

Freedom of Information

Most records are available to you upon verbal request. If you are not sure, please ask Village staff who will be pleased to assist you.

The legislation requires that the right of access to any record (a record of information not regularly available) in the custody or control of the Village must be made in writing. You may ask either for a copy of the record or to simply examine the record.

We will process your request as quickly as possible and within the 30 calendar day time frame specified in the Freedom of Information/Protection of Privacy Legislation. If the record is an old one, or involves significant staff time, the Village may require a time extension of an additional 30 days.

Type of information not available to the public:

- Third party business information
- Personal information
- Legal advice given to the Village
- Law enforcement material
- Any information which will affect the economic interests of a public body
information on sensitive heritage sites
- Information dangerous to the health and safety of an individual or group of individuals

You are entitled to the first three hours spent locating and retrieving a record free.

If the information is your own personal information, there is no fee. An estimate of the total fee will be given to you before providing the service. If this estimate changes, you will be notified.