



CORPORATE POLICY MANUAL

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1. Purpose

The Town of Midland (“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* (“M.F.I.P.P.A.”), 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 provide access routinely and proactively 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 (“F.O.I.”) requests under M.F.I.P.P.A.

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.

The aims of this Policy include, but are not limited to, the following:

- To improve public accessibility to Records and Information;
- To improve transparency and accountability through streamlining access to Information processes;
- To aid Branches and departments in adhering to M.F.I.P.P.A. requirements;
- To reduce Employee time and costs in responding to F.O.I. requests;
- To identify Records and Information that are of interest to the public; and,
- To ensure the protection of Personal and Confidential Information.

2. Policy Statement

The Town is committed to ensuring the public is provided with Official Records and Information easily and informally, supporting a culture of open and transparent government. In line with this commitment, the Town will endeavour to proactively provide

Records and Information to the public while simultaneously safeguarding Personal Information through compliance with M.F.I.P.P.A.

This Policy establishes procedures for releasing certain types of Records and Information without requiring the submission of a formal Freedom of Information (“F.O.I.”) request, to improve the accessibility and transparency of Official Records and Information. Additionally, this Policy identifies Records and Information that may be requested and disclosed through Routine Disclosure, as well as Records and Information that should be regularly shared with the public through Active Dissemination.

3. Scope

This Policy applies to all Employees of the Corporation of the Town of Midland; as well as Members of all committees and boards and Members of Council. It also applies to all Records in the Custody and/or under the Control of the Town. This Policy does not apply to Records or Information subject to the exemptions outlined in M.F.I.P.P.A.

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 F.O.I. request process.

This Policy shall be interpreted in a manner that is consistent with the Town’s obligations under M.F.I.P.P.A. and related Town Records policies.

4. Responsibility

Informal Records Requests or Routine Disclosure requests should be managed by Employees in the responsible branch or department. Responses to Routine Disclosure Requests made under this Policy shall be completed within 10 business days or as determined by Employee workload, or in accordance with applicable legislation.

Employees may release Records or Information listed in Records Available via Routine Disclosure and Active Dissemination (Appendix 1), 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.

5. Definitions

Active Dissemination: The periodic release or publication of municipal records and information.

Confidential Information: Any information that is not available to the public, that is of a personal nature to individuals or Town employees, or information that if disclosed, could result in loss or damage to The Corporation or could give persons to whom it is disclosed an advantage.

Freedom of Information Request (FOI): A formal request made under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).

Formal Requests: Freedom of Information Requests (FOI) made under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).

Informal Requests: Requests for information, which do not require the application of the process outlined in *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).

M.F.I.P.P.A. means the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended.

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

Personal Information: Recorded information about an identifiable individual, including: Information related to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of an individual;

- a. Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of an individual or information relating to financial transactions in which an individual has been involved;
- b. Any identifying number, symbol or other particular assigned to an individual;
- c. The address, telephone number, fingerprints, or blood type of an individual;
- d. The personal opinions or views of an individual except if they relate to another individual;
- e. The views or opinions of another individual about the individual;
- f. Correspondence sent to an institution by an 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; and
- g. An individual's name if it appears with other personal information relating to an individual or where the disclosure of the name would reveal other personal information about an individual.

Record: 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, email, machine readable records, and any other documentary material regardless of physical form or characteristics, and includes Official Records and Transitory Records.

Retention Period: means the period of time during which records must be kept by the Town before they may be disposed of in accordance with TOMRMS.

Routine Disclosure: The routine or automatic release of certain records and information.

Third Party Information: Personal information or a person other than the requestor or scientific, technical, commercial, financial, or labour relations information supplied in confidence by someone other than the requestor or the Town of Midland.

Town Clerk means the Town Clerk of the Corporation of the Town of Midland, or the Deputy Clerk, who, when appointed, has all the powers and duties of the Clerk under the Municipal Act, 2001 and any other Act and serves as the “Head” under the *Municipal Freedom of Information and Protection of Privacy Act* (the Act).

