



Personal Information Bank Index

The [Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#), requires the Township of Guelph/Eramosa to keep an updated Personal Information Bank and to make it available for the public to view.

A Personal Information Bank is defined in MFIPPA as “a collection of personal information that is organized and capable of being retrieved using an individual’s name or an identifying number or particular assigned to the individual.” The Register includes a description of the Personal Information maintained to support each department’s programs and activities. For each Personal Information Bank, the following information is provided: the department maintaining the records, location, legal authority for collection, identifying data, how the information is used, who is authorized to use the information, and retention and disposition.

The list of the personal information banks at the Township is below. You can use this register to find what you are looking for by doing a key word search (keys to press: Ctrl+ F) or by scrolling through each of the departments. The Personal Information Bank Register is arranged for the Township of Guelph/Eramosa as follows:

- [Building Department](#)
- [By-law Enforcement](#)
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The Role of the Head as required by MFIPPA, the Township of Guelph/Eramosa has designated the Clerk as the Head. The Head is responsible for making sure that the “institution” (the Township of Guelph/Eramosa) properly discharges its statutory obligations under MFIPPA. In

discharging this responsibility, the Head makes sure that the departments adhere to City procedures and practices that promote compliance with MFIPPA.

Questions or comments on the registry should be directed to:

Township of Guelph/Eramosa Clerk's Department

8348 Wellington Road 124

P.O. Box 700

Rockwood, ON N0B 2K0

Email: clerks@get.on.ca

Building Department

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Applications to Build, Demolish, Change of Use Permits, Sign Permits, Pool Permits	Township Office	Building Code Act, Building Permit By-law	Property owner name, address, telephone number and email address; Professional consultant name, address, telephone number and email address; drawings, permit fees, service fees, and applicable law information	To approve requirements for permits and compliance with the Ontario Building Code and other applicable law. For statistical reporting purposes.	Building Staff, By-law Enforcement Staff, Planning Staff, Fire Department Staff, and other regulatory agencies	Public	2 years expiry of permit
Building Code Complaints	Township Office	Building Code Act, Municipal Act, Building Permit By-law	Complainant name, address, telephone number and email address; Property owner name, address, telephone number and email address; witness statements, photographs, complaint information, notes, notices, legal documents (summons', information, hearing notes and decisions, etc.)	To document the nature and source of investigation into complaints under the Ontario Building Code and Building Permit By-law	Building Staff, By-law Enforcement Staff, Planning Staff, Legal Services Staff, Provincial Offences Officers, Regional Prosecutor, Court Clerks, Provincial Judges or Justices of the Peace, Hearings Officers, Guelph Regional Police, other police agencies	Public	6 years

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Building Inspection Records	Township Office	Building Code Act, Municipal Act, Building Permit By-law	Property owner name, address, telephone number and email address; Tenant name, address, telephone number and email address	To record mandated inspections required by the Building Code	Building Staff, Legal Services	Public	6 years
Building General Inquiries	Township Office	Building Code Act, Municipal Act	Name, address, telephone number and email address, inquiry, research, commentary	To respond to inquiries regarding building services, business licensing, by-law enforcement and animal services	Building Staff, By-law Enforcement Staff, Animal Control Staff	Public	5 years
Building Permit	Township Office	Building Code Act, Municipal Act, Building Permit By-law	Property owner name, address, telephone number and email address; Professional consultants' name, address, telephone number and email address; drawings	To approve and permit the construction of new buildings, and/or renovations, additions, demolitions, swimming pools, septic tanks and signs, in accordance with the Ontario Building Code	Building Staff	Public	Permanent

By-law Enforcement Department

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
By-law Complaints and Investigations	Township Office	Building Code Act, Municipal Act, Municipal By-laws, Ministry of Transportation Authorized Requester Information Services (ARIS) Agreement	Complainant name, address, telephone number and email address; Witness name, address, telephone number and email address; witness statements, photographs, complaint information, notes, notices, driver's license, drivers abstract, legal documents (summons', information, hearing notes and decisions, etc.)	To document the nature and source of investigation into non-compliance with Municipal By-laws	Building Staff, By-law Enforcement Staff, Planning Staff, Legal Services Staff, Provincial Offences Officers, Regional Prosecutor, Court Clerks, Provincial Judges or Justices of the Peace, Hearings Officers, Guelph Regional Police, other police agencies	Public	6 years
Noise By-law Exemptions & Applications	Township Office	Municipal Act	Applicant name, address, phone (home and business)	To provide an exemption to the Noise by-law which would allow for special events to continue after the allowed time specified in the Noise By-law	By-law Enforcement Staff, Clerks Department, Members of Council	Public	2 years after expiry of permit

