



POLICY TITLE	Routine Disclosure and Active Dissemination		
CATEGORY	Governance		
POLICY NUMBER	A09 GOV 005 LS		
DEPARTMENT	Legislative Services		
POLICY AUTHOR	Director of Legislative Services/Town Clerk		
POLICY TYPE	Corporate Policy		
APPROVED BY	Council		
EFFECTIVE DATE	JUN 26 2023	REVIEW DATE	JUN 26 2028

POLICY STATEMENT

The Corporation of the Town of Lincoln (the “Town”) is committed to open governance. Open governance includes ensuring that the public has access to Records in the custody or under the control of the Town, subject to limited and specific exceptions, in accordance with the [Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended](#) (“MFIPPA”).

POLICY PURPOSE

The purpose of this policy is to formalize and define a process for the Routine Disclosure and Active Dissemination of Records in the custody and control of the Town. Active Dissemination establishes a process for Town Staff to automatically post or publish Records in the public domain, typically on the Town’s website. While most Records are intended to be provided through Active Dissemination, others may be available through the Routine Disclosure policy, which empowers Town staff to provide copies of certain Records in response to requests from the public without requiring a formal Freedom of Information (“FOI”) request under MFIPPA.

This policy serves to engage the public and further the accountability and transparency of the Town’s operations by making information readily available to the public in accordance with the key principles of MFIPPA. There is an added cost-saving benefit for the Town, as this policy is intended to address the increasing volume of FOI requests received by the Town.

LEGISLATIVE AUTHORITY

MFIPPA has two purposes, as set out in Section 1 of the Act. First, to provide a right to access information under the control of institutions, including the Town, in accordance with three principles:



- Information should be made available to the public;
- Exemptions from the right of access should be limited and specific; and
- Decisions on the disclosure of information should be reviewed independently.

The other purpose of MFIPPA is to protect the personal information of individuals held by institutions and to provide individuals with the right to access their own information.

Section 224 of the *Municipal Act, 2001, S.O. 2001, c. 25* provides that it is the role of Council to ensure the accountability and transparency of the operations of the Town.

POLICY SCOPE & EXEMPTIONS

This policy applies to all Town staff, as well as all members of all Committees and boards and members of Council. It applies to all records in the custody or under the control of the Town. The list of Records available through Routine Disclosure and Active Dissemination is attached as Appendix 1.

The Town will not disclose Personal or Confidential Information through the Routine Disclosure or Active Dissemination process. Requests for any Record that may contain Personal or Confidential Information must be submitted through the FOI request process under MFIPPA.

This policy is to be interpreted in a way that is consistent with the Town's obligations under MFIPPA.

POLICY ADMINISTRATION

1. Roles and Responsibilities

Informal requests for Records subject to Routine Disclosure should be handled by Town staff in the responsible department. When a staff member is uncertain about disclosure of a requested Record, he or she should consult with Legislative Services.

a) Council

Members of Council requesting access to Records through Routine Disclosure will be provided the same right of access as the public. If the requested Record is not available through Routine Disclosure or Active Dissemination, the Council member may submit an FOI request in accordance with section 17 of MFIPPA.

b) Chief Administrative Officer and Corporate Leadership Team

In relation to this policy, the Chief Administrative Officer ("CAO") and Corporate Leadership Team shall promote compliance with this policy.

c) Directors and Managers

In relation to this policy, Directors and Managers shall:

- Identify Records that are suitable for Routine Disclosure or Active Dissemination, in consultation with the Clerk or designate;
- Update the Clerk with recommendations for Routine Disclosure and Active Dissemination as new types of records are created;
- Promote compliance with this policy within their department; and
- Ensure all staff within their department comply with MFIPPA, including ensuring that Personal Information and Confidential Information is managed and protected appropriately, in consultation with the Clerk or designate, who is the designated Head under MFIPPA.

d) Legislative Services Department

The Clerk is the designated Head of the municipality under section 3 of MFIPPA. The Clerk therefore has responsibility for administrative duties for the purposes of MFIPPA.