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

- a) Copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
- b) 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;
- c) 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;
- d) Duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
- e) Voice-mail messages that have not been appended to a corporate file in keeping with the Town’s current Record Retention Schedule;
- f) E-mail messages and other communications that do not relate to Town business;
- g) Copies of publications, such as, published reports, administration manuals, telephone directories, catalogues, pamphlets, or periodicals;
- h) Duplicate stocks of obsolete publications, pamphlets, or blank forms; and;
- i) Unsolicited advertising materials, including brochures, company profiles and price lists.

6. Application

- a) Requests made by a law enforcement agency for records containing personal information must be forwarded directly to the Clerk.
- b) Records or information identified in Appendix “B” will be provided or made available to the public or to any requestor according to the noted conditions for releasing records. Records can be provided on request or actively disseminated as appropriate.
- c) Fees will be charged for the reproduction of records in accordance with the Town current User 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. Departmental search fees may also apply.
- d) 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, detailed, or sizeable nature.
- e) Requests for records made under this policy should be directed to the responsible department.
- f) Requests for tender results shall only include bid amounts and the names of companies supplying the tenders shall be released after the tender has been awarded.
- g) Requests for Quotations and Proposals shall only include bid amounts and the names of companies supplying bids shall be released on opening.
- h) Repetitive requests by an individual or organization for significant volumes of records, the separation of a request into several small requests totalling a large volume, requests made to more than one Division or Department related to a specific subject or issue will be centrally coordinated and referred to the Clerk or their designate.
- i) No records containing personal information will be disclosed to anyone other than the individual to whom the information pertains unless that personal information is redacted. In this case, please refer requests for documents including personal information to the Clerk.

7. Responsibilities

Responses to Routine Disclosure Requests made under this Policy shall be completed within 10 business days or as determined by Employee workload, or in accordance with applicable legislation.

CAO/Division Department Heads

CAO/Department Heads shall be responsible for:

- a) overseeing the routine disclosure and active dissemination of records associated with their Divisions/Departments.
- b) ensuring all divisions within their departments maintain compliance with respect to privacy as set out in legislation, and ensuring all personal information is managed and protected.

Town Clerk

The Town Clerk shall be responsible for:

- a) providing guidance to the CAO, Division Department Heads, and Staff as to whether or not information is subject to routine disclosure or active dissemination,
- b) providing guidance as to the process for a formal request
- c) processing formal requests in accordance with the delegated authority of the Head under MFIPPA.

Staff

Staff shall be responsible for:

- a) assisting the public with informal requests for records
- b) protecting personal information to which they have access
- c) consulting with their supervisor, manager, or the Town Clerk when uncertain about disclosure and/or dissemination.

8. Policy Guidelines

Routine Disclosure and Active Dissemination

There are a number of records and types of information which are available via Routine Disclosure, meaning that a formal access request is not necessarily required in order to obtain or view the information.

Access to Town information and records will, wherever possible, be made available to the public via the Town website, orally, or through public inspection at the Town's Municipal Offices.

Those documents identified in, but not limited to, Appendix "1," can be released through the process of routine disclosure and/or active dissemination according to the noted conditions for releasing records. Said records are identified in the appendix by an "RD" Routine Disclosure or and "AD" Active Dissemination.

Where a record is not listed in Appendix "1" the Department Head shall ensure that a record does not contain personal information before it is actively disseminated.

In addition, any request for building, planning or engineered drawings should be reviewed by the Division Department Head/Manager/Supervisor, in consultation with the Town Clerk, prior to disclosure due to copyright protection laws.

Active Dissemination

Methods of active dissemination of records include, but are not limited to, posting on the Town's website, dissemination of posters, pamphlets, flyers, handouts, publications etc., media releases, and advertising.

Requests for Routine Disclosure

1. Informal requests will be accepted verbally, in writing, or electronically. Whenever possible, the record will be disclosed in the format requested where disclosure complies with this policy and applicable legislation. For example, upon receipt of a request for electronic records, the records will be provided in electronic form. However, should it be deemed imprudent or impractical to provide documents in the requested format, the record will be disclosed in the format found by staff to be the most appropriate and efficient.
2. Requests for records made under this policy should be directed to the responsible department. Notwithstanding, the Town reserves the right to require at any time that requestors make their requests through a single point of contact to be determined by the Town.
3. Repetitive requests by an individual or organization for significant volumes of records, the separation of a request into several small requests totaling a large volume, requests made to more than one department related to a specific subject or issue will be centrally coordinated and referred to the Town Clerk or designate.
4. Requests determined to be frivolous or vexatious may be refused by the Division Department head or designate in consultation with the Town Clerk.
5. Fees may be charged for the search time and/or reproduction of records where authorized by policy, the Town's Fees and Charges By-law.

