



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

| Record Title | Type | Service Area | Description | Access | Conditions of Release |
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| Building Permits | RD | Building | 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 |
| Building Records | RD | Building | 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 |
| Cemeteries | AD | Clerk's Division | A StoryMap created through ArcGIS which shows the locations of cemeteries owned by the Loyalist Township. | Township website | |
| Marriage Registry | RD | Clerk's Division | The public may request access to the Township's registry of civil ceremonies, which includes the names, addresses, and details of all civil ceremonies officiated by the Clerk subject to the Marriage Act, R.S.O. 1990, c. M.3 | In Person | The registry may only be viewed at the Odessa Office, located at 263 Main St., Odessa, K0H 2H0. |
| Noise Exemptions | AD | Clerk's Division | Details about the approved Noise Exemption Requests are made available on the Township website and include the details of the approval and grounds for exemption. | Township website | |
| Policies | AD | Clerk's Division | A copy of some approved policies, including administrative policies, is made available on the Township's website. | Township website | |
| Public Services Map | AD | Clerk's Division | A StoryMap created through ArcGIS which shows the locations of the fire department stations, landfills, municipal offices, police and correctional services and social services in the Township. | Township website | |
| Economic Development | AD | Development Services | Information on investing in Loyalist Township and resources for businesses. | Township website | |
| News Releases | AD | Communications | Archive of news releases, feature stories, media advisories and public service announcements related to newsworthy events involving the Township, Township initiatives and programs, and notifications that affect residents. | Township website | |
| Burn Permits | RD | Emergency Services | A copy of the approved burn permit. | By request | All personal information is redacted. |

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| Fire Inspection and Written Report | RD | Emergency Services | Reports may pertain to residential solid fuel burning appliances, group homes, and special care facilities. | By request | Released to Owner or Authorized Agent, or individual with written permission from the owner. |
| Lot Grading Enquiries | RD | Engineering | 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. |
| Construction Enquiries | RD | Engineering | 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. |
| Bids and Tender Opportunities | AD | Finance | The Township employs various methods to procure goods, services and construction in accordance with the Procurement By-law. The Township advertises procurement opportunities on the Loyalist website with direct links to the e-bidding platform. | Township website | |
| Budget Draft and Consultation | AD | Finance | The Township publishes information related to the upcoming budget to receive input from residents prior to the proposal of the budget to Council. | Township website | |
| Budget and Financial Statements (2017 - present) | AD | Finance | The Township budget and financial Statements are available online from 2017 to the most recent completed fiscal year (following review by an independent external auditor and approved by Council). Physical copies of the documents can be provided upon request, and subject to the Fees and Charges By-law. | Township website | |
| Financial Statements and Budget (Pre-2017) | RD | Finance | The budget and financial Statements following review by an independent external auditor and approved by Council prior to 2017 can be made available upon request. | By request | |

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| Procurement Protocols and Results | AD | Finance | The Township releases protocols, guidelines and guidance for potential vendors to navigate the procurement process. The released records include but are not limited to Procurement By-law, Procurement Protest Protocol, Qualified Supplier Roster Protocol, Supplier Disqualification Protocol, Supplier Performance Evaluation Protocol, Vendor Debriefing, Purchase Order Terms and Conditions, Form of Agreement - Standard Terms and Conditions, Bid Irregularities, Advice for Bidders on Proposal or Bid Submissions, and Notice of Participation and Group Buying. | Township website | |
| Tax Certificates | RD | Finance | Indicates whether there are outstanding tax arrears on a property at time of real estate sale or re-financing. | By request | Released to Property Owner or Authorized Agent, or individual with written permission from the owner. |
| Tax Statements | RD | Finance | The Township 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 Property Owner or Authorized Agent, or individual with written permission from the owner. |
| Water and Sewer Utilities | RD | Finance | Water Consumption Report, Water Bill duplications and Statement of Account History are available upon request. | By request | Released to Property Owner or Authorized Agent, or individual with written permission from the owner. |
| Water Certificate | RD | Finance | Indicates whether there are outstanding water or sewer charges for a property at the time of real estate sale or re-financing. | By request | Released to Property Owner or Authorized Agent, or individual with written permission from the owner. |
| Churches | AD | Heritage, Culture and Tourism | A StoryMap created through ArcGIS which features active churches in the Township and their denomination affiliation. | Township website | |
| Community Service Locations | AD | Heritage, Culture and Tourism | A StoryMap created through ArcGIS which features community facilities, daycare facilities, funeral homes, community organizations, public libraries and retirement homes in the Township. | Township website | |
| Heritage Designated Structures | AD | Heritage, Culture and Tourism | A StoryMap created through ArcGIS which features properties and structures of cultural, historical, or architectural significance. | Township website | |