City-Wide

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Agreements and Contracts Requiring By-law Approval	All Township Facilities	Municipal Act	Name, address, telephone number and email address	To administer agreements and contracts	Authorized Township Staff	Public	Act or Omission on which claim is based took place + 15 years
Agreements and Contracts Not Requiring By-law Approval	All Township Facilities	Municipal Act	Name, address, telephone number and email address	To administer agreements and contracts	Authorized Township Staff	Public	Expiry of contract + 2 years, longer term care service providers = expiry + 7 years
Corporate Newsletters	All Township Facilities	Municipal Act	Subscriber name, email address (remains until they unsubscribe), phone number	To provide updates to subscribers / residents about new programs and initiative	Authorized Township Staff	Public	1 year
Customer Relationship Management (CRM) Contracts, Service and Information Requests	All Township Facilities	Municipal Act	Name, address, telephone number and email address, customer profile, service history	To track service and information requests to respond to an inquiry or to generate a work order, to forward complaints to appropriate department(s), and process payments and refunds	Authorized Township and licensed Staff	Public	Expiry of contract + 2 years, longer term care service providers = expiry + 7 years

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Property Information Requests (PIR)	All Township Facilities	Municipal Act	Name, address, telephone number and email address; client name, address, telephone number and email address; property details, municipal address, legal description, assessed owner, roll number, PIN(s), survey(s), instrument numbers	To process requests for property information	Authorized Staff	Public	2 years

Finance Department

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Accounts Payable	Township Office	Municipal Act, Retail Sales Tax Act	Vendor's name, address, phone number, email address, banking information	To process payments to suppliers of goods or services to the Township	All Township Staff, Auditors, and Regulating Agencies and Local Boards	Public, Employees, Members of Council	Close of fiscal year end (welfare & child care payments = 7 years from provincial government year end)
Accounts Receivable	Township Office	Municipal Act, Retail Sales Tax Act	Name, address, phone number, email address, payment history, banking information, credit checks	To process payments received from customers of the Township for goods and services the Township has supplied	All Township Staff, Auditors, and Regulating Agencies and Local Boards	Public, Employees	Close of fiscal year end + 7 years
Donations Tax Receipts	Township Office	Excise Tax Act	Name, address, telephone number, email address, in memorial names of deceased parties	To issue official donations receipts for income tax purposes	Finance Staff; and Regulatory Agencies	Public, Employees, Members of Council	7 years
Electronic Billing Registration	Township Office	Municipal Act	Property owner name, telephone numbers, email address, customer account number	To provide the most convenient method of payment to customers	Finance Department, Water/Waste Water Department	Public	Close of fiscal year + 7 years
Employee Benefits (Manulife & OMERS)	Township Office	Municipal Act, Employment Standards Act	Name, address, telephone number, payroll number, dependent coverage, deduction amounts, policy and division numbers, benefit carrier billings, benefit booklets	To document payments of premiums	Finance Staff, and Human Resources Staff, Benefits Provider	Employees, Members of Council	Superseded

