

# Town of Greater Napanee Routine Disclosure and Active Dissemination Policy



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## 1. Introduction

The Corporation of the Town of Greater Napanee (the Town) is committed to providing the public with access to Official Records and Information, in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and the record-keeping provisions of the *Municipal Act*.

In an effort to engage the public and demonstrate accountability and transparency, the Town endeavours to routinely and proactively provide access to Official Records and Information. The practice of Routine Disclosure and Active Dissemination is an effective and efficient method to provide Information to the public through processes that do not require the submission of formal Freedom of Information (FOI) requests under MFIPPA.

The overarching principle in this Policy is to advance the approach that Records and Information 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.

## 2. Purpose

The purpose of this Policy is to:

- Improve public accessibility to Records and Information;
- Improve transparency and accountability through streamlining access to Information processes;
- Aid departments in adhering to MFIPPA requirements;
- Reduce employee time and costs in responding to FOI requests;
- Identify records and Information that are of interest to the public; and
- Ensure the protection of Personal and Confidential Information.

The policy aligns with the following key principles of MFIPPA (“the Act”):

- That the majority of Information held by public institutions should be publicly accessible;

- That only under specific limited circumstances, as described in the Act, should Information be withheld from the public;
- That all Personal Information, and otherwise Confidential Information held by public Institutions, should be protected from unwarranted disclosure;
- Those individuals who provide Personal Information to public Institutions have a right at any time to view and/or correct this Information;

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

### 3. Scope

This policy applies to all employees, elected officials, students and volunteers, contractors, subcontractors and third-party providers offering services on behalf of the Town, who have access to or in the course of their duties handle any records under the custody and control of the Town.

### 4. Definitions

- a) **"Active Dissemination"** means the periodic automatic release or publication of municipal Records and Information in the absence of a formal request.
- b) **"CAO"** means the Chief Administrative Officer of the Town of Greater Napanee.
- c) **"Clerk"** means the Clerk of the Town of Greater Napanee, or their designate.
- d) **"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 another party, or could give the persons to whom it is disclosed an advantage. Includes Information received in confidence by the Town.
- e) **"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.
- f) **"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.
- g) **"Frivolous or Vexatious"** means a Request which, due to its nature or frequency, or both, substantially and unjustifiably compromises the Town's ability to provide services to the public in a respectful, fair and timely manner, including:

- i. Communicating in a way that is harassing, verbally abusing, threatening or otherwise seeking to intimidate one or more Town employees;
- ii. Engaging in violence, or the threat of violence, against one or more Town employees;
- iii. Making excessive demands on the time or resources of one or more Town employees with unreasonably frequent or long attendances at one or more Town facilities or phone calls, emails or correspondence to one or more Town employees;
- iv. Repeatedly challenging the findings of one or more Town employees or the adequacy of a response, investigation or answer of one or more Town employees;
- v. Placing unreasonable demands on one or more Town employees, including by demanding a response to a request, investigation into a complaint, or answer to an enquiry within an unreasonable timeframe;
- vi. Refusing to accept that a request falls outside of the Town jurisdiction;
- vii. Making statements or submitting Information, or permitting or encouraging one or more other persons to make statements or submit Information, to one or more Town employees that the person knows is untrue;
- viii. Denying or attempting to alter statements already made or Information already submitted during an ongoing request, complaint or enquiry or an earlier request, complaint or enquiry;
- ix. Using a new request, complaint or enquiry to attempt to resurrect a matter or issue which was responded to, investigated or answered after an earlier request;
- x. Explicitly stating that a request, complaint or enquiry is intended to cause one or more Town employees inconvenience, disruption or annoyance or was otherwise made for an improper purpose;
- xi. Failing to reasonably cooperate with one or more Town employees who are attempting to respond to a request made by that person;
- xii. Unreasonably changing the basis of a request, complaint or enquiry while one or more Town employees are attempting to respond to the request;
- xiii. Demanding special treatment from one or more Town employees or attempting to circumvent the Town's structure, hierarchy, processes or procedures; or
- xiv. Failing to clearly identify the grounds of a request despite the reasonable efforts of one or more Town employees to assist in clarifying such grounds.

h) **"FOI"** 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. FOI 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 \$5.00 application fee must accompany the request in order to be processed.

