

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE

BY-LAW NO. 87/2010

Being a By-law to Establish a Corporate Routine Disclosure Plan

WHEREAS Section 11 of the Municipal Act, 2001, C.25 as amended makes provision or Municipalities to pass by-laws respecting accountability and transparency enabling Municipalities to facilitate timely, open, transparent and accountable information flow to the public in accordance with the principles and provisions of the Municipal Freedom of Information and Protection of Privacy (MFIPPA) legislation;

AND WHEREAS the Municipal Act amendments of 2007 required Municipalities to develop and implement accountability and transparency policies, as an extension of the Municipal Act premise for transparency, a Corporate Routine Disclosure Plan has been developed;

AND WHEREAS the Corporate Routine Disclosure Plan will set out a summary of the types of documentation and information that the public may request and may be readily disclosed, all applicable Fees and Charges will apply in terms of the manner and form the information is released to the public;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE ENACTS AS FOLLOWS:

1. That a Corporate Routine Disclosure Plan as attached hereto as Schedule "A" be adopted.
2. This by-law shall come into force and effect on the day that it is passed.

READ a FIRST, SECOND and THIRD time and finally passed in Open Council this 28th day of September, 2010.

Linda Thompson, Mayor

S.C. Dawe, Municipal Clerk

Schedule "A" to By-law 87/2010



Directory of Records

Department	Section	Record Class
Corporate Services	Access and Privacy Guidelines	Manuals, guidelines and procedures for Municipal Depts. on their responsibilities to make information available and to protect privacy
Corporate Services	Access and Privacy Guidelines	Forms and procedures for government agencies and the public to request information from Municipal Depts.
Corporate Services	Archival Information	Government documents with historical, limited legal or financial value, plus non-government records that contribute to any understanding of the Municipality's
Corporate Services	Assessment Rolls – former municipalities	Property values of land and buildings in the post-amalgamation Municipality of Port Hope (1998 to current), the one former Township (1967 to 1998), and the municipalities that had previously been annexed into them. Municipal records date to 1834
Corporate Services	Birth Registrations	Statistics including number of births registered
Corporate Services	By-laws – current and past	By-laws passed by the Municipality of Port Hope Council and the Community Councils
Corporate Services	Council and Committees – Agendas	Agendas, meeting notices, reports, briefing notes, attachments, communications, order papers considered by Municipal Council and its committees, including Community Councils
Corporate Services	Council and Committees – Appointments to Committee vacancies	Number of applications received for a vacancy. <i>Actual applications and personal information are not released.</i>
Corporate Services	Council and Committees – Minutes and Decisions	Minutes, decisions ("Decision Documents" or "Quick Reference") summaries and indexes, for Municipal Council and its Committees, including Community Councils. Minutes include all motions, votes and attendance by Members of Council

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Department	Section	Record Class
Corporate Services	Council and Committees – Petitions	Petitions received by the Clerk at meetings of Municipal Council or its Committees. The opening statement and total number of signatures is released; <i>names, signatures and any other information is not released.</i>
Corporate Services	Council and Committees – Speakers and Correspondents	Names of speakers at meetings, and those who correspond to committees
Corporate Services	Death Registrations	Statistics on registered deaths in the Municipality
Corporate Services	Directory of Records	Description of all the types of general records and personal information maintained by each Municipal Department
Corporate Services	Elections – Candidate files	Nomination Paper, declaration of qualifications completed forms
Corporate Services	Elections – Candidate Financial Statements	Financial activities including all expenses and contributions
Corporate Services	Elections – Proxy Certificates and Revision Applications	Proxy Certificates that have been certified by Clerk Applications submitted by eligible electors to have their name added to or deleted from the voters list or to have their information changed
Corporate Services	Election – Voters List	Voters List containing names and qualifying addresses of eligible electors
Corporate Services	Community Events (supported or led by Admin, Corporate Services, Mayor's office)	Information about events, including costs, who is paying for the event, group(s) that attended the event
Corporate Services	Freedom of Information Requests	Individual FOI requests and decision letters. <i>Identity of person making FOI request is not provided.</i>
Corporate Services	Freedom of Information – Statistics	Number of requests received and completed and compliance rate with statutory deadlines
Corporate Services	Gaming/Lottery License Information	Statistics – number of licenses issued for bingos, raffles, break-open ticket and other types of lotteries. Confirmation of license issued including license holder, license number, date of event and event location
Corporate Services	Marriage Licenses	Confirmation if a license has been issued to individual(s) within previous three months. Statistics including number of licenses issued

