

The Rural Municipality of Dufferin
POLICY & PROCEDURES MANUAL

<i>Reference</i> MUNICIPAL REQUEST FOR INFORMATION POLICY	<i>Classification</i> Policy
<i>Subject</i> REQUEST FOR INFORMATION	<i>Pages</i> 1
<i>Authority</i> Council	<i>Effective Date</i> January 29th, 2013
<i>Approved</i> January 29th, 2013 – Resolution #6	<i>Index</i> Administration & Finance

January 29/2013 #6 Re: Request For Information Policy – Councillors Driedger/Fraser

BE IT RESOLVED that the Council of the Rural Municipality of Dufferin approve the request for information policy.

Motion Carried

PRINCIPLES:

Establishing a Request for Information Policy ensures that municipal administration time and resources are used in a fair and equitable manner.

The purpose of this policy is to outline Council’s requirements for the undertaking of Request for Information from the municipality.

PREAMBLE:

This policy operates in addition to other policies and by-laws of the municipality.

RATES:

Rate charged for request for information provided in the form of Tax Certificate only - \$25.00

REQUESTS and PAYMENT;

All information requests must be made in writing or faxed to the municipal office.
Request for information will be provided upon payment or faxed proof of payment.