



## **Township of Southgate**

### **Building Disclosure Policy**

#### **Purpose**

To establish a policy to provide access to and disclosure of (viewing and copying) "building records" and "building plans" in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and to provide guidance on what constitutes personal information.

The Township of Southgate, in accordance with the provisions of MFIPPA and in association with the Clerk, will provide access to and disclosure of (viewing and copying) "building records" and "building plans", in accordance with this standard practice:

- To ensure compliance with the Act, the following policy has been adopted with respect to the release of building plans (i.e. plans associated with permit applications made pursuant to the Building Code Act).
- To exercise a reasonable standard of care in the duties of enforcing the Ontario Building Code (OBC) and municipal by-laws.

#### **Scope**

This standard practice does not apply to requests where buildings of high security or significant importance are involved such as banks, police stations, public, private schools and municipal offices without the written consent of the building owner.

1. Requests for access to building plans will be processed in accordance with procedures set out in Section A, except where Section B applies.
2. Requests for access to and disclosure of both building plans and building records will be processed in accordance with procedures set out in Section B.
3. Access to and disclosure of personal information of an identifiable individual is prohibited, except in accordance with Section B. Township Staff must consider whether information they provide by telephone, mail, email or in person is personal information about an identifiable individual. Guidance on this is provided in Section C.
4. Requests for access to and disclosure of records other than those set out in this standard practice shall be processed by the Clerk or their designate.
5. Requests for access to and disclosure of building records and building plans on file with the Townships archives shall be processed by the Clerk or their designate in accordance with separate procedures administered by the Clerk.
6. Requests received and processed by the Building Department will be processed no later than 30 days after the completed request is received.



7. This standard practice does not preclude Building Department staff from discussing and communicating with the property owner and/or the owner's authorized agent and design professionals when processing and dealing with an active application or permit file, including those applications for review identified in the definition building records.
8. Decisions relating to requests under MFIPPA for access to a record may be appealed to the Information and Privacy Commissioner (IPC) – [www.ipc.on.ca](http://www.ipc.on.ca). Further, disclosure of personal information under Section 32 of MFIPPA may be the subject of a privacy complaint and the IPC has the authority to investigate that complaint.

## **Section A: Access to Reviewed Permit Drawings and Plans**

**Residential Buildings** - access to building plans of entirely residential buildings is permitted to all requesters in accordance with the following provisions:

1. Access to building plans (viewing and copying) of wholly residential buildings shall be permitted only between the date of building permit issuance and one year following the date the permit file was closed by the Building Inspector.
2. Requests are to be submitted to the Building Department on the prescribed Application Form, attached as Appendix A.
3. A separate application shall be required for each property address requested.
4. Staff will verify that the owner of the property at the time of the access request is the same as the owner at the time when the applicable permit was submitted. If the property owner is not the same the request must be processed pursuant to Section A (2).
5. Staff will verify the identification of the requester.
6. Staff will direct the requester to pay the \$5.00 MFIPPA application fee. Printing and copying fees do apply where applicable.
7. A reasonable search shall be made in accordance with the Reasonable Search procedure, attached as Appendix B.
8. To reduce the cost and effort to produce building plans, the requester, if authorized, will be encouraged to view the plans in advance of copying to identify the plans desired.
9. If the building plans requested cannot be found, staff will complete the Standard Decision Letter (1), attached as Appendix C, and provide a copy to the

**Township of Southgate**  
**Policy # 80**  
**Building Disclosure Policy**  
**Approved by Council on:**  
**September 4, 2019**

---



requester.

10. If the building plans are located and are to be copied for the requester, staff will complete and provide the requester with a copy of the Standard Decision Letter (2), attached as Appendix D. This letter provides notice to the requester regarding their obligations under the Copyright Act and to consult the designer for accuracy of the building plans.
11. When building plans are large and/or several copies are requested, staff will provide the requester with information about a third-party printer, including the reproduction costs and how to pay.
12. Staff will contact the third-party printer to arrange for pick up and copying of the building plans. The third-party printer will return the original plans to the Building Division office.
13. Fees for in-house photocopying shall be in accordance with the applicable Township By-law for Fees and Charges.
14. Copies of all application forms shall be maintained by the Building Division in accordance with the Town's record retention policies.