In relation to this policy, the Clerk shall:

- Respond to FOI requests in accordance with the requirements of MFIPPA;
- Update and maintain the list of records available through Routine Disclosure and Active Dissemination in Appendix 1;
- Provide guidance to staff about whether records are subject to Routine Disclosure and Active Dissemination;
- Assist staff in understanding their obligations to release records in accordance with this policy;
- Provide guidance to staff or to the public regarding the process for FOI requests, as applicable; and
- Redirect Routine Disclosure requests to the responsible staff member when the request has been submitted as an FOI.

e) Town Staff

In relation to this policy, Town staff shall:

- Assist the public by fulfilling Routine Disclosure requests originating in their department;
- Become familiar with the list of Records available through Routine Disclosure and Active Dissemination in Appendix 1, and be aware of which Records and information may be released without consultation with the Legislative Services Department;
- Consult with the Clerk or designate when they are uncertain about which Records are appropriate for Routine Disclosure or Active Dissemination;
- Respond to Routine Disclosure requests in a reasonable timeframe as set out in this policy; and
- Offer recommendations for new records that may qualify for Routine Disclosure or Active Dissemination to their direct supervisor, as appropriate.

2. Practice and Procedures

Access to Records in the custody or under the control of the Town should be made through Routine Disclosure or actively disclosed, as appropriate. Town staff may therefore release certain Records that are identified in Appendix 1 on an automatic or routine basis:

- If a Record is subject to Active Disclosure, the Town will make the Record publicly available on the Town's website, social media or otherwise.
- If a Record is subject to Routine Disclosure, Town staff may provide a copy of the Record in response to a request for information without requiring the requester to file a formal FOI request under MFIPPA.

Personal or Confidential Information will not be disclosed to any individual other than the individual to whom the information relates, in accordance with MFIPPA.

Staff should exercise caution when Personal or Confidential Information is included in a Record. In these cases, a requester may be required to file a formal FOI request under MFIPPA.

If there are any questions about whether a Record should be disclosed, staff should contact the Clerk or designate.

Formal requests for Records or information under MFIPPA will continue to be processed by the Clerk or designate.

a) Identifying Records for Routine Disclosure or Active Dissemination

The Clerk or designate will determine the Records that may be included on Appendix 1 and classified for Routine Disclosure, Active Dissemination or subject to a formal MFIPPA request.

The Clerk or designate will consider the following factors in determining which Records should be available for Routine Disclosure or Active Dissemination:

- The type of Records that are requested on a regular basis;
- The classification of Records that are released on a regular basis, without exemption;
- Whether there is a statutory requirement to make certain Records publicly available;
- Whether Records can be modified to remove information subject to the mandatory exemptions in MFIPPA (such as Personal Information) so that the remaining information can be routinely released.

The official listing of Records that may be Routinely Disclosed or Actively Disseminated is contained in Appendix 1. Examples of records included on this list include but are not limited the following categories of Records:

- Council and Committee agendas, minutes, reports, , resolutions, and by-laws (excluding closed meeting Records);
- Financial statements, and budget and tax related information.
- Fire Services general incident reports;
- Community event related information;
- Tax assessment rolls (for in-person viewing only);
- Strategic plans and related Information;
- Council-approved master plans;
- Accessibility plans and building audits;
- Recreation programming Information;
- Building Activity Reports
- Building permit construction drawings and plans (for property owners and authorized representatives);
- General construction-related Information (e.g. road closures, condition and planned road work road classifications, etc.);

- Planning and development application materials, including any reports submitted in support of the application;
- Committee of Adjustment agendas and minutes (excluding closed meeting Records);
- Notices and Decisions of applications pursuant to the *Planning Act*;
- Official Plan and amendments;
- Zoning By-laws and amendments;
- Registered plans of subdivision and condominiums;
- Registered reference plans;
- Registered subdivision and site plan agreements;
- Approved subdivision and site plan drawings, excluding any plans submitted as part of a building permit application;
- General property information, excluding any personal information.

b) Records not Subject to Routine Disclosure or Active Dissemination

The following categories of Records are not subject to Routine Disclosure or Active Dissemination. These Records are more likely to trigger the exemptions for Personal Information or Confidential Information under MFIPPA and must be requested through the formal FOI process:

- Closed meeting agendas, minutes and reports;
- Documents related to negotiations for the buying or selling of land by the Town;
- Unit prices and other proprietary information contained in tenders and proposals without the permission of the bidders;
- Private property surveys submitted for the purpose of a building permit application and/or for the sale of lands;
- Title search, parcel register, land transfers or deeds;
- Program related attendance records;
- Personal Information about an identifiable individual;
- Information subject to solicitor client privilege;

- Information otherwise protected by MFIPPA, the *Municipal Act, 2001* or any other statute.

The Town has the authority in accordance with MFIPPA to decide not to disclose all or part of certain Records requested through the FOI process.

Sections 6 to 15 of MFIPPA set out a number of mandatory and discretionary exemptions from the public's right to access Records in the custody or under the control of the Town.