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Department	Section	Record Class
Corporate Services	Municipal Clearance for Liquor Licenses	Information about requests by businesses for clearance and confirmation whether application has been submitted
Corporate Services	Photographs – archival	View photographic collections. Prints may be ordered. Permission may be required from copyright holder
Corporate Services	Polling – current polls	Name of poll, tracking number, subject, division requesting poll, geographic area, affected wards, languages available for translation, date ballot mailed out, poll end date
Corporate Services	Polling – closed polls	Subject, affected wards, name of poll, end date, result and link to further details. <i>Specific details such as voter name will not be released.</i>
Corporate Services	Privacy – Reviews of Forms	Questionnaires by Corporate Access and privacy about municipal forms and how information collected from forms is protected
Corporate Services	Privacy – Impact Assessments	Completed assessments of program area policies, procedures, computer systems and web applications in relation to the collection, use and disclosure of personal information
Corporate Services	Proclamations	Date and text of proclamation
Corporate Services	Records – Completed record destruction authorization forms	Summarized descriptions of records authorized for destruction
Corporate Services	Records – Completed records retention authorization forms	Description of category of records and the rules for how long records of that category are kept
Corporate Services	Records – Database Information	Database information including codes, date of creation, status, holder of record, format, scope notes, keywords, archival appraisals, retention information
Corporate Services	Travel Letters	Statistics about documents used to identify newborn for travel purposes
Corporate Services	Wedding Chamber Bookings	Statistics about bookings for Municipal run weddings
Corporate Services	Facilities and Real Estate	Policy and Procedure documents
Corporate Services	Facilities and Real Estate	Any Reports that have gone to Committee or Council
Corporate Services	Facilities Operations	Maintenance Standards

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Department	Section	Record Class
Corporate Services	Facilities Operations	Policy documents on air quality
Corporate Services	Facilities Operations	Maintenance schedules and contractor contacts for snow clearing and maintenance of public parking lots under municipal jurisdiction
Corporate Services	Facilities Operations	Security Standards
Corporate Services	Facility Services	Room Bookings
Corporate Services	Facility Services	Contract Information or tendering information
Corporate Services	Facility Services	Budget Information for Facilities and Real Estate
Corporate Services	Facility Services	Event Information and event sponsors and contact name
Corporate Services	Facility Services	Information related to cleaning contracts
Corporate Services	Facility Services	Information related to the building matrix (# of bldgs, area, usage, valuation, etc)
Corporate Services	Facility Services	Property maps and statistics related to buildings
Corporate Services	IT	Information on IT Contracts; who has the contract; length of the contract, area covered by the contract
Corporate Services	IT	Corporate IT Policies and Standards
Corporate Services	IT	Capital Budget Information
Corporate Services	IT	Information on the technology direction the Municipality is taking
Economic Development & Tourism	Business	Community Profile
Economic Development & Tourism	Business	Various Statistical information as compiled by Economic Development staff
Economic Development & Tourism	Business	Available Lands and Buildings
Economic Development & Tourism	Business	Business Directory
Economic Development & Tourism	Business	Film Policy & Resource Guide
Economic Development & Tourism	Business	Manufacturers Directory
Economic Development & Tourism	Business	Open for Business Newsletter
Economic Development & Tourism	Business	Economic Development Strategic Plan
Economic Development & Tourism	Visitor	Specialty Shops Brochure
Economic Development & Tourism	Visitor	Dining Guide
Economic Development & Tourism	Visitor/New Resident	Visitor's Guide
Economic Development & Tourism	Visitor/New Resident	Maps – Municipal & Bus Routes
Economic Development & Tourism	Visitor	Historic Walking Tour Brochure
Economic Development & Tourism	Visitor	Accommodation Guide

