



Town of Wasaga Beach

Section Name: General Administration	Policy Number: 2-22
Policy: Routine Disclosure and Active Dissemination	Review Date: November 1, 2028
Effective Date: January 1, 2024	Revisions:
Adopted: November 16, 2023 – By-law 2023-110	Administered By: Director of Legislative Services/Town Clerk

1 Purpose

- 1.1 The Town of Wasaga Beach (“Town”) is committed to providing the public with access to Official Records easily and informally, supporting a culture of open and transparent government, in accordance with the Municipal Freedom of Information and Protection of Privacy Act (“M.F.I.P.P.A.”), and the record-keeping provisions of the Municipal Act while simultaneously safeguarding Personal Information through compliance with M.F.I.P.P.A.
- 1.2 The practice of Routine Disclosure and Active Dissemination is an effective and efficient method to provide Records to the public, through processes that do not require the submission of formal Freedom of Information (“F.O.I.”) requests under M.F.I.P.P.A.

2 Scope

- 2.1 This Policy applies to all Employees of the Corporation of the Town of Wasaga Beach; as well as Members of all committees and boards and Members of Council. It also applies to all Records in the Custody and/or under the Control of the Town. This Policy does not apply to Records subject to the exemptions outlined in M.F.I.P.P.A.
- 2.2 The Clerk or designate shall be responsible for interpreting and administering this policy in a manner that is consistent with the Town’s obligations under M.F.I.P.P.A. and related Town records management policies.

3 Definitions

- 3.1 **Active Dissemination** means the periodic release or publication of municipal Records and Information in the absence of an F.O.I. request.
- 3.2 **Town** means the Corporation of the Town of Wasaga Beach.
- 3.3 **Town Business** means a core, central or basic function of the Town, as it relates to the Town's mandate and functions.
- 3.4 **Confidential Information** means any Information that is subject to the exemptions to disclosure found within the Municipal Freedom of Information and Protection of Privacy Act and that, if disclosed, could result in loss or damage to the Town or could give the persons to whom it is disclosed an advantage. Includes Information received in confidence by the Town.
- 3.5 **Control** means contents of the Record as it relates to Town Business and the Town's power or authority to make a decision about the Use or Disclosure of its Records.
- 3.6 **Member of Council** means a member of the Council of the Town of Wasaga Beach, including the Mayor.
- 3.7 **Custody** means the storage, preservation, or security of a Record for a legitimate business purpose, wherein the Town could obtain a copy of the Record upon request. While physical possession of a Record may not always constitute Custody, it is the best evidence of Custody.
- 3.8 **Direct Supervisor** means the individual to whom the Employee directly reports. This could include the Manager, Director, or the Chief Administrative Officer.
- 3.9 **Director of Legislative Services/Town Clerk** means the individual, or designate authorized to act on behalf of the Town for the overall governance of the Records and Information Management Program (R.I.M. Program) and to delegate authority to implement specific R.I.M. Program procedures.
- 3.10 **Employee** means all full-time, part-time, temporary, seasonal, students and staff hired on a contract basis for a defined period of time of the Town.
- 3.11 **F.O.I. Request** means a formal "Freedom of Information" request as received under the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended. An F.O.I. refers to a request for access to, or copies of, a Record which is submitted in writing detailing the requested Records, is dated and signed by the requester. The mandatory fee as prescribed by legislation must accompany the request.

