

PUBLIC ACCESS TO VILLAGE RECORDS	Department: Council	Policy Source: Council
	Authorized by: Council Signature:	Date: October 24, 2018 Date Revised: Date Effective: November 15, 2018 Date to be Reviewed: October 2021

POLICY: 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 and fees bylaw.