



Policy: Routine Disclosure Policy

Main Contact: Town Clerk

Last Revision: March 2025

[Policy Statement and Purpose](#)

[Scope](#)

[Definitions](#)

[Policy References](#)

[Monitoring](#)

[Contact](#)

[Change History](#)

Policy Statement and Purpose

The Corporation of the Town of Renfrew is committed to ensuring the public is provided with records and information easily and informally while complying with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). This Routine Disclosure Policy will ensure that information is available to the public to support an open and transparent government.

The Corporation of the Town of Renfrew recognizes not all requests for access to information need to be handled through the formal process known as a Freedom of Information (FOI) access request. This policy will assist staff in determining which records can be made routinely available to the public.

Scope

This policy applies to records that can be released without going through the formal process under MFIPPA.

Definitions

In this policy, the following terms have the meanings set out below:

“Town” means the Corporation of the Town of Renfrew.

“Authorized Representative/ Agent” means a person(s) with written consent from the property owner to access or obtain specific records and/ or information.



“Freedom of Information (FOI) Access Request” means a formal request to access a specific record held by the municipality and requires a formal process in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

“Personal Information” means recorded information about an identifiable individual including:

1. Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual.
2. 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.
3. Any identifying number, symbol, or other particular assigned the individual.
4. The address, telephone number, fingerprints or blood type of the individual.
5. The personal opinions or views of the individual except if they relate to another individual.
6. Correspondence sent to an institution by the individual that is implicitly or explicitly of a private confidential nature and replies to that correspondence that would reveal the contents of the original correspondence.
7. The views or opinions of another individual about the individual.
8. The individual's name if it appears with other personal information relating to the individual or where disclosure of the name would reveal other personal information about the individual.

“Property Owner” means the current owner of the property.

“MFIPPA” means the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, Chapter M.56.

“Record(s)” means all types of information or data however recorded, regardless of physical form or characteristics, such as text, numeric, graphic, photographic, video or audio, and recorded such as on paper, electronic, or digital. A record does not include a duplicate copy of the record.

“Routine Disclosure” means the disclosure of certain records and information in response to informal requests from the public without requiring the submission of a formal FOI request.

Policy Requirements

1. Policy

Requests for Routine Disclosure may be initiated by mail, email or in person by completing a Routine Disclosure Application Form (Attachment #2). The requester is required to pay all applicable fees before the record and/or information is released.



1.1 Departmental Guidelines

a) Types of records that may be available for release through Routine Disclosure include:

- Building Drawings and Building Plans
- Occupancy Certificates
- Inspection Reports
- Surveys / Lot Grading
- Septic Use Permits and Septic Layout/Details
- Site Plans
- Infrastructure Drawings
- Infrastructure Design Sheets
- Infrastructure Network Concession Block Maps
- Committee of Adjustment Records
- Planning Records
- Fire Incident Reports
- Fire Investigation Reports
- Council/Committee Agenda Packages
- Approved Council/Committee Minutes – *excluding Confidential Closed Meeting Minutes*
- Council Resolutions – Within five years of date of request.
- By-Laws adopted by Council and currently in effect
- Any information currently readily available on the Town of Renfrew's website, and therefore deemed as Public

b) All applicants for records released under this policy must complete a Routine Disclosure Application Form (Attachment #2). For any records that may only be accessed by a property owner or authorized representative/agent (see Attachment #1), staff may be required to view photo ID to confirm the identity of the property owner.

c) An application may be for one address only. Additional requests by the same requester or made at the same time will be treated as unique requests and subject to all applicable fees.

d) The requester may choose to only view the records. They may view records at the Town offices but may not take any photographs, drawings, or reproductions of the records. All fees, except those for reproductions shall still apply.

e) Prior to releasing the records, staff must review them to ensure there is no personal information within the record and redact the information where applicable. If they are unsure whether or not the record contains personal information, they are to consult with the Town Clerk or their designates.

f) Draft Planning and Engineering reports and applications that have not yet



gone to Council for approval may not be released under this policy, but may be viewed in person. Once approved by Council, these records are public documents and may be released.

g) The Records for Routine Disclosure Chart (Attachment #1) provides details with regard to the types of records and information available through the Routine Disclosure process including definition, estimated time frame to complete request and who can access the record.

1.2 Fees

Fees will be charged in accordance with the Town's Fees and Charges By-Law (as amended or replaced from time to time) and the Town's Building Permit By-Law (as amended or replaced from time to time).

1.3 Copyright Notification

The Routine Disclosure Application Form (Attachment #2) includes a declaration regarding copyrighted records. By signing and submitting the form, the requester is declaring to adhere to the *Copyright Act*, acknowledging that copyrighted records must not be reproduced for profit, nor submitted as plans for construction nor presented as original work. The signed application eliminates the necessity to stamp each copyrighted record released to the requester.