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Department	Section	Record Class
Finance	Revenue – Water/Sewer and Tax	Tax and Water Certificates – <i>applicable fee</i>
Finance	Revenue – Water/Sewer and Tax	Unofficial Printout of Property Tax Accounts (year end tax receipts – property owner only) – <i>applicable fee</i>
Finance	Revenue – Water/Sewer and Tax	Water Reminder Notices
Finance	Revenue – Water/Sewer and Tax	Tax Reminder Notices
Finance	Revenue – Water/Sewer and Tax	Water/Toilet Leak Investigation on high consumption accounts
Finance	Revenue – Water/Sewer and Tax	Consumption History
Finance	Revenue – Water/Sewer and Tax	Receipt of Payment (without a bill). Provided to person paying a bill
Finance	Revenue – Water/Sewer and Tax	Property Assessment Information. (<i>Tax Roll Book is provided to ratepayer to view on the premises</i>)
Finance	Revenue – Water/Sewer and Tax	Property Tax Write-off's
Finance	Revenue – Water/Sewer and Tax	Charity Tax Rebate Information
Finance	Revenue – Water/Sewer and Tax	Tax Rate Information
Finance	Revenue – Water/Sewer and Tax	Water Rate Information
Finance	Budgets and Accounting	Proposed Operating Budget. <i>Subject to photocopying costs.</i>
Finance	Budgets and Accounting	Proposed Capital Budget. <i>Subject to photocopying costs.</i>
Finance	Budgets and Accounting	Approved Operating Budget. <i>Subject to photocopying costs.</i>
Finance	Budgets and Accounting	Approved Capital Budget. <i>Subject to photocopying costs.</i>
Finance	Budgets and Accounting	Audited Financial Statements
Finance	Budgets and Accounting	Results of Municipal Performance Measurement Program
Finance	Budgets and Accounting	Agendas and Minutes of the Budget Committee. <i>Subject to photocopying costs.</i>
Finance	Budgets and Accounting	General Ledger Balances and Activity. <i>Subject to photocopying costs.</i>
Finance	Budgets and Accounting	Councillor Remuneration and Expense Annual Reports. <i>Subject to photocopying costs.</i>
Finance	Budgets and Accounting	Investment Information/Reports

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Department	Section	Record Class
Finance	Procurement	Copy of a Vendor Invoice provided there is no risk of disclosure of confidential or competitive info. <i>Subject to photocopying costs.</i>
Finance	Budgets and Accounting	Salary Disclosure (+100,000)
Finance	Procurement	Bid Opportunity Results. <i>Subject to photocopying costs.</i>
Finance	Tangible Assets	Asset Inventory. <i>Subject to photocopying costs.</i>
Finance	Tangible Assets	Asset Valuation. <i>Subject to photocopying costs.</i>
Finance	Accounts Receivable	Accounts Receivable Invoices (<i>to customers only</i>)
Finance	Accounts Receivable	Receivable reminder Notices (<i>to customers only</i>)
Finance	Insurance Claims	Property, automobile and general liability insurance claims (<i>subject to confidentiality considerations</i>). <i>Subject to photocopying costs.</i>
Fire and Emergency Services	Fire Incident Reports	Written permission from the property owner to forward letters and copies of fire reports to lawyers, and insurance companies for purposes of property sales, litigation or insurance – <i>applicable fee</i>
Fire and Emergency Services	Inspection Related Letters	Written permission from the property owner to forward letters or copies of reports to lawyers, insurance companies or banking institutions for purposes of sale of property, insurance or banking purposes – <i>applicable fee</i>
Fire and Emergency Services	Fire Inspection Reports	Fire Inspection requests for purposes of property sales, insurance company requests and any other inspection requests not regulated under the Ontario Fire Code – <i>applicable fee</i>
Fire and Emergency Services	Fire Inspections for Temporary Licenses	Fire Inspection requests for temporary licensing of Bed & Breakfast establishments, Chip Trucks, Salvage Yards, Hawkers & Peddlers, Refreshment Vehicles and Outdoor Liquor Licenses – <i>applicable fee</i>
Fire and Emergency Services	Complaint Record	Some editing may be required prior to release. <i>Subject to photocopying costs.</i>
Fire and Emergency Services	Inspection Record	Some editing may be required prior to release. <i>Subject to photocopying costs.</i>
Fire and Emergency Services	Fire Master Plan	<i>Subject to photocopying costs.</i>