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Payroll Administration	Township Office	Municipal Act, Income Tax Act, Employment Insurance Act, Pension Benefits Act, Collective Agreements	Name, address, telephone number, employee numbers, email address, banking information, benefits, earnings, date of birth, social insurance number, pay deductions include union duties, garnishee, pension and income tax, drivers' licenses	To process payroll and prepare statistical reports such as T-4's, pension and benefit contributions	Finance Staff, Human Resources Staff, Parks and Recreation Staff, Auditors, Revenue Canada and Regulating Agencies	Employees, Members of Council	End of fiscal year + 6 years
Pre-Authorized Payment Information (PAP)	Township Office	Municipal Act	Property owner name, telephone numbers, email address, customer account number, Bank Account Details in the form of a VOID cheque	To provide the necessary information to enable pre-authorized payments to be taken for property tax and water bills	Finance Department, Water/Waste Water Department	Employees	Close of fiscal year + 7 years
Purchasing Credit Card	Township Office	Municipal Act, Customs Act, Retail Sales Tax Act	Name, number, Township credit card number	To process payment of goods and services using Township payment cards	All Township Staff, Financial Institutions, Regulating Agencies and Local Boards	Employees	Close of fiscal tax year + 7 years
Procurement Proposals	Township Office	Municipal Act	Name, address, telephone number, email address, information relating to the education or employment history of the individual(s) submitting proposal(s)	To confirm relevant skills and experiences of the individual(s) submitting proposal(s)	All Township Staff involved in specific Procurement	Public	Close of fiscal tax year + 7 years

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Property Tax Accounts	Township Office	Municipal Act, Assessment Act	Name, address, telephone number and email address of tax account holder, birth year and month, financial information*	To administer property tax accounts, including billing, payments, statements and delinquent accounts	All Township Staff, Finance Staff*, Regulating Agencies	Public	Permanent
Tax Rebates and Deferrals Applications	Township Office	Municipal Act	Name, address, telephone number, financial status of persons requesting tax rebate or deferral	To determine eligibility for tax relief rebate or deferral	Finance Staff and Auditors	Public	Close of fiscal tax year end (welfare & child care payments = 7 years from Provincial Government year end

Fire Department

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Clothing & Equipment Issue Logs	Fire Dept.	Occupational Health and Safety Act, Ministry of Labour, Ontario Fire Code Act, Fire Prevention and Protection Act	Name, employee number, year of service, physical attributes	To document the clothing and protective equipment issued each year to each Fire Department employee	Fire Department Staff	Employees	Superseded
Emergency Planning / Continuity of Operations Planning	Fire Dept.	Municipal Act, Emergency Management and Civil Protection Act	Name, address, telephone number, and email address for staff responsible for emergency operations in the Emergency Plan, name, address, telephone number, email address and details of affected parties involved in an emergency	To document information in the Emergency Plan and responses from the Emergency Operations Centre regarding emergencies	Authorized Township Staff	Public, Employees	Superseded (or expiry of plan + 5 years if Canadian Environmental Protection Act applies)
Fire Call Voice Recordings	Fire Dept.	Fire Prevention and Protection Act	Name, address, telephone number, date of birth, treatment provided, information pertinent to emergency treatment, insurance company and coverage, vehicle license plate number and make, details of protection systems, suspected	To document the calls dispatched to Township Fire Station	Fire Department Staff and Regulating Agencies	Public	End of fiscal year + 7 years

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Fire Dispatch & Incident Reports	Fire Dept.	Municipal Act, Fire Prevention and Protection Act, Fire Code, Township By-laws	Name, address, telephone number and email address, police and witness information, first aid treatment, insurance company and coverage, vehicle license plate number and make/model, details of protection systems, suspected fire cause, source of ignition, dollar loss	To document the department's response to an emergency call, to document action taken, and to provide evidence for possible investigation or future prevention program	Fire Department Staff	Public	Superseded + 5 years
Fire Investigation Reports	Fire Dept.	Fire Prevention and Protection Act	Name, address, telephone number, email address, investigator's notes, emergency call records, Guelph Regional Police reports, Fire Marshal reports, pictures, witness statements, dispatcher's notes	To investigate fires of a suspicious nature, set by criminal means by arson or in cases where serious injury or death has occurred	Fire Department Staff and Regulating Agencies	Public	10 years
Fire Prevention Orders and Inspection Reports	Fire Dept.	Fire Prevention and Protection Act	Name, address, telephone number, email address; occupant's name address, telephone number, email address; emergency contacts name and telephone number; record of any violations, inspection	To inspect properties to affect compliance with all statutes and regulations	Fire Department Staff and Regulating Agencies	Public	Superseded, minimum 1 year