RECORDS NOT ROUTINELY DISCLOSED

The following types of records shall **not** be disclosed except pursuant to a MFIPPA request:

- a) Closed meeting agendas, minutes, and reports
- b) Negotiations for the buying or selling of land addressed in closed session
- c) Unit prices and other proprietary information contained in tenders and proposals without the permission of the bidders
- e) Personal information about an identifiable individual who is not a business or company
- f) Any information subject to solicitor client privilege or otherwise protected by MFIPPA, the *Municipal Act*, or any other Act.

Confidential Information

Although a primary focus of MFIPPA is to facilitate access to government information, there are limitations to that access. These limitations are in place to protect personal information, as well as sensitive information, in the custody and control of government.

Under MFIPPA, there are two types of exemptions that must be considered when assessing whether information is to be disclosed:

- a) **Mandatory exemptions** – requiring the institution to refuse disclosure of the record. Such records include:

- information pertaining to intergovernmental relations; if the information was received in confidence;
- third party information that reveals a trade secret or scientific, technical, commercial, financial, or labour relations information, if supplied in confidence, and where disclosure could prejudice the interests of a third party;
- personal information about individuals other than the requester.

b) **Discretionary exemptions** – requiring an institution to apply discretion and good judgment when determining whether or not to disclose the record. Such records include:

- draft by-laws, records of closed meetings where such are authorized by statute;
- advice or recommendations within the organization;
- law enforcement records;
- information which could prejudice the financial or other specified interests of the organization;
- solicitor-client privileged information;
- information which could endanger the health or safety of an individual;
- information already available to the public or soon to be published.

Although the above noted exemptions provide direction as to what must or may be considered when assessing whether or not to disclose, there are times when the above exemptions do not apply.

Certain exemptions (above) do not apply:

- a) if a compelling **public** interest outweighs the purpose of the exemption; or
- b) if there is a **grave** environmental, health or safety hazard, regardless of whether or not a formal request for information has been made.

PERSONAL INFORMATION

The Town will not disclose personal information through routine disclosure or active dissemination practices. Requests for personal information, or any record that may contain personal information, must be submitted formally under the MFIPPA process.

In addition to formal requests by the public, 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/office. Use and disclosure of personal information must be directly related to their job duties/office, and in accordance with the reason the information was collected. Members of staff and members of Council must make requests for records in accordance with this policy and all applicable legislation.

Collection of Personal Information

Staff may collect personal information only with legal authority. Legal authority is present under the following situations:

- legislation or regulations require the collection of personal information. Examples include: applications for employment, planning permissions, health & safety, parks & recreation programs, a private sewage system, and documentation of workplace injuries;
- personal information is necessary for law enforcement. Examples include: by-law enforcement, fraud investigations, licensing, and complaint investigations;
- staff must have the personal information to operate legally mandated Town functions, or Town by-laws allow the collections. There are many situations where this occurs, including: Payroll and benefit administration and performance appraisal of employees, and workplace investigations.

In addition, personal information collected by Town staff shall be done in accordance with the provisions of MFIPPA and other privacy legislation. The collection of information shall be limited to only that information which is required in order to administer the programs and services of the Town.

Wherever possible, personal information is to be collected directly from the individual to whom the information relates. If using an indirect or alternative manner of collection, staff must adhere to the guidelines stipulated in MFIPPA.

Notice of Collection

On the initial collection of personal information from a Town employee/client, or when information is collected for a new, unrelated purpose, the individual to whom it relates must be notified of:

- the legal authority for collecting the information (statute, regulation, or by-law);
- the principal purpose(s) of the collection; and
- the title, business address and telephone number of an employee who can answer questions about the collection.

This information is referred to as the Notice of Collection.