- 3.12 **Information** means knowledge communicated or received concerning a particular fact or circumstance; knowledge gained through study, communication, research, instruction, etc.; or the act or fact of informing.
- 3.13 **Law Enforcement Agency** means a representative from an agency responsible for enforcing provisions of a law or regulation, including, but not limited to Ontario Provincial Police, Royal Canadian Mounted Police, Canada Revenue Service, and Canada Border Services Agency.
- 3.14 **M.F.I.P.P.A.** means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended.
- 3.15 **Manager** means a person responsible for controlling or administering a department within an organization.
- 3.16 **Official Record** means a record that provides evidence of a business transaction, ongoing business value, required to support business operations or are required by legislation. These records must be retained and managed in accordance with government policies, standards and the Town's Records Retention Schedule.
- 3.17 **Personal Information** means "recorded information about an identifiable individual," as defined in M.F.I.P.P.A., as amended.
- 3.18 **Record** means any record of Information however recorded, whether in printed form, on film, by electronic means or otherwise as defined in M.F.I.P.P.A., as amended and includes:
- Correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof; and,
 - Subject to the regulations, any record that is capable of being produced from a machine readable record under the control of an institution by means of computer hardware and software or any other Information storage equipment and technical expertise normally used by the institution.
- 3.19 **Records Retention Schedule** means a schedule approved by Administration to standardize the classification of Records of the Corporation of the Town of Wasaga Beach, and to authorize their disposition following specified retention periods.
- 3.20 **Routine Disclosure** means an informal written request for access to a Record or Information, other than an F.O.I. request under the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended.

4 Objectives

- 4.1 The objective of this Policy is to establish procedures for releasing certain types of Records without requiring the submission of an F.O.I. request, to improve the accessibility and transparency of Official Records and Information. Additionally, this Policy identifies Records that may be requested and disclosed through Routine Disclosure, as well as Records and Information that should be regularly shared with the public through Active Dissemination.
- 4.2 The overarching principle in this Policy is to advance the approach that Records in the Custody and/or under the Control of the Town should be made available to the public, and any exceptions to this principle should be limited and specific.
- 4.3 The aims of this Policy include, but are not limited to, the following:
- To improve public accessibility to Records and Information;
 - To improve transparency and accountability through streamlining access to Information processes;
 - To aid departments in adhering to M.F.I.P.P.A. requirements;
 - To reduce Employee time and costs in responding to F.O.I. requests;
 - To identify Records and Information that are of interest to the public; and,
 - To ensure the protection of Personal and Confidential Information.

5 Existence of Records

- 5.1 The Town is not required to re-create or restore records that have been properly destroyed under the authority of the Record Retention Schedule.
- 5.2 The Town is not required to provide information discussed but not recorded. In response to a Routine Disclosure and/or an F.O.I request, the Town is not required to create records which do not otherwise exist.
- 5.3 Records routinely disclosed and/or actively disseminated are subject to the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) and its regulations, and will be provided in accessible formats in accordance with the requirements set out in the AODA and the Town's Accessibility Policy, as amended.

6 Accountability and Responsibilities

- 6.1 Routine Disclosure and/or Active Dissemination will be consistent with existing Town practices to ensure certain municipal information is available to the public. Routine Disclosure Requests should be handled by Employees in the responsible department. Responses to Routine Disclosure Requests made under this Policy shall be completed in a reasonable timeframe as determined by Employee workload, or in accordance with the timelines set out in this Policy and/or in applicable legislation.

6.2 Employees may release Records listed in Records Available via Routine Disclosure and Active Dissemination (Appendix 1), directly to a requester, using the methodology noted therein. However, Employees may wish to consult with their Direct Supervisor or Manager prior to the disclosure of the requested Records. Where further uncertainty remains regarding Routine Disclosure and/or Active Dissemination, Employees shall consult with the Director of Legislative Services/Town Clerk or designate.

6.3 **Director of Legislative Services/Town Clerk (or designate)**

6.3.1 The Director of Legislative Services/Town Clerk, or designate has the responsibility for administrative duties for the purposes of M.F.I.P.P.A. Many of the duties in relation to the day-to-day management of M.F.I.P.P.A. have been assigned to the Records and Information Management Specialist; however, the Director of Legislative Services/Town Clerk remains accountable for actions taken and decisions made under M.F.I.P.P.A.

6.3.2 In relation to this Policy, the Director of Legislative Services/Town Clerk or designate shall:

- Respond to F.O.I. requests in accordance with M.F.P.P.A;
- Update and maintain the list of Records Available via Routine Disclosure and Active Dissemination (Appendix 1);
- Provide guidance to Employees as to whether or not categories of Records of Information are subject to Routine Disclosure or Active Dissemination;
- Assist Employees in understanding their obligations to release Records and Information in accordance with this Policy;
- Provide guidance to Employees or the public regarding the process for F.O.I. requests, as applicable; and,
- Redirecting Routine Disclosure Requests to the responsible department when the request has been submitted as an F.O.I.