**All Buildings** - Except as provided in subsection (1) for residential buildings, access to reviewed building plans of all buildings is permitted in accordance with the following provisions:

1. Access to (viewing and copying) building plans is permitted only to requesters who can prove/confirm they are:
  - an owner of the property that is the subject of the request;
  - a director of the management company responsible for the building on behalf of a property owner;
  - any person who has the written consent of a property owner or the management company;
  - Township Councillors – in these cases, the standard memo from the Clerk, attached as Appendix E, will be provided when access is provided;
  - in the case of a Township-owned building, a person with the authorization of the Chief Building Official; and
  - an officer of the Municipal Property Assessment Corporation (MPAC).
2. Requests are to be submitted to the Building Department on the prescribed Application Form, attached as Appendix A.
3. A separate application shall be required for each property address requested except for MPAC, who can file one application with multiple addresses.

**Township of Southgate**  
**Policy # 80**  
**Building Disclosure Policy**  
**Approved by Council on:**  
**September 4, 2019**

---



4. Staff will verify the identification of the requester and confirm the ownership of the property.
5. Staff, at their discretion, will verify the letters of consent from property owners and management companies when appropriate.
6. Staff will direct the requester to pay the \$5.00 MFIPPA application fee. Printing and copying fees do apply where applicable and the requestor shall be notified of the costs prior to printing.
7. A reasonable search shall be made in accordance with the Reasonable Search Procedure attached as Appendix B.
8. To reduce the cost and effort to produce building plans, the requester, if authorized, will be encouraged to view the plans in advance of copying to identify the plans desired.
9. If the building plans requested cannot be found, staff will complete the Standard Decision Letter (1), attached as Appendix C, and provide a copy to the requester.
10. If the building plans are located and are to be copied for the requester, staff will complete and provide the requester with a copy of the Standard Decision Letter (2), attached as Appendix D. This letter provides notice to the requester regarding their obligations under the Copyright Act and to consult the designer for accuracy of the building plans.
11. When building plans are large and/or several copies are requested, staff will provide the requester with information about the third-party printer, including the reproduction costs and how to pay.
12. Staff will contact the third-party printer to arrange for pick up and copying of the building plans. The third-party printer will return the original plans to the Building Department.
13. Fees for in-house photocopying shall be in accordance with the applicable Township's Fees & Charges By-law.
14. Copies of all application forms shall be maintained by the Building Department in accordance with the Township's record retention policies.
15. The Building Department shall image documents specified in this policy "in the usual and ordinary course of business".

**Surveys, site plans and drainage plans** - access is permitted in accordance with the following provisions:



1. Requests are to be submitted to the Building Department on the prescribed Application Form, attached as Appendix A.
2. A separate application shall be required for each property address requested.
3. Staff will direct the requester to pay the \$5.00 MFIPPA application fee. Application fees are not applicable to Councillors; however, printing and copying fees do apply where applicable.
4. A reasonable search shall be made in accordance with the Reasonable Search Procedure attached as Appendix B.
5. To reduce the cost and effort to produce the record, the requester will be encouraged to view the records in advance of copying.
6. If the records requested cannot be found, staff will complete the Standard Decision Letter (1), attached as Appendix C, and provide a copy to the requester.
7. If the records are located and are to be copied for the requester, staff will complete and provide the requester with a copy of the Standard Decision Letter (2), attached as Appendix D. This letter provides notice to the requester regarding their obligations under the Copyright Act and to consult the designer for accuracy of the records.
8. When records are large and/or several copies are requested, staff will provide the requester with information about the third-party printer, including the reproduction costs.

## **Section B: Disclosure of Building Records and Access to Building Plans**

1. Disclosure of (viewing and copying) building records, including personal information, shall be permitted in accordance with the provisions of Section 32(e) of MFIPPA to officers of:
  - TARION;
  - Professional Engineers of Ontario (PEO); and
  - Ontario Architects Association (OAA).
2. Disclosure of (viewing and copying) building records, including personal information, shall be permitted in accordance with the provisions of Section 32 (c) and (d) of MFIPPA to:
  - Council, Committees of Council and municipal employees who require access and disclosure to carry out his or her duties on behalf of the Township.

**Township of Southgate**  
**Policy # 80**  
**Building Disclosure Policy**  
**Approved by Council on:**  
**September 4, 2019**

---



3. Disclosure of (viewing and copying) building records, including personal information, shall be permitted in accordance with the provisions of Section 32(g) of the MFIPPA to officers of:
  - Ontario Provincial Police and Royal Canadian Mounted Police.
4. Access to (viewing and copying) building plans to each of the individuals and groups mentioned in this Section B is permitted in accordance with the provisions below.