- i) **“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.
- j) **“Institution”** means the definition given under MFIPPA.
- k) **“IPC”** means the Information and Privacy Commissioner of Ontario (“the Commissioner”). The Commissioner is appointed by the Lieutenant Governor in Council and is independent of the government. The IPC is responsible for adjudicating and issuing binding orders related to appeals, conducting privacy investigations, and has powers relating to the protection of personal privacy.
- l) **“Informal Records Request”** means a verbal or written request for access to a Record or Information, other than a formal request under the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended. May also be referred to as an over-the-counter request.
- m) **“MFIPPA”** means the Ontario *Municipal Freedom of Information and Protection of Privacy Act*, that governs how the Town collects, uses, discloses and disposes of Information and Records.
- n) **“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 By-law.
- o) **“Personal Information”** in accordance with MFIPPA, means recorded Information about an identifiable individual, including:
  - i. Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status
  - ii. 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
  - iii. Any identifying number, symbol or other particular assigned to the individual
  - iv. The address, telephone number, fingerprints or blood type of the individual
  - v. The personal opinions or views of the individual except if they relate to another individual
  - vi. 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
  - vii. The views or opinions of another individual about the individual, and
  - viii. 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.

- p) **"Record"** means any record of Information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes:
- i. 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
  - ii. 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.
- q) **"Routine Disclosure"** means the routine release of certain records in response to an inquiry or request for access (orally or in writing) that can be granted without filing a formal request under MFIPPA.
- r) **"Town Business"** means a core, central or basic function of the Town, as related to the Town's mandate and functions.

## 5. Responsibilities

### Employees

- Assist the public with informal requests for records;
- Consult with their supervisor/manager/director or the Clerk when there are uncertainties about disclosure and/or dissemination;
- Ensure that all Personal Information is protected as per the Act; and
- Notify their managers/supervisors immediately of any breach of privacy.

### Clerk

- Update appendices and procedures as required;
- Monitor compliance with the policy and procedures;
- Decide whether to approve a waiver of fees associated with access to any records;
- Provide guidance on the process to submit a formal FOI request;
- Ensure FOI requests are processed as the delegated authority of the head under the Act;
- Provide notice to any affected person if their privacy is breached and ensure that a copy of the notice is attached to the file from where the original records are housed according to the Town's Records By-law; and
- Notify the Information and Privacy Commissioner's (IPC) office of any breach.

## **Management**

- Consult with their Senior Leader or the Clerk when there are uncertainties about disclosure and/or dissemination in their department;
- Ensure that Personal Information is protected and is not released outside of the Act; and
- Inform their Senior Leader and the Clerk immediately of any breach of privacy.

## **Senior Leadership and CAO**

- Oversee the routine disclosure and active dissemination of records associated with their departments;
- Ensure all divisions within their department maintain compliance with respect to privacy as set out in the Act, and ensure all Personal Information is managed and protected;
- Consult with the Clerk when there are uncertainties about disclosure and/or dissemination; and
- Communicate to the Clerk if there has been a breach of privacy.

## **6. Policy**

### **6.1 Procedures**

- a) Departments may release certain Records and Information routinely and automatically, provided the requested Records or Information do not fall into one of the mandatory or discretionary exemptions under MFIPPA. 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 should be directed to the Clerk or designate.
- b) Informal Records Requests or 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, or in applicable legislation.
- c) Employees may release Records or Information listed in Appendix A, 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 or Information. Where further uncertainty remains regarding Routine Disclosure or Active Dissemination, Employees may consult with the Clerk or designate.
- d) Records may be provided upon receipt of a Routine Disclosure Request or actively disclosed, as appropriate. Access to Records and Information should be made through Routine Disclosure or Active Dissemination whenever possible. Formal requests for Information made under MFIPPA must be processed by the

Clerk or designate in accordance with applicable legislation.