The Town must maintain the confidentiality of records or parts of Records that contain the following:

- Personal Information;
- Information related to inter-governmental relations;
- Third party commercial information where there is an expectation that this information will be kept confidential.

The Clerk or designate has the authority to exercise their discretion and may refuse to disclose Records or parts of Records that fall under the following categories:

- Draft by-laws and reports, including closed meeting records;
- Certain types of advice or recommendations made by Town staff;
- By-law and legal enforcement;
- Relations with Aboriginal communities;
- Certain information related to the Town's economic and other interests;
- Solicitor-client privileged information;
- Information that, if disclosed, could reasonably be expected to seriously threaten the health and safety of an individual; and
- Information soon to be published.

Pursuant to section 16 of MFIPPA, an exemption from disclosure of certain types of Records does not apply if there is a compelling public interest in the disclosure of the Record that clearly outweighs the purpose of the exemption.

Sections 31 and 32 of MFIPPA sets out the specific circumstances in which the Town may use or disclose Personal Information.

c) Process for Active Dissemination

Records under the custody and control of the Town may be Actively Disseminated, which can occur by:

- Posting Records on the Town's website or social media accounts; and
- Publishing information in the media, in posters, flyers or other materials.

Records identified for Active Dissemination in Appendix 1 will be made available in a timely manner and as determined by the relevant Town department, in consultation with Legislative Services.

d) Process for Requests for Routine Disclosure

Requests for Routine Disclosure should be directed to the responsible department at the Town. Requests may be made verbally or in writing, but the Town reserves the right to require that a request be submitted in writing. Fees may also be applicable in accordance with the Fees and Charges By-law.

Requests for Routine Disclosure will be acknowledged by Town staff in a reasonable timeframe taking into account the workload of the staff member and the nature of the request. Town staff will endeavour to respond to requests within 30 calendar days. If the request cannot be fulfilled within 30 calendar days, Town staff will notify the requester within a reasonable timeframe to provide an estimated deadline for response.

Fees may be charged for Routine Disclosure requests where the Records are not already published on the Town's website and are not easily retrievable at the following rates: \$65 for the initial request. If the request is large or complex in nature an additional \$80 per hour fee will be charged.

Official Records are disposed of in accordance with the Town's record retention by-law, By-law 2020-31, as amended from time to time.

The Town has the authority to deny any requests for Routine Disclosure of a Record or part of a Record and require the requester to submit a formal FOI request under MFIPPA. A Routine Disclosure request may be refused if the request is determined to be frivolous or vexatious by the Clerk or designate, in accordance with their authority under MFIPPA. If a Routine Disclosure request is denied, the requester must be advised of their right to submit an FOI request in accordance with MFIPPA.

Requests for Records that contain Personal Information or Confidential Information should be forwarded to Legislative Services. If staff receive a request for Routine Disclosure and are unsure if a responsive Record can be released under this policy, they should consult with the Clerk or designate for clarification prior to releasing any Record.

e) Privacy Breach Response

A privacy breach occurs when Personal Information is stolen or lost or is collected, used or disclosed without authority.

If a privacy breach occurs in respect of Records in the custody or under the control of the Town, the Clerk or designate shall take the following steps:

- Retrieve and secure any personal information that has been collected, used or disclosed without authority;
- Ensure no copies, including digital copies have been made or retained by the individual who was not authorized to receive or use the information;
- Determine whether the breach would allow unauthorized access to any other Personal Information;
- Notify individuals who may be affected by the breach at the first reasonable opportunity, which notice will:
 - Generally describe the breach;
 - Inform the individual of any steps that have been taken to mitigate adverse effects and prevent a similar breach from occurring;
 - Provide contact information for the Clerk or designate;
 - Advise the individual of their right to complain to the Information and Privacy Commissioner (“IPC”).
- Notify the IPC if the breach is significant based on the sensitivity and volume of the information breached and the number of people affected.

f) Monitoring and Evaluation

Legislative Services will monitor the compliance and engagement of this policy by reviewing the results of audits and conducting training and education session evaluations.

This policy is to be reviewed by the Clerk or designate at least every 3 years to ensure its effectiveness and compliance with legislation and current practices, or more frequently if required.

The Clerk is authorized to make minor or housekeeping amendments to this policy and its appendices, as required.

POLICY COMMUNICATION

The Policy will be posted to the internal Corporate Policy Hub as well as made available on the Town's website for public access.