Use of Personal Information

Personal information collected by the Town will be used for the purpose or activity for which it was originally collected or for a 'consistent purpose'. A 'consistent purpose' means that the individual to whom the information relates might reasonably have expected the use/disclosure.

The use of personal information for any other purpose shall only be permitted with the consent of the individual to whom the information relates, or in accordance with the provisions of MFIPPA.

In cases where personal information is used or disclosed for a non-routine purpose (e.g. information disclosed to a by-law officer for an investigation). In these cases, the irregular use or disclosure must be documented in the affected person's file or records.

Council Communications/Delegations

The following process shall be applied when dealing with Council Communications/Delegations:

- Communications/delegations directed to the Town for the purposes of Council or Committee consideration shall include the name and/or address of the sender/delegate, if the name and/or address pertains to the matter before Council or Committee, and shall be considered public record;
- The name of the sender, their signature, and the property address of the sender (if relevant) shall form part of the public record;
- Any additional personal information on communications (i.e. personal telephone numbers, personal e-mail addresses, etc.) shall be severed, prior to disclosure, unless the information belongs to a business entity or an individual acting in a business capacity;
- Such communications and information shall form part of Committee/Council agendas and be used to assist Council and Committee members with properly addressing and responding to individuals' requests or inquiries;
- Any communications presented to Council in public session shall be made available for public viewing by way of print and/or electronic means;
- Discretion pertaining to the disclosure of personal information may be exercised by the Town Clerk where the personal information relates to sensitive or confidential matters and/or relates to one of the designated criteria for a "closed" session;
- Where an individual has specifically expressed that the communication be treated as "confidential," the Clerk's Department shall contact the individual to request consent to disclose the communications in order to allow Council to deal with the matter.

Recreation Programs

The following shall be applied when dealing with Recreation Programs:

- personal and health information, collected for the purposes of parks and recreation programs, may be used by municipal staff and designated volunteers who are responsible for the organization and health & safety of the participants.
- any photographs or images of program staff and participants shall be authorized in advance by designated municipal staff.

Protecting Personal Information

Protecting the privacy of individuals and any personal information which has been collected and used by the Municipality is a requirement of privacy legislation and a primary focus of the Town of Midland.

To ensure that every precaution is taken to protect the privacy of personal information, the following processes shall be adhered to:

- Access to personal information shall be restricted to 'only' those employees requiring access in order to perform their duties.
- No personal information shall be disclosed to members of the public, Council, or other staff without the consent of the individual to whom the information relates (except where permitted by legislation or within this policy).
- Personal information shall not be discussed in public areas where it may be overheard by others who are not otherwise authorized to have such information.
- Personal information should not be left exposed or visible on desks or computer screens. Staff should minimize computer screens and put records containing [third party] personal information away when not in use.
- Records/files containing personal information should not be removed from Town worksites. If it is necessary to have records leave the worksite, the records should be copied first. Originals should remain on-site at all times.
- Records/files leaving the worksite that contain personal information should be signed out. Sign-out cards/forms should include employee's name, description of records, file number and file name, date of removal and date of return and be kept within the department/location where the records were removed from.
- Sensitive personal or confidential information should, wherever possible, be sent by regular mail or courier. If transmitting such information by e-mail or fax, e-mail addresses and fax numbers must be verified to ensure that they are accurate prior to sending the information.
- Confidentiality and privacy statements shall be included on all e-mail and fax transmissions.
- Cabinets or storage locations containing personal or confidential information should be locked or secured at the end of each day and when not in use.

Members of the public seeking access to records which contain another individual's personal information must complete and submit a formal Access Request in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

POLICY ADMINISTRATION AND REVIEW

The Town Clerk shall administer this policy.

This policy will be reviewed every three (3) years or as required based on revisions to corporate practices or Provincial legislation.

Delegation & Dispute

The Town Clerk of the Corporation is delegated the responsibilities related to the dissemination of corporate records. Any dispute from the public regarding this policy shall be referred to the Town Clerk, who in consultation with the CAO shall make a determination regarding the issue.

Records for Routine Disclosure and Active Dissemination

Appendix #1 - Records Available via Routine Disclosure and Active Dissemination

This listing identifies Records and Information that may be released under Routine Disclosure and/or Active Dissemination at the Town of Midland. This listing may not be exhaustive or complete and may be updated at any time by the Town Clerk or designate in consultation with relevant departments.