Requests for disclosure of building records and access to building plans shall be processed in accordance with the following provisions:

1. Requests for access to and disclosure of building plans and building records processed under this Section are not considered access requests and are therefore not subject to the \$5.00 MFIPPA application fee.
2. Requests from TARION, PEO, and OAA shall be processed in accordance with the Guidelines, attached as Appendix F.
3. Requests from Township Council, Committees of Council, and Township employees who require the information to carry out his or her duties on behalf of the Town shall be processed without formal application.
4. Requests from Ontario Provincial Police shall be processed in accordance with the Guidelines, attached as Appendix G.
5. A reasonable search shall be made in accordance with the Reasonable Search procedure, attached as Appendix B.
6. To reduce the cost and effort to produce building records and/or building plans, the requester, if authorized, will be encouraged to view the plans in advance of copying to identify the plans desired.
7. If the building records and/or building plans requested cannot be found, staff will complete the Standard Decision Letter (1), attached as Appendix C, and provide a copy to the requester. In the case of a request from Township Council, Township staff and Police, they will be notified immediately either verbally or by email.
8. If the building records and/or building plans are located and are to be copied for the requester, staff will complete and provide the requester with a copy of the Standard Decision Letter (2), attached as Appendix D. This letter provides notice to the requester regarding their obligations under the Copyright Act and to consult the designer for accuracy of the building plans. In the case of a request from Council, a Committee of Council, Township staff and Ontario Provincial Police, they will be notified immediately either verbally or by email.



9. When building plans are large and/or several copies are requested, staff will provide the requester with information about the third party printer, including the reproduction costs and how to pay, except in the case of requests from Council, a Committee of Council, Township staff and Ontario Provincial Police, in which case costs will be absorbed by the Building Division.
10. Staff will contact the third-party printer to arrange for pick up and copying of the building plans. The third-party printer will return the original plans to the Building Department.
11. The third-party printer will contact the requester directly when the copies are available for pick up. The requester must make payment directly to the third-party printer for copies received.
12. Fees for in-house (separate from third party) photocopying shall be in accordance with the applicable Township Fee's & Charges By-law.
13. Copies of all application forms shall be maintained by the Building Department in accordance with the Townships record retention policies.
14. The Building Department shall image documents specified in this policy "in the usual and ordinary course of business".

### **Section C: Personal Information**

Routine disclosure of information and records is supported by Township of Southgate and the IPC. However, other than as set out in Section B, municipal staff shall not provide any personal information of any identifiable individual to anyone making such a request, including individual Councillors.

Applicants are advised by signage at the customer service counters that they are not to include personal information on building plans submitted for building permit and other reviews. Therefore, it is our policy that building plans and information contained on the plans is not personal information.

As a guideline, any personal information of an identifiable individual cannot be released or disclosed. The following are examples of personal information:

- Phone number and email address of an identifiable individual, including that of the property owner, applicant, builder, and designers when they are not a business or company.
- Copies of the signature of any person.
- Copies of Orders to Comply containing personal information. Therefore, when Orders to Comply are required to be posted on site, they must not contain any personal information.

**Township of Southgate**  
**Policy # 80**  
**Building Disclosure Policy**  
**Approved by Council on:**  
**September 4, 2019**



---

Information that is **not considered personal** and that can be released or disclosed, include:

- Name, address, postal code, phone numbers, email address of companies, including the property owner, applicant, builder, and designers, provided they are a business or company. Information may not be disclosed if the request is for personal residence or private property and without the individual(s) consent.
- Application and permit numbers.
- Date of application and permit issuance.
- Project information such as: building number, street name, lot and concession number, postal code, plan number, area of work and estimated construction value.
- Dates of declarations on application forms.
- Building plans disclosed in accordance with Sections A and B of this Standard.

### **Background**

MFIPPA gives the public a right of access to records held by the Township. Individuals may request any record of information in any form, including letters, reports, computer tapes, electronic records, e-mail, and video or audio tapes.

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

- personal information about an identifiable individual, or
- records, the disclosure of which could reasonably be expected to endanger the security of a building.

Records other than those exempt from disclosure must be made available to a member of the public upon request. It is the Township's policy to determine which records may be disclosed in a routine manner and to do so whenever possible as part of the business unit's (Building Department) normal business practices.

The Building Department, together with members of the Clerk's Office has considered and will continue to review the policies and practices within the Building Department relating to access and disclosure of records.

This standard practice, as revised from time to time, sets out the department's policy and procedures relating to providing access to and disclosure of records held by Building Department.

