



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

Record Title	Type	Service Area	Description	Access	Conditions of Release
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.

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	

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	

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



RD/AD Index

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	

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.