6.4 **Direct Supervisor or Manager**

6.4.1 In relation to this Policy, Direct Supervisor or Managers shall:

- Identify Records suitable for Routine Disclosure or Active Dissemination in their department, and consult with the Director of Legislative Services/Town Clerk or designate to approve changes to the listing of Records Available via Routine Disclosure and Active Dissemination (Appendix 1);
- Update the Director of Legislative Services/Town Clerk or designate with recommendations for Routine Disclosure and Active Dissemination as new types of Records are created, or existing types

- of Records are superseded within their department;
- Promote compliance with this Policy within their department;
- Oversee the Routine Disclosure and Active Dissemination of Records associated with their department; and,
- Ensure all Employees within their department comply with the privacy provisions in M.F.I.P.P.A., including ensuring Personal Information is managed and protected appropriately.

6.5 Town Employees

6.5.1 In relation to this Policy, Employees shall:

- Assist the public by fulfilling Routine Disclosure Requests originating in their department;
- Become familiar with the listing of Records Available via Routine Disclosure and Active Dissemination (Appendix 1), and be aware of which Records and Information may be released without consultation with Legislative Services;
- Protect all Personal Information to which they have access in their daily work;
- Consult with the Director of Legislative Services/Town Clerk or designate when uncertain regarding which Records are appropriate for Routine Disclosure or Active Dissemination;
- Respond to Routine Disclosure Requests in a reasonable timeframe as set out by this Policy, or as determined by Employee workload; and,
- Offer recommendations for new Records that may qualify for Routine Disclosure or Active Dissemination to their Direct Supervisor, as appropriate.

6.6 Customer Service

6.6.1 Customer Service is responsible for directing Routine Disclosure Requests to the appropriate department. In the event that an F.O.I. request is required, Customer Service is responsible for receipt of any hard copy F.O.I. request forms, and processing payments of the mandatory application fee.

6.7 Members of Council

6.7.1 Members of Council requesting access for Records through Routine Disclosure will be provided the same right of access as the public. If the requested Records are not available for Routine Disclosure or Active Dissemination, the Council Member may submit an F.O.I. request, and the Director of Legislative Services/Town Clerk or designate will apply M.F.I.P.P.A. in the normal manner to determine whether access may be granted.

7 Policy Guidelines

7.1 Personal or Confidential Information

7.1.1 Any Records containing Personal or Confidential Information will not be disclosed to anyone other than the party to whom the Information pertains unless authorized by Policy, by-law or legislation or redacted in accordance with Town procedures and/or M.F.I.P.P.A.

7.1.2 Records may be provided upon receipt of a Routine Disclosure Request or actively disclosed, as appropriate. Access to Records should be made through Routine Disclosure or Active Dissemination whenever possible. F.O.I. Requests made under M.F.I.P.P.A. must be processed by the Clerk or designate in accordance with applicable legislation.

7.2 Routine Disclosure and Active Dissemination

7.2.1 Departments may release certain Records routinely and automatically, provided the requested Records or Information do not fall into one of the mandatory or discretionary exemptions under M.F.I.P.P.A. Employees are encouraged to respond to Routine Disclosure Requests but should exercise caution in certain circumstances (e.g. Personal or Confidential Information). Any questions about the disclosure of Records shall be directed to the Director of Legislative Services/Town Clerk or designate.

7.2.2 Records or Information identified in the attached Records Available via Routine Disclosure and Active Dissemination (Appendix 1) may be provided to the public directly by the department responsible for those Records, in accordance with the conditions outlined in this Policy and any appropriate legislation.