### **Attachments**

**Appendix A** Application Form

**Appendix B** Reasonable Search Procedure

**Appendix C** Standard Decision Letter (no record found)

**Appendix D** Standard Decision Letter (2) (request completed)

**Appendix E** Standard Memo to Internal Staff when access to plans provided

**Appendix F** Standard Decision Letter (2) (request completed)

**Appendix G** Guidelines for Access and Disclosure to PEO, OAA and TARION



**Township of Southgate**  
**Policy # 80**  
**Building Disclosure Policy**  
**Approved by Council on:**  
**September 4, 2019**

---



**Appendix H** Guidelines for Access and Disclosure to Police  
**Appendix I** Disclosure Objection Form

**ROUTINE DISCLOSURE (Building)**

Requests to view or copy building records will be processed in accordance with the Divisional Policy for Routine Disclosure. Requests for records that are not covered under the criteria for Routine Disclosure must be submitted directly to the Corporate Access & Privacy Office for completion.

Payment will be required for this search of records prior to viewing or arrangements being made for the copying of plans.

**Applicant Information**

<b>First Name:</b>	<b>Last Name:</b>
--------------------	-------------------

<b>Street No.:</b>	<b>Street Name:</b>	<b>Suite/Unit No.:</b>	<b>Telephone No.:</b>
--------------------	---------------------	------------------------	-----------------------

<b>Township/Town:</b>	<b>Province:</b>	<b>Mobile No.:</b>
-----------------------	------------------	--------------------

<b>Email:</b>	<b>Fax No.:</b>
---------------	-----------------

**Project Information: (Please note – a separate application is required for each address)**

<b>Street No.:</b>	<b>Street Name:</b>	<b>Suite/Unit No.:</b>
--------------------	---------------------	------------------------

**Building Permit No. (s) if known:**

**Records Requested:**

**View/Copy Plan**

**Information for Applicant:**

If copies or drawings are requested and they cannot be printed by the Township of Southgate printing facilities, they will be sent to a printing company. It will be the applicant's responsibility to arrange for payment and delivery of the copied plans.

Building records provided are copies of those on file at the Township of Southgate. The Township disclaims any liability as to the accuracy of the contents of the building plans as provided and would recommend that you contact the Engineer(s), Architect(s), Surveyor(s) and/or Designer(s) noted on the building plans to confirm accuracy if you intend to rely on them for any reason. Please note that plans are subject to the provisions of the Copyright Act.

Completed requests will be retained for 30 days, after which the request will be deemed abandoned and the file will be closed. If you wish to proceed with this request at a later date, a new request and fee will be required.

## Applicant Declaration:

I do hereby declare the following:

- that I am:
  - The owner of the property as described above (proof required)\*
  - A director of the management company responsible for the building on behalf of a property owner (proof required)\*
  - a person who has the written consent of a property owner or the management company (proof required)\*
  - another Authorized Requester as described in the Divisional Policy for Routine Disclosure (see list below)
  - another person requesting only a survey, drain plan or plans for wholly residential buildings.
  
- that I have read and understand the information stated on this form; and
- that the information included in this application is complete and accurate.

\*Attach written consent with the completed application form. Requests received without consent will not be accepted.

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name Date

\_\_\_\_\_

(yyyy-mm-dd)

## For Office Use Only

Other Authorized Requesters (identification required):

- a Township employee who requires access to carry out his/her duties on behalf of the Township
- an officer of Tarion (previously Ontario New Home Warranties Plan, (ONHWP)) who requires access to carry out his/her duties
- an officer of the Municipal Property Assessment Corporation (MPAC) who requires access to carry out his/her duties
- an officer of Professional Engineers of Ontario (PEO) or Ontario Architects Association (OAA) who is investigating a complaint against one of its respective members • a police officer who requires access to aid a law enforcement investigation  
in the case of a Township-owned building, with authorization of the Facilities Manager.

**Source of Request:**

- |   |  |
|---|--|
| <input type="checkbox"/> Individual/Public  | <input type="checkbox"/> Media               |
| <input type="checkbox"/> Other Business (this would include designers, contractors, etc.) | <input type="checkbox"/> Association/Group   |
| <input type="checkbox"/> Government (all levels)  | <input type="checkbox"/> Academic/Researcher |

Personal information on this form is collected under the legal authority of the Municipal Act, S.O. 2001, c.25 as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Clerk's Office. 519-923-2110 ext. 230. Alternate formats of this form are available upon request

## **Reasonable Search Procedure**

A request may not sufficiently describe the record sought and therefore may not be considered a "complete request". Clarification of what is being sought is required as a request may be worded too broadly.

