

<b>TOWN OF STRATFORD - COUNCIL POLICY</b>			
<b>Name:</b>	<b>Access to Information</b>	<b>Policy Number:</b>	<b>Policy # 5</b>
<b>Committee:</b>	<b>Finance and Administration</b>	<b>Approval Date:</b>	<b>Sept. 10, 2003</b>

**1. Policy Statement**

“Council recognizes and respects an individual’s privilege to have access to certain types of information kept at the Town Office. However, Council also recognizes that for various reasons certain types of information must be kept confidential. Because of this conflict Council has established the following guidelines to assist staff in the disclosure of information to residents in particular, and the public in general.”

**2. Guidelines and Procedures**

1. Whether by legal statute, or as a courtesy of Council, the following times shall be disclosed upon request to any individual:

- a) Year-end financial statements
- b) An approved building permit
- c) A finalized major retail development impact study
- d) An approved sub-division and/or site plan
- e) Approved Minutes of Council
- f) Community By-laws
- g) When deemed appropriate by the CAO, a policy of Council
- h) An Annual Report of Council
- i) A finalized utility plan
- j) Information pertaining to a re-zoning request

2. For reasons of confidentiality, the following times shall not be disclosed:

- a) Building permit applications in process or finalized
- b) The town assessment roll
- c) Contracts entered into by Council
- d) Committee minutes
- e) Journals and ledgers
- f) Personal items
- g) Private correspondence

3. Any requests for information shall not place undue hardship on the office staff. The Chief Administrative Officer shall determine the degree of hardship of each request.
4. Any costs levied or associated with the request shall be borne by the person making the request and remitted prior to the receipt of the information.
5.
  - a) General information or photocopies thereof shall not be released from the office unless approved by the CAO.
  - b) However, should a request for information be made which is not covered by this policy, the CAO shall refer the matter to Council.
  - c) Council may, by motion, agree to release information pursuant to Section 2 after receiving a written request from the interested person.