DEFINITIONS

"Active Dissemination" means the release of certain records by the Town to the public in the absence of a request.

"Confidential Information" means a record that is excluded or exempted from disclosure in accordance with sections 6 to 15 of MFIPPA.

"FOI" means a formal freedom of information request for access to or copies of a record made in accordance with section 17 of MFIPPA.

"Head" means the Town Clerk, who was appointed by the Council pursuant to requirements of section 228 of the *Municipal Act, 2001, S.O. 2001, c. 25, as amended*, or their designate.

"MFIPPA" means the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*, as amended.

"Personal Information" means recorded information about an identifiable individual, as defined in subsection 2(1) of MFIPPA, including:

- (a) information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual,
- (b) information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,
- (c) any identifying number, symbol or other particular assigned to the individual,
- (d) the address, telephone number, fingerprints or blood type of the individual,
- (e) the personal opinions or views of the individual except if they relate to another individual,
- (f) correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence,
- (g) the views or opinions of another individual about the individual, and

(h) the individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

"Personal Information" does not include:

(a) information about an individual who has been dead for more than thirty years (s. 2(2) of MFIPPA); or

(b) the name, title, contact information or designation of an individual that identifies the individual in a business, professional or official capacity, even if the individual carries out business, professional or official responsibilities for their dwelling and the contact information for the individual relates to that dwelling (ss. 2(2.1) and (2.2) of MFIPPA).

(c) the name of the applicant and/or agent who has submitted an application pursuant to the *Planning Act*.

"Record" means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, as defined in subsection 2(1) of MFIPPA, including:

(a) 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

(b) 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.

"Routine Disclosure" means the automatic or routine release of certain records in response to an inquiry or request for access that can be granted without filing a formal request under MFIPPA.

RELATED PROCEDURES

There are no related procedures.

REVISION HISTORY

- JUN 26, 2023 – New policy – Approved by Committee of the Whole on June 19, 2023 (Report LS-06-23) and ratified by Council on June 26, 2023 (Resolution RC-2023-88).



Routine Disclosure Policy Appendix 1

Community Services

Record Group	AD/RD/FOI	Conditions for Release	Access to Information	Legislation Governing Access
Facility Rental Agreements	RD FOI	Provided only to the rental party. Any other requester needs to submit an FOI request.	Available by request.	
Museum Strategic Plan	AD	Final version only.	Available on the Lincoln Museum website .	
Parks, Recreation and Culture Master Plan	AD	Final version only.	Available on the website .	
Programming Information	AD	Program information only.	Available on the website .	

Finance, Administration, and Innovation

Record Group	AD/RD/FOI	Conditions for Release	Access to Information	Legislation Governing Access
Assessment Rolls	RD	In person viewing only. Information will not be given out over the phone or via email. No photographs can be taken. Hand-written notes can be made.	Property assessment information can be viewed at Town Hall.	<i>Assessment Act, R.S.O. 1990, c. A.31, s. 39</i>
Property Tax Certificates	RD	Provided to the registered owner or authorized representative.	Available by request.	<i>Municipal Act, 2001, c. 25</i>
Asset Management Plan	AD	Final version only.	Available on the website .	<i>Asset Management Planning for Municipal Infrastructure, O. Reg. 588/17 10</i>
Audited Financial Statements	AD		Available on the website .	<i>Ontario Municipal Act, 2001 295 (1) (b)</i>
Budget (proposed and approved)	AD	Final version only.	Available on the website .	

Record Group	AD/RD/FOI	Conditions for Release	Access to Information	Legislation Governing Access
Treasurer's Statement of Development Charges	RD	Final version only.	Available by request.	<i>Development Charges Act, 1997, 43 (2.1)</i>
Energy Management Plan	AD	Final version only.	Available on the website . This report is published every 2 years.	<i>Green Energy Act, 2009, S.O. 2009, c. 12, Sched. A, O. Reg. 397/11: Energy Conservation and Demand Management Plans</i>
Remuneration	RD	Includes only final statements.	Available by request.	<i>Municipal Act, 2001, c. 25, sec. 253(1) and 284(1)</i>
Tax Account Information	RD	Provided to registered owner or authorized representative.	Available by request.	<i>Municipal Act, 2001, c.25</i>
Tax Certificate/ Lawyers Letter	RD	Provided to registered owner or authorized representative.	Available by request.	<i>Municipal Act, 2001, c.25</i>

Record Group	AD/RD/FOI	Conditions for Release	Access to Information	Legislation Governing Access
Water Account Information	RD	Provided to registered owner or authorized representative.	Available by request.	
Unofficial Bids and Tenders Results	AD	Tenders are released upon submission deadline.	Available on the website .	<i>Municipal Act, 2001, c. 25,s. 270</i>
Posted Bids and Tenders	AD		Posted bid opportunities are available in the Council Correspondence on the website .	<i>Municipal Act, 2001, c. 25,s. 270</i>
Building Permit Annual Financial Report	RD		Available by request.	
Tax Rates	AD		Available on the website .	

