

The Corporation of the Township of Huron-Kinloss



BY-LAW No.

2024 - 111

Being a By-Law to Adopt a Routine Disclosure/ Active Dissemination Policy
for the Township of Huron- Kinloss

WHEREAS Section 8(1) and 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provide that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues and has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

AND WHEREAS the Township provides records and information to the public in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, (MFIPPA) as amended;

AND WHEREAS the Committee of the Whole of the Township of Huron-Kinloss received Report CLK-2024-11-45 recognizing transparency as a fundamental principle of good governance and outlining the benefits of a Routine Disclosure/ Active Dissemination Policy for improved public access to records and information;

AND WHEREAS the Council of The Corporation of the Township of Huron-Kinloss deems it expedient to adopt a Routine Disclosure/Active Dissemination Policy by By-law;

NOW THEREFORE the Council of The Corporation of the Township of Huron-Kinloss **ENACTS** as follows;

1. That The Corporation of the Township of Huron-Kinloss Council hereby adopts the Routine Disclosure/Active Dissemination Policy as contained in the attached Schedule "A".
2. That this by-law shall come into full force and effect upon its final passage.
3. That this by-law may be cited as the "Routine Disclosure/Active Dissemination Policy By-law".

READ a FIRST and SECOND TIME this 18th day of November, 2024.

READ a THIRD TIME and FINALLY PASSED this 18th day of November, 2024.

Original signed by Don Murray

Mayor

Original signed by Jennifer White

Clerk



Policy

Section: 5.0 General

Policy: Routine Disclosure/Active Dissemination

By-Law: 2024-111

Date: 18 November 2024

Revision: [Click here to enter text.](#)

Coverage:

This policy shall apply to all Staff of the Township. It also applies to all Official Records and Records in the Custody and/or under the Control of the Township.

This policy does not apply to Official Records, Records or information that is subject to the exemptions of MFIPPA (Appendix "A").

It should be noted that staff and/or members of Council do not have the right to access personal information by virtue of their employment or office. Use and disclosure of personal information must be directly related to their job duties or office, and in accordance with the reason the information was collected.

Policy Statement:

The Township is committed to streamlining services and provide excellent customer service. This policy identifies Official Records, Records and information that may be disclosed routinely to the public and Staff.

The Township is committed to a culture of open and transparent government and making Official Records, Records and information available through an easy and informal process. In line with this commitment, the Township will work to proactively provide Records and information to the public while simultaneously safeguarding sensitive, private, Confidential and Personal Information through compliance with the Municipal Freedom of Information and Protection of Privacy Act, 1990 (MFIPPA).

Legislative Authority:

Municipal Freedom of Information and Protection of Privacy Act, 1990 (MFIPPA),
Records Retention Policy By-law No. 2019-120

Contents:

1. PURPOSE:

- 1.1 To identify Records and information that may be shared actively in accordance with the principles of the Municipal Act, 2001, and MFIPPA.
- 1.2 To establish procedures for releasing certain types of Records and information without requiring the submission of a formal Freedom of Information (FOI) request, to improve the accessibility and transparency of Official Records, Records and information. Additionally, this policy identifies Records and information that may be requested and disclosed through Routine Disclosure, as well as that which should be regularly shared with the public through Active Dissemination.
- 1.3 To aid all Township Departments in adhering to MFIPPA requirements.
- 1.4 To reduce Staff time and costs in responding to FOI requests.
- 1.5 To identify Official Records and Records that are of interest to the public.
- 1.6 To ensure the protection of sensitive, private and Confidential Information.

2. **DEFINITIONS:**

Active Dissemination means the periodic release or publication of municipal Official Records, Records and information, for example, Official Records and Records posted on the Township website. These Official Records and Records may be provided to requesters informally upon request.

Confidential Information means any information that is not available to the public, that is of a personal nature to individuals or Staff, or information that if disclosed, could result in loss or damage to the Township or could give the persons to whom it is disclosed an advantage.

