



Routine Disclosure Procedure

Building Department

Purpose

The Municipal Freedom of Information and Protection of Privacy Act applies to all local government organizations, including municipalities, school boards, public utilities, transit and police commissions, fire departments, conservation authorities, boards of health and other local boards.

Under the *Act*, municipal institutions are required to:

1. Protect the privacy of an individual's personal information existing in municipal records; and
2. Grant individuals the right to access municipal records and information subject to limited exemptions.

The Town of Huntsville shall make accessible the records and information of the Municipality to the public through routine disclosure in compliance with the *Act*. The Municipality will provide objective access to records and information upon formal request while safeguarding information deemed to be private under the *Act*.

General Process

1. All requests for Information will be treated fairly and objectively.
2. All requests for information must be submitted in writing using the Routine Disclosure Application Form. There is no cost for submitting this application, however photocopying fees will be issued, if applicable.
3. If the information requested is not eligible for routine disclosure, the Clerk's Department will contact the requestor and begin the process for a Freedom of Information request.
4. Records eligible for disclosure are to be viewed in person or copied only.
5. All requests for information must be completed within thirty (30) days of the request being received.
6. The request will be deemed abandoned and the file closed if no steps are taken by the requester to view or obtain copies of the records within 30 days of being notified that the search for records has been completed.

Responsibility

This procedure was established to aid the Building Department in providing access to building plans in accordance with the *Act*. In conjunction with the Clerk's department, the Town of Huntsville's Building Department will provide access to these records for viewing and copying while exercising a reasonable standard of care in the duties of enforcing the Ontario Building Code and Municipal By-laws.

MFIPPA provides for specific exemptions from the general right of access, such as:

- Personal information about an identifiable individual, and
- Records, the disclosure of which could reasonably be expected to endanger the security of a building.

Process for Building Department

1. Building permit files for wholly residential buildings will be available for viewing from the date the permit is issued until three (3) months after the file is finalized by the building inspector.
2. Upon signing the Required Inspection Form, applicants applying for residential permits will be given the option of keeping their application confidential. If they choose to do so, this permit file will not be eligible for disclosure without the property owner's consent.
3. A separate application shall be required for each building permit file requested.
4. In order to view/copy building plans for uses other than residential, the requestor must verify that they are:
 - The owner of the property;
 - A representative of the property owner (i.e. a realtor, lawyer or the building permit applicant);
 - A director of the management company responsible for the building;
 - A person who has written consent from one of the above.

Acceptable forms of verification are:

- Driver's Licence
 - A tax bill
 - A piece of registered mail
 - A letter of consent from the property owner.
5. Requests to view/copy drainage plans and surveys do not require authorization from the property owner.

6. A property owner (with verification) has the right to access past building files for their property.
7. A property owner (with verification) has the right to access past building files for their property as outlined in the chart below. If the files pertain to a previous owner, all personal information shall be redacted. Agents or representatives working on behalf of the property owner must file a Freedom of Information request.
8. Building files may be printed upon request.

Routine Disclosure List for Building and By-law Department

P01 By-law Enforcement

Record Type	Disclosure Condition	Exclusions	Additional Comments
Property Standards Complaints	Not available for disclosure.	Nil.	Individual must submit a Freedom of Information request to the Clerk's.
Property Standards Inspection Report	Not available for disclosure.	Nil.	Individual must submit a Freedom of Information request to the Clerk's.
Correspondence Relating to Property Standards Complaint	Not available for disclosure.	Nil.	Individual must submit a Freedom of Information request to the Clerk's.

P10 Building and Septic Permits

Record Type	Disclosure Condition	Exclusions	Additional Comments
Building Plans/Drawings	May be viewed only.	Nil.	Consent from the owner of the property must be obtained prior to disclosure.
Septic Information and Drawings	May be viewed and copied upon owner's consent.	Nil.	Nil.
Inspection Reports	Not available for disclosure.	Nil.	Individual must submit a Freedom of Information request to the Clerk's.
Permit Applications	May be viewed only.	Nil.	Nil.
Correspondence	May be viewed only.	Nil.	Any personal information will be redacted prior to

Record Type	Disclosure Condition	Exclusions	Additional Comments
			release.
Permit Application Work Sheets	Not available for disclosure.	Nil.	Individual must submit a Freedom of Information Request to the Clerk's.
Work Proposals	May be viewed only.	Nil.	Individual must submit a Freedom of Information Request to the Clerk's.
Receipts	May be viewed only.	Nil.	Nil.
Third Party Studies and Reports	May be viewed only.	Nil.	Nil.
Posted Orders	Not available for disclosure.	Nil.	Individual must submit a Freedom of Information Request to the Clerk's.