Fire Services and Emergency Services

Record Group	AD/RD/FOI	Conditions for Release	Access to Information	Legislation Governing Access
Fire Department Inspection Reports	RD FOI	Provided to registered owner or authorized representative. If the requester is not the owner or authorized representative then an FOI request is required.	Available by request.	<i>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56.</i>
Firefighter Notes	FOI	FOI	May be available by FOI request.	<i>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56.</i>
Fire Prevention, Safety and Emergency Preparedness	AD		Available on the website and social media accounts.	
Public Emergency Plan	RD		Available by request.	<i>Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, s. 10.</i>

Record Group	AD/RD/FOI	Conditions for Release	Access to Information	Legislation Governing Access
Fire Department Incident Reports	RD FOI	General reports are routinely disclosed. Access to reports with personal information requires an FOI request.	Available by request.	<i>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56.; Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4</i>

Legislative Services

Record Group	AD/RD/FOI	Conditions for Release	Access to Information	Legislation Governing Access
Council Agenda and Minutes	AD	Excludes closed session materials.	Available on the website .	<i>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 6; Municipal Act. 2001, s. 253(1)</i>
Standing Committee Agenda and Minutes	AD	Excludes closed session materials.	Available on the website .	<i>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 6; Municipal Act. 2001, s. 253(1)</i>
Reports to Council and Committees	AD	Excludes reports to closed session or confidential reports and working notes.	Available on the website in agendas.	<i>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 6; Municipal Act. 2001, s. 253(1).</i>
Resolutions	AD		Available on the website in minutes.	

Record Group	AD/RD/FOI	Conditions for Release	Access to Information	Legislation Governing Access
Agreements and Contracts	RD	Public agreements will be routinely disclosed.	Available by request.	<i>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56</i>
	N/A	Confidential agreements will not be disclosed.		
	FOI	Any other agreement will be subject to an FOI request.		
By-laws	AD	Final versions of Frequently requested by-laws.	A list of frequently asked by-laws are available on the website .	<i>Municipal Act. 2001, s. 253(1); Municipal Freedom of Information and Protection of Privacy Act, s. 6(1)</i>
	RD	Final versions of all other bylaws.	All others provided by request.	
Corporate Policies and Procedures	AD	Excludes internal or departmental policies and procedures. Final versions only.	Policies affecting the public can be found on the website.	<i>Municipal Act. 2001, s. 270</i>

Record Group	AD/RD/FOI	Conditions for Release	Access to Information	Legislation Governing Access
	RD		Other policies provided upon request.	
Election Candidate Financial Statements	AD	Records may be viewed for the current term of Council.	Available on the website .	<i>Municipal Elections Act, 1996, 1996, c. 32, Sched., s. 88 (5)</i>
Election Nomination Forms	RD	Records may be viewed from the date of submission until 120 days following the election period.	Available by request.	<i>Municipal Elections Act, 1996, 1996, c. 32, Sched., s. 88 (6)</i>
Accessibility Compliance Report	RD		Available by request.	<i>Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, s. 14 (2)</i>
Accessibility Plan	AD	Final version only.	Available on the website .	<i>Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, O. Reg. 165/16, s. 3 (1)</i>
Appointments to Boards and Committees	AD	Release of names and resolutions	Available on the website .	

Record Group	AD/RD/FOI	Conditions for Release	Access to Information	Legislation Governing Access
		appointing individuals only.		
Lottery Licensing	RD	Confirmation of license issuance, including license number, license holder, date of event, and event location.	Available by request.	Ontario Lottery and Gaming Corporation Act, 1999, S.O. 1999, c. 12, Sched. L, 11(1)