7.3 Identifying Records for Routine Disclosure or Active Dissemination

7.3.1 In identifying Records for Routine Disclosure or Active Dissemination, the following factors will be considered:

- Trends in the type of Records and Information that are requested on a regular basis;
- The classifications of Records that are released regularly, without exemption;
- Whether Records must be made available because of a statutory requirement (e.g. the Assessment Act, which requires that certain assessment Information be made available to the public);
- Whether Records can be modified by removing Information subject to the mandatory exemptions of M.F.I.P.P.A., so that the remaining Information can be released routinely;

- Whether a Record is subject to Routine Disclosure or Active Dissemination based on the nature of the Record and not on the identity of the requester or proposed use of the Record; and,
- An evaluation of all newly-created Records categories to determine if they should be subject to Routine Disclosure or Active Dissemination.

An official listing of Records that may be released under Routine Disclosure or Active Dissemination is contained in Appendix 1.

7.4 Records Not Subject to Routine Disclosure or Active Dissemination

7.4.1 The following types of Records shall not be disclosed except pursuant to an F.O.I. Request:

- Closed meeting agendas, minutes and reports;
- Negotiations for the buying or selling of land that have been addressed in closed session;
- Unit prices and other proprietary Information contained in tenders and proposals without the permission of the bidders;
- Personal Information about an identifiable individual; and,
- Any Information subject to solicitor client privilege or otherwise protected by M.F.I.P.P.A., the Municipal Act, or any other Act.

7.4.2 Although a primary focus of M.F.I.P.P.A. is to facilitate access to government-held Records and Information, there are limited and specific exemptions to that access. These exemptions are in place to protect Personal or Confidential Information in the Custody and/or under the Control of the Town.

7.4.3 Under M.F.I.P.P.A., there are two types of exemptions that must be considered when assessing whether Information is to be disclosed.

7.5 Mandatory Exemptions

7.5.1 Mandatory exemptions prohibit the Town from disclosing particular Information. The Town must withhold Information falling under a mandatory exemption as per M.F.I.P.P.A.

7.5.2 The mandatory exemptions include:

- Personal privacy;
- Inter-governmental relations; and,
- Third party commercial Information.

7.6 Discretionary Exemptions

7.6.1 Discretionary exemptions allow the Town to withhold Information at the discretion of the Director of Legislative Services/Town Clerk, as per M.F.I.P.P.A.

7.6.2 The discretionary exemptions include:

- Draft by-laws, reports, and closed meeting Records;
- Advice or recommendations;
- Law enforcement;
- Danger to health and safety;
- Economic or other interests;
- Limitations on access to one's own Personal Information;
- Solicitor-client privilege; and,
- Public or soon to be published Information.

7.7 Requests for Routine Disclosure

7.7.1 The following provisions may apply to requests for Routine Disclosure:

- Requests for Records made under this Policy should be directed to the responsible Department. Requests shall be submitted in writing on the prescribed forms. However, the Town reserves the right to require at any time that requesters make their requests through a single point of contact to be determined by the Town.
- Requests for Personal Information for the purposes of any type of research or analysis should be forwarded to Legislative Services for fulfillment and response.
- Records containing Personal Information may be disclosed to a Law Enforcement Agency in Canada to aid in an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result.

7.7.2 If an individual requests Records or Information pertaining to themselves or their property through Routine Disclosure, employees may release Information to an authorized agent of the individual, provided authorization is received in writing. If the requestor is not the original owner, all personal information shall be redacted in accordance with Town procedures and M.F.I.P.P.A.

7.7.3 Fees shall be charged for the scanning/photocopying and reproduction of Records released under Routine Disclosure, as well as for time spent by Employees searching for and processing Records in response to the request in accordance with the Town's Fees and Charges By-law. Where the responding department deems the request to be voluminous in nature, they

may request a fee deposit from the requester prior to completing the request. Decision about the records will be provided once applicable payment has been received even if, no records were found.