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Department	Section	Record Class
Fire and Emergency Services	Fire Department Annual Reports	
Human Resources	HR Policies	Available to the Public/Employees
Human Resources	Internal Job Postings	Available to Employees
Human Resources	External Job Postings	Available to Public/Employees
Human Resources	Organizational Chart	Available to Public/Employees
Human Resources	Yearly Employee Performance & Development Reviews	Available to Employees
Human Resources	Job Descriptions	Available to Employees
Human Resources	Employee Information	Includes employee number, contact info, seniority date, service info, salary and increment history. <i>Available to the Employee or Supervisor</i>
Human Resources	Corporate Training	Individual Employee Training Records. <i>Available to the Employee or Supervisor</i>
Human Resources	Labour Relations	Collective Agreements. <i>Available to Employees</i>
Human Resources	Pension, Payroll & Employee Benefits	OMERS-Financial and General Information. <i>Available to Public/Employees</i>
Human Resources	Pension, Payroll & Employee Benefits	OMERS – Employee Pension Statements. Available to Employees
Human Resources	Pension, Payroll & Employee Benefits	Pension Information. <i>Available to Employees</i>
Human Resources	Pension, Payroll & Employee Benefits	Requests from CRA for confirmation of Employment
Human Resources	Pension, Payroll & Employee Benefits	Requests for Payroll Records from HRDC
Human Resources	Pension, Payroll & Employee Benefits	Payroll Information specific to individual employees. <i>Available with employee authorization</i>
Human Resources	Pension, Payroll & Employee Benefits	General Benefit Information
Human Resources	Pension, Payroll & Employee Benefits	Benefit Requests for specific benefit related records. <i>Available to employees.</i>
Parks, Recreation and Culture	Program Registration Forms; Day Camp Forms; Subsidy Program Forms	Town Park Recreation Centre Programs
Parks, Recreation and Culture	Parks and Facility Permits	Jack Burger Sports Complex
Parks, Recreation and Culture	Arena Seat Replacement Forms	Jack Burger Sports Complex
Parks, Recreation and Culture	Facility Rental Agreements & Invoice	Canton Municipal Building
Parks, Recreation and Culture	Leisure Guide/Program Information	Canton Municipal Building; Jack Burger Sports Complex and Town Park Recreation Centre
Parks, Recreation and Culture	Promotional Material Flyers, Brochures, Marketing Material	Canton Municipal Building

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Department	Section	Record Class
Parks, Recreation and Culture	Subsidy and Eligibility Forms	Canton Municipal Building; Jack Burger Sports Complex and Town Park Recreation Centre
Parks, Recreation and Culture	Brochure Historical Information	Port Hope Union Cemetery
Parks, Recreation and Culture	Leisure Services Master Plan	Canton Municipal Building and Town Hall
Planning and Development Services	Printed Maps	Ward 1 and/or Ward 2 Zoning maps (in colour). <i>Applicable fee.</i>
Planning and Development Services	Printed Maps	Land Use and Location Maps - <i>applicable fee.</i>
Planning and Development Services	Summary of Building Permits	Listing of building permits by year including details of: owner name, applicant name, property address, permit number, permit date, category, construction value and permit fee. <i>Copy available at counter for review only.</i>
Planning and Development Services	Zoning By-laws/Official Plan and Amendments	Zoning By-laws in their entirety available for review or for sale in printed format or in digital format (<i>applicable fees apply</i>) Zoning By-law amendment application notices (written requests are required to be added to mailing list for notices regarding each specific Zoning By-law or OP amendment)
Planning and Development Services	Site Plan, Subdivision Applications	Written requests are required to be added to mailing list for notices regarding each specific application
Planning and Development Services	Zoning Compliance Letter	Zoning and Zone requirements, open work orders for specific property. (<i>applicable fee</i>)
Planning and Development Services	Consolidated Waterfront Master Plan	Waterfront Master Plan (future development plan for waterfront area). (<i>applicable fee</i>)
Public Works	Transit – Conventional	Transit Route Map
Public Works	Transit – Specialized	Rolls – Port Hope's Special Transit Services application form
Public Works	Public Works User Fee Application Form	Entrance permits, sanitary sewer hook ups, curb cuts (<i>based on relevant user fee</i>).
Public Works	Bid Documents	Request for proposals and Request for Tenders. (<i>Costs dependent on nature of bid</i>)

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Department	Section	Record Class
Public Works	Design Drawings	Design drawing related to subdivisions, bridges, roads, utilities <i>(based on relevant user fee)</i>
Public Works	Water Information	Summary reports, annual reports, analysis completed related to water system