

**PERSONNEL**

**POLICY 3-02**

**DISSEMINATION OF INFORMATION TO THE PUBLIC**

**Authorization: 22 November 2004, Council Motion**

**Policy:**

1. Village Minutes, By-laws, and Financial Statements are considered to be public property. The charge for copies of these documents for the public shall be \$1.00 per page.
2. All information other than that contained in the Minutes, By-laws, and Financial Statements (i.e. Village business, salaries of individual employees, and personnel matters) shall be confidential.

**Background:**

Although Village business affecting the ratepayers and residents of the municipality is public information, this policy is intended to provide confidentiality guidelines to Council and staff.