Control means contents of the Official Record or Record as it relates to Township business and the Township's power or authority to make a decision about the use or disclosure of its Official Records and Records.

Custody means the storage, preservation, or security of an Official Record or Record for a legitimate business purpose, wherein the Township could obtain a copy of the Official Records or Records upon request. While physical possession of a Record may not always constitute Custody, it is the best evidence of Custody.

Manager of Legislative Services/Clerk means the individual, or designate, authorized to act on behalf of the Township for the overall governance of Records and information management, and to delegate authority to implement specific Records and information management procedures.

Freedom of Information (FOI) Request means a formal request made under MFIPPA.

MFIPPA means Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56

Official Record means recorded information in any format or medium that documents the Township's business activities, rights, obligations, or responsibilities or recorded information that was created, received, distributed or maintained by the Township.

Personal Information shall have the same definition as defined in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56

Record means any recorded information, however recorded, whether in printed form, on film, by electronic means or otherwise, including, but not limited to, correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, microfiche, sound Records, videotapes, e-mail, machine readable Records, and any other documentary material regardless of physical form or characteristics, and includes Official Records and Transitory Records.

Subject to the regulations under MFIPPA, any document 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.

Records Retention By-law means the By-law passed by Township Council to standardize the classification of Records of the municipality, and to authorize their disposition following specified retention periods.

Responsible Department means the department, branch, or service area which holds Custody and Control of the original Records for the length of time required under the retention schedule; as defined in the Township's Records Retention By-law.

Retention Period means the period of time during which Records must be kept by the Township before they may be disposed of in accordance with the Township's current Record Retention By-law.

Routine Disclosure means the routine or automatic release of certain Official Records, Records and information in response to a submitted request.

Staff means all persons employed by the Township, including those employed full-time, part-time, temporary or on a contract basis (commonly referred to as employees), but not including Members of Council.

Third Party information means the Personal Information of a person other than the requester or scientific, technical, commercial, financial, or labour relations information supplied in confidence by someone other than the requester or the Township.

Township means The Corporation of the Township of Huron-Kinloss.

Transitory Record means a Record kept solely for convenience of reference and of limited value in documenting the planning or implementation of Township policy or programs, such as:

- Copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
- Information copies of widely distributed materials, such as minutes, agendas, and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
- Preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final document and which do not record decisions;
- Duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
- Voicemail and/or instant messages that have not been appended to a corporate file in keeping with the Township's current Record Retention Schedule;
- E-mail messages and other communications that do not relate to Township business;
- Copies of publications, such as, published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
- Duplicate stocks of obsolete publications, pamphlets or blank forms; and
- Unsolicited advertising materials, including brochures, company profiles and price lists.

3. ADMINISTRATION:

- 3.1 Departments may release certain Official Records, Records and information routinely and automatically, provided the requested Official Records, Records or information do not fall into one of the mandatory or discretionary exemptions under MFIPPA. Staff are encouraged to respond

to Active Dissemination and Routine Disclosure access requests, but should exercise caution in certain circumstances (e.g., Personal or Confidential Information). Questions regarding the disclosure of Records should be directed to the Manager of Legislative Services/Clerk.