<i>Title</i>	<i>Location</i>	<i>Legal Authority</i>	<i>Information Maintained</i>	<i>Uses</i>	<i>Users</i>	<i>Individuals Identified</i>	<i>Retention</i>
			reports, building plans, sprinkler calculations, site plan agreements, correspondence				
Permits (Open-Air Burn and Fireworks)	Fire Dept.	Fire Prevention and Protection Act	Name, address, telephone number, email address, sponsoring organization, vehicle license number and expiry date, credit card information	To issue permits for open-air burning and fireworks display	Fire Department Staff and Regulating Agencies	Public	2 years after expiry of permit
Public Education & Outreach	Fire Dept.	Municipal Act, Fire Prevention and Protection Act	Name, address, telephone number, email, opinions, input and feedback	Public engagement with stakeholders, including the collection of opinions, input and feedback on Township programs, services, and initiatives	Fire Department Staff	Public	Superseded + 2 years (surveillance video 72 hours unless requisitioned for use, MFIPPA/Other investigations = Superseded + 2 years)
Smoke and Carbon Monoxide Alarm Installation - Release of All Claims and Waiver of Liability	Fire Dept.	Municipal Act, Fire Mashal's Act	Name of resident, address, telephone number, attending officer name, platoon, apparatus	To issue a "Waiver of Liability" to Install Smoke / Carbon Monoxide alarm of Battery Installation	Fire Department Staff	Public	2 years after resolution of claim and all appeals

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
The Arson Prevention Program for Children (TAPP - C)	Fire Dept.	Municipal Act, Fire Marshal's Act	Parent or guardian name, child's name and date of birth, address, telephone number, email address	To administer the Arson Prevention Program for Children (TAPP - C) program	Fire Department Staff	Public	Superseded + 2 years (surveillance video 72 hours unless requisitioned for use, MFIPPA/Other investigations = Superseded + 2 years)

Human Resources Department

<i>Title</i>	<i>Location</i>	<i>Legal Authority</i>	<i>Information Maintained</i>	<i>Uses</i>	<i>Users</i>	<i>Individuals Identified</i>	<i>Retention</i>
Attendance & Scheduling	Township Office	Municipal Act, Employment Standards Act	Name, employee number, schedule and hours of work	To record employee hours of work, employee absenteeism and administration	Human Resources Staff	Employees	5 years (Driver's Daily Logs = 6 months, Public Vehicle and Trip Reports = 1 year)
Benefits Enrollment	Township Office	Municipal Act, Employment Standards Act, Ontario Human Rights Code	Name, address, telephone number, payroll number, dependent coverage, deduction amounts, policy and division numbers, benefit carrier billings, benefit booklets	To administer employee benefits	Human Resources Staff	Employees, Members of Council	Superseded
Employee Records	Township Office	Employment Standards Act, Employment Insurance Act, Ontario Municipal Employees Retirement System Act, Workplace Safety and Insurance Act, Municipal Act, Ontario Human Rights Code	Name, address, telephone number, social insurance number, age, date of birth, gender, driver's license, marital status, work history, performance ratings, salary adjustments, disciplinary action, commendations, resume, interview questions, staff education assistance board decision for education and training history, and photographs for identification cards,	To record employees' work history and salary adjustments, to administer the payroll and benefits plan, to plan training/career development, for use in grievance proceedings and for Human Resources administration	Authorized Township Staff	Employees, Members of Council	Date Employee Ceased to be Employed by Employer + 5 Years (Drinking Water Training = 5 Years, Confined Space Training = Cease to work + At least 5 Years, Salt Program Training = 7 Years, Long-Term Care Home Staff = Termination + 7 Years, Fire Fighter Employment Terms = 25 Years)

<i>Title</i>	<i>Location</i>	<i>Legal Authority</i>	<i>Information Maintained</i>	<i>Uses</i>	<i>Users</i>	<i>Individuals Identified</i>	<i>Retention</i>
Employee Emergency / Administrative List	All Township Facilities	Municipal Act	Name, address, telephone number, date of birth, emergency and/ or family contact	To call out for shifts / overtime, contact employees for meetings / appointments or in case of emergency	Authorized Township Staff	Employees	5 years (Driver's Daily Logs = 6 months, Public Vehicle and Trip Reports = 1 year)
Recruitment	Township Office	Municipal Act, Employment Standards Act, Ontario Human Rights Code	Name, address, telephone number, email address, age, convictions without pardons, names of relatives working for the Township, education, employment history, references	To document information about applicants and records pertaining to their recruitment	Recruitment	Employees, Candidates,	1 year
Staff Education Assistance Program / Board	Township Office	Municipal Act, Employment Standards Act	Name, address, employee number, telephone number, email address, course details, academic, training record and certifications, course receipts	To record training and education participation for development	Human Resources Staff, Authorized Township Staff	Employees	2 years after courses ceases to be offered ** (Salt Training=7Yrs, Drinking Water Training=5Yrs, Courses developed/presented by Municipality subject to archival selection)

