

<u>Bank Title</u>	<u>Legal Authority</u>	<u>Information Maintained</u>	<u>Uses</u>	<u>Users</u>	<u>Individuals Identified in PIB</u>	<u>Retention &amp; Classification code from Retention By-law</u>
<b>Township Wide Personal Information Banks</b>						
Employee Administrative List	Municipal Act	Employee name, address, phone number, date of birth, date of retirement, 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	Authorized Township Staff	Employees	H03 Until Superseded
Customer Relation Management	Municipal Act	Names, address, contact information, consent of individual	To manage and engage community agencies and the public	Authorized Township Staff	Public	M10 5yrs
Supervisor's Report of Employee Accident/Incident	Municipal Act	Employee Names, address, phone number	To report incidents to the Workplace Safety Insurance Board, Joint Health and Safety Committee and Ministry of Labour	Authorized Township Staff	Employees	P05 6 yrs
Public Information/ Community Engagement Meetings	Municipal Act, Planning Act	Name, phone number, address, email address	To collect feedback information and sign in form	Authorized Township Staff	Public	D18 10 yrs
Inquires, Complaints and Commendation	Municipal Act	Records relating to the exchange of communication regarding Township of Oro-Medonte Services, names, address, contact information of the complainant	To document and investigate complaints and commendations from the public	Authorized Township Staff	Public	M04 3 yrs
Local Improvement Roll	Local Improvement Act	Name, address of property owners and amount of local improvement assessed to each property	To collect local improvement charges	Authorized Township Staff; Auditors and regulatory agencies	Public	F21 7 yrs
Revenue Collections	Municipal Act, Assessment Act, Harmonized Sales Tax Act, Provincial Offences Act	Name, address, payment history, telephone number, banking information, drivers license, plate numbers, credit checks	To administer receivables and collect payments for property tax, subsidies, grants, trusts, permits, licensing, parking tickets, provincial offences court orders, and facility rental purposes	Authorized Township Staff; Auditors and regulatory agencies	Public	F21 7 yrs
Litigation	Municipal Act; Civil Act; Insurance Act; Real Property Limitations Act; Registry Act; Land Titles Act; Expropriation Act; Planning Act	Name, address, telephone number	To litigate claims against the Township; to defend the Townships position at the LPAT	Authorized Township Staff; Health Department, Prosecutor, Court Clerks, Provincial judges or Justice of the Peace; Ministry of Transportation; police agencies	Public	L02 Permanent
Prosecutions	Municipal Act; Provincial Offences Act; Township By-laws	Name, address, date of birth, telephone number, drivers license number (when applicable), photographs and witnesses names, addresses, telephone number and witness statements	To administer legal proceedings under Part 1, 2 and 3 of the Provincial Offences Act	Authorized Township Staff	Public	L13 20 yrs
Litigation Files Involving Claims	Municipal Act; Insurance Act	Name, address, details of litigation (where filed by individual name).	To commence or defend claims against the Township and or Township employees	Authorized Township Staff	Public	L02 Permanent

Municipal Law Enforcement Personal Information Banks						
Animal Services Case Files	Municipal Act; Provincial Offences Act	Name, address, phone number, email address of complainant, victim, witnesses, animal owners, owners, tenants, trustees, agents, photographs, maps, witness statements, licensing information, notes, notices, legal documents (summons' information, first attendance, screening and hearing decisions, prosecution files and dispositions, etc.) public health records	To enforce and investigate potential by-law infractions and assemble evidence for potential court prosecution; to provide updates to complainants, legal requirements for prosecution purposes, dispose of complaints and/or investigations; to identify animals and their owners and establish lawful ownership, public health, track communicable diseases; to monitor animal health; to meet the required monitoring and tracking by Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA); and to investigate incidents	Authorized Township Staff	Public	P14 5 yrs
Licensing Information	Municipal Act	Name, address, telephone number, previous address, place of birth, height, weight, build, hair and eye colour, social insurance number, vehicle registration, photograph, drivers abstract, medical certificate, vehicle permit, safety standards certificate, insurance certificate, Canadian police clearance letter, copy of passport, copy of residency documents, copy of work permit	To provide protection to the public, for zoning control, to ensure compliance	Authorized Township Staff	Public	P09 3 yrs
