

THE CORPORATION OF THE TOWNSHIP OF O'CONNOR

POLICY FOR GIVING OUT INFORMATION

PURPOSE

To establish the standards by which information will be given to the public.

POLICY STATEMENT:

The employees of the Township of O'Connor will only give out the information as stated in Section 74 (1) of the Municipal Act, R.S.O. 1990, C.45., attached hereto.

With regard to information on the sale of private property within the Township, the following information will be released:

- a) a building permit was issued
- b) date the building permit was issued
- c) the purpose of the building permit

EFFECTIVE DATE:

This policy shall come into effect as of September 9, 1999.

APPENDIX TO POLICY FOR GIVING OUT INFORMATION

Section 74 (1) of the Municipal Act, R.S.O. 1990 C.45, is as follows:

INSPECTION AND COPYING OF MINUTES, ETC.-

Subject to the Municipal Freedom of Information and Protection of Privacy Act any person may, at all reasonable hours, inspect any of the records, books or documents mentioned in section 73 and the minutes and proceedings of any committee of the council, whether the acts of the committee have been adopted or not, and other documents in the possession or under the control of the clerk, and the clerk, shall, within a reasonable time, furnish copies of them, certified under the clerk's hand and the seal of the corporation of the municipality, to any applicant on payment at such rate as the council may by by-law establish.

1989,c.64,s.4; 1992,c. 15,s. 1.