AD = Active Dissemination (e.g., posting on website, pamphlets, social media, etc.)

RD = Routine Disclosure (e.g., Information Records Request submitted orally or in writing using the appropriate request form if available)

Staff Response Time – 10 Business Day (excluding Holidays) – or determined by employee workload

Routine Disclosure Requests may be charged in accordance with the Town's Fees and Charges By-law, as amended.

Record Type	Definition of Record	Access Method	AD or RD	Responsive Department	Conditions of Release	Legal Responsibility
Accessibility Plan and Policies	Policies, procedures, and best practices which govern how the municipality will achieve accessibility.	Website	AD	Clerks	None	<i>Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11</i>
Agendas and Minutes of Council, Standing and Advisory Committees and written declarations of pecuniary interest	Agenda identifies the action to be taken at a meeting. Minutes are the official record of the actions taken by the Council or Committee listed on an agenda. A written declaration of pecuniary interest is a declaration wherein a member of Council/Committee has or may have a direct or indirect conflict in relation to a matter under consideration.	Website	AD	Clerks	Excludes Closed Session Agendas, Minutes and Materials.	<i>Municipal Act, 2001, c. 25; Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56</i>
Agreements and Contracts	A legal document which represents specific arrangements between the Town and a Third Party.	In Person; In writing or Request Form	RD	Procurement or Responsible Department	Excludes Drafts and Confidential Agreements and Contracts	<i>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56</i>
Animal Control Occurrence Reports	An occurrence report is used to obtain the facts surrounding an animal control incident.	In Person; In writing or Request Form	RD	Community & Growth - Municipal By-Law Enforcement	Witness statement of incident provided to witness and pet owner. Animal Control officer's notes and report may be provided to parties involved.	Not Applicable

Records for Routine Disclosure and Active Dissemination

Appendix #1 - Records Available via Routine Disclosure and Active Dissemination

Applications Filed under the Planning Act.	Applications include Zoning By-law, Official Plan, Committee of Adjustment Applications. Notices and Decisions of Public Meetings and Appeals. Staff, Agency, and other comments.	Website; in writing or Request Form	AD/ RD	Community & Growth - Planning	Excludes applications (together with all supporting materials and comments) which have not yet been deemed complete and public notice has not yet been circulated by the Town. Also excludes pre-consultations which are deemed confidential in nature.	<i>Planning Act, R.S.O. 1990, c. P.13</i>
Assessment Rolls	Provided by MPAC the assessment roll provides the following: assessed value, roll number, location and description, classification, school support.	In Person Only	RD	Finance	Property Assessment Information can be viewed at Town Hall but will not be provided over the phone or by e-mail to the public.	<i>Assessment Act, R.S.O. 1990, c. A.31</i>
Audit Reports	Is an examination of a municipality's financial records, accounts, business transactions, accounting practices and internal controls.	Website; in writing or Request Form	AD/RD	Finance	None	<i>Municipal Act, 2001, c. 25</i>
Bids and Tenders	Tender is an invitation to supply goods or participate in a project. Bid is a response to the invitation	Website	AD	Finance	Only names and bid amounts of proponents for Requests for Proposals, Expressions of Interest, Tenders and Requests for Quotations which are read at public meetings will be provided.	<i>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56</i>
Budgets	Operating budget plans for day-to-day expenditures of the municipality. Capital budget plans for the purchase, financing of assets or improvement of existing infrastructure.	Website	AD	Finance	None	<i>Municipal Act, 2001, c. 25</i>
Building Inspection Reports including Occupancy Certificates and Final Inspections	Inspection reports are prepared by a Building Inspector in response to a request for inspection by a builder. Occupancy certificates ensure conformance with the Ontario Building Code for safety. An inspection is conducted prior to occupancy of the space.	In Writing or Request Form	RD	Community & Growth - Building	Provided to the property owner or property manager or representative with authorization.	<i>Building Code Act, 1992, S.O. 1992, c. 23</i>