- 7.7.4 A copy of Records that are subject to the Copyright Act may be released under this Policy, provided the Records are stamped as a copy and the requester is informed that the full provisions of the Copyright Act apply to the use and reproduction of the Records.
- 7.7.5 Requests for Records and Information made under this Policy will be acknowledged in a reasonable timeframe as determined by Employee workload as well as the amount of Records or Information requested with a goal of providing a response to the request within 10 business days (excluding holidays).
- 7.7.6 In cases where the request cannot be completed within 10 business days, the requester must be notified within a reasonable timeframe and provided with an estimated deadline for response. The request will be deemed to be abandoned and the file closed if no steps are taken by the requestor to view or obtain copies within 30 days of being notified that the search has been completed.
- 7.7.7 The Town has the authority to deny any request for Routine Disclosure and/or withhold portions of any requested Record, as permitted under M.F.I.P.P.A. However, if a request for Routine Disclosure is denied, the requester must be informed of their right to submit an F.O.I. request.
- 7.7.8 Repetitive requests by an individual or organization for significant volumes of Records, the separation of a request into several smaller requests totaling a large volume, requests made to multiple departments related to the same subject or issue may be centrally coordinated, as applicable.
- 7.7.9 Requests determined to be frivolous or vexatious may be refused by the Director or the responding department.
- 7.7.10 If an Employee, department receives a request for Records and are unsure of whether the Record or Information can be released under this Policy, they shall consult with the Director of Legislative Services/Town Clerk or designate for clarification, prior to releasing any Records or Information to the requester.

7.8 **Requests from Law Enforcement Agencies**

- 7.8.1 The Town may disclose a copy of a Record to a Law Enforcement Agency where there are reasonable grounds to believe that an unlawful activity has occurred and has been captured within an Official Record through the course of Town Business, in accordance with M.F.I.P.P.A.

7.8.2 Law Enforcement Agencies seeking a copy of an Official Record must complete and submit to the Director of Legislative Services/Town Clerk, or designate, an applicable Law Enforcement Agency Request for Records Form, as amended containing, but not limited to, the following information:

- the name, agency, badge number, file number, contact information, and signature of the law enforcement official seeking the information
- a detailed description of the information sought
- a description of the law enforcement purpose, investigation or proceeding to which the information relates
- the relevance of the information to the investigation
- in urgent circumstances, an explanation as to why it is not feasible to seek a court order.
- the law enforcement agency's position on whether notification to the individual would interfere with the investigation or otherwise cause significant harm, and
- the date of the request or order

7.8.3 Upon receipt of the request form, the Director of Legislative Services/Town Clerk, or designate, will forward the request to the responding department to secure and retrieve the requested Record(s).

7.8.4 If eligible for release, the Director of Legislative Services/Town Clerk, or designate, will prepare the Record(s) for release and notify the representative of the Law Enforcement Agency when the Record(s) are available for retrieval from Legislative Services. If it is determined that the Records may not be released, the Director of Legislative Services/Town Clerk, or designate, will advise the Law Enforcement Agency of the need to file an F.O.I.

7.9 **Active Dissemination**

7.9.1 Active Dissemination methodology includes, but is not limited to:

- Posting Records and Information on the Town's website or social media accounts (e.g. Facebook, Instagram, LinkedIn, YouTube, etc.); and,
- Dissemination of media materials, posters, pamphlets, flyers, handouts and other publications.

7.9.2 The Town utilizes the Town's website, social media accounts, publications, and local media to regularly and periodically provide Information to the public. Public documents should be made available on the Town's website in a timely manner. Individuals may also visit Town Hall to review physical public Records (e.g. tax assessment rolls) with an appointment. All original public Records must remain in a Town facility.

7.9.3 Records and Information that have been identified for Active Dissemination

can be made available using the most appropriate methodology, as determined by the department in consultation with Corporate Communications and the Director of Legislative Services/Town Clerk or designate, as appropriate.

7.9.4 In general, the public should refer to the Town's website or contact Customer Service for up-to-date details on which department may possess the Records or Information they require. Customer Service should recommend contacting the department directly to review Records that are available through Routine Disclosure or Active Dissemination prior to submitting an F.O.I. request.

7.10 Freedom of Information Requests

7.10.1 All F.O.I. requests submitted to the Town shall be directed to the Director of Legislative Services/Town Clerk or designate for processing, in accordance with the Policy and the applicable provisions of M.F.I.P.P.A.

