



Policy #6 – Public Access to Village Records

Approval Date: August 25, 2010

Policy Statement

This policy is to provide a guideline for the public to access and review Village bylaws, Council Meeting Minutes, Financial Statements and any other documents that are not protected by FOIP.

Procedure

The public can access Village documents by attending the Village office and reading them in the office under supervision by a staff member, during regular office hours. It would be preferable that an appointment is made.

The Village administration will ensure that relevant information is accessible through the Village website.

A member of the public can request a photocopy of any public documentation and a fee will be charged as per the current Municipal Rates & Fees Bylaw.