- 3.2 Official Records, Records or information identified for Routine Disclosure and/or Active Dissemination (Appendix "B") may be provided to the public directly by the Responsible Department for those Records, in accordance with the conditions outlined in this Policy and any applicable legislation. 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.
- 3.3 Official Records and Records may be provided upon receipt of a Routine Disclosure access request form or actively disseminated, as appropriate. Access to Records and information should be through Routine Disclosure or Active Dissemination whenever possible. FOI requests made under MFIPPA must be processed by the Manager of Legislative Services/Clerk in accordance with applicable legislation.
- 3.4 The Township may require that Routine Disclosure access request forms be submitted for requests, as it helps to reinforce clarity, enhance the focus of searches, and identify when the information being requested is of a personal, detailed, or sizeable nature.
- 3.5 For any requests that are voluminous in nature, or which require retrieval of Official Records and/or Records from archived records storage, the request shall be reviewed by the Responsible Department Head or designate, and authorized by the Manager of Legislative Services/Clerk as required.
- 3.6 The Manager of Legislative Services/Clerk will review retention schedules of Official Records, Records and/or the Records Retention By-law with the assistance of the Responsible Department to determine which Records or information may be classified for Routine Disclosure or Active Dissemination.
- 3.7 Requests made by a law enforcement agency for Records containing Personal Information must be forwarded directly to the Manager of Legislative Services/Clerk.
- 3.8 Official Records, Records or information identified in Appendix "A" do not apply to this policy, as they are subject to the exemptions identified in the respective sections of MFIPPA.

- 3.9 Official Records, Records or information identified in Appendix "B" will be provided or made available to the public or to any requester according to the noted conditions for releasing Records. Records can be provided on request or actively disseminated as appropriate.
- 3.10 To protect individual privacy, MFIPPA places restrictions on the collection, use, disclosure, retention and disposal of Personal Information. These privacy protection standards are always in effect and all Staff are individually responsible for meeting all privacy requirements about an identifiable individual as set out in Section 2 of MFIPPA.
- 3.11 The Township will not disclose Personal Information through Routine Disclosure. All requests for any Record that may contain Personal Information must be submitted formally under the MFIPPA process by submitting a formal FOI access request with the applicable forms and fees to the Manager of Legislative Services/Clerk. For a Routine Disclosure access request that contains Personal Information that is not information privy to the requester, the information may be redacted or the release of the information may be denied.
- 3.12 Fees will be charged for the search and reproduction of Records in accordance with the Township's current Fees and Charges By-law. Where the request is deemed voluminous in nature, a deposit of fees may be required prior to the service being performed.
- 3.13 Requests for Records made under this policy should be directed to the Responsible Department. Notwithstanding, the Township reserves the right to require at any time that requesters make their requests through a single point of contact to be determined by the Township.
- 3.14 Any requests for viewing of building, planning or engineered drawings should be reviewed by the Responsible Department Head or designate, or in consultation with the Manager of Legislative Services/Clerk, prior to the disclosure due to copyright and privacy protection laws. Verification of property ownership must be provided.
- 3.15 For repetitive requests by an individual or organization for significant volumes of Official Records and/or Records, a request separate into several small requests totaling a large volume, or requests made to more than one Responsible Department related to a specific subject or issue will be centrally coordinated and referred to the Manager of Legislative Services/Clerk.

4. ACTIVE DISSEMINATION

- 4.1 Official Records, Records and information that are to be published will be made available in the appropriate formats and determined by the Responsible Department Head or designate.

5. DENIED ROUTINE DISCLOSURE REQUEST

- 5.1 Where a request is deemed by the Manager of Legislative Services/Clerk to be frivolous and vexatious in that it abuses the right of access, interferes with the operations of the institution, is made in bad faith, or is made for a purpose other than to gain access, the request shall be denied.
- 5.2 The Manager of Legislative Services/Clerk has the authority to deny a request for Routine Disclosure, as well as edit certain portions of any documents that are being disclosed as indicated by MFIPPA. If a request for Routine Disclosure is denied, then a request under the Township of Huron-Kinloss's formal process for FOI can be made through MFIPPA.

6. RESPONSIBILITY:

- 6.1 Routine Disclosure access requests are handled by the Responsible Department.
- 6.2 Each Responsible Department will utilize Appendix "B" to identify Records for Routine Disclosure or Active Dissemination.
- 6.3 Responses to requests for Official Records and/or Records made under this policy will be acknowledged and will be completed in a reasonable timeframe as determined by Staff workload.
- 6.4 Any questions or concerns while handling a request should be directed to the Responsible Department Head or designate, or the Manager of Legislative Services/Clerk.