7.10.2 If an Employee is unable to release Records or Information under this Policy, they must inform the requester that an F.O.I. request can be made. Employees shall direct a requester to make an F.O.I. request if:

- Records relate to a matter that may result in litigation;
- Records were supplied by a third party which were not contained within a staff report on an open meeting agenda;
- Records contain solicitor-client Information;
- Records not listed on the attached Appendix 1 and were not contained within a staff report on an open meeting agenda.
- Records which contain other Confidential Information.

8 Monitoring and Evaluation

8.1 Legislative Services monitors compliance, engagement and awareness of this Policy through the following:

- Reviewing results of audits.
- Conducting training and education session evaluations.

8.2 This Policy is reviewed by the Director of Legislative Services/Town Clerk or designate at least every five years to ensure its effectiveness and compliance with legislation and current business processes or as required based on legislative changes.

8.3 The Director of Legislative Services/Town Clerk is authorized to make minor or housekeeping amendments to this Policy, and its appendices, as required.

Records for Routine Disclosure and Active Dissemination

Appendix #1 - Records Available via Routine Disclosure and Active Dissemination

This listing identifies Records and Information that may be released under Routine Disclosure and/or Active Dissemination at the Town of Wasaga Beach. This AD = Active Dissemination (e.g. posting on website, pamphlets, social media, etc.)

RD = Routine Disclosure (e.g. Information Records Request submitted orally or in writing using the appropriate request form)

Staff Response Time - 10 Business Days (excluding holidays) see Section 7.7.5

Routine Disclosure Requests may be charged in accordance with the Town's Fees and Charges By-law, as amended.

Record Type	Definition of Record	Access Method	AD or RD	Responsive Department	Conditions of Release	Legal Responsibility
Building Permits, Applications, Inspection Reports including Occupancy Certificates and Final Inspections	Building Permit is a document providing a builder permission to begin construction, demolition, renovation or additions. Inspection reports are prepared by a Building Inspector in response to a request for inspection by a builder. Occupancy certificates ensure conformance with the Ontario Building Code for safety. An inspection is conducted prior to occupancy of the space.	Request Form	RD	Building	None	Building Code Act, 1992, S.O. 1992, c. 23
Septic Use Permit and Septic Layout/Details	A Septic Use Permit is issued when the septic system was installed or last tested. A site drawing of the property showing where the septic tank, tile bed etc. location.	Request Form	RD	Building	None	Not Applicable
Building and Property Standards Investigation Inspection Reports	Reports prepared by the Building, and/or Property Standards providing details of what was observed at a property during an investigation.	Request Form	RD	Building, Municipal By-law Enforcement	Provided to property owners, or agents acting on behalf of a property owner.	Building Code Act, 1992, S.O. 1992, c. 23
Building Plans/Architectural Drawings, Site Plans, Survey	May include property floor plans, roof framing plans, architectural elevations, and HVAC plans. A Site plan identifies buildings and other features in relation to property boundaries. Most of the information required for a site plan can be found on the property's survey. A land survey identifies boundaries and features of land. A land survey may also include horizontal direction, angles and elevation.	Request Form	RD	Building; Planning	None	Not Applicable

Records for Routine Disclosure and Active Dissemination

Appendix #1 - Records Available via Routine Disclosure and Active Dissemination

Council Priorities	Council's Strategic Plan is a roadmap for success, designed to guide decision-making and investments this term of Council, ensuring decisions made today set the course for the community's desired future.	Website	AD	CAO	None	None
Economic Development Statistics	Information on investing in Wasaga Beach, resources for businesses, real estate listing and reports and publications	Website	AD	Economic and Development Services	None	Not Applicable
Infrastructure Design Sheets and Road Network Maps	Storm and sanitary design sheets, lot grading and utility coordination, road networks, typically submitted as part of the subdivision submission.	Request Form	RD	Engineering	None	Not Applicable
Infrastructure Drawings	Large format engineering drawings such as plan and profile.	Request Form	RD	Engineering	None	Not Applicable
Emergency Plan	An emergency preparedness and response program in accordance with the Emergency Management and Civil Protection Act.	Website	AD	Fire and Emergency Services	Excludes confidential information contained within the plan.	Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9
Emergency Service Call Reports	General statistics of emergency service calls.	Website	AD	Fire and Emergency Services	None	Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4
Fire Inspection Reports	Reports prepared by the Fire Department providing details of what was observed at a property during an inspection.	Request Form	RD	Fire and Emergency Services	Provided to property owners or agents acting on behalf of property owner, may request a report outlining details of investigation.	Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4
Accessibility Plan and Policies	Policies, procedures and best practices which govern how the municipality will achieve accessibility.	Website	AD	Legislative Services	None	Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11
Corporate Structure / Organizational Charts	Is a diagram that visually conveys the Town's internal structure by detailing the roles, responsibilities, and relationships.	Website	AD	Human Resources	None	Not Applicable