1.4 Personal Information

a) Any request for personal information must go through a Freedom of Information Access Request, unless the information has been collected under an authority that permits its disclosure (e.g., the Planning Act).

b) Personal information does not include business/company names, addresses, or phone numbers.

c) If the request does not fall under the guidelines for Routine Disclosure, staff will inform the requester of the option to apply for the information and/or record under the formal Freedom of Information (FOI) Access Request procedure.

d) If staff are unsure whether the request falls under the guidelines for Routine Disclosure, they will ask the Town Clerk or their designate for clarification.

1.5 Freedom of Information Access Request Procedure

The Town strives to remain compliant with MFIPPA. While the Town will attempt to handle information requests easily and informally where possible, a formal request is necessary at times. Any request for records or information that falls outside the scope of this Routine Disclosure policy must go through the formal Freedom of Information Access Request process. Staff should refer any inquiries about a formal request to the Town's website or



refer the inquirer to the Town Clerk or their designate to assist.

1.6 Records Retention

a) Completed Routine Disclosure request forms are filed on departmental drives under A17 – Information Access and Privacy with the associated retention period.

b) Notice of routine disclosure must be provided to the Town Clerk or their designate for annual tracking purposes. Information should include the following:

- Name of Requester
- Date of Request
- Record Requested
- Date Request was Provided
- Applicable Fee Charged

2. Implementation

The Department responsible for the records will also be responsible for the intake of all forms, locating requested records, processing, redacting, and preparing the records for pick up or delivery and informing the requester of the appropriate fee.

The Customer Services Representative will be responsible for processing the fee(s).

The Town Clerk or their designate will be responsible for providing guidance and clarification of requests as needed, tracking annual routine disclosures for audit purposes, and processing requests that fall outside the guidelines of Routine Disclosure.

3. Attachments

Attachment #1: Routine Disclosure Records Chart

Attachment #2: Routine Disclosure Application Form

Authority

Section 224 of the *Municipal Act, 2001*, as amended, states the role of Council includes the development and evaluation of policies and programs of the municipality.

Monitoring

The Town Clerk or other authorized designates shall be responsible for monitoring this policy.

Contact



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Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Routine Disclosure Policy	April 08, 2025	New	30-2025



Attachment #1 - Records for Routine Disclosure

Fees will be charged in accordance with the Town's Fees and Charges By-law and Building Permit By-law, as amended, or replaced for time to time.

Type of Record	Definition of Record	Estimated Time Frame	Who Can Access?
Development, Environment, and Infrastructure Department			
Building Drawings and Building Plans	May include property site plans, building size, setbacks to property lines, driveway dimensions, floor plans, roof framing plans, architectural elevations, and HVAC plans.	5-7 business days	Property Owner, or authorized representative
Occupancy Certificates	Occupancy certificates ensure conformance with the Ontario Building Code for safety. An inspection is conducted prior to occupancy of the space.	5-7 business days	Property Owner, or authorized representative
Inspection Reports	Inspection reports are prepared by a Building Inspector in response to a request for inspection by a builder.	5-7 business days	Property Owner, or authorized representative
Survey	A land survey identifies boundaries and features of land. A land survey may also include horizontal direction, angles, and elevations.	5-7 business days	Anyone who makes a request
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.	5-7 business days	Anyone who makes a request
Site Plan	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.	Regular Service - 7 business days	Anyone who makes a request
Infrastructure Drawings	Large format engineering drawings such as plan and profile, lot grading, storm and sanitary drainage area plans and utility coordination.	Regular Service - 7 business days	Anyone who makes a request



Renfrew

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Infrastructure Design Sheets	Storm and sanitary design sheets typically submitted as part of the subdivision submission.	Regular Service - 7 business days	Anyone who makes a request
Infrastructure Network Concession Block Maps	Maps of sanitary, storm or water networks by concessional block.	Regular Service - 7 business days	Anyone who makes a request
Committee of Adjustment Records	The Committee of Adjustment considers applications for Minor Variance, Permissions and Consents. Records can include the decision files, minutes, staff reports, and other documents related to the Application.	Available on Website	Anyone who makes a request
Planning Records	Official Plan, including schedules Official Plan schedules - each Zoning By-law including schedules Zoning By-law maps - each Town Maps Applications for Amendments (Public Information)	5 business days	Anyone who makes a request
Various Departments			
Compliance Letters	Zoning Compliance Letter Zoning Compliance Letter – Priority Service Subdivision Compliance Letter Subdivision Compliance Letter – Priority Services Building and Septic Compliance Letter	Regular Service - 7 business days Priority Service - 2 business days	Available only to the specific person requesting the letter. <i>Previously issued letters to a third party not included under routine disclosure.</i>
Fire Department			
Fire Incident Reports	Fire Incident Reports are a written record documenting data from the fire/incident which can generally be easily determined.	5-7 business days	Property owners OR insurance adjusters and/or law firms, with property owner's permission



