

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