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Township Training and Development	Township Office	Municipal Act, Employment Standards Act	Name, employee number, email address, course details, grades, training record and certification	To record training and development participation for Township development	Human Resources Staff, Authorized Township Staff	Employees	2 years after courses ceases to be offered ** (Salt Training=7Yrs, Drinking Water Training=5Yrs, Courses developed/presented by Municipality subject to archival selection)
Disability Management Files	Township Office	Employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety Act	Name, address, telephone number and email address, date of birth, health professional's name, phone number, date of assessment, abilities and restrictions, evaluations including hearing tests, fitness testing, medical history, long term disability forms, accommodation requests	To document employee	Human Resources Staff	Employees, Members of Council	Day Issued or Earlier as may be Specified by Commission + 5 years
Health and Safety Plans	Township Office	Occupational Health and Safety Act, Joint Health & Safety Committee Terms of Reference	Name, address, telephone number and email address, date of birth, health professional's name, phone number, medical history, safety requirements	To implement an employee safety plan	Human Resources Staff, Joint Health and Safety Committee members	Employees, Members of Council	3 Years (Accident Reports for Construction Projects retained with project = 1 Year after Completion)

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Workplace Safety and Insurance Act Reports	Township Office	Occupational Health and Safety Act, Workplace Safety and Insurance Act	Name, address, telephone number and email address, date of birth, social insurance number, medical history, gender, marital status, assessed earnings and yearly hours worked	To notify Ontario Ministry of Labour (when required) and Joint Health & Safety Committee, to identify root causes and corrective actions to ensure safety of the employees	Human Resources Staff & Finance Staff	Employees, Members of Council	Resolution of Claim + 3 Years (Hazardous Exposure Claims = longer of 40 Years or 20 Years after Last Record)
Workplace Safety Insurance Act Claims	Township Office	Workplace Safety and Insurance Act	Name, address, telephone number and email address, date of birth, social insurance number, medical history, gender, marital status, health professional's notes and functional abilities assessment, rate of pay	To process short and long-term disability claims, Workplace Safety Insurance Boards (WSIB) claims and provide workplace accommodations	Human Resources staff	Employees, Members of Council	Resolution of Claim + 3 Years (Hazardous Exposure Claims = longer of 40 Years or 20 Years after Last Record)

Clerks Department – Licensing & Legislative Services

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Access & Privacy (E.g., Freedom of Information Requests)	Township Office	Municipal Freedom of Information and Protection of Privacy Act	Name, address, phone number and email address, content of requests, personal information in responsive records	To communicate with requesters and/or complainants; and respond to Freedom of Information Requests, or to address privacy complaints	Clerks Staff	Public, Employees, Members of Council	2 years
Assessment Roll	Township Office	Municipal Act, Assessment Act	Name, address, tax sale and power of sale procedures and property owners	To calculate taxes, to distribute lists, to conduct research regarding designation of historical and/or architectural significant structures, to research legal agreements, to facilitate assessment research	Clerks Staff, Finance Staff, Public	Public	Permanent
Birth Registers	Township Office	Vital Statistics Act	Name, gender, date of birth, name of mother, name of mother and father, parents' marital status, mother's maiden name, place and date of parents' marriage, occupation of parents, status of mother, relation to child, attendant at birth, place of birth	To maintain a record of births, for administrative reference, community and contextual research	Clerks Staff, Public	Public	Permanent