Records for Routine Disclosure and Active Dissemination

Appendix #1 - Records Available via Routine Disclosure and Active Dissemination

Building Plans/Architectural Drawings, Site Plans, Survey	May include property floor plans, roof framing plans, architectural elevations, and HVAC plans. A Site plan identifies buildings and other features in relation to property boundaries. Most of the information required for a site plan can be found on the property survey. A land survey identifies boundaries and features of land. A land survey may also include horizontal direction, angles, and elevation.	In writing or Request Form	RD	Community & Growth - Building; Planning	Provided to the property owner or property manager or representative with authorization.	Not Applicable
Building, Fire and Property Standards Investigation Inspection Reports	Reports prepared by the Building, Fire and/or Property Standards providing details of what was observed at a property during an investigation.	In writing or Request Form	RD	Building, Fire and Emergency Services, Municipal By-law Enforcement	Provided to property owners, or agents acting on behalf of a property owner.	<i>Building Code Act, 1992, S.O. 1992, c. 23; Fire Protection and Prevention Act, 1997, S.O. 1997, c.4</i>
By-laws	A By-law is the legal instrument that Town Council uses to exercise its powers. A by-law becomes effective on the date it is enacted unless it specifies otherwise.	Website/ In writing or Request Form	AD/RD	Clerks/Municipal By-law Enforcement	Excludes draft by-laws. Official Plan and Zoning by-laws are available on the Town's website. Copies of other by-laws can be requested.	<i>Municipal Act, 2001, c. 25; Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56</i>
Corporate Policies and Procedures	Guidelines which helps the Town to carry out its activities in an efficient and effective manner so that the objective of the organization are met.	Website; In writing or Request Form	AD/RD	Clerks or Responsible Department	Many policies affecting the Public can be found on the website. Other policies may be requested via Routine Disclosure. Excludes internal or departmental written policies or procedures.	Not Applicable

Records for Routine Disclosure and Active Dissemination

Appendix #1 - Records Available via Routine Disclosure and Active Dissemination

Corporate Structure / Organizational Charts	Is a diagram that visually conveys the Town's internal structure by detailing the roles, responsibilities, and relationships.	In writing or Request Form	AD	Human Resources	None	Not Applicable
Council Remuneration and Expenses	Council remuneration provides an incentive for community members to hold public office. Expenses are incurred by members of Council in performing their duties and in representing their constituents including attendance at conferences and seminars.	Website	AD	Clerks	Includes only final statements of remuneration and expenses.	<i>Municipal Act, 2001, c. 25</i>
Council Strategic Plan	Council's Strategic Plan is a roadmap for success, designed to guide decision-making and investments this term of Council, ensuring decisions made today set the course for the community's desired future.	Website	AD	CAO	None	None
Economic Development Statistics	Information on investing in Town of Midland, resources for businesses, real estate listing and reports reports and publications	Website	AD	CAO/Executive Director Community & Growth	None	Not Applicable
Emergency Plan	An emergency preparedness and response program in accordance with the Emergency Management and Civil Protection Act.	Website	AD	Fire and Emergency Services	Excludes confidential information contained within the plan.	Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9
Emergency Service Call Reports	General statistics of emergency service calls.	Website	AD	Fire and Emergency Services	None	<i>Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4</i>
Employment and Salary Statistics	The Town's ladder chart and pay grid.	In writing or Request Form	RD	Human Resources	Excludes specific salary of an individual staff member however, the wage range for the position is disclosed.	Not Applicable

