



# Access to Records Policy

**Policy Number:** CLK-5  
**Approval Date:** January 13, 2026  
**Last Revised:** N/A  
**Policy Area:** Clerk's Division  
**Policy Administrator:** Clerk  
**Keywords:** A17, routine disclosure, active dissemination, information, records

---

## 1 PURPOSE

1.1 The purpose of this Policy is to:

- (a) outline the commitment of The Corporation of Loyalist Township ("Township") to supporting a culture of open and transparent government by routinely disclosing and actively disseminating select municipal Records, demonstrating accountability, transparency, and public accessibility;
- (b) streamline the provision of information, reduce the administrative cost of responding to F.O.I. requests while protecting personal and confidential information; and
- (c) promote consistency with the Information and Privacy Commissioner of Ontario's Access by Design principles.

## 2 SCOPE

2.1 This Policy applies to:

- (a) all Records in Custody or under the Control of the Township except for all records whose disclosure is limited, exempt or excluded by M.F.I.P.P.A or other legislation;
- (b) all members of the Public and Members of Council;
- (c) all Personal Health Information, which the Township may receive, collect or use from health information custodians as permitted under P.H.I.P.A. Pursuant to section 49 of P.H.I.P.A., the Township may use or disclose such information in accordance with M.F.I.P.P.A; and
- (d) Video Surveillance footage requests.

2.2 This Policy does not apply to or restrict:

- (a) F.O.I. requests;
- (b) Constituency Records in the Custody of Members of Council, which do not pertain to Township business; and
- (c) provision of answers to questions or information about Township programs, services, standards, procedures, or records provided through a separate service delivery for example, tax certificates or compliance letters.

### 3 POLICY STATEMENT

3.1 Subject to M.F.I.P.P.A., the Township shall establish a Routine Disclosure/Active Dissemination Index ("Index") which identifies:

- (a) records that are to be disclosed without a requirement for a submission of a F.O.I. request;
- (b) records that are actively released in the absence of a formal or informal request.

3.3 This Index shall be maintained by the Clerk in consultation with the appropriate service area.

3.4 The following underlying principles should guide the development of the Index:

- (a) the Index is not an exhaustive list and subject to change without notice;
- (b) trends in the type of Records requested;
- (c) legislative changes;
- (d) transparency, accountability and service excellence;
- (e) introduction or changes to new programs or services; and
- (f) whether Records may be partially disclosed.

3.5 The Township is not obliged to re-create or restore Records which otherwise do not exist or have been destroyed under the authority of the Information and Records Management By-Law.

3.6 No records containing Personal Information will be disclosed to anyone other than the individual to whom the information pertains unless authorized by the individual in writing, or through a related policy, by-law or legislation.



## Access to Records Policy

### Routine Disclosure

- 3.7 Routine Disclosure allows individuals to access records within the custody or control of the Township.
- 3.8 Members of the public, group or organization may make a request for Records identified in the Index. The requests may be made in writing or verbally and should be directed to the appropriate service area. The Township reserves the right to request that a written request be submitted for clarity.
- 3.9 Fees may be charged for the reproduction of Records where authorized by Fees and Charges By-Law, as amended, another by-law, statute, or policy. The Township may consider search time and preparation time when responding to the request.
- 3.10 Identification may be required to establish the identity of the requestor prior to the release of the requested Records. This includes but is not limited to proof of agency if applicable.
- 3.11 Requests for Records shall be acknowledged in a reasonable timeframe. The acknowledgment should include fees to be charged. A decision to the request shall be made within 30 days, unless an extension is required. If an extension is required, staff shall communicate the anticipated completion of the request and the associated fees within 30 days.
- 3.12 The decision to release a Record is the responsibility of the Service Area. If there is uncertainty or contradiction, the service area shall consult with the Clerk prior to the release of any Record.
- 3.13 The Township may deny any request made under this Policy in accordance with M.F.I.P.P.A. or another statute. Requests determined to be frivolous or vexatious may be refused by the Director of the service area after consultation with the Clerk.
- 3.14 Requests for Records not listed in the Index should be made through an F.O.I.

### Active Dissemination

- 3.15 Records that are actively released without a formal or informal request are to be made available in the appropriate formats and channels as determined by the service area.
- 3.16 The release of Records which is mandated by legislation is not considered Active Dissemination and excluded from the Index. The public may access such records by contacting the responsible service area.
- 3.17 There shall be no cost for the access of records actively disseminated unless a request requires the reproduction of a record, as authorized by the Fees and Charges By-law.
- 3.18 The Township utilizes website(s), social media accounts, publications, and local media to regularly and periodically provide information to the public. Individuals may also visit the Township Office to review physical public Records (e.g. tax assessment rolls). All original public



## Access to Records Policy

Records must remain in the custody of the Township.

### Certified Records

3.19 Any person may request a certified copy of record under seal of the municipality provided that they have paid any applicable fees as outlined by the Fees and Charges By-law.