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Cemetery Records	Township Office	Cemeteries Act	Name, phone number, address, and email address, date of birth, date of death	To create work orders for burial lot purchases, burials, and cremations	Cemetery Operations Roads, Director of Roads, Parks and Recreation, Township Auditors	Public	Permanent, transfer to archives if no longer managed. Burial Permits 2 years.
Closed Session Minutes and Reports	Township Office	Municipal Act	Personal information about identifiable individuals contained in in-camera Committee or Council records	To report to Council on complaints of alleged contraventions of the Municipal Act open meeting provisions	Clerks Staff, Regulating Agency	Public	Permanent (Working Notes = 6 Years, Copies = 2 Years)
Closed Meeting Complaints and Investigations	Township Office	Municipal Act	Name, address, telephone number and email address, nature of complaint	To report to Council on complaints of alleged contraventions of the Municipal Act open meeting provisions	Clerks Staff, Regulating Agency	Public	2 years
Code of Good Governance / Code of Conduct Complaints and Investigations	Township Office	Municipal Act	Name, address, telephone number and email address, nature of complaint	To report to Council on complaints of alleged contraventions of the Code of Good	Clerks Staff, Integrity Commissioner	Public	2 years
Complaints & Investigations	Township Office	Municipal Act & Public Sector and MPP Accountability and Transparency Act (Bill 8)	Name, address, telephone number and email address, nature of complaint	To report to Council on complaints under Bill 8	Clerks Staff, Township Staff (applicable), Regulating Agency	Public	2 years

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Deaths Register	Township Office	Vital Statistics Act	Name, address age, gender, physician's name and address, cause of death, informants' name and relationship to the deceased, date and place of death, name and address of funeral home, occupation of deceased, date and place of birth, religion	To maintain a record of births, for administrative reference, community and contextual research	Clerks Staff, Public	Public	Permanent
Delegation Request Form	Township Office	Municipal Act	Name, Address, email address, phone number, fax number	To allow an individual or an organization the opportunity to appear before Council	Clerks Department,	Public	Superseded + 5 years
Dog Licenses	All Township Facilities	Municipal Act	Name, Address, email address, phone number	To assist in the identification and recovery of canines running at large	Clerks Department, By-law Department, and other regulatory agencies	Public	2 years after expiry of License
Election Records	Township Office	Municipal Elections Act	Name, address, telephone number and email address of candidate, name and address of auditor or chief financial officer, name and address of person(s) authorized to accept contribution deposits, name and address of persons	To certify candidates and registered third party advertisers for municipal elections, and to post financial reporting documentation for the public	Clerks Staff	Public	Permanent

<i>Title</i>	<i>Location</i>	<i>Legal Authority</i>	<i>Information Maintained</i>	<i>Uses</i>	<i>Users</i>	<i>Individuals Identified</i>	<i>Retention</i>
			making contributions and nominating candidate				
Corporate eNewsletters	Township Office	Municipal Act	Subscriber name, email address (remains until they unsubscribe), phone number	To provide updates to subscribers / residents about new programs and initiative	Authorized Township Staff	Public	Permanent
Heritage Pride Plaques & Designation Applications	Township Office	Municipal Act, Ontario Heritage Act	Name, mailing address, phone number,	To permit residents who wish to have a heritage designation on their property to apply for such designation	Clerks Department	Public	End of plan year or removal of designation + 3 years
Liquor Licensing	Township Office	Municipal Act, Alcohol and Gaming Commission of Ontario	Name, address, telephone number and email address, location	To approve liquor licenses and for enforcement measures	By-law Enforcement Staff, Building Staff, Planning Staff, Clerks Department	Public	2 years after expiry of permit
Lottery Licensing	Township Office	Criminal Code of Canada, Order in Council 2699/93, Alcohol and Gaming Commission of Ontario	Principal officers name, address, telephone number and email address, names of board members, names of charitable and non-profit organizations members, police clearances and record checks	To issue lottery licenses and related enforcement	By-law Enforcement Staff, Alcohol and Gaming Commission of Ontario, Clerks Department	Public	2 years after expiry of permit

