



Policy #6 – Public Access to Village Records

Policy Statement

This policy is to provide a guideline for the public to access and review the Village documents that are not protected by Freedom of Information and Protection of Privacy Act.

Regulations

1. The public may access Village documents by attending the Village office during regular office hours and reviewing them in the office under supervision by a staff member. An appointment must be made to review the documents.
2. The Village administration will ensure the following documents can be accessed through the Village website: Bylaws and Policies, Council Agendas, Council Minutes and Audited Financial Statements.
3. A member of the public may request a photocopy of any public documents, and a fee will be charged as per the current Municipal Rates & Fees Bylaw

Approvals and Reviews

Regulations Approval Authority	Village Council
Date of Amendment Approval	October 8, 2024
Original Date of Approval	August 25, 2010
Review Frequency	3 Years
Last Review Date	October 8, 2024
Next Review Year	2027

Amendments Summary

October 8, 2024 minor amendments