## **6.2 Identifying Records for Routine Disclosure or Active Dissemination**

- a) The Clerk or designate will review schedules of Records and/or the Records By-law with the assistance of the responsible department to determine which Records or Information may be classified for Routine Disclosure or Active Dissemination.
- b) 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 or Information that are released regularly, without exemption;
  - Whether Records or Information 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 MFIPPA 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.
- c) An official listing of Records and Information that may be released under Routine Disclosure or Active Dissemination is contained in Appendix A.

## **6.3 Records Not Subject to Routine Disclosure or Active Dissemination**

- a) The following types of Records shall not be disclosed except pursuant to a FOI request, with applicable exemptions:
  - 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; and
  - Personal Information about an identifiable individual.
  - Cemetery Interment Rights are personal property rights, not land ownership. Because they are personal property, the identity of an Interment Rights Holder is treated as private information and cannot be made public due to privacy restrictions.

b) Although a primary focus of MFIPPA 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. There are several exemptions that must be considered when assessing whether Information is to be disclosed, including any Information subject to exemptions and exclusions or otherwise protected by MFIPPA, the *Municipal Act*, or any other Act, for example:

- Draft By-Laws
- Advice to Government/Advice or Recommendations
- Law Enforcement
- Relations with Other Governments
- Relations with Aboriginal Communities
- Third Party Information
- Economic and Other Interests
- Solicitor-Client Privilege
- Danger to Safety or Health
- Personal Privacy
- Information Soon to be Published
- Proceedings Before a Court
- Information that could pose a risk to the security of public infrastructure

#### **6.4 Requests for Routine Disclosure**

The following provisions may apply to requests for Routine Disclosure:

- a) Requests for Records made under this Policy should be directed to the responsible department.
- b) Requests may be submitted verbally or in writing. However, the Town reserves the right to require that a request be submitted in writing where the request is unclear or where the Information being requested is of a personal, confidential, detailed, or sizeable nature (e.g. will involve excessive staff search time and/or result in the scanning or copying of more than 50 pages).
- c) Requests for Personal Information for the purposes of any type of research or analysis should be forwarded to the Clerk or designate for a response.
- d) Requests for Records and Information made under this Policy should be directed to the responsible department. 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.
- e) 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. All such requests must be made in writing through the form established by the Town or directly to the Clerk or designate.

- f) The Town may disclose Records to Institutions and regulatory agencies when required as part of normal Town business, in accordance with MFIPPA.
- g) If an individual requests Records or Information pertaining to themselves or their property through Routine Disclosure, employees shall confirm their identity through government issued photo identification prior to releasing the Records. Employees may release Information to an authorized agent of the individual, provided authorization is received in writing.
- h) In accordance with the Town's Fees & Charges By-Law, fees may be charged for the 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. 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.
- i) Official Records and Information are disposed of in accordance with the Town's Records By-law. The Town is not required to re-create or restore Records that have been appropriately destroyed under the authority of the Town's Records By-law.
- j) The Town is not required to provide Information discussed but not recorded, or create Information that does not otherwise exist.
- k) Requests for tender or bid results shall only include bid amounts and the names of companies supplying the tenders, and/or Information available through a public tender opening. Such Records or Information may only be released after the tender has been awarded. Additionally, requests for quotations and proposals shall only include bid amounts and the names of companies supplying bids.
- l) One 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.
- m) 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 30 calendar days.
- n) In cases where the request cannot be completed within 30 days, the requester must be notified within a reasonable timeframe and provided with an estimated deadline for response.