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Marriage License Applications	Township Office	Marriage Act, Vital Statistics Act	Name, age, date of birth, marital status, divorce details (if applicable), religious denomination, present address, place of birth, father's name and place of birth, mother's maiden name and place of birth, copy of divorce certificate (if applicable), copy of passport, copy of birth certificate	To record vital statistics of marriages and to regulate their legality	Clerk Staff, Officiants, Registrar of General Ontario	Public	2 years
Marriages Register	Township Office	Marriage Act, Vital Statistics Act	Name, age, date of birth, marital status, divorce details (if applicable), religious denomination, present address, place of birth, father's name and place of birth, mother's maiden name and place of birth, date and place of intended marriage, occupation of parties, name and address of witnesses, marriage officiant	To maintain a record of marriages in the municipality	Clerks Staff, Public	Public	Permanent
Road Allowance Purchases & Applications	Township Office	Highway Traffic Act	Name, address, telephone number, email address, signature	To process requests to purchase unopened road allowances in the municipality	Clerks Staff, Public Works Staff, Council	Public	1 year after project finished

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Special Celebration Certificate Application	Township Office	Municipal Act	Name, address, telephone number, email address, birth date	To create certificates from the Office of the Mayor to recognize monumental occasions	Clerks Staff, Council, Public	Public	1 year
Special Event Permit Applications	Township Office	Municipal Act	Name, address, telephone number, email address, signature, name of organization primary contact, event proposal, finances, timelines, insurance	To apply to festivals and events to occur on Township property	Authorized Township Staff	Public	2 years after expiry of permit
Filming Permit Applications	Township Office	Municipal Act	Film company name, address, location manager name, phone number, file title, production type, summary of film activity, site plan, description of filming request, location request, production information	To assess and respond to filming requests of Township property	Authorized Township Staff	Public	2 years after expiry of permit

Parks & Recreation Department

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Facility & Equipment Bookings	Township Office	Municipal Act	Name, address, e-mail, phone number, membership/team list (includes names, addresses, phone numbers and birthdays), name of organization	To book facilities and equipment	Parks & Recreation Services Staff, Facility Management Staff	Public	1 year
Facility and Park Rentals	Township Office	Municipal Act	Name, address, telephone number, email address, business/organization information, request type, insurance	To rent Township facilities and parks	Parks & Recreation Staff, Facility Management Staff	Public	1 year
Incident and Accident Reports	Township Office	Municipal Act, Ministry of Labour, Workplace Safety and Insurance Board (for employees)	Name, address, phone number, age, sex, emergency contact (relation and phone number) of injured. Name and phone number of witness	To investigate and report incidents and accidents at Township facilities to the Ministry of Labour, and WSIB claims	Parks & Recreation Staff	Public	5 years
Program Registrations (E.g., Active 55+ Fitness & Programming)	Township Office	Municipal Act 2001, Municipal Freedom of Information and Protection of Privacy Act, Ministry of Tourism and Recreation Act	Name, date of birth, age, sex, contact information, financial transactions (includes credit card number), medical information, physician contact information, emergency contact, swimming ability, name of school with which child is registered,	To assess eligibility and register participants in recreation programs	Parks & Recreation Staff	Public	Program Development & Evaluation = 3 Years, Program Registration = 1 Year, Attendance Fee Collection = 6 Years

<i>Title</i>	<i>Location</i>	<i>Legal Authority</i>	<i>Information Maintained</i>	<i>Uses</i>	<i>Users</i>	<i>Individuals Identified</i>	<i>Retention</i>
			contact information for persons authorized to pick up a minor, photo release, snack permission, swim permission, independent sign-out				
Seasonal Employee Records	Township Office	Employment Standards Act, Employment Insurance Act, Ontario Municipal Employees Retirement System Act, Workplace Safety and Insurance Act, Municipal Act	Name, address, telephone number, and email address, social insurance number, age, date of birth, sex, driver's license, marital status, work history, performance ratings, salary adjustments, disciplinary action, commendations, resume, interview questions, staff education assistance board decision for education and training history, and offboarding information	To record employees' work history and salary adjustments, to administer the payroll and benefits plan, to plan training/career development, for use in grievance proceedings and for Human Resources administration	Authorized Township Staff	Employees	Date Employee Ceased to be Employed by Employer + 5 Years (Drinking Water Training = 5 Years, Confined Space Training = Cease to work + At least 5 Years, Salt Program Training = 7 Years, Long-Term Care Home Staff = Termination + 7 Years, Fire Fighter Employment Terms = 25 Years)