Records for Routine Disclosure and Active Dissemination

Appendix #1 - Records Available via Routine Disclosure and Active Dissemination

Employment and Salary Statistics	The Town's ladder chart and pay grid.	Request Form	RD	Human Resources	Excludes specific salary of an individual staff member however, the wage range for the position is disclosed.	Not Applicable
Agendas and Minutes of Council, Standing and Advisory Committees and written declarations of pecuniary interest	Agenda identifies the action to be taken at a meeting. Minutes are the official record of the actions taken by the Council or Committee listed on an agenda. A written declaration of pecuniary interest is a declaration wherein a member of Council/Committee has or may have a direct or indirect conflict in relation to a matter under consideration.	Website	AD	Legislative Services	Excludes Closed Session Agendas, Minutes and Materials.	Municipal Act, 2001, c. 25; Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56
By-laws	A by-law is the legal instrument that Town Council uses to exercise its powers. A by-law becomes effective on the date it is enacted unless it specifies otherwise.	Website/ Request Form	AD/RD	Legislative Services	Excludes draft by-laws. Official Plan, Zoning by-laws are available on the Town's website. Copies of other by-laws can be requested.	Municipal Act, 2001, c. 25; Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56
Council Remuneration and Expenses	Council remuneration provides an incentive for community members to hold public office. Expenses are incurred by members of Council in performing their duties and in representing their constituents including attendance at conferences and seminars.	Website	AD	Legislative Services	Includes only final statements of remuneration and expenses.	Municipal Act, 2001, c. 25
Freedom of Information Requests Listing	List of Freedom of Information Requests received in accordance with the Municipal Freedom of Information and Protection of Privacy Act.	Request Form	RD	Legislative Services	Listing includes request number, disposition.	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56
Land – Sales and Acquisitions	The purchase and sale of lands owned by the Town in accordance with the Town's policies and procedures.	Website	AD	Legislative Services	Excludes negotiations that have been addressed in closed session.	Municipal Act, 2001, c. 25

Records for Routine Disclosure and Active Dissemination

Appendix #1 - Records Available via Routine Disclosure and Active Dissemination

Staff Reports to Council, Committee of the Whole, or Advisory Committee	Report created to inform Council/Committee about a specific matter. It usually contains recommendations by Employees.	Website	AD	Legislative Services	Excludes Closed Session Reports.	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56
Voter's List	The Voter's List contains each elector's name, address and date of birth. It is used to inform election officials who is registered to vote on election day.	In Person	RD	Legislative Services	Records may be viewed during and immediately prior to the election subject to conditions in accordance with the Municipal Elections Act.	Municipal Elections Act, 1996, S.O.1996, c. 32, Sched.
Agreements and Contracts	A legal document which represents specific arrangements between the Town and a Third Party.	In Person; Request Form	RD	Legislative Services or Responsible Department	Excludes Drafts and Confidential Agreements and Contracts	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56
Corporate Policies and Procedures	Guidelines which helps the Town to carry out its activities in an efficient and effective manner so that the objective of the organization are met.	Website/ Request Form	AD/RD	Legislative Services or Responsible Department	Many policies affecting the Public can be found on the website. Other policies may be requested via Routine Disclosure. Excludes internal or departmental written policies or procedures.	Not Applicable
Heritage property register & list of designated properties	Includes a list of all designated properties, including conservation districts within the municipality.	Website	AD	Legislative Services or Responsible Department	None	Ontario Heritage Act, R.S.O. 1990, c. O.18
Animal Control Occurrence Reports	An occurrence report is used to obtain the facts surrounding an animal control incident.	Request Form	RD	Municipal By-Law Enforcement	Witness statement of incident provided to witness and pet owner. Animal Control officer's notes and report may be provided to parties involved.	Not Applicable