Parking Ticket and Administrative Monetary Penalties	Municipal Act; Highway Traffic Act; Municipal By-Laws	Name, address, telephone number of registered vehicle owner, business owner, agent, trustee, birthdate of registered owner	To obtain evidence for potential court prosecution, first attendance, screening and hearings disputes; to allow for correspondence and mailings of past due notices or notices of trial; and to collect outstanding fines	Authorized Township Staff; Health Department, Prosecutor, Court Clerks, Provincial judges or Justice of the Peace; Ministry of Transportation; police agencies	Public	P01 5 yrs
Animal Control Infractions	Municipal Act; Dog Owners Liability Act; Protection of Livestock & Poultry from Dogs Act; Township By-laws	Owner, animal and witness name, address, telephone number, photographs, and animal medical record, complaints	To investigate incidents on Township property and assets	Authorized Township Staff; Police agencies	Public	P01 5 yrs
Animal Incidents	Municipal Act; Township By-laws	Owner and animal name, address, telephone number	To investigate complaints or non-issue incidents	Authorized Township Staff; Regulatory Agencies	Public	P01 5 yrs
Animal Licencing	Municipal Act; Township By-laws	Owner and animal name, address, telephone number	To licence dogs	Authorized Township Staff	Public	P09 3 yrs

Clerk's Office Personal Information Banks						
Licensing Information	Municipal Act	Name, address, telephone number, previous address, place of birth, height, weight, build, hair and eye colour, social insurance number, vehicle registration, photograph, drivers abstract, medical certificate, vehicle permit, safety standards certificate, insurance certificate, Canadian police clearance letter, copy of passport, copy of residency documents, copy of work permit	To provide protection to the public, for zoning control, to ensure compliance of a lottery	Authorized Township Staff	Public	P14 7yrs
Registered Deeds (Including Easements, Encroachments, Fee Simple Acquisitions/Disposal) Occupancy Agreements, Appraisal/Valuation Reports	Municipal Act, Planning Act, Registry Act	External party name, contact information including mailing address, email, phone number, fax number	To provide notice administer agreements	Authorized Township Staff	Public; other levels of Government; Utility or Service Providers	D15 Permanent
Cemetery Records	Municipal Act; Cemeteries Act	Deceased and family members name, address, phone number, deceased cause of death, date of birth and death; payment information	To administer cemetery plot ownership, burial permits, purchase markers and monuments and retain ancestry records	Authorized Township Staff	Public	S09 Permanent
Death Register	Vital Statistics Act	Name, date of death, place of death, doctor's name, place of rest	To maintain a record of death and to advise the Province of Ontario	Authorized Township Staff	Public	L12 Permanent
Access and Privacy	Municipal Freedom of Information and Protection of Privacy Act	Name, address, phone number, email address, content of requests	To communicate with requestors and/or complainants; to respond to Freedom of Information requests; to process access for information and personal information correction requests, as well as appeals filed with the Information and Privacy Commissioner of Ontario	Authorized Township Staff	Employees; Public	A17 5 yrs
Election Candidate Records and campaign finance records	Municipal Elections Act	name and address where records are maintained and communications are sent, name and address of auditor and chief financial officer, name of personal who endorsed the candidate, name and address of official representative of Third Party Advertiser	To certify candidates and registered Third Party Advertisers for municipal elections and to post financial reporting documentation for the public	Authorized Township Staff	Public	C07 4yrs
Election Workers Records and Administrative Records	Municipal Elections Act	Name, address, phone number, Social Insurance Number, payroll information	To hire and pay election workers for municipal elections	Authorized Township Staff	Employees	C07 4yrs
Closed Session Minutes	Municipal Act	Committee or Council Records containing various personal information about identifiable individuals	To consider matters in Council or Committee pursuant to s239(2) and (3.1) or the Municipal Act	Authorized Township Staff; Members of Council	Public	C03 Permanent

Finance Personal Information Banks						
