (1) (k) Canada (Toll-free)

Find a local number <<https://dialin.teams.microsoft.com/b342aee7-d0d7-4fb3-a7e9-7ce86fd1a65a?id=154053547>>

Phone conference ID: **475 (1) (k)**

For organizers: Meeting options <https://teams.microsoft.com/meetingOptions/?organizerId=c16bd073-952a-4242-a374-08f497d77404&tenantId=0388db07-a5ad-4bbf-a387-157b82929167&threadId=19_meeting_ZmNkNTNjNTctZDg1Mi00NmQ0LTkzMWEtYTVIOGM3ZDk4ZDU5@thread.v2&messageId=0&language=en-US> | Reset dial-in PIN <<https://dialin.teams.microsoft.com/usp/pstnconferencing>>

From: [Scott Muise](#)
To: [Robert Bay](#)
Subject: Accepted: FOI touch point

From: [Scott Muise](#)
To: [Robert Bay](#)
Subject: Re: Meeting Request
Date: March 20, 2025 9:35:33 AM
Attachments: [image010.png](#)
[image012.png](#)
[image013.png](#)
[image014.png](#)
[image015.png](#)
[image016.png](#)
[image017.png](#)
[image018.png](#)
[image019.png](#)

Got it... Can you also invite Kyle Boudreau to the meeting?

kboudreau@munargyle.com

Thanks,
Scott

From: Robert Bay

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From: [Robert Bay](#)
To: [Kyle Boudreau](#); [Scott Muise](#)
Subject: FOI touch point
Attachments: [image001.png](#)

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Kyle – forwarding per Scott's request.

Look forward to meeting you.

Robert

Robert Bay, CIPP/C (He/Him)

Privacy Consultant

902 237 9766

480 (1)

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[Redacted content]

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From: [Robert Bay](#)
To: [Scott Muise](#)
Subject: RE: Meeting Request
Date: March 20, 2025 9:37:43 AM
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)

Done! Talk to you soon.

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From: [Kyle Boudreau](#)
To: [Robert Bay](#)
Subject: Tentative: FOI touch point

From: [Kyle Boudreau](#)
To: [Robert Bay](#)
Subject: Accepted: FOI touch point