Records for Routine Disclosure and Active Dissemination

Appendix #1 - Records Available via Routine Disclosure and Active Dissemination

Licenses (Business)	License or permit authorizing a Business to be carried on within the jurisdictional boundaries of the Municipality.	Request Form	RD	Municipal By-Law Enforcement or Responsible Department	None	Not Applicable
Applications Filed under the Planning Act.	Applications include Zoning By-law, Official Plan, Committee of Adjustment Applications. Notices and Decisions of Public Meetings and Appeals. Staff, Agency and other comments.	Website; Request Form	AD/ RD	Planning	Excludes applications (together with all supporting materials and comments) which have not yet been deemed complete and public notice has not yet been circulated by the Town. Also excludes pre-consultations which are deemed confidential in nature.	Planning Act, R.S.O. 1990, c. P.13
Official Plan	An official plan is a policy which describes how land in the municipality should be used.	Website	AD	Planning	None	Planning Act, R.S.O. 1990, c. P.13
Zoning By-law	A Zoning by-law implements the objectives and policies of the Town's official plan and provides a legal and precise way of managing land use and future development.	Website	AD	Planning	None	Planning Act, R.S.O. 1990, c. P.13
Water – Annual Quality Reports	Contains information on the operation of the municipal drinking water distribution system, the quality of the water, and the MOE inspection report.	Website	AD	Public Works	None	Ontario Drinking Water System Regulation (O. Reg. 170/03)
Sewer or water main lateral condition inspections – residential	Report prepared by the Water Department providing details of what was observed during a sewer or water main lateral inspection.	Request Form	RD	Public Works	Provided to the property owner or property manager or representative with authorization or consultants working on behalf of the Town	Not Applicable
Water and/or Sewer Services Reports and Inspection Reports	Detailed drawings showing the location of water and/or sewer connections to the property and inspection reports by the municipality.	Request Form	RD	Public Works	None	Not Applicable

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Facility Rental Contracts	Contract intended for short-term rentals of municipal facilities.	Request Form	RD	Recreation, Events and Facilities	Provided to signing Parties to the contract	Not Applicable
Master Plans	A document and policy guide designed to help communities create a vision of what they want to look like in the future.	Website	AD	Responsible Department	None	None
Assessment Rolls	Provided by MPAC the assessment roll provides the following: assessed value, roll number, location and description, classification, school support.	In Person Only	RD	Treasury	Property Assessment Information can be viewed at Town Hall but will not be provided over the phone or by e-mail to the public.	Assessment Act, R.S.O. 1990, c. A.31
Audit Reports	Is an examination of a municipality's financial records, accounts, business transactions, accounting practices and internal controls.	Website/ Request Form	AD/RD	Treasury	None	Municipal Act, 2001, c. 25
Bids and Tenders	Tender is an invitation to supply goods or participate in a project. Bid is a response to the invitation	Website	AD	Treasury	Only names and bid amounts of proponents for Requests for Proposals, Expressions of Interest, Tenders and Requests for Quotations which are read at public meetings will be provided.	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56
Budgets	Operating budget plans for day-to-day expenditures of the municipality. Capital budget plans for the purchase, financing of assets or improvement of existing infrastructure.	Website	AD	Treasury	None	Municipal Act, 2001, c. 25
Expenses - Departmental	Monthly Report on how much money is being spent by a department.	Website	AD	Treasury	None	Municipal Act, 2001, c. 25
General Maps	Mapping already utilized for Town purposes are publicly available including active development which provides details of areas of the municipality which are actively being developed.	Website	AD	Various	None	Not Applicable