Planning and Development

Record Group	AD/RD/FOI	Conditions for Release	Access to Information	Legislation Governing Access
Approved Subdivision Listings	RD		Available by request.	<i>Planning Act, R.S.O. 1990, c. P.13</i>
Committee of Adjustment Minutes, Agendas, Notices and Decisions	AD		Minutes and agendas are available on the website . Notices and Decisions are available on the website in Council Correspondence.	<i>Planning Act, R.S.O. 1990, c.P.13, Municipal Act. 2001, s. 253(1)</i>
Heritage Property List and Register	AD		Available on the website	<i>Ontario Heritage Act, R.S.O. 1990, c. O.18</i>
Building Permit Activity Reports	RD		Available by request.	<i>Planning Act, R.S.O. 1990, c.P.13; Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 14 (1).</i>

Record Group	AD/RD/FOI	Conditions for Release	Access to Information	Legislation Governing Access
Building Permit Construction Drawings and Plans	RD FOI	Provided to the registered owner or authorized representative. Other requesters need to submit an FOI request.	Available by request.	<i>Planning Act, R.S.O. 1990, c.P.13; Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 14 (1).</i>
Official Plans and Amendments	AD RD		The Official Plan is available on the website . Amendments are available by request.	<i>Planning Act, R.S.O. 1990, c. P.13, s. 1.0.1, s.14.2(6); Municipal Act. 2001, s. 253(1); Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56</i>
Zoning By-laws and Amendments	AD RD		The Comprehensive Zoning By-law is available on the website . Amendments are available by request.	<i>Planning Act, R.S.O. 1990, c. P.13, s. 1.0.1, s.14.2(6); Municipal Act. 2001, s. 253(1); Municipal Freedom of Information</i>

Record Group	AD/RD/FOI	Conditions for Release	Access to Information	Legislation Governing Access
				<i>and Protection of Privacy Act, R.S.O. 1990, c. M.56</i>
<p>Planning & Development applications and materials, including any report submitted in support of the application. Includes Official Plan Amendment and Zoning By-law Amendments, Plan of Subdivision, Plan of Condominium, Removal of Part Lot Control, Consents, and Minor Variance Applications</p>	RD		Available by request.	<i>Planning Act, R.S.O. 1990, c. P.13; Municipal Act. 2001, s. 253(1); Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56</i>
Community Improvement Plans	AD		Available on the website .	<i>Planning Act, R.S.O. 1990, c. P.13; Municipal Act. 2001, s. 253(1); Municipal Freedom of Information and</i>

Record Group	AD/RD/FOI	Conditions for Release	Access to Information	Legislation Governing Access
				<i>Protection of Privacy Act, R.S.O. 1990, c. M.56</i>
Community Improvement Plan Applications	RD		Available by request.	<i>Planning Act, R.S.O. 1990, c. P.13; Municipal Act. 2001, s. 253(1); Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56</i>
Road Closing Applications	RD	Personal information other than the applicant's name will not be made available.	Available by request.	
Development Charge By-laws and Background Report	AD		Available on the website .	<i>Development Charges Act, 1997, S.O. 1997, c. 27, 2015, c. 26, s. 5 (3)</i>
Work Orders	RD	Provided to the registered property owner or authorized representative.	Available by request.	

Record Group	AD/RD/FOI	Conditions for Release	Access to Information	Legislation Governing Access
	FOI	Other requesters will need to submit an FOI request.		
Property information requests	RD	Personal information will not be made available.	Available by request.	<i>Planning Act, R.S.O. 1990, c. P.13</i>
Registered Plans of Subdivision, Condominium and Reference Plans	RD		Available by request.	<i>Planning Act, R.S.O. 1990, c. P.13</i>
Registered Subdivision and Site Plan Agreements	RD		Available by request.	<i>Planning Act, R.S.O. 1990, c. P.13</i>
Approved Subdivision and Site Plan Drawings	RD		Available by request.	<i>Planning Act, R.S.O. 1990, c. P.13</i>
General Property Information including addresses and legal descriptions	RD	Personal information will not be made available.	Available by request.	