### Law Enforcement

3.20 Records containing Personal Information may be disclosed to a Law Enforcement Agency in Canada to aid in an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result. All such requests must be made in writing to the Clerk. Such requests must include:

- (a) the name, agency, badge number, file number, contact information, and signature of the law enforcement official seeking the information;
- (b) a detailed description of the information sought;
- (c) a description of the law enforcement purpose, investigation or proceeding to which the information relates;
- (d) the relevance of the information to the investigation;
- (e) in urgent circumstances, an explanation as to why it is not feasible to seek a court order;
- (f) the law enforcement agency's position on whether notification to the individual would interfere with the investigation or otherwise cause significant harm; and
- (g) the date of the request or order.

3.21 The Clerk may disclose such information where there are reasonable grounds to believe that an unlawful activity has occurred and has been captured through a Record in the course of Township business or operations.

### Legislative Requirements

3.22 Records routinely disclosed and/or actively disseminated are subject to the requirements of the Accessibility for Ontarians with Disabilities Act (A.O.D.A.) and its regulations and will be provided in accessible formats in accordance with the requirements set out in the A.O.D.A. and the Township's Accessibility Policy, as amended.

## 4 RESPONSIBILITIES

4.1 Council is responsible for approving this Policy.

### 4.2 The Department Directors are responsible for:

- (a) overseeing the routine disclosure and active dissemination of records associated with their service area;
- (b) ensuring all service areas within their departments maintain compliance with respect to privacy as set out in the Protection of Privacy Policy, and ensuring all Personal Information is managed and protected;
- (c) administering and communicating this Policy broadly to all employees in their service areas;
- (d) consulting with the Clerk when there are uncertainties about disclosure and/or dissemination; and
- (e) communicating to the Clerk if a record has been released beyond the scope of this Policy i.e. if an unauthorised disclosure occurs.

### 4.3 The Clerk is responsible for:

- (a) administering this Policy and creating procedures;
- (b) maintaining and updating the Index as needed;
- (c) monitoring compliance with the Policy;
- (d) providing guidance as to the process to submit a formal FOI request; and
- (e) working with service areas in the event of a breach of privacy.

### 4.4 Employees are responsible for:

- (a) reviewing and complying with this Policy and the Protection of Privacy Policy in performing their duties and functions;
- (b) assisting in responding to requests made under this Policy;
- (c) consulting with their supervisor or the Clerk when there are uncertainties about disclosure and/or dissemination; and
- (d) reporting to their supervisor and Clerk any unauthorised disclosure.

## Compliance, monitoring and review

- 4.5 Review of the Appendix A should be undertaken by service areas on an annual basis. The Clerk is authorized to amend the Index attached as needed.

## Reporting

- 4.6 No additional reporting is required.

## Records management

- 4.7 All Records related to the administration of this policy such as the Routine Disclosure and Active Dissemination Index should be stored under A17 – Information Access and Privacy.

## 5 DEFINITIONS

- 5.1 Refer to Schedule “A” in the Records and Information Management by-law.

## 6 RELATED DOCUMENTS AND LEGISLATION

- 6.1 *Child, Youth and Family Services Act*, 2017, S.O. 2017, c. 14, Sched. 1
- 6.2 [Custody or Control, MFIPPA Interpretation Bulletins](#), Information Privacy Commissioner
- 6.3 Fees and Charges By-Law, as amended
- 6.4 Information and Records Management By-law, as amended
- 6.5 *Municipal Act*, 2001, S.O. 2001, c. 25
- 6.6 *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56
- 6.7 *Accessibility for Ontarians with Disabilities Act*, 2005, S.O. 2005, c. 11
- 6.8 *Personal Health Information Protection Act*, 2004, S.O. 2004, c. 3, Sched. A
- 6.9 Protection of Privacy Policy
- 6.10 Video Surveillance Procedures
- 6.11 [Working with the Municipal Freedom of Information and Protection of Privacy Act: A Councillor's Guide](#), Information Privacy Commissioner, November 2001

## 7 FEEDBACK

- 7.1 Feedback about this document may be provided by emailing [clerk@loyalist.ca](mailto:clerk@loyalist.ca).
- 7.2 To report suspected instances of noncompliance with this Policy, please see email [clerk@loyalist.ca](mailto:clerk@loyalist.ca).

## 8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Council
Administrator	Clerk
Next Review Date	January 2029

Approval and Amendment History	Details
Original Approval Authority and Date	January 2026
Amendment Authority and Date	
Notes	

## 9 APPENDICES

Appendix A – Routine Disclosure and Active Dissemination Index



# Appendix A: Routine Disclosure (RD) and Active Dissemination (AD) Index

Record Title	Type	Service Area	Description	Access	Conditions of Release
<b>Building Permits</b>	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
<b>Building Records</b>	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
<b>Cemeteries</b>	AD	Clerk's Division	A StoryMap created through ArcGIS which shows the locations of cemeteries owned by the Loyalist Township.	Township website	
<b>Marriage Registry</b>	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.
<b>Noise Exemptions</b>	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	
<b>Policies</b>	AD	Clerk's Division	A copy of some approved policies, including administrative policies, is made available on the Township's website.	Township website	
<b>Public Services Map</b>	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	
<b>Economic Development</b>	AD	Development Services	Information on investing in Loyalist Township and resources for businesses.	Township website	
<b>News Releases</b>	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	
<b>Burn Permits</b>	RD	Emergency Services	A copy of the approved burn permit.	By request	All personal information is redacted.

