

**Appendix 1 – Records Available Through Routine Disclosure**

This listing identifies Records and Information that may be released under Routine Disclosure at the Municipality of Middlesex Centre. This listing may not be exhaustive or complete and may be updated at any time by the Clerk in consultation with relevant departments.

Type of Record		Responsible Department (s)	Notes on Release of Records
Agendas and Minutes of Council, and Advisory		Clerks	Excludes Closed Session Materials
Agreements and Contracts	Subdivision	Planning/ Building Services	Excludes draft agreements. Signed and approved agreements are provided.
	Site Plan		
	Encroachment		
	Employment	Human Resources	Excludes draft agreements and individual employment contracts. Contracts and Agreements with Unions are provided.
	Lease	Clerks	
	Facility Rental Contracts	Community Services	Copies are provided to the signing parties.
Sponsorship	Community Services	Copies are provided to the parties only. A general summary of the terms of the agreement can be provided on request.	
Assessment Rolls		Planning/ Building Services	Assessment Roll information can be viewed at the Municipal Office and is not provided by phone to the public. Information is provided to government organizations upon request, provided written authorization to receive such information has been received.
Audit Reports		Finance	
Bids and Tenders		Various Departments	Unofficial and official results released on request and in public report to Council as required. Except confidential or proprietary information.
Budgets - Operating and Capital		Finance	Excludes drafts or working documents.
By-laws		Clerks	Excludes draft by-laws and those available on the Municipalities website.
Complaints / Orders	Property Standards	Building	Not available for disclosure; individual must submit a FOI request.
	Complaints and related correspondence	Building	Not available for disclosure; individual must submit a FOI request.
	Posted Orders	Building	Not available for disclosure; individual must submit a FOI request.
Corporate Policies and Procedures		Human Resources	Excludes drafts or working documents. Excludes internal or departmental written policies or procedures.
Corporate Structure/ Organizational Charts		Human Resources	
Council Remuneration		Clerks	Excludes drafts or working documents.
Elections – Candidate Financial Statements		Clerks	Records may be viewed for the current term of council
Elections – Nomination forms		Clerks	Records may be viewed from the date of submission until 120 days following the election period
Freedom of Information Requests		Clerks	Identity of requestors is not provided. Request number, disposition and summary only
Fire File Search Report and/or Fire Incident Report		Fire Services	Property owners, or agents acting on behalf of a property owner, may request a report outlining details of a fire incident.
Heritage Property Register and List of Designated		Clerks	
Legal Proceedings – Outcomes and status reports		Clerks	Excludes draft reports, draft decisions and any records subject to solicitor client privilege.
Licences	Dog and Kennel	Building	
	Lottery	Clerks	
Maps		Various Departments	Excludes any maps subject to external copyright.
Permits	Building	Building	Building Permit application forms are released to property owner or their authorized agent. Permit application forms with information of owner removed are released upon request.
	Driveway Entrance	Public Works	
	Sign	Public Works	Copies of Sign applications may be given to applicant or property owner. Confirmation of Sign permits issued is provided verbally.
	Special Event (SOP)	Clerks	
Planning Applications		Planning	Planning application forms are released to property owner or their authorized agent. Planning application forms with information of owner removed can be released upon request.
Planning Policy Documents	Official Plan	Planning	Related background information may be provided on request.
	Zoning By-law		
	Site Plan Approval		
Plans & Drawings	As constructed, profile plans and drawings	Public Works	Copies are provided on request. Copyright Act applies to some drawings and plans.
	Building Plans	Building	Residential site plans are released to property owner or authorized agent only. No correspondence with other members of the public is to be released.
	Construction specifications and drawings for Roads and Bridges, etc	Public Works	All building plans, inspection reports, related to building permits are provided only to requesters who can prove that they are the owner of the property, or authorized agent
	Site Plans and related information	Planning	Residential Building Plans in connection with applications for reviews and permits shall be released only between the date of building permit issuance and three months following the date the permit file is closed.
	Site Servicing and Grading	Public Works	
	Subdivision Plans	Planning	
Property Tax Certificates (including statements of		Finance	Provided to the property owner or representative with authorization
Receipts	Taxes, Permits, Licences, etc.	Various Departments	Receipts are provided to payee only.
	Recreation Program Registration	Community Services	Receipts for program registrations are provided to account holder only.
Surveillance Camera Footage		Corporate Services	Provided to law enforcement organizations only.
Third Party Studies and Reports		Planning / Building	May be viewed only if consent obtained from document owner. If reports are received by Council, they are deemed public for viewing.
Voters' List		Clerks	Available for viewing during and immediately prior to the election. Not available at any other time. Copies are provided to candidates during election period for election purposes only.