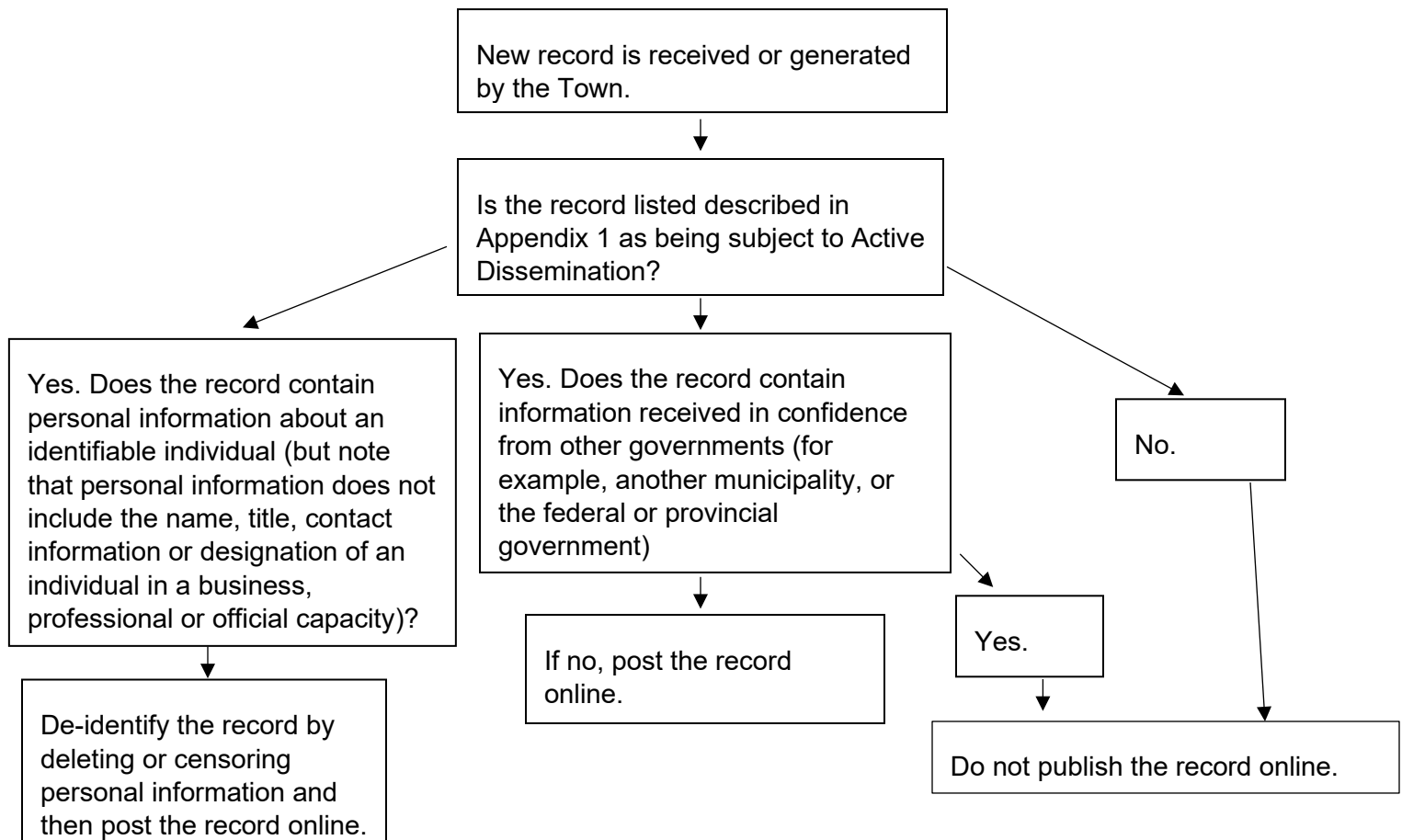


Public Works

Record Group	AD/RD/FOI	Conditions for Release	Access to Information	Legislation Governing Access
Drinking Water Systems Annual Report	AD		Available on the website .	<i>Safe Drinking Water Act, 2002 - Drinking Water Systems, O. Reg. 170/03.</i>
Municipal Design Standards	AD		Available on the website .	
Municipal Drainage Map	AD		Available by request.	<i>Drainage Act, R.S.O. 1990, c.D.17</i>
Property Servicing and Drainage Information	RD FOI	Public property record groups are considered RD. Any records with personal/private property information will be accessed by an FOI request.	Available by request.	<i>Drainage Act, R.S.O. 1990, c.D.17</i>
Road Closures and Construction Information	AD		Available on the website and social media accounts.	

