

Schedule A: Records Available via Routine Disclosure (RD) or Active Dissemination (AD)

Record Type	Access Method	AD or RD	Responsible Department	Conditions of Release	Legal Responsibility
Accessibility Plan and Policies	Website	AD	Legislative Services	None	Accessibility for Ontarians with Disabilities 2005, S.O. 2005, c. 11
Agendas and Minutes of Council, Committees, and Local Boards - including Staff Reports	Website	AD	Legislative Services	Excludes drafts agendas and minutes and Closed Session, minutes, agendas and materials.	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56; Municipal Act, 2001
Agreements and Contracts passed by By-law	Website	RD	Legislative Services	Excludes drafts and confidential agreements. Personal information may be redacted.	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56
Audit Reports, Financial Statements, Budget	Website/Request	AD/RD	Financial Services	Excludes drafts and working documents.	Municipal Act, 2001, C.25
Assessment Rolls	In Person Only	RD	Financial Services	Property Assessment Information can only be viewed at the Municipal Office through the Municipal Property Assessment Corporation (MPAC) books	Assessment Act, R.S.O. 1990, c. A.31
Tenders: Results and Bidder names and total amounts	Request	RD	Various Departments	Tender results will be provided upon request and include the name of the bidder(s) and total bid amount(s). Excludes RFP's and RFQ's.	Purchasing and Procurement Policy GG.2.17

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Bids and Tenders Contract Award for Contracts over \$100K	Website	AD	Various Departments	Public notice of contract award for contracts > \$100K. The notice of contract award must be published on our website no later than 72 days following the execution of the contract.	Purchasing and Procurement Policy GG.2.17
Building Inspection Reports, permits, plans (architectural, structural, mechanical)	Request	RD	Development Services	Provided to the property owner or representative with authorization. Personal information for previous owners will be redacted.	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56; Copyright Act (R.S.C., 1985,C. C42)
By-laws	Website/Request	AD/RD	Legislative Services	Excludes draft by-laws	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56; Municipal Act, 2001
By-law Enforcement statistics i.e. general number of occurrences, yearly comparisons	Request	AD/RD	Legislative Services	Excludes identity or any other personal information regarding a by-law enforcement matter, details about investigations or enforcement of complaints.	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56; Municipal Act, 2001
Cemetery Register	Request	RD	Operations		Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, C.33

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Committee of Adjustment Minutes, Agendas, Notices and Decision	Website/Request	AD/RD	Legislative Services	Minutes and agendas may be on the municipal website, other records may be requested. Excludes drafts and working documents.	Planning Act, R.S.O. 1990, c. P.13
Community Services programs and events, facility rental fees, program information and fees	Website	RD	Community Services	Excludes personal information for participants of recreation programs.	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56; Municipal Act, 2001
Contracts - Quarterly Information Report to Council for contracts valued at \$50,000 or higher	Website	AD	Corporate Services	Report to Council includes date of award, name of contractor, type of good/service, and contract value	Purchasing and Procurement Policy GG.2.17
Corporate Policies and Procedures	Website/Request	AD/RD	Chief Administrative Officer	Many policies affecting the public can be found on the website. Other policies may be requested by RD. Excludes internal or departmental written policies or procedures	N/A
Corporate Organization Chart	Request	RD	Chief Administrative Officer	Excludes personal information	N/A

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Council Remuneration	Website	AD	Financial Services	An FYI report can be found in the Council agenda and includes only final statements of remuneration prepared under section 284 of the Municipal Act	Municipal Act, 2001, C.25
Declaration of Pecuniary Interest Registry	Website/Request	AD	Legislative Services	Declaration of Interest Registry is on the Municipal website. Individual Forms are available for RD from Legislative Services Department	Municipal Conflict of Interest Act, R.S.O. 1990, C M.50.
Development Services Report	Website	RD	Development Services	An FYI report can be found in the Council agenda	N/A
Drinking Water System Information per O. Reg 170/03: Drinking Water Systems Section 12 (1)	Request	RD	Environmental Services	Information can be available for inspection during normal business hours without charge	O. Reg 170/03: Drinking Water Systems
Drinking Water Quality Management Standard (DWQMS) Operation Plan and Policy (excluding internal procedures and appendices)	Request	RD	Environmental Services	Information can be available for inspection during normal business hours without charge	Safe Drinking Water Act, 2002