7. AVAILABILITY AND EXISTENCE OF RECORDS

- 7.1 In response to a request, the Township is not required to create records which do not otherwise exist.
- 7.2 The Township is not required to collect new information or reorganize information in a record in response to a request.
- 7.3 The Township is not required to restore or recreate records which have been destroyed in accordance with the Township's Records Management and Retention Policy, as amended.

- 7.4 Reproductions (digital or paper) of records may be provided at the discretion of the Responsible Department.
- 7.5 Records stored off-site or archived may not be immediately available and may require extra time to fulfill the request.

8. DELEGATED AUTHORITY:

- 8.1 The Manager of Legislative Services/Clerk shall undertake periodic reviews of the Routine Disclosure/Active Dissemination Policy in conjunction with the Records Retention By-law and make amendments to the policy and attached appendices to ensure continued technical and legislative compliance, as required.
- 8.2 The Manager of Legislative Services/Clerk will facilitate implementation of a form to process requests, along with updates to the form as required.

9. REVIEW:

- 9.1 This policy shall be reviewed by the Manager of Legislative Services/Clerk in consultation with Township departments on an as-needed basis, or when significant changes are made to the Retention Schedule in the Records Retention By-law during annual Records Retention analysis.

10. APPENDICES:

- Appendix A: Exemptions Under MFIPPA
- Appendix B: Schedule of Records/Information for Routines Disclosure (RD) and/or Active Dissemination (AD)

APPENDIX "A"

Routine Disclosure/Active Dissemination Policy

Township of Huron-Kinloss

Exemptions Under MFIPPA

- s. 6 Draft By-Laws, records of closed meetings
- s. 7 Advice or recommendations
- s. 8 Law enforcement
- s. 9 Relations with government
- s. 10 Third Party information
- s. 11 Economic and other interests
- s. 12 Solicitor-client privilege
- s. 13 Danger to safety or health
- s. 14 Personal information
- s. 15 Published information

Appendix B
 Routine Disclosure/ Active Dissemination Policy
 Schedule of Records/Information for Routine Disclosure (RD) and/or Active Dissemination (AD)
 Refer to Current Rates and Fees By-law for fees applicable to Requests

Record Type	Access Method	AD, RD or FOI	Responsible Department	Conditions of Release	Relevant Legislation
Accessibility Plan and Policies	Website	AD	Legislative Services	Direct requester to website at www.huronkinloss.com	Accessibility for Ontarians with Disabilities Act, 2005
Agendas and Minutes of Council, Committees and written declarations of pecuniary interest	Website	AD	Legislative Services	Direct requester to website at www.huronkinloss.com/town-hall/mayor-and-council/ Excludes closed session materials, drafts or working documents. Also excludes Staff meeting agendas or minutes	MFIPPA, Municipal Act, 2001
Agreements and Contracts, including Subdivision, Site Plan, Encroachment, Lease, Tender/RFP/RFQ,	In person, Upon request	RD	Legislative Services, Planning and Development	Excludes Draft and Confidential Agreements, Insurance Policies are also disclosed if they are part of the agreement being requested. If site Plans or Subdivision Agreements are registered on title, requesters shall contact the Ontario Land Registry Office at https://www.onland.ca/ui/35 .	MFIPPA
Agreements and Contracts – Sponsorship	In person, Upon Request	RD	Community Services	Only a general summary of the terms of a Sponsorship Agreement can be provided	MFIPPA
Agreements and Contracts – Facility Rentals	In Person, Upon Request	RD	Community Services	Facility Rental copies are only provided to the signing parties.	MFIPPA
Appointments to Committees	Website, Upon Request	AD	Legislative Services	Names are released once appointed, but not addresses or application information. If consent is provided, contact information may be released upon request.	Appointment By-law
Archived Records	In Person, Upon Request	RD, FOI	Legislative Services	Dependent on type of Record being requested. Archived Records may be available for viewing at Bruce County Museum and Archives	MFIPPA
Assessment Rolls	In Person Only	RD	Financial Services	Property Assessment Information can only be viewed by request at the Municipal Office and will not be provided over the phone or by email to the public. Additional information can be requested from the Municipal Property Assessment Corporation (MPAC).	Assessment Act, 1990

