

---

# Access to Records and Information

Policy number:	G-GEN-004
Section:	Governance
Sub-section:	General
Author:	Clerk's Department
Authority:	Council
Effective date:	2005-12-19
Review by date:	5 years from Council/CAO approval
Last modified:	Council/CAO approval date

## Policy statement

The records of the Corporation of the Town of Oakville (town) are public documents, subject to legislative exemptions, and shall be available for review in accordance with established procedures.

## Purpose

This policy is designed to ensure fair and equitable access to corporate records and information in the custody and control of the town.

## Scope

This policy applies to all Members of Council, employees, the public and other orders of government, public boards and agencies.

## References and related documents

*Municipal Act, 2001*

*Municipal Freedom of Information and Protection of Privacy Act*

Records Retention By-law

Access to Records procedure

Request for Information from Staff by Individual Member of Council procedure

Record of Council and Committee Proceedings procedure

Elected Official Records procedure

Use of Corporate Resources During an Election Period procedure