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Drinking Water Financial Plans	Request	RD	Environmental Services	Information can be available for inspection during normal business hours without charge	O. Reg. 453/07: Financial Plans
Elections - Candidate Financial Statements	Website	AD	Legislative Services	Records may be viewed for the current term of Council	Municipal Elections Act, 1996, S.O. 1996, c.32
Elections- Nomination Forms	In Person Only	RD	Legislative Services	Record may be viewed from the date of submission until 120 days following the election period	Municipal Elections Act, 1996, S.O. 1996, c.32
Emergency Plans	Request	RD	Emergency Services	Excludes plans respecting continuity of operations or services.	Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9
Environmental Services Compliance Report	Website	AD	Environmental Services	Report found on Council Agenda.	Safe Drinking Water Act, 2002
Fire Incident Report	Request Form	RD	Emergency Services	Fees apply.	Fire Protection and Prevention Act, 1997, S.O. 1997, c.4
Heritage Property List and Register	Website	AD	Legislative Services	Excludes personal information regarding current and previous property owners.	Ontario Heritage Act, R.S.O. 1990 c. O.18
Land Surveys	Request	RD	Development Services	Provided to the property owner with identification or representative with authorization.	Copyright Act (R.S.C., 1985,C. C42)

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Location and scheduling of road maintenance and construction	Transnomis Notifications	RD	Operations Department		N/A
Location of Water Lines	Request	RD	Environmental Services	Fees apply.	N/A
Lottery Licences	Request	RD	Legislative Services	Personal Information redacted	Order in Council 1413/08
Official Plan and Zoning By-law	Website	AD	Development Services		Planning Act, R.S.O. 1990, c. P.13
Permits and Permit Applications including plans and drawings including building permits, septic permits, etc.	Request	AD	Development Services	Provided to the property owner or representative with authorization. Personal information for previous owners will be redacted.	N/A
Plans - Strategic Plan, Cycling Plan, Water & Wastewater Plan	Website/Request	RD	Various Departments	Excludes drafts and working copies.	N/A
Property Tax Certificates (including statement of account, statements of taxes paid, etc.)	Request Form	RD	Financial Services	Provided to the property owner with identification or representative with authorization. Fees Apply	Municipal Act, 2001, C.25

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Site Plan Control Agreements	Land Registry Office	RD	Development Services	Finalized agreements that are not registered on title are available to be viewed at the Municipal Office. Draft agreements cannot be viewed, copied or released. Excludes studies utilized to create the final agreement	Planning Act, R.S.O. 1990, c. P.13
Source Water Protection Information per the Clean Water Act, 2006	Request	RD	Environmental Services	Information can be available for inspection during normal business hours without charge	Clean Water Act, 2006, S.O. 2006, c. 22
Various Certificates (Utility, Zoning Compliance etc.)	Request	RD	Development Services	Provided to the property owner with identification or representative with authorization. Fees Apply	
Wastewater: spills, by-pass or overflow information (2 years)	Website	AD	Environmental Services		
Wastewater Financial Plan	Request	RD	Environmental Services	Information can be available for inspection during normal business hours without charge	

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Wastewater: ECA's, Lab Results and monthly summaries, ministry inspections and orders and engineering reports	Request	RD	Environmental Services	Information can be available for inspection during normal business hours without charge	
Wastewater Annual Reports	Website	AD	Environmental Services		
Water Rates	Website	RD	Environmental Services	Water usage, billing and account information provided to the property owner and tenants of the property or representative with authorization. Personal information for previous owners will be redacted.	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56; Municipal Act, 2001