Planning Department

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Building Code, Zoning Enforcement Administration & Application Documents	Township Office	Ontario Building Code, Municipal Act, Building By-law, Zoning By-law, Provincial Offences Act	Name, address, email address, telephone number, company names, building code identification number, prosecution records	To track all processes / workflows involved in the enforcement of the Ontario Building Code (permit issuance, inspections, order tracking, prosecutions); to facilitate compliance requests, zoning infraction notices, two unit registration, and mobile signs	Authorized Township Staff, Municipal Property Assessment Corporation, Statistics Canada, Canadian Mortgage and Housing Corporation	Public	Permanent
Applications for Permits, minor variances, site alterations, site plans, subdivisions, amendments, secondary plans, site plan waivers	Township Office	Ontario Building Code, Municipal Act, Building By-law, Zoning By-law, Provincial Offences Act, Planning Act	Name, address, email address, telephone number, company names, building code identification number	To track all processes / workflows involved in the application of the Planning Act and Ontario building code	Authorized Township Staff, Municipal Property Assessment Corporation, Statistics Canada, Canadian Mortgage and Housing Corporation	Public	Permanent

Public Works Department Including Water / Wastewater Services

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Applications for new or Replacement Civic/Addressing Sign	Township Office	Highway Traffic Act	Name, address, email address, telephone number	To process requests for new or replacement civic addressing signs	Public Works Staff	Public	Superseded + 10 years
Tree Replacement List for Municipal Trees	Township Office	Municipal Act, Forestry Act	Name, address, email address, telephone number	To track requests for tree replacements on municipal property that have been removed as a result of death, disease, construction, etc.	Parks and Recreation Staff, Public Works Staff	Public	5 years
Applications for new Entrance Permits onto Municipal Roadways	Township Office	Highway Traffic Act	Name, address email address, telephone number	To process and track applications from residents to construct a new entrance (driveway) onto a municipal roadway.	Public Works Staff, County of Wellington	Public	2 years after expiry of permit
Applications to Permit Oversize Loads on Municipal Roads	Township Office	Highway Traffic Act	Name, address, email address, telephone number, business information	To track and process permits to allow vehicles that exceed road weight limits to travel on municipal roads.	Public Works Staff	Public	2 years after expiry of permit
Applications for new Toilet Rebate Program	Township Office	Water Opportunities Act, Ontario Water Resources Act	Name, address, email address, telephone number	To process rebates for newly purchased toilets that meet the criteria of the rebate program.	Water/Wastewater Staff, Public Works Staff, Finance Staff	Public	End of reporting period + 7 years

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Applications for Road Occupancy/Municipal Consent	Township Office	Highway Traffic Act	Name, address, email address, telephone number, business information	To process and track applications to temporarily permit the occupancy of a municipal road for the purpose of construction.	Public Works Staff, By-law Enforcement Staff	Public	1 year
Dead End Hydrant Flushing Notification List	Township Office	Ontario Water Resources Act	Name, address, email address, telephone number	To notify property owners of hydrant flushing initiatives.	Water/Wastewater Staff, Public Works Staff	Public	15 years - Specifications permanent as per A27
Complaint Forms for Water/Wastewater	Township Office	Municipal Act, Ontario Water Resources Act	Name, address, email address, telephone number	To document the nature and source of investigation into non-compliance with Municipal By-laws	Public Works Staff, By-law Enforcement Staff, Water/Wastewater Staff	Public	5 years
Applications for new Water Meters as well as Replacement and Repairs	Township Office	Public Utilities Act	Name, address, email address, telephone number	To process and track applications for new, replacement and water metres requiring repair.	Water/Wastewater Staff, Finance Staff, Building Staff	Public	15 years - Specifications permanent as per A27
Emergency Notification List for Water Interruptions	Township Office	Public Utilities Act, Municipal Act	Name, address, email address, telephone number	To notify property owners of a water interruption in an emergency situation.	Water/Wastewater Staff	Public	15 years after created, approved or plan no longer in force
List of Water Shut Off and On Requests	Township Office	Public Utilities Act	Name, address, email address, telephone number	To track requests from property owners to turn off and on their water supply.	Water/Wastewater Staff	Public	5 years