Tax Roll	Municipal Act; Assessment Act	Name, address of property owners, tax amounts	To administer tax collection process	Authorized Township Staff; Auditors and regulatory agencies	Public	F22 Permanent
Property Tax Accounts	Municipal Act; Assessment Act	Name, address of tax account holder	To administer property tax accounts, including billing, payments, statements and delinquent accounts	Authorized Township Staff	Public	F02 7yrs
Applications for Tax Relief	Municipal Act	Name, address, telephone number, financial status of persons requesting relief	To determine eligibility for tax relief	Authorized Township Staff and Auditors	Public	F11 7yrs
Accounting Records	Municipal Act; Fuel Tax Act; Harmonized Sales Tax Act	Name, address, telephone number, credit card number, banking information, credit checks (where applicable)	To process financial transactions	Authorized Township Staff; Auditors and regulatory agencies; Financial Institutions	Public; and members of Council	F01 7yrs
Expense Accounts	Municipal Act, Insurance Act	Name, address, telephone number, credit card statements, expenses or mileage claims and banking information	To reimburse staff and members of council for travelling and business expenses incurred	Authorized Township Staff and Auditors	Employees; and members of Council	F01 7yrs
Accounts Payable - Third party	Municipal Act, Fuel Tax Act, Excise Tax Act	Name, address, telephone number, credit card number, banking information, credit checks (where applicable), social insurance number (where applicable)	To process financial transactions	Authorized Township Staff; Auditors; Financial Institutions; and Regulatory Agencies	Public	F02 7yrs
Accounting Donations Tax Receipt	Excise Tax Act	Name and address	To issue official donations receipt for income tax purpose	Authorized Township Staff; and Regulatory Agencies	Public	M03 3yrs
Accounts Payable- Staff and Elected Officials	Municipal Act; Insurance Act; Excise Tax Act	Name, address, telephone number, credit card statements, expenses or mileage claims and banking information	To reimburse staff and members of council for travelling and business expenses incurred	Authorized Township Staff; Auditors; Financial Institutions; and Regulatory Agencies	Employees; and members of Council	F16 7yrs
Purchasing Credit Card	Municipal Act; Customs Act; Harmonized Sales Tax Act	Name, number, Township Credit card number, Banking information	To process payment of goods	Authorized Township Staff; Auditors; Financial Institutions	Employees	F01 7yrs
Tax Roll	Municipal Act; Assessment Act	Name, address of property owners, tax amounts	To administer tax collection process	Authorized Township Staff; Auditors and regulatory agencies	Public	F22 Permanent
Property Tax Accounts	Municipal Act; Assessment Act	Name, address of tax account holder	To administer property tax accounts, including billing, payments, statements and delinquent accounts	Authorized Township Staff	Public	F22 Permanent
Accounting Records	Municipal Act; Fuel Tax Act; Harmonized Sales Tax Act	Name, address, telephone number, credit card number, banking information, credit checks (where applicable)	To process financial transactions	Authorized Township Staff; Auditors and regulatory agencies; Financial Institutions	Public; and members of Council	F02 7yrs
Expense Accounts	Municipal Act, Insurance Act	Name, address, telephone number, credit card statements, expenses or mileage claims and banking information	To reimburse staff and members of council for travelling and business expenses incurred	Authorized Township Staff and Auditors	Employees; and members of Council	F01 7yrs
Insurance Claims	Municipal Act, Insurance Act	Name, address, telephone number, witness(s), accident/incidents reports; police, fire, ambulance report; vehicle drivers plate and license; medical information, and photographs, gender	To administer claims filed against the Township	Authorized Township Staff; Auditors and insurance adjustors	Public	L02 Permanent
Accounts Payable - Third party	Municipal Act, Fuel Tax Act, Excise Tax Act	Name, address, telephone number, credit card number, banking information, credit checks (where applicable), social insurance number (where applicable)	To process financial transactions	Authorized Township Staff; Auditors; Financial Institutions; and Regulatory Agencies	Public	F02 7yrs
Accounting Donations Tax Receipt	Excise Tax Act	Name and address	To issue official donations receipt for income tax purpose	Authorized Township Staff; and Regulatory Agencies	Public	M03 3yrs

Community Services Personal Information Banks						