Record Type	Access Method	AD, RD or FOI	Responsible Department	Conditions of Release	Relevant Legislation
Audit Reports	Website	AD	Financial Services	None.	Municipal Act, 2001
Budgets, Operating and Capital	Website	AD	Financial Services	Excludes drafts or working documents. Direct requester to website which has link to the budget book document annually	
Building Plans and Drawings	In Person, Request Form	RD, FOI	Planning and Development	Copies are provided on request. Copyright Act applies to drawings and plans. Building plans and residential site plans are released to property owner or authorized representative only. No correspondence is to be released. Site Plans for institutional, commercial, or industrial are released on request.	Copyright Act, 1985, MFIPPA
By-laws	Website, Upon Request	AD, RD	Legislative Services	Frequently requested by-laws are available on the website www.huronkinloss.com . By-laws may be released on any request. Excludes drafts or working documents.	Municipal Act, 1001, MFIPPA
By-law Enforcement and Property Standards Officer Complaint Logs	In-Person, Request Form	RD, FOI	Legislative Services	Cannot release complainant's name/address or other Personal Information. Information regarding ongoing investigations is not released. By-law Enforcement may verbally confirm if an on-going investigation is taking place, or a complaint is being investigated.	MFIPPA
Committee of Adjustment Notices and Decisions	Website, In Person	AD, RD	Legislative Services	Released in accordance with Planning Act requirements	Planning Act, 1990
Corporate Expenses	In Person, Request Form	RD, FOI	Financial Services	Excludes employee Personal Information	MFIPPA
Corporate Organizational Chart	In Person, Upon Request	RD	Chief Administrative Officer	Includes roles, excludes personal information and contact information	
Corporate Policies and Procedures	Website, In Person, upon request	AD, RD, FOI	Legislative Services	Policies can be found on the website and other policies may be requested through Routine Disclosure. Excludes internal or departmental written policies or procedures (such as SOP's) drafts and working documents	MFIPPA
Correspondence Circulated to Council	Website	AD	Corporate Services	Correspondence directed to all of Council is included in the regular agendas found on the website. Excludes correspondence directed to a single	MFIPPA

Record Type	Access Method	AD, RD or FOI	Responsible Department	Conditions of Release	Relevant Legislation
				member, or not all members of Council. Also excludes legal and confidential correspondence.	
Council Remuneration	Website	AD	Financial Services	Includes only final statements of remuneration prepared for report to Council under section 284 of the Municipal Act, 2001.	Municipal Act, 2001
Fleet Management	In person, upon request	RD	Public Works	List of inventory only.	None
Inspections, including Building, Property Standards, Septic, etc.	In Person, Upon Request	RD, FOI	Various Departments	Only released to the property owner or authorized representative. Personal information may be redacted, if ownership has changed.	MFIPPA
Inspections Municipal Assets including playgrounds, sidewalks, etc.	In Person, Upon Request	RD	Various Departments	None	The Canadian Standards Association (CSA); O Reg. 366/18: Minimum Maintenance Standards
Investigations, including By-law Enforcement and Property Standards	In Person, Request From	FOI	Various Departments	If legal matters are ongoing, access may be impacted	MFIPPA`
Licences, including dog and kennel, lottery, refreshment vehicle, etc.	In Person, Upon Request	RD	Legislative Services	Permit application forms are released to property owner or their representative. For others, permit application forms with personal information removed are released upon request. Confirmation of permits issued is provided verbally.	MFIPPA
Mapping (Aerial photos, watersheds, etc.)	Website	AD	Various Departments	Direct requester to Bruce County Mapping for further information maps.brucecounty.on.ca	None.
Media Relations; notices, advertising, media releases, ceremonies & events	Website, Social Media, Print Media	AD	Various Departments	Excludes drafts and working documents.	None.
Municipal Addressing – 911 Numbers	In Person, Request Form Website	RD	Public Works	Can be additionally found using Bruce County Mapping maps.brucecounty.on.ca	None.
Noise Exemptions Approved	Website	AD	Legislative Services	Approved by Council report	None.