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| Heritage Plaques and Monuments | AD | Heritage, Culture and Tourism | A StoryMap created through ArcGIS which features heritage plaques and monuments of the Township, and includes their significance, location, and description. | Township website | |
| Schools | AD | Heritage, Culture and Tourism | A StoryMap created through ArcGIS that shows the locations and information of elementary and secondary schools. | Township website | |
| Shopping and Daily Living | AD | Heritage, Culture and Tourism | A StoryMap created through ArcGIS that shows the locations of post offices, banks, grocery stores, gas stations, pharmacies, and shopping plazas in the Township. | Township website. | |
| Tourism and Recreation | AD | Heritage, Culture and Tourism | A StoryMap created through ArcGIS that shows the locations of beaches, museums, sport fields and recreational facilities and boat launches in the Township. | Township website | |
| Collective Agreements | RD | Human Resources | Members of the public can access collective agreements by bargaining unit by contacting Human Resources. | By request | |
| Employment and Payroll Records | RD | Human Resources | Current and former employees may request their employment records, pension and benefits. | By request | This information is only released to the current or former employee or their authorized agent. |
| Job Descriptions (Active Postings) | AD | Human Resources | 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. | Township website | |
| Organizational Chart | AD | Human Resources | Document that describes the organization of the Township across the six departments: Community & Customer Services, Corporate Services, Strategy & Innovation, Economic Growth & Community, Development Services, Emergency Services & Fire, Finance, Human Resources | Township website | |
| Sign/Pool Enclosure Permit Records | RD | Planning | Members of the public may view or receive copies of documents contained in the sign or pool permit files. | By request | All personal information is redacted. |
| Surveys | RD | Planning | Land surveys conducted by the Township | By request | Released to Owner or Authorized Agent, or individual with written permission from the owner |

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| Accessible Transit | AD | Public Transportation | Program guides and information, including details on how to apply to the Accessible Transit Services. This also includes agreements related to the City of Kingston Taxi Commission, and vehicle models. | Township website | |
| Amherstview Island Ferry | AD | Public Transportation | Information relating to the Amherstview Island Ferry, including the maps, schedules, and other transportation details. | Township website | |
| Loyalist Link | AD | Public Transportation | Maps, and other documents related to the Loyalist Link, a service which provides a vital public transportation link to workplaces in the Taylor-Kidd Industrial Park and the Loyalist East Business Park and is provided by Loyalist Township under contract with Stock Transportation. | Township website | |
| Route 10 | AD | Public Transportation | Maps, and official schedule for Route 10 offered jointly with the City of Kingston | Township website | |
| Survey, Reports and Analysis | AD | Public Transportation | Transit Surveys, reports and analysis as presented to Council about transportation needs at the Loyalist Township | Township website | |
| Entrance Permits | RD | Public Works | Information relating to the creation of new driveways or widening existing ones; as well as culverts installed by the Township. | By request | All personal information is redacted. |
| Road Closures | AD | Public Works | Information on Road Closures due to constructions, events; Road Cautions due to truck, bus, farm or RV presence; Emergency Notices, or Cameras. | Municipal 511 | |
| Road Load Restrictions | AD | Public Works | Weight restrictions on Loyalist Township roads, including relevant by-laws. | Township website | |
| Sign Permits | RD | Public Works | Applications, and permits issued for signs under the Township's by-law to Regulate Signs and Other Advertising Devices. | By request | All personal information is redacted. |
| Winter Road Maintenance | AD | Public Works | 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. | Township website | |
| Current Programming | AD | Recreation | Information about recreation programming in the Township | Township website | |
| Facility Rentals | AD | Recreation | Information and locations of rooms, parks and other rental opportunities in the Township | Township website | |

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| Golf Courses | AD | Recreation | A StoryMap created through ArcGIS which shows the location of golf courses in the Township, and associated country clubs. | Township website | |
| Parks | AD | Recreation | A StoryMap created through ArcGIS which shows the location of all Township maintained parks, amenities available at each location and their addresses. | Township website | |
| Parks and Recreation Master Plan | AD | Recreation | Since 2017, the Township has experienced exponential growth and changing demographics. Community expectations for parks, recreation infrastructure and services are rapidly changing and evolving. A new Parks and Recreation Master Plan "A Decade of Play" is in the works and will allow the Township to strategically manage the direction of parks and recreation including infrastructure and services for the next 10 years. | Township website | |
| Rental Contracts | RD | Recreation | Contracts relating to the rental of facilities and parks. | By request | Released only to parties named on the contract or their authorized agents. |
| Drinking Water Systems Quality Reports | AD | Utilities | Reports relating to the quality of drinking water systems, which includes water tests relating to E. coli, total coliforms, general bacteria count, chlorine residual, trihalomethanes, pH, and a variety of organics and inorganics. | Township website | |
| Locates | RD | Utilities | 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 |
| Sample Results | RD | Utilities | Contains information on the parameters tested from drinking water and waste water. | By request | Released to resident(s) after the request is determined to have a verified purpose. |
| Sewer & Water Summary Reports | RD | Utilities | Contains information on the operation of the municipal drinking water system & waste water system, and the quality of the water. | By request | Released to resident(s) after the request is determined to have a verified purpose. |