Facility Bookings	Municipal Act	Customer name, address, telephone number, cheque, debit or credit card payment information. May include medical details in case of an emergency, insurance details and liability release forms	To book facilities for rental purposes	Authorized Township Staff	Public	A21 3yrs
Recreation Membership and Program Registration and Refunds	Municipal Act	Participant and/or parent/guardian name, address, email address, phone number, birth date, attendance log sheets, sign-in forms, cheque, cash debit or credit card payment information, health card number, emergency contact information, waiver forms, special medical needs or assistance requirements	To process program registrations, refunds, memberships; to advise participants of upcoming events	Authorized Township Staff; Auditors and other government agencies such as Children's Aid Society	Public	R06 4yrs
Events, Surveys and Contests	Municipal Act	Name, address, telephone number, email address	To collect feedback on events (talent/promotion, etc.) to engage residents to participate at events	Authorized Township Staff and Auditors	Public	M10 5yrs
Volunteers and Students	Municipal Act	Name, address, telephone number, email address, copies of resumes, liability forms, incident reports and other signed Human Resources forms	To manage student and volunteer programs	Authorized Township Staff	Public	H03 Until Superseded
Community Services Incidents and Accidents	Municipal Act	Name, address, telephone number, incident reports & response, and other identifying information as required based on the incident	To record incidents that may be of an emergency nature and could result in a claim against the Township	Authorized Township Staff	Employees; Public	P05 6 yrs
Inquires, Complaints and Commendation	Municipal Act	Records relating to the exchange of communication regarding Township of Oro-Medonte Services, names, address, contact information of the complainant	To document and investigate complaints and commendations from the public	Authorized Township Staff	Public	M04 3 yrs
Incidents/Accidents	Municipal Act, Occupiers Liability Act	Name, address, date of birth, personal identification i.e. drivers licence (when applicable) incident or accident involving persons or property	To investigate accidents/incidents on/within Township property	Authorized Township Staff; Police agencies	Employees; Public	P05 6 yrs
Special Event Permits	Municipal Act, Occupiers Liability Act	Name, Address, phone number, email address, event details	To administer Special Event Bylaw	Authorized Township Staff and Agencies as required by Bylaw	Authorized Township Staff and Agencies as required by Bylaw	P11 7rs
Contractor Records	Municipal Act/ ESA CSS Program/ OHSA	Name, Address, License #, Phone number, email	To administer ESA and OHS programs	Authorized Township Staff		L14 10 yrs
Students and Volunteers	Municipal Act	Name, email address, name of secondary/post secondary institution	To obtain consent	Authorized Township Staff	Employees; Public	H03 Until Superseded
Permit - Road Closure	Municipal Act	Name, address, phone number, email address	To apply for a road closure regarding a special event, parade, street party, etc.	Authorized Township Staff	Public	P11 7rs
Entrance Permit/Road Occupancy Permits/ Heavy Load Permits	Municipal Act	Name, address, phone number, email address, credit card information	To apply for and manage permit process	Authorized Township Staff		P11 7rs

Fire Services Personal Information Banks						
Fire Incident Reports	Municipal Act; Fire Protection and Prevention Act; Ontario Fire Code; Ontario Building Code; Forest Fire Prevention Act; Township By-laws	Name, address, phone number, police and witness information, first aid treatment, medical assist report and cause of incident	To document and investigate emergency and fire incidents	Authorized Township Staff; Office of the Fire Marshal; and Police Agencies	Employees; Public	P08 10 yrs
Employee Incident Reports	Municipal Act	Name, badge number, job title, station, officer	Documentation of details to investigate incident	Authorized Township Staff	Employees	P05 6 yrs
Insurance Incident Report	Municipal Act; Township Insurance Policy	Name, age, sex, address, phone number, first aid administered, nature of illness, name of physician, information collected on employee and other party involved in incident - owner, address, phone, vehicle number, licence plate number, operator, drivers licence number, insurance company, insurance policy number; witness name, address, phone number	To investigate the incident	Authorized Township Staff	Employees; Public	P08 10 yrs