Record Type	Access Method	AD, RD or FOI	Responsible Department	Conditions of Release	Relevant Legislation
				Location and nature of exemption can be confirmed verbally.	
Noise Exemption Requests	In Person, Upon Request	RD	Legislative Services	Personal Information is only released to the requester or an authorized representative. For third party requests for information, personal information of the requester is removed prior to release.	MFIPPA
Permit Applications including Building, Tree, Driveway, special events, sign	In Person, Upon Request	RD	Various Departments	Building Permit application forms are released to the property owner or their authorized representative. Other permit applications with personal information removed are released upon request. Excludes Special Event Emergency Response Plans.	Copyright Act, 1985, MFIPPA
Permits including: Building, Tree, Driveway, special events, sign	In Person, Upon Request	RD	Various Departments	Permits are released to the property owner or their authorized representative with identification. Permits with personal information removed are released upon request. Confirmation of permits issued is provided verbally.	MFIPPA
Planning Applications	Website	AD	County of Bruce	All planning application files with Personal Information redacted are public information, except for legal opinions, internal correspondence that are not formal comments, draft reports and closed session reports. Those who are requesting site plans and subdivision plans that are registered on title should contact the Ontario Land Registry Office at https://www.onland.ca/ui/35 .	Planning Act, 1990
Plans, Reports and Studies not otherwise listed	In person, Upon request, website	AD, RD	Various Departments	Excludes drafts or working documents. Items disclosed publicly during meeting processes are contained within Council minutes and agendas on the website. Plans and studies adopted by By-law are available on the website. Plans, Studies and Reports Township of Huron-Kinloss	MFIPPA
Plans and Drawings – Municipal Infrastructure including roads, bridges, storm sewers, etc.	In Person, Upon Request	RD, FOI	Public Works	Copies are provided on request to the contractor or consultant. Copyright Act applies for some drawings or plans. Partial sections of a drawing may be disclosed on a case-by-case basis at the discretion of the Director of Public Works or designate.	Copyright Act,
Plans and Drawings – Registered Plans and Surveys	In person	RD	Planning and Development	Refer requester to Service Ontario (Land Registry Office) and https://www.onland.ca/ui/ .	Planning Act, 1990

Record Type	Access Method	AD, RD or FOI	Responsible Department	Conditions of Release	Relevant Legislation
Plans and Drawings – Site Plans and related information	In Person, upon request	RD	Various Departments	Residential site plans and septic plans are released to the property owner or authorized agent only (identification and written consent of owner required for agent). If Site Plan application has been deemed to be complete, it is accessible with Personal Information redacted	Planning Act, 1990
Plans and Drawings – Subdivision Plans	In Person, Upon Request	RD	Planning and Development	For final approved subdivision plans, direct requester to the Ontario Land Registry Office at https://www.onland.ca/ui/35 . For draft approved subdivision plans, requesters should contact the County of Bruce	Planning Act, 1990
Procurements (RFP's, Tenders, RFQ, General Quotes) – Bid Documents, Submissions, Evaluations	In-Person, Upon Request, website	RD, FOI	Various Departments	Includes drawings, addenda and specifications for procurements in progress. Excludes proprietary information and confidential items. If information deemed as such is requested, the request would become an FOI request. Past procurement documents are subject to FOI	MFIPPA
Procurements (RFP's, Tenders, RFQ, General Quotes)- Document Takers List	In-Person, Upon Request,	FOI	Various Departments	Not disclosed. Official results are released once bid is awarded after closing.	MFIPPA
Procurements (RFP's, Tenders, RFQ, General Quotes) – Bid Results	In-Person, Upon Request, website	AD, RD, FOI	Various Departments	Unofficial bid results for Tenders and RFQs may be available on the website. Only vendor/supplier names and total bid prices are disclosed. These results are unofficial and provided prior to evaluation. Unofficial bid results for RFPs may be available on the website. Only vendor/supplier names are disclosed. These results are unofficial and provided prior to evaluation. Official results are released once bid is awarded. Unit prices and other proprietary information contained in bids are not provided without the written permission of the bidders.	MFIPPA
Procurements (RFP's, Tenders, RFQ, General	In-Person, Upon Request, website	AD, RD	Various Departments	By request, in person or via email to Department. Found in Staff Reports to Committee of the Whole and Council (if applicable) and posted on website in	MFIPPA

