



## Routine Disclosure Plan

Date: August, 2020

Division: Engineering and Construction Services

### Introduction

Access to records held by the City of Toronto is regulated by the Municipal Freedom of Information and Protection of Privacy Act (Acronym: MFIPPA). The public has a right to see most City records, and to get copies of them (fees for photocopying may apply). There are some exceptions to public access.

Records are made available by:

- Routine disclosure: Divisions automatically make information available to the public when it is requested, and by publishing it online or in a printed form such as brochures and reports.
- Freedom of information request: When information is not available routinely, the public may submit a freedom of information request to the City Clerk's Office, Corporate Information Management Services.

### Routine Disclosure Plan

This document describes the types of records available routinely from the Engineering and Construction Services Division. It identifies the type of information, a brief description, and how it is made available to the public (online, by request, or by visiting a City office).

The table below displays the type of information, brief description and how to get the information.

Type of information	Brief description	How to get the information
<b>Standard Construction Specifications for designing and constructing City Infrastructure</b>	The City posts specifications and drawings for concrete, road, sewer, and watermain construction.	<b>Online:</b> <a href="https://www.toronto.ca/services-payments/building-construction/infrastructure-city-construction/construction-standards-permits/standards-for-designing-and-constructing-city-infrastructure/">https://www.toronto.ca/services-payments/building-construction/infrastructure-city-construction/construction-standards-permits/standards-for-designing-and-constructing-city-infrastructure/</a>
<b>Survey Notes</b>	The City sells City created Survey plans and field notes.	<b>Email</b> <a href="mailto:tornotes@toronto.ca">tornotes@toronto.ca</a> <b>Phone</b> Gary Kirk (416) 338-5027
<b>Aerial Photo Maps and Enlargement</b>		<b>Available through Technology Services</b> <a href="https://www.toronto.ca/wp-content/uploads/2017/11/96ed-information-technology-it-routine-disclosure-plan.pdf">https://www.toronto.ca/wp-content/uploads/2017/11/96ed-information-technology-it-routine-disclosure-plan.pdf</a>
<b>Orthoimages and Enlargement</b>		
<b>Information related to land development and soil and groundwater on active developments</b>	City Planning	<b>Available through City Planning Division's routine disclosure plan.</b> <a href="https://www.toronto.ca/city-government/accountability-operations-customer-service/city-administration/staff-directory-divisions-and-customer-service/city-planning/city-planning-routine-disclosure-plan/">https://www.toronto.ca/city-government/accountability-operations-customer-service/city-administration/staff-directory-divisions-and-customer-service/city-planning/city-planning-routine-disclosure-plan/</a>

Type of information	Brief description	How to get the information
<b>Digital Utility Mapping</b>	<p>The City maintains underground and above ground utility maps. These maps include:</p> <ul style="list-style-type: none"> <li>• DMOG (Digital Map Owners Group) maps, which includes 3<sup>rd</sup> party utilities, street lighting and sewer and water infrastructure. (only for the former City of Toronto)</li> <li>• CUMAP (City Utility Mapping) which includes street lighting and sewer and water infrastructure (City-wide).</li> </ul>	<p><b>City Utility Mapping Sales</b>  <b>Telephone:</b> 416-338-7954  <b>Email:</b> <a href="mailto:engdrawings@toronto.ca">engdrawings@toronto.ca</a>  <a href="https://www.toronto.ca/city-government/data-research-maps/utility-maps-engineering-drawings/">https://www.toronto.ca/city-government/data-research-maps/utility-maps-engineering-drawings/</a></p> <p>For water or sewer service connections, call 311</p>
<b>Soil &amp; Groundwater</b>	<p>The Soil &amp; Groundwater Unit routinely conducts searches of its own files pertaining to waste disposal sites and environmental records, and provides responses based on the findings.</p> <p>The fee for this service is currently \$79.70 (inclusive of HST) per site. Please note that there may be other divisions or departments within the City you may wish to also contact for additional information.</p> <p>For instruments, spills, charges, orders or notices of violation, it is recommended that the Ministry of the Environment, Conservation &amp; Parks be contacted for further information.</p>	<p><b>Email:</b> <a href="mailto:SGQ@toronto.ca">SGQ@toronto.ca</a></p> <p><b>Additional Information:</b></p> <p>Any inquiries pertaining to the Sewer Use By-law should be directed to Toronto Water Record Search at <a href="mailto:twrecordsearch@toronto.ca">twrecordsearch@toronto.ca</a>.  <i>*A fee may be required for this information.</i></p>
<b>Horizontal &amp; Vertical Control Information</b>	<p>City of Toronto Horizontal and Vertical Control information is distributed through the Province of Ontario Geodetic database, COSINE.</p>	<p>No fees are associated with this data</p> <p><a href="https://www.gisapplication.lrc.gov.on.ca/cosine/ONT/Index.html?site=cosine&amp;viewer=OntarioViewer&amp;locale=en-US#:~:text=The%20Ministry%20of%20Natural%20Resources,to%20users%20free%20of%20charge">https://www.gisapplication.lrc.gov.on.ca/cosine/ONT/Index.html?site=cosine&amp;viewer=OntarioViewer&amp;locale=en-US#:~:text=The%20Ministry%20of%20Natural%20Resources,to%20users%20free%20of%20charge</a></p>
<b>Engineering Drawings</b>	<p>Engineering drawings for City infrastructure such as roads, sewer, water structures within the right-of-way.</p>	<p><b>email</b> <a href="mailto:EngDrawings@toronto.ca">EngDrawings@toronto.ca</a> or <b>phone</b> 416-338-7954.  For water or sewer service connections, call 311.</p>

For more information, please visit [Access City Information or Records](#)