Medical Assessment Form	Ontario Fire Code, Municipal Act	Name, position, authorization to share information with WSIB, attending physician's report including abilities and limitations assessment	To acquire physician's assessment of a non-occupational injury. Doctor's assessment to assist with possibility of modified work assignment, indicate restrictions and return to work date	Authorized Township Staff	Employees	H03 Until Superseded
Functional Abilities Form	Workplace Safety and Insurance Act	Name, telephone number, address, city province, postal code, employers name, address, city, employees date of birth, date of accident, employer telephone number, fax number, type of job at time of accident, health professionals name, phone number, date of assessment, abilities and restrictions	To be completed by the treating health professional to provide information about the workers functional abilities and restrictions to help plan an early and safe return to work	Authorized Township Staff	Employees	H03 Until Superseded
Rehabilitation Plan	Municipal Act; Workplace Safety and Insurance Act; Occupational Health and Safety Act	Employee name, department, employee number, position, division, work location, rank, duration of accommodation, occupational or non-occupational injury/illness, activity capability and restriction assessment, days and hours of work, rate of pay	To accommodate employee with restrictions with suitable modified work and formulate a plan progressing them towards a full back to work schedule	Authorized Township Staff	Employees	H03 Until Superseded
Notice to Comply/Rectify	Fire Protection and Prevention Act; Township of Oro Medonte By-laws	Incident number, building location, owners name, contact person, phone number, name of person to whom notice was given, position and title	To issue a "Notice to Comply" in order to commence compliance with the Ontario Fire Code	Authorized Township Staff	Public	P06 Permanent
Smoke/Carbon Monoxide Alarm and Battery installation - Release of All Claims and Waiver of Liability	Fire Protection and Prevention Act; Municipal Act	Name of resident, address, phone number, attending officer name, apparatus	To issue a "Waiver of Liability" to install smoke/carbon monoxide alarm or battery installation	Authorized Township Staff	Employees, public	P15 10 yrs
Witness Statement Firefighter Observation	Fire Protection and Prevention Act	Name, phone number, address, position, station, years of service	To capture observations at a scene that may be used by police	Authorized Township Staff; Police agencies	Employees	P08 10 yrs
MAR form (Medical Assist Report)	Municipal Act	Name of captain, station, patient name, call location, patient history, age, sex, date of birth, medical information of patient	To capture all pertinent information at a medical call	Authorized Township Staff	Public	P08 10 yrs
Recruit Information Sheets	Municipal Act	Name, phone number, email address	To deliver any relevant information to new employees prior to their start date	Authorized Township Staff	Employees	H03 Until Superseded
Canadian Standards Test of Fitness (CSTF) Data Sheet	Municipal Act	Name, badge number, gender, age	To classify and assess fitness levels	Authorized Township Staff	Employees	H03 Until Superseded
Fire Prevention and Inspection Reports	Municipal Act; Fire Protection and Prevention Act; Ontario Fire Code; Ontario Building Code; Forest Fire Prevention Act; Township By-laws	Name, address, telephone number, tenant name if applicable, order to comply and complaints	To investigate and identify fire safety hazards	Authorized Township Staff; the Office of the Fire Marshal; Police Agencies	Public	P15 10 yrs
Emergency and dispatching call records	Municipal Act	Name, address, telephone number and occurrence number	To record information for the purpose of dispatching trucks	Authorized Township Staff; and the Office of the Fire Marshal	Public	P08 10 yrs

Planning and Development Services Personal Information Banks						
Building Code & Zoning Enforcement Administration & Application Documents	Ontario Building Code; Municipal Act; Building By-law; Zoning By-law; Provincial Offences Act; Pool Enclosure By-law	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, pool enclosure permits,	Authorized Township Staff; Municipal Property Assessment Corporation; Statistics Canada; Canadian Mortgage and Housing Corporation, Taron	Public	P10 Permanent
Applications for Permits, site plans, subdivisions, amendments, secondary plans, site plan waivers	Ontario Building Code; Municipal Act; Building By-law; Zoning By-law; Provincial Offences Act; Planning Act - Bill 139	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, Taron	Public	P10 Permanent