- o) The Town has the authority to deny any request for Routine Disclosure and/or withhold portions of any requested Record, as permitted under MFIPPA. However, if a request for Routine Disclosure is denied, the requester must be informed of their right to submit a FOI request.
- p) 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, and requests made to multiple departments related to the same subject or issue may be centrally coordinated, as applicable.
- q) Requests that the Senior Leader of the responding Department (or CAO) determines to be frivolous or vexatious, in accordance with Section 4(g) of this Policy, may be refused. If a request for Routine Disclosure is denied under this Section, the requester must be informed of their right to submit a formal request under FOI.
- r) If an employee is unable to release Records or Information under this Policy, they must inform the requester that a FOI request can be made. Employees shall direct a requester to make a formal access request if:
  - Search time or preparation time for the requested Records would be excessive;
  - Records relate to a matter that may result in litigation;
  - Records were supplied by a third party;
  - Records do not exist;
  - Records contain solicitor-client Information;
  - Records contain Personal Information for individuals other than the requester; and/or
  - Records containing other Confidential Information
- s) If an Employee receives a request for Records and is unsure of whether the Record or Information can be released under this Policy, they should consult with the Clerk or designate for clarification, prior to releasing any Records or Information to the requester.

## **6.5 Active Dissemination**

- a) Active Dissemination methodology includes, but is not limited to:
  - Posting Records and Information on the Town's website or social media accounts; and
  - Dissemination of media materials, posters, pamphlets, flyers, handouts and other publications.
- b) The Town utilizes the Town's website, social media accounts, publications, and local media to regularly and periodically provide Information to the public.

Individuals may also visit the Municipal Administration Building upon request to review physical public Records (e.g. tax assessment rolls). All original public Records must remain in a Town facility. As previously noted, the complete list of Records and Information that may be released under Routine Disclosure or Active Dissemination is contained in Appendix A.

## **7. Accessible Formatting**

Records and Information released under the Routine Disclosure and Active Dissemination Policy are subject to the requirements of the *Accessibility for Ontarians with Disabilities Act* and its regulations. Therefore, all Records and Information released under this Policy must be published or made available in accessible formats in accordance with accessibility legislation, policies and procedures. Applicants may contact the Town if an alternate format is required.

## **8. Enforcement**

Non-compliance with this policy, whether intentional or deliberate, will constitute a violation. Consequences of non-compliance can include informal follow-ups and requests, external audits or formal direction on corrective measures.

## **9. Related Documents**

- *Municipal Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- Fees and Charges By-law
- Records By-law

## **Appendices**

Appendix A

## Appendix A

### Routine Disclosure (RD) and Active Dissemination (AD) Index

Record Type	AD or RD	Department	Description	Access	Conditions of Release
<b>Building Permits</b>	RD	Growth & Infrastructure	Members of the public may view or receive copies of documents contained in Building permit files. Ability to view and obtain records may depend on the nature of the property, and the requester's relationship to the property.	By request	Released to Owner or Authorized Agent, or individual with written permission from the owner
<b>Building Records</b>	RD	Growth & Infrastructure	Building Inspections and Plans; Site Plans and Drawings; Building Compliance Letters.	By request	Released to Owner or Authorized Agent, or individual with written permission from the owner
<b>Lot Grading Enquiries</b>	RD	Growth & Infrastructure	Members of the public may view their lot grading certificates, plans, and drainage.	By request	Released to Owner or Authorized Agent, or individual with written permission from the owner.
<b>Construction Enquiries</b>	RD	Growth & Infrastructure	Members of the public may access information regarding construction that has occurred on their property.	By request	Released to Owner or Authorized Agent, or individual with written permission from the owner.
<b>Water and Sewer Utilities</b>	RD	Growth & Infrastructure	Water Consumption Report, Water Bill duplications and Statement of Account History are available upon request.	By request	Released to Owner or Authorized Agent, or individual with written permission from the owner.
<b>Water Certificate</b>	RD	Growth & Infrastructure	Indicates whether there are outstanding water or sewer charges for a property at the	By request	Released to Owner or Authorized Agent, or individual with written permission from the owner.