Record Type	Access Method	AD, RD or FOI	Responsible Department	Conditions of Release	Relevant Legislation
Quotes) – Awarded Supplier and Price				relevant Committee/Council Agenda, unless awarded under delegated authority.	
Property Tax Certificates	In Person, Upon Written Request	RD	Financial Services	Provided to the property owner or authorized representative, for a fee.	Municipal Act, 2001
Property Tax Information, including Tax Rates, Roll Numbers, Tax Account Information, Statement of Account	Website; In Person; Request Form	AD, RD	Financial Services	<p>Tax rates are public information (reference current year By-law for Levying and Collecting Taxes, and to Establish Due Dates for Payment and to Charge Penalties for Non- Payment).</p> <p>Roll Numbers are given out to law firms when requested. For others, direct requester to maps.brucecounty.on.ca</p> <p>Tax account information released to law firms when requested, as long as a tax certificate has been ordered.</p> <p>Statement of Account only provided to the property owner, for a fee.</p>	MFIPPA
Provincial and Federal Government Correspondence/ Communication	In Person; Request Form	FOI	Various Departments	Requests are forwarded to Department Manager	MFIPPA
Receipts, including taxes, permits, licences, program registration, etc	In Person, Upon Request	RD	Various Departments	<p>Receipts are provided to the payee only. Receipts for program registrations are provided to the account holder only.</p> <p>Fees apply for tax receipts and bill reprints.</p>	MFIPPA
Reports, including: Staff Reports and Memorandums	Website	AD	Legislative Services	Excludes drafts or working documents and confidential staff reports and memorandums.	MFIPPA
Reports - Animal Control Incidents	In Person	RD	Legislative Services	Witness statement of incident provided to witness and pet owner with personal information redacted.	MFIPPA
Reports - Building/Property Condition and Maintenance	In Person, Upon Request	RD	Building and Planning	<p>Inspection Reports are only released to property owner or representative, unless there are legal proceedings.</p> <p>Confirmation of inspection completed can be provided upon request. Previous owner information is removed.</p>	MFIPPA
Reports - Energy Consumption	Website	AD	Public Works	Direct requester to website.	None

Record Type	Access Method	AD, RD or FOI	Responsible Department	Conditions of Release	Relevant Legislation
Reports - Infrastructure (Roads, Bridges, Culverts, Sidewalks)	In person, Upon Request	AD	Public Works	Direct requester to website.	None
Reports - Incident/Accident	In Person; Request Form	RD	Various Departments	Copies of Incident/Accident reports can be provided to individual involved or parent/guardian if identity and relationship verified. Copies will be provided to municipal insurer on request.	MFIPPA
Salary Disclosures	In Person; Upon Request	AD, RD	Chief Administrative Officer	Salary Range for position/role may be released, but not for specific person; however, those making \$100,000 and over are required to be released, and can be accessed at https://www.ontario.ca/page/public-sector-salary-disclosure .	Public Sector Salary Disclosure Act, 1996