Public consultation meetings, specifically for planning/building matters	Planning Act	Name, address, email address, telephone number, company names	To allow the public to comment	Authorized Township Staff; Municipal Property Assessment Corporation; Statistics Canada; Canadian Mortgage and Housing Corporation, Taron	Public	C05 Permanent
Employee Training Records - Building Code	Municipal Act	Name, building code identification number, course name and status	To register staff through the Ministry of Municipal Affairs and Housing	Authorized Township Staff	Employees	H03 Until Superseded
Part Lot Exemptions	Planning Act	Name, address, email address, telephone number, company names, building code identification number	To regulate the transfer or sale of a part lot or block within a registered plan of subdivision	Authorized Township Staff	Public	D12 Permanent
Applications for Permits, site plans, subdivisions, amendments, secondary plans, site plan waivers	Ontario Building Code; Municipal Act; Building By-law; Zoning By-law; Provincial Offences Act; Planning Act - Bill 139	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, Taron	Public	D12 Permanent
Public consultation meetings, specifically for planning/building matters	Planning Act	Name, address, email address, telephone number, company names	To allow the public to comment	Authorized Township Staff; Municipal Property Assessment Corporation; Statistics Canada; Canadian Mortgage and Housing Corporation, Taron	Public	C05 Permanent
Employee Training Records - Building Code	Municipal Act	Name, building code identification number, course name and status	To register staff through the Ministry of Municipal Affairs and Housing	Authorized Township Staff	Employees	H03 Until Superseded

Human Resources Personal Information Banks						
Applications for Employment	Municipal Act	Name, address, telephone number, email address, application or resume, education, employment history	To facilitate recruitment	Authorized Township Staff	Public	H11 2yrs
Employee Claims	Municipal Act; Occupational Health & Safety Act; Workplace Safety and Insurance Board Act; Insurance Act; Township Policy	Employee name, address, telephone number, work location, incident, doctor's notes and functional abilities	To process short and long-term disability claims, Workplace Safety Insurance Boards (WSIB) claims and provide workplace accommodations	Authorized Township Staff; Insurance Provider and Workplace Safety Insurance Board Staff	Employees	H04 7yrs
Expense Accounts	Municipal Act, Insurance Act	Name, address, telephone number, credit card statements, expenses or mileage claims and banking information	To reimburse staff and members of council for travelling and business expenses incurred	Authorized Township Staff and Auditors	Employees; and members of Council	F02 7yrs
Employment Information	Excise Tax Act	Name, address, telephone number, title, SIN	To issue CRA T2200 (Condition of Employment) form	Authorized Township Staff; and Regulatory Agencies	Employees; and members of Council	H03 Until Superseded
Grievances/Arbitration	Municipal Act; Collective Agreement	Employee name and number, grievance issues, orders and decision	To process union grievances	Authorized Township Staff; and the Ontario Grievance Board	Employees	H07A 7yrs
Job Evaluations	Municipal Act	Name, work location, title, telephone number, job information, questionnaire, scoring	To determine appropriate job grade	Authorized Township Staff	Employees	H06 5yrs
Human Rights Cases	Human Rights Code, Municipal Act	Name, address work location, public complaint, decision order	To investigate complaints or issues made under the Human Rights Code	Authorized Township Staff; Human Rights Commission Staff	Employees, public	H07A 7yrs
Employee Medical Records	Municipal Act; Occupational Health and Safety Act, Workplace Safety and Insurance Board Act; Insurance Act; Township Policy, Personal Health Information Protection Act; Regulated Health Professionals Act	Employee name, address, phone number, work location, health card and medical information	To process medical claims and provide workplace accommodation and attendance management	Authorized Township Staff: Workplace Safety and Insurance Board	Employees	H03 Until Superseded
Pay Equity	Municipal Act; Pay Equity Act	Employee name, position, title, telephone number, work location, pay rate	To administer equal opportunity, equity and fair wage issues	Authorized Township Staff	Employees	H13 25yrs
Recruitment Files	Municipal Act	Name, address, telephone number, application or resume, education, employment history, reference and criminal check, credit check (when applicable). May also include race, gender, gender identity, ethnic identity and disability status for fire services recruitment	To facilitate recruitment	Authorized Township Staff