<b>Fire Inspection and Written Report</b>	<b>RD</b>	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.
<b>Lot Grading Enquiries</b>	<b>RD</b>	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.
<b>Construction Enquiries</b>	<b>RD</b>	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.
<b>Bids and Tender Opportunities</b>	<b>AD</b>	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	
<b>Budget Draft and Consultation</b>	<b>AD</b>	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	
<b>Budget and Financial Statements (2017 - present)</b>	<b>AD</b>	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	
<b>Financial Statements and Budget (Pre-2017)</b>	<b>RD</b>	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	

<b>Procurement Protocols and Results</b>	<b>AD</b>	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	
<b>Tax Certificates</b>	<b>RD</b>	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.
<b>Tax Statements</b>	<b>RD</b>	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.
<b>Water and Sewer Utilities</b>	<b>RD</b>	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.
<b>Water Certificate</b>	<b>RD</b>	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.
<b>Churches</b>	<b>AD</b>	Heritage, Culture and Tourism	A StoryMap created through ArcGIS which features active churches in the Township and their denomination affiliation.	Township website	
<b>Community Service Locations</b>	<b>AD</b>	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	
<b>Heritage Designated Structures</b>	<b>AD</b>	Heritage, Culture and Tourism	A StoryMap created through ArcGIS which features properties and structures of cultural, historical, or architectural significance.	Township website	



<b>Heritage Plaques and Monuments</b>	<b>AD</b>	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	
<b>Schools</b>	<b>AD</b>	Heritage, Culture and Tourism	A StoryMap created through ArcGIS that shows the locations and information of elementary and secondary schools.	Township website	
<b>Shopping and Daily Living</b>	<b>AD</b>	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.	
<b>Tourism and Recreation</b>	<b>AD</b>	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	
<b>Collective Agreements</b>	<b>RD</b>	Human Resources	Members of the public can access collective agreements by bargaining unit by contacting Human Resources.	By request	
<b>Employment and Payroll Records</b>	<b>RD</b>	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.
<b>Job Descriptions (Active Postings)</b>	<b>AD</b>	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	
<b>Organizational Chart</b>	<b>AD</b>	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	
<b>Sign/Pool Enclosure Permit Records</b>	<b>RD</b>	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.
<b>Surveys</b>	<b>RD</b>	Planning	Land surveys conducted by the Township	By request	Released to Owner or Authorized Agent, or individual with written permission from the owner



<b>Accessible Transit</b>	<b>AD</b>	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	
<b>Amherstview Island Ferry</b>	<b>AD</b>	Public Transportation	Information relating to the Amherstview Island Ferry, including the maps, schedules, and other transportation details.	Township website	
<b>Loyalist Link</b>	<b>AD</b>	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	
<b>Route 10</b>	<b>AD</b>	Public Transportation	Maps, and official schedule for Route 10 offered jointly with the City of Kingston	Township website	
<b>Survey, Reports and Analysis</b>	<b>AD</b>	Public Transportation	Transit Surveys, reports and analysis as presented to Council about transportation needs at the Loyalist Township	Township website	
<b>Entrance Permits</b>	<b>RD</b>	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.
<b>Road Closures</b>	<b>AD</b>	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	
<b>Road Load Restrictions</b>	<b>AD</b>	Public Works	Weight restrictions on Loyalist Township roads, including relevant by-laws.	Township website	
<b>Sign Permits</b>	<b>RD</b>	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.
<b>Winter Road Maintenance</b>	<b>AD</b>	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	
<b>Current Programming</b>	<b>AD</b>	Recreation	Information about recreation programming in the Township	Township website	
<b>Facility Rentals</b>	<b>AD</b>	Recreation	Information and locations of rooms, parks and other rental opportunities in the Township	Township website	

<b>Golf Courses</b>	<b>AD</b>	Recreation	A StoryMap created through ArcGIS which shows the location of golf courses in the Township, and associated country clubs.	Township website	
<b>Parks</b>	<b>AD</b>	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	
<b>Parks and Recreation Master Plan</b>	<b>AD</b>	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	
<b>Rental Contracts</b>	<b>RD</b>	Recreation	Contracts relating to the rental of facilities and parks.	By request	Released only to parties named on the contract or their authorized agents.
<b>Drinking Water Systems Quality Reports</b>	<b>AD</b>	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	
<b>Locates</b>	<b>RD</b>	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
<b>Sample Results</b>	<b>RD</b>	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.
<b>Sewer &amp; Water Summary Reports</b>	<b>RD</b>	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.