

## Sample Routine Disclosure and/or Active Dissemination Plan

### City Clerk's Division

Type of Record	How to Access	Applicable Fees
Agendas of Council, Committee and Advisory Committees	<p><b>Online:</b> <a href="https://www.hamilton.ca/council-committee/council-committee-meetings/meetings-and-agendas">https://www.hamilton.ca/council-committee/council-committee-meetings/meetings-and-agendas</a></p> <p><b>Phone:</b> 905-546-2424 Ext. 4408</p> <p><b>Email:</b> <a href="mailto:clerk@hamilton.ca">clerk@hamilton.ca</a></p>	No applicable fee
<p>Assessment Rolls – Current Year</p> <p>Assessment information is not available by phone or email. Information may be searched and viewed (only) in person.</p>	<p><b>In Person:</b> City Clerk's Office, City Hall 71 Main Street West, 1<sup>st</sup> Floor Hamilton</p>	No applicable fee
Assessment Rolls – Historical Searches	<p><b>In Person:</b> City Clerk's Office, City Hall 71 Main Street West, 1<sup>st</sup> Floor Hamilton</p>	<p>Search, preparation and photocopy fees may apply</p> <p>Search Fee: \$11.20/15 min.</p> <p>Preparation Fee: \$11.20/15 min.</p> <p>Photocopy Fee: .40 cents/page</p>
By-laws	<p>2004 to Present available <b>online:</b> <a href="https://www.hamilton.ca/government-information/by-laws-and-enforcement/city-hamilton-by-laws">https://www.hamilton.ca/government-information/by-laws-and-enforcement/city-hamilton-by-laws</a></p> <p><b>In Person:</b> City Clerk's Office, City Hall 71 Main Street West, 1<sup>st</sup> Floor</p> <p><b>Phone:</b> 905-546-2424 Ext. 4408</p> <p><b>Email:</b> <a href="mailto:clerk@hamilton.ca">clerk@hamilton.ca</a></p>	Certified Copies are available for a fee

Appendix C – Routine Disclosure and Active Dissemination Policy (CL19013)

Type of Record	How to Access	Applicable Fees
<p><b>Elections – Nominated Candidates</b></p> <p>List of nominated candidates and their contact information, if applicable.</p>	<p><b>Online:</b> <a href="https://www.hamilton.ca/municipal-election">https://www.hamilton.ca/municipal-election</a></p> <p><b>In Person:</b> City Clerk’s Office, City Hall 71 Main Street West, 1<sup>st</sup> Floor</p> <p><b>Phone:</b> 905-546-2424 Ext. 4408</p> <p><b>Email:</b> <a href="mailto:clerk@hamilton.ca">clerk@hamilton.ca</a></p>	<p>No applicable fee</p>
<p><b>Elections – Candidate Financial Statements</b></p> <p>Financial statements, including all expenses and contributions pertaining to the candidate’s campaign, as filed by candidates.</p>	<p><b>Online:</b> <a href="https://www.hamilton.ca/municipal-election">https://www.hamilton.ca/municipal-election</a></p> <p><b>In Person:</b> City Clerk’s Office, City Hall 71 Main Street West, 1<sup>st</sup> Floor</p> <p><b>Phone:</b> 905-546-2424 Ext. 4408</p> <p><b>Email:</b> <a href="mailto:clerk@hamilton.ca">clerk@hamilton.ca</a></p>	<p>No applicable fee</p>
<p><b>Elections – Results</b></p> <p>Provides poll-by-poll results as well as the number of registered voters and votes cast.</p>	<p><b>Online:</b> <a href="https://www.hamilton.ca/municipal-election">https://www.hamilton.ca/municipal-election</a></p> <p><b>In Person:</b> City Clerk’s Office, City Hall 71 Main Street West, 1<sup>st</sup> Floor</p> <p><b>Phone:</b> 905-546-2424 Ext. 4408</p> <p><b>Email:</b> <a href="mailto:clerk@hamilton.ca">clerk@hamilton.ca</a></p>	<p>No applicable fee</p>