Sidewalk Route Map and Information	AD		Available on the website or by request.	
Water Consumption	RD	Provided to the registered owner or authorized representative.	Available by request.	
Residential Sewer and/or water main lateral condition inspections	RD	Sewer or water main back-up inspection reports released to registered owners or their representatives.	Available by request.	
Water Financial Plan	RD		Available by request.	<i>Safe Drinking Water Act, 2002, S.O. 2002, c. 32</i>

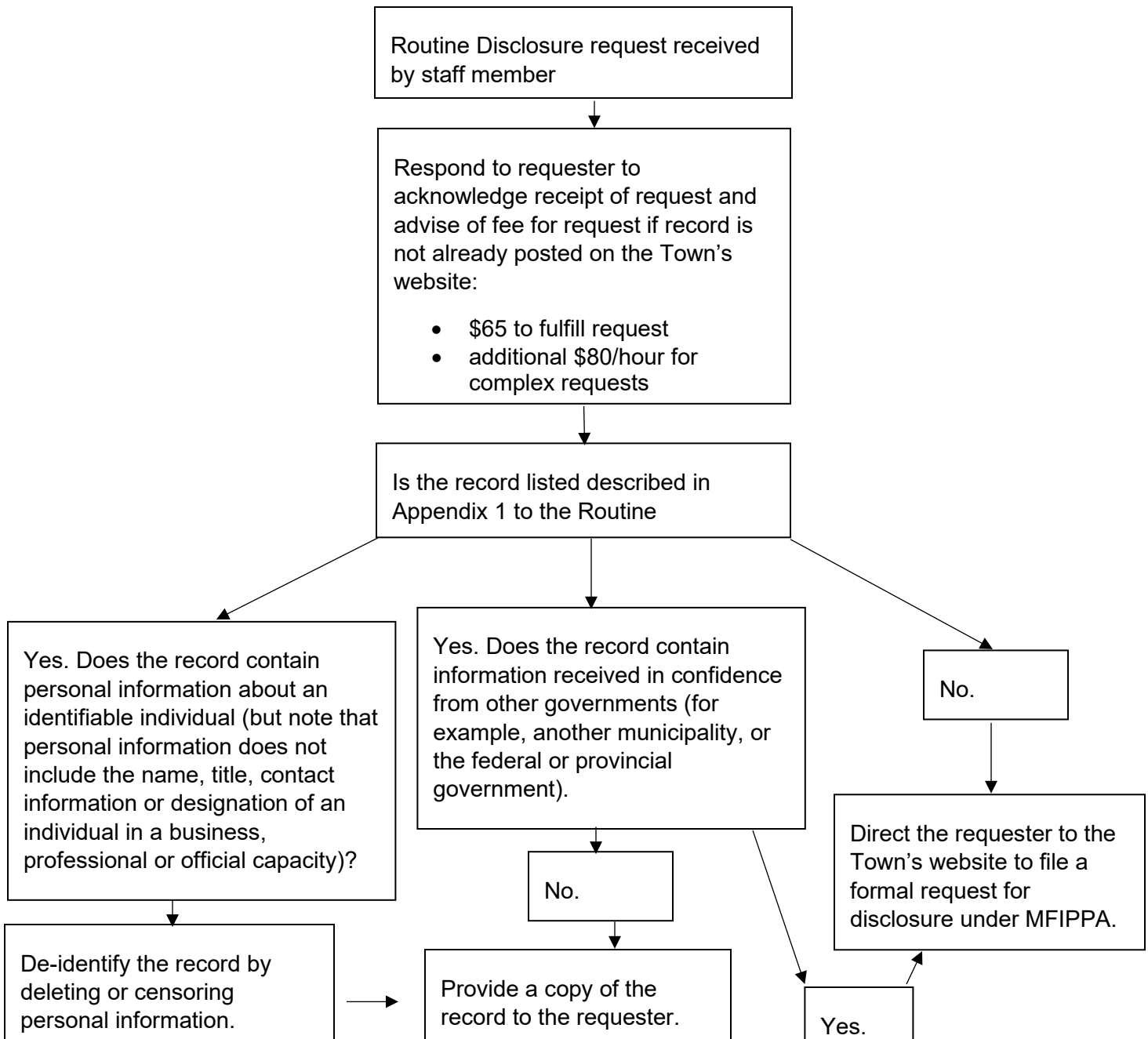
Routine Disclosure Policy Appendix 2: Active Dissemination Procedure



Explainer: What is Personal Information?

- information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
- information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- any identifying number, symbol or other particular assigned to the individual;
- the address, telephone number, fingerprints or blood type of the individual;
- the personal opinions or views of the individual except if they relate to another individual;
- correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- the views or opinions of another individual about the individual; and
- the individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

Routine Disclosure Policy Appendix 3: Routine Disclosure Procedure



Questions?

The Clerk is the Town's designated Head under MFIPPA and therefore is responsible for responding to any MFIPPA requests received by the Town. If you have any questions about whether to post a document on the Town's website as part of our active dissemination process or provide a copy of a record to a requester, do not hesitate to reach out to the Clerk or a staff person in Legislative Services.