If the Building Department receives a request such as "I would like copies of all building plans for 123 ABC Street", request further information from the requester in order to narrow the search, for example ask for specific years or specific project(s).

Clarifying or narrowing a request is helpful to both the institution and the requester. If the person appears at the Customer Service Counter, the request can be clarified or narrowed immediately. If not, staff should telephone the requester and offer assistance in reformulating the request to identify the specific records sought. After a request has been clarified or narrowed it should be clear to each party what records are being requested.

## **Search for Records**

1. The Township is required to carry out a reasonable search when responding to a request. The following should also be considered when searching for records:

- identify the specific files and data banks that should be searched;
- ensure that if a requester claims certain records should exist, they have been searched for in the appropriate files; and
- establish whether other files and data banks and those of alternative media might contain records responsive to the request, i.e. microfilm.

2. If a record cannot be found, staff should be prepared to verify in an affidavit, the steps taken to locate a record. In the event of an appeal to the IPC on whether the search was sufficient, the staff who conducted the search may be summoned to attend an oral inquiry on how the search was conducted at the IPC offices.

3. All records prior to 1999 may be listed under the former municipalities. All others, from January 1, 1999 are under the Township of Southgate.

4. Hard copies of exiting drawings or plans and permits may be available from the year 1999 to current.

**Subject: Township of Southgate Request for Records No. 20\_\_-\_\_\_\_\_**

We are replying to your access request under the Municipal Freedom of Information and Protection of Privacy Act and the Corporate Policy for Disclosure of Building Plans received on (date: month, day, year).

You have requested access to a copy of the building plans pertaining to (civic address and legal description) in The Township of Southgate (copy of application attached).

The search by staff of the Building Department has found **no building plans** for this location, therefore, access cannot be granted, as the plans do not exist.

You may request that the Information and Privacy Commissioner review this decision.

The Commissioner is located at 2 Bloor Street East, Suite 1400, Toronto, Ontario M4W 1A8.

Please provide the Commissioner with the following:

- i) request number assigned to your request;
- ii) a copy of this decision letter;
- iii) a copy of your original request.

Please note that you have 30 days from receipt of this decision to request a review.

In addition, you must send an appeal fee to the Commissioner's office. Please be advised that the fee to appeal a request for general records is **\$25.00**. Please include the fee in your letter of appeal. Appeal fees should be in the form of either a cheque or a money order, made payable to the *Minister of Finance*.

Should you have any questions, please contact the Chief Building Official at 519-923-2110 extension 240 or [bfisher@southgate.ca](mailto:bfisher@southgate.ca)

**Subject: Township of Southgate Request for Records No. 20\_\_ - \_\_\_\_\_**

We are replying to your access request under the Municipal Freedom of Information and Protection of Privacy Act and the Divisional Policy for Disclosure of Building Plans received on (*date: month, day, year*).

You have requested access to a copy of the building plans pertaining to (*civic address and legal description*) in The Township of Southgate (copy of application attached).

*Access in full is being granted to your request.*

If we are required to order the plans from an off-site location, you will be contacted by our office when we receive them. You will then need to make an appointment to view and select the building plans that are to be printed regarding this address. The building plans that you select at the time of your appointment will be sent to a printing firm if they cannot be printed in-house. You will be asked to arrange for payment to the printing firm directly for any copy and delivery charges for the building plans

Please note that the building plans are copies of those on file at the Township of Southgate. The Township disclaims any liability as to the accuracy of the contents of the building plans as provided and would recommend that you contact the engineers, surveyors and/or architects noted on building plans to confirm accuracy if you intend to rely on them for any reason. Please note also that you are still subject to the provisions of the *Copyright Act*.

Should you have any questions, please contact the Building Department at 519-923-2110 extension 240 or [bfisher@southgate.ca](mailto:bfisher@southgate.ca)

**Re: Restrictions Regarding Disclosure of Building Plans.**

Access and/or copies of building plans are being provided to you at your request in accordance with the policy of the Building Department entitled "Disclosure of Building Records and Plans"

Accordingly, Members of Council may not **copy, disclose or otherwise disseminate** any information obtained by accessing building plans on file with the Township's Building Department.

