



Routine Disclosure Procedure

Planning 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.

Responsibility

Under the Planning Act, R.S.O. 1990, c. P.13, s.1.0.1, all information and material that is required to be provided to the Town of Huntsville respecting planning applications shall be made available to the public.

As set out in the Town's Planning Application Forms, the applicant grants the Town permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means for the purpose of application review.

This Guide was established to aid the Planning Department in providing access to all planning applications in accordance with the Act. In conjunction with the Clerk's department, the Town of Huntsville's Planning Department will provide access to these records for viewing and/or copying while exercising a reasonable standard of care in the duties of enforcing Municipal Policies and Procedures.

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.

Planning Department Process

1. All requests for Information will be treated fairly and objectively.
2. This procedure applies to all planning applications.
3. All requests for information must be submitted in writing using the Routine Disclosure Form.
4. Standard photocopying fee shall be charged to requestors. The fee may be waived if under \$10.00
5. Applicants or their representative wishing to view their own active/current planning application file are exempt from this process.
6. Town Planning Staff will make every effort to protect all personal information found in the file prior to disclosure of records.
7. 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.
8. Before making the file available for viewing, staff should ensure that only documents listed in these guidelines as available for viewing are in the file.
9. If possible, the requestor should be set up to view files in a place where staff can monitor.
10. All requests for information must be completed within thirty (30) days of the request being received.
11. 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.

Routine Disclosure List for Planning Department

Record Type	Disclosure Condition	Exclusions	Additional Comments
Planning Application Form	May be viewed, copied and released.	N/A	Any and all personal information will be redacted prior to release.
Drawings/Surveys prepared for Planning Application	May be viewed, copied and released.	<ul style="list-style-type: none"> • Drawings where a security risk has been identified by the applicant 	Subject to Copyright Act.

Record Type	Disclosure Condition	Exclusions	Additional Comments
		<ul style="list-style-type: none"> Drawings stamped “without prejudice” 	
Comments from Staff/Fire Department/District of Muskoka/Provincial Agencies	May be viewed, copied and released.	Comments from legal organizations (legal opinions).	Comments can be in the form of a letter, memo or e-mail.
Correspondence to/from Applicant and/or their representative	May be viewed, copied and released.	N/A	Applicant’s personal information (if any) will be redacted prior to release.
Studies Submitted for Application	May be viewed, copied and released.	Archeological Studies	Archeological Studies are collected under the Ontario Heritage Act and not the Planning Act.
Staff Reports	May be viewed, copied and released.	Draft Copies of Staff Report/Staff Reports not yet published in Committee Agenda.	Only disclose Staff Reports that have been signed .
Comments Received from Residents	May be viewed, copied and released.	N/A	Any and all personal information will be redacted prior to release.
Public Meeting Sign-In Sheets	Not eligible for disclosure.	N/A	N/A
Mailing Lists	May be viewed, copied and released.	N/A	<ul style="list-style-type: none"> Roll List is eligible for viewing Map showing which properties did receive notification is eligible for viewing
Agreements Made Under the Planning Act	May be viewed only.	Draft agreements are not eligible for disclosure.	N/A
Decisions	May be viewed only.	Drafts are not eligible for disclosure.	N/A
Zoning By-laws	May be viewed, copied and released.	Drafts and unsigned By-laws are not eligible for disclosure.	Publish on website as per Active Dissemination Plan.
Notices of Hearing	May be viewed, copied and released.	N/A	N/A
Notice of Passage	May be viewed, copied and released.	N/A	N/A