Renfrew

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Corporate Policy

Fire Investigation Reports	Fire Investigation Reports are a written record documenting by an official investigation of the fire and the potential determination of the various factors involved in the fire/incident.	5-7 business days	Property owners OR insurance adjusters and/or law firms, with property owner's permission
Treasury Department			
Financial Statements	Annual audited statements that include the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Draft financial statements are not considered routine disclosure until they have been approved and adopted by Council.	Regular Service – Available on Website Printed Copy – 2 to 3 business days	Anyone who makes a request
Budget	Corporate financial plans established and approved by Council for the operations of the Town. Includes both operating, capital, reserves, reserve funds, and development charges reporting. Draft budgets are included only if already made available to Council Members.	Regular Service – Available on Website Printed Copy – 2 to 3 business days	Anyone who makes a request
Council Remuneration Annual Report	Annual statement of remuneration, reimbursements, and honorariums paid to all members of Council for a given year.	Available on Website	Anyone who makes a request
Request for Tenders and Request for Proposals Results	Records relating to the issuance, final scoring and evaluation of submissions to Requests for Tenders and Requests for Proposals.	5 to 7 business days	Companies or individuals who submitted responses Final summary scoring of companies – Anyone who makes a request
Tax and Water/ Wastewater Account	Detailed transactional items on either a property's property tax roll account or water and wastewater account including current balance, assessment, and utility usage.	Same business day	Property Owner, or authorized representative



Renfrew

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Corporate Policy

Tax Sale Properties	Form 4 (Statutory Declaration Regarding Sending of Final Notice), Form 6 (Sale of Land by Public Tender), Form 8 (Sale of Land by Public Auction) and/or Form 10 (Notice of Readvertisement) as well as any information or packages available for actively advertised registered properties that have not yet been redeemed. Note that if the registered property has not yet been advertised with Form 6 or Form 8, information is restricted to interested parties are noted in Form 4.		Once advertised – Anyone who makes a request Not yet advertised – Interested Party as identified on Form 2 and/or Form 4.
Financial Information Return (FIR)		Available on Website	Anyone who makes a request
CAO and Town Clerk's Office			
By-laws Adopted by Council	Final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws.	Some readily available on the Website. Otherwise, 2-3 Business days	Anyone who makes a request
Council Agenda Packages	Full packages of agenda cover and attachments provided to public and Council for Council Meetings.	Up to 3 years available on Website Archived Packages – 3-5 Business days	Anyone who makes a request
Approved Minutes of Meetings	Minutes of the proceedings of council and/or Committee meetings that have been formally approved by Council and/or Committee. Includes attachments to the minutes and voting records. Excludes Closed Meeting Minutes.	Up to 3 years available on Website Archived Packages – 3-5 Business days	Anyone who makes a request



Renfrew

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Corporate Policy

Election Results		Current term of council available on Website Past term of council – 2-3 business days upon request	Anyone who makes a request
Election Candidate Financial Reports		Current term of council available on Website Past term of council – 2-3 business days upon request	Anyone who makes a request
Strategic Plan		Available on Website	Anyone who makes a request
Annual Corporate Workplan and Goals		Available on Website	Anyone who makes a request
Resolutions		Available on the website through approved (posted) minute packages – up to 3 years. Older or Certified Copy – 5 to 7 business days	Anyone who makes a request



Applicant Information:

Preferred method of contact:

Please provide a detailed description of the information you are requesting:





Renfrew

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Fees, Processing and Payment Information:

Debit, cash or cheque are accepted in person at the Town Hall Front Desk. Application forms by mail can be paid by cheque and can be mailed to 127 Raglan Street South, Renfrew Ontario, K7V 1P8.

Fees are in accordance with the most current Fees and Charges By-law (as amended) or replaced from time to time.

You will be notified when records are ready. Records can be mailed, e-mailed, or picked up in person at the Town Hall Office. Office hours are Monday to Friday, 8:00 a.m. to 4:00 p.m. unless otherwise specified.

Refunds are NOT provided if there are no records found.

Applicant's Declaration:

By submitting this application, the requestor affirms that the facts set forth in this document are true and complete and also declares to adhere to all copyright legislation under the *Copyright Act*, acknowledging that copyrighted records must not be reproduced for profit, nor submitted as plans for construction nor presented as original work. The requestor also acknowledges that a survey requested may not be a current survey and that is the requesters' responsibility to confirm with the Registry Office for the most current one.

Signature: _____

Date: _____

Notice of Collection

The personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, and the Municipal Act 2001, S.O. 2001, c. 25. The information will be used for the purpose of responding to your request. Questions about this collection should be directed to the Town Clerk/ Manager of Legislative Services, 127 Raglan Street South Renfrew, Ontario K7V 1P8. Telephone: 613-432-4848, x116 Email: cerrett@renfrew.ca

For Office Use Only	
Identification Verification	
☐ Ownership information verified before access granted to records	
☐ Letter of Permission attached (if applicable)	
Date Request / Received at the office: Received by:	
Total Fee Charged:	Payment Method:
Date Completed:	Records Provided: In Person / By Mail / By Email
Records Released:	