**Subject: Township of Southgate Request for Records No. 20\_\_ - \_\_\_\_\_**

We are replying to your access request under the Municipal Freedom of Information and Protection of Privacy Act and the Corporate Policy for Disclosure of Building Plans received on (*date: month, day, year*).

Please be advised that the specific personal information that has been requested is being disclosed pursuant to Sections 8(9) and 8(9.1) of the Building Code Act, 1992, S.O. 1992 c. 23. This disclosure is permitted by section 32 (e) of the Municipal Freedom of Information and Protection of Privacy Act (the Act) which permits an institution to disclose personal information for the purposes of complying with an Act of the Legislature.

Please find enclosed a copy of the records in response to your request. This request will be maintained by the Building Department in accordance with Township's records retention policies.

Should you have any questions, please contact the Building Department at 519-923-2110 extension 240 or [bfisher@southgate.ca](mailto:bfisher@southgate.ca)



**Subject: Township of Southgate Request for Records No. 20\_\_ - \_\_\_\_\_**

We are replying to your access request under the Municipal Freedom of Information and Protection of Privacy Act and the Corporate Policy for Disclosure of Building Plans received on (*date: month, day, year*).

Please be advised that the specific personal information that has been requested is being disclosed pursuant to Section 18 of the Ontario New Homes Warranties Plan, *R. S.O. 1990 c. 0.31*. This disclosure is permitted by section 32 (e) of the Municipal Freedom of Information and Protection of Privacy Act (the Act) which permits an institution to disclose personal information for the purposes of complying with an Act of the Legislature.

Please find enclosed a copy of the records in response to your request. This request will be maintained by the Building Department in accordance with Township's records retention policies.

Should you have any questions, please contact the Building Department at 519-923-2110 or [bfisher@southgate.ca](mailto:bfisher@southgate.ca)

## **GUIDELINES FOR THE DISCLOSURE OF PERSONAL INFORMATION IN RESPONSE TO A REQUEST BY LAW ENFORCEMENT**

### **Introduction**

One of the key principals of the Municipal Freedom of Information and Protection of Privacy Act (the Act) is the protection of personal information. The requirements of the Act concerning personal privacy include establishing standards for the collection, use and disclosure of personal information.

The Township of Southgate creates and maintains many different types of records, many of which contain personal information. Departments may receive requests for access to records and information from a variety of external government law enforcement agencies, including the Ontario Provincial Police (OPP) and the Royal Canadian Mounted Police (RCMP).

The collection, use and disclosure of personal information are restricted to specific circumstances outlined in Part II of the Act. Section 32 (g) of the Act permits the disclosure of personal information by the Town to a law enforcement agency in Canada for the purpose of aiding an investigation undertaken with a view to a law enforcement proceeding.

This guideline has been developed to assist Township staff in identifying when they are permitted to disclose personal information in response to a request received from a law enforcement agency in Canada, and specific procedures to follow when disclosing personal information in these circumstances.

### **Guidelines**

- When a law enforcement officer attends at any Township facility requesting access to personal information in its custody and control, they must complete a Law Enforcement Officer's Request for Access to Personal Information form (Attached).
- Staff is required to ask the attending police officer for identification and ensure that their badge numbers are recorded on the form.
- Staff is to complete Part I of the forms, indicating whether the request is for employee or client information, the location, the file title and a brief description of the records requested by the police.
- Staff can assist the police in identifying in detail what information they require, so that only these records relevant to the investigation are disclosed. In the event that specific information cannot be identified, but the police are requesting to search through large volume of records, please contact the Clerk's Office for further direction.

- Part II of the form is to be complete by the attending police officer. He/she must record:
  - An occurrence report number
  - Whether copies are requested or to view the original, or both
  - Whether the originals will be requested under subpoena

**Note: Originals are never to be provided to an attending officer.**

## **IMPORTANT NOTICE**

### Building Disclosure Objection

The Ontario Municipal Freedom of Information and Protection of Privacy Act gives the public a right of access to records held by the Township of Southgate.

The Building Department has a policy regarding the routine disclosure of building plans associated with permit applications. The policy allows anyone access (including viewing and copying) to residential building plans associated with permit applications. Access to the plans will be granted from the date of permit issuance to 2 years following the date the permit file was closed.

As the owner, management company responsible for the building or the permit applicant, you feel there may be a security risk by allowing the public access to your plans and you do not want your building plans to be disclosed by the Building Department through the Routine Disclosure Policy described above, please submit a letter outlining the reasons for your objections by Registered Mail within 21 days of the application date.

Please direct the letter to the Chief Building Official, Bev Fisher.