			time of real estate sale or re-financing.		
<b>Sign Permit Records</b>	RD	Growth & Infrastructure	Members of the public may view or receive copies of documents contained in the sign permit files.	By request	All personal information is redacted.
<b>Surveys</b>	RD	Growth & Infrastructure	Land surveys conducted by the Town.	By request	Released to Owner or Authorized Agent, or individual with written permission from the owner.
<b>Entrance Permits</b>	RD	Growth & Infrastructure	Information relating to the creation of new driveways or widening existing ones; as well as culverts installed by the Town.	By request	All personal information is redacted.
<b>Road Closures</b>	AD	Growth & Infrastructure	Information on Road Closures due to construction, events, etc.; Emergency Notices	Town Website/ Social Media	None
<b>Road Load Restrictions</b>	AD	Growth & Infrastructure	Weight restrictions on Town roads, including relevant by-laws.	Town Website/ Social Media	None
<b>Winter Road Maintenance</b>	AD	Growth & Infrastructure	Winter road service information, including: activation times and duration of operations for road and sidewalk ploughs, and salt trucks as well as the snow clearing schedule and maps.	Town Website/ Social Media	None
<b>Drinking Water Systems Quality Reports</b>	AD	Growth & Infrastructure	Reports relating to the quality of drinking water systems, which	Civic Web	None

			includes water tests relating to E. coli, total coliforms, general bacteria count, chlorine residual, trihalomethanes, pH, and a variety of organics and inorganics.		
<b>Utility Location Records</b>	RD	Growth & Infrastructure	Members of the public may access information regarding utility infrastructure as it relates to the residents' property.	By request	Released to Owner or Authorized Agent, or individual with written permission from the owner.
<b>Transportation Studies</b>	RD	Growth & Infrastructure	Members of the public may access transportation studies that have been submitted to the Town or completed for the Town.	By request	None
<b>Water/Wastewater Rates</b>	AD	Growth & Infrastructure	Current rates are posted to the website. Historical rates are available through the Town's Civic Web.	Town Website/ Civic Web	None
<b>Sewer &amp; Water Summary Reports</b>	AD	Growth & Infrastructure	Contains information on the operation of the municipal drinking water system & wastewater system, and the quality of the water.	Town Website	Released to resident(s) after the request is determined to have a verified purpose.
<b>Data</b>	RD	Growth & Infrastructure	Asset management raw data, asset data, attribute data	By request	None
<b>Maps</b>	AD	Growth & Infrastructure	Digital web maps, feature layers, and mobile applications	Town Website	None
<b>Access E11 Reporting</b>	AD	Growth & Infrastructure	Monthly reports of Access E11 cases.	Civic Web	Personal information redacted
<b>By-laws</b>	AD	Executive Services	By-laws passed by Council	Town Website/ Civic Web	None

<b>Council &amp; Committee Agendas and Minutes (excludes closed session)</b>	AD	Executive Services	Agendas and minutes of Council and Committee meetings	Civic Web	None
<b>Elections – Voters Lists</b>	RD	Executive Services	Part of the voters’ list that contains the names of the electors who are entitled to vote for that office.	By written request	Released to certified candidates for an office, upon written request
<b>Elections – Candidate Financial Statements</b>	AD	Executive Services	Filed financial statements. Includes the names and addresses of all those who contributed more than \$100.	Town Website	None
<b>Noise Exemptions</b>	RD	Executive Services	Details about approved Noise Exemptions Requests.	By request	None
<b>Agreements and Contracts</b>	RD	Executive Services	Agreements and contracts entered into by the Town.	By request	Excludes drafts and confidential agreements.
<b>Policies and Procedures</b>	AD & RD	Executive Services	Approved policies that directly affect members of the public are made available on the Town’s website. Any other policy can be made available upon request.	Town website/by request	None
<b>News Releases</b>	AD	Executive Services	Archive of news releases, feature stories, media advisories and public service announcements related to newsworthy events involving the Town, Town initiatives and programs, and notifications that affect residents.	Town Website	None
<b>Collective Agreements</b>	RD	Executive Services	Members of the public can access collective agreements	By request	None