Records for Routine Disclosure and Active Dissemination

Appendix #1 - Records Available via Routine Disclosure and Active Dissemination

Expenses - Departmental	Monthly Report on how much money is being spent by a department.	Website	AD	Finance	None	<i>Municipal Act, 2001, c. 25</i>
Facility Rental Contracts	Contract intended for short-term rentals of municipal facilities.	In writing or Request Form	RD	Recreation, Events and Facilities	Provided to signing Parties to the contract	Not Applicable
Fire Incident / Accident Reports	Fire Incident/Accident Reports are a written record documenting data by an official from the fire incident/accident which can generally be easily determined.	In writing or Request Form	RD	Fire and Emergency Services	Provided to property owner or agents acting on behalf of property owner, may request a report outlining details of fire incident	<i>Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4</i>
Fire Investigation Reports	Fire Investigation Reports are a written record documenting data by an official investigation of the fire and the potential determination of the various factors involved in the fire.	In writing or Request Form	RD	Fire and Emergency Services	Provided to property owners or agents acting on behalf of property owner, may request a report outlining details of investigation.	<i>Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4</i>
Freedom of Information Requests Listing	List of Freedom of Information Requests received in accordance with the Municipal Freedom of Information and Protection of Privacy Act.	In writing or Request Form	RD	Clerks	Listing includes request number, disposition.	<i>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56</i>
General Maps	Mapping already utilized for Town purposes are publicly available including active development which provides details of areas of the municipality which are actively being developed.	Website; In writing or Request Form	AD	Environment & Infrastructure - Engineering	None	Not Applicable
Heritage property register & list of designated properties	Includes a list of all designated properties, including conservation districts within the municipality.	Website; In writing or Request Form	AD	Community & Growth - Planning	None	<i>Ontario Heritage Act, R.S.O. 1990, c. O.18</i>

Records for Routine Disclosure and Active Dissemination

Appendix #1 - Records Available via Routine Disclosure and Active Dissemination

Infrastructure Design Sheets and Road Network Maps	Storm and sanitary design sheets, lot grading and utility coordination, road networks, typically submitted as part of the subdivision submission.	Request Form	RD	Environment & Infrastructure - Engineering	None	Not Applicable
Infrastructure Drawings	Large format engineering drawings such as plan and profile.	Request Form	RD	Environment & Infrastructure - Engineering	None	Not Applicable
Land – Sales and Acquisitions	The purchase and sale of lands owned by the Town in accordance with the Town's policies and procedures.	Website	AD	Facilities/Clerks	Excludes negotiations that have been addressed in closed session.	<i>Municipal Act, 2001, c. 25</i>
Licenses (Business)	License or permit authorizing a Business to be carried on within the jurisdictional boundaries of the Municipality.	Request Form	RD	Community & Growth - By-Law or Responsible Department	None	Not Applicable
Master Plans	A document and policy guide designed to help communities create a vision of what they want to look like in the future.	Website	AD	Environment & Infrastructure - Engineering	None	None
Official Plan	An official plan is a policy which describes how land in the municipality should be used.	Website	AD	Community & Growth - Planning	None	<i>Planning Act, R.S.O. 1990, c. P.13</i>
Septic Use Permit and Septic Layout/Details	A Septic Use Permit is issued when the septic system was installed or last tested. A site drawing of the property showing where the septic tank, tile bed etc. location.	Request Form	RD	Community & Growth - Building	Provided to the property owner or property manager or representative with authorization.	Not Applicable
Sewer or water main lateral condition inspections – residential	Report prepared by the Water Department providing details of what was observed during a sewer or water main lateral inspection.	Request Form	RD	Environment & Infrastructure - Engineering	Provided to the property owner or property manager or representative with authorization or consultants working on behalf of the Town	Not Applicable
Staff Reports to Council, Committee of the Whole, Coordinated Committee or Advisory Committee	Report created to inform Council/Committee about a specific matter. It usually contains recommendations by Employees.	Website/Civic Web Portal	AD/RD	Clerks	Excludes Closed Session Reports.	<i>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56</i>

Records for Routine Disclosure and Active Dissemination

Appendix #1 - Records Available via Routine Disclosure and Active Dissemination

Voter's List	The Voter's List contains each elector's name, address, and date of birth. It is used to inform election officials who is registered to vote on election day.	In Person	RD	Clerks	Records may be viewed during and immediately prior to the election subject to conditions in accordance with the Municipal Elections Act.	<i>Municipal Elections Act</i> , 1996, S.O.1996, c. 32, Sched.
Water – Annual Quality Reports	Contains information on the operation of the municipal drinking water distribution system, the quality of the water, and the MOE inspection report.	Website	AD	Environment and Infrastructure - Water/Wastewater	None	Ontario Drinking Water System Regulation (O. Reg. 170/03)
Zoning By-law	A Zoning by-law implements the objectives and policies of the Town's official plan and provides a legal and precise way of managing land use and future development.	Website	AD	Community & Growth – Planning Division	None	<i>Planning Act, R.S.O.</i> 1990, c. P.13