			by bargaining unit by contacting Human Resources.		
<b>Employment and Payroll Records</b>	RD	Executive Services	Current and former employees may request their employment records, pension and benefits.	By request	Only released to the current or former employee or their authorized agent.
<b>Job Descriptions (Active Postings)</b>	AD	Executive Services	Information on current and ongoing job opportunities, and a description of the key duties, education, experience, certificates/licenses, knowledge, competencies/skills and abilities of a job.	Town Website	None
<b>Organizational Chart</b>	AD	Executive Services	Document that describes the organization of the Town across all departments.	Town Website	None
<b>Bids and Tender Opportunities</b>	AD	Finance & IT	The Town advertises procurement opportunities on the Town website with direct links to the e-bidding platform.	Town Website	None
<b>Budget Draft and Consultation</b>	AD	Finance & IT	The Town publishes information related to the upcoming budget to receive input from residents prior to the proposal of the budget to Council.	Town Website/ Civic Web	None
<b>Council Remuneration</b>	AD	Finance & IT	Statement of remuneration, benefits, boards, mileage and expenses for Council members.	Civic Web	None
<b>Procurement Protocols and Results</b>	AD	Finance & IT	The Town shares procurement protocols and results through reports on Council agendas or	Civic Web/By request	Shall only include bid amounts and the names of companies supplying the tenders, and/or

			through a public tender opening.		Information available through a public tender opening
<b>Tax Certificates</b>	RD	Finance & IT	Indicates whether there are outstanding tax arrears on a property at time of real estate sale or re-financing.	By request	None
<b>Tax Statements</b>	RD	Finance & IT	The Town can release receipt for payment of property taxes, record of payment of annual tax bill, duplicate statements of previous years or tax account history.	By request	Released to Owner or Authorized Agent, or individual with written permission from the owner.
<b>Property Assessment Rolls</b>	RD	Finance & IT	Property assessment information.	By request	Can be viewed in person only.
<b>Financial Statements &amp; Auditor's Reports</b>	AD	Finance & IT	Consolidated financial statements, building department financial reports, auditor's reports.	Town Website/ Civic Web	None
<b>Accounts Payable Listing</b>	AD	Finance & IT	Accounts Payable listing for all the vendors paid by the Town, shared in monthly Activity Reports on Council agendas	Civic Web	None
<b>Burn Permits</b>	RD	Emergency Services	A copy of the approved burn permit.	By request	All personal information is redacted.
<b>Fire Inspections and Written Fire Reports</b>	RD	Emergency Services	Reports related to fire inspections or other written fire reports.	By request	Released to Owner or Authorized Agent, or individual with written permission from the owner.
<b>Heritage Designated Structures</b>	AD	Parks, Recreation & Culture	The Town website features properties and structures of cultural, historical, or architectural significance.	Town Website	None

<b>Current Programming</b>	AD	Parks, Recreation & Culture	Information about recreation programming in the Town.	Town Website/ Social Media	None
<b>Facility Rentals</b>	AD	Parks, Recreation & Culture	Information and locations of rooms, parks and other rental opportunities in the Town.	Town Website	None
<b>Parks</b>	AD	Parks, Recreation & Culture	A list of all Town-maintained parks, amenities available at each location and their addresses.	Town Website	None
<b>Rental Contracts</b>	RD	Parks, Recreation & Culture	Contracts relating to the rental of facilities and parks.	By request	Released only to parties named on the contract or their authorized agents.
<b>Master Plans, Reports, Studies</b>	AD	Various Departments	<ul style="list-style-type: none"> <li>• Asset Management Plan</li> <li>• Building Summaries</li> <li>• Community Safety and Well-Being Plan</li> <li>• Corporate Communications Strategy</li> <li>• Emergency Response Plan</li> <li>• Energy Management Plan</li> <li>• Financial Reports</li> <li>• Official Plan</li> <li>• Planning Application Summary</li> <li>• Recreation Master Plan</li> <li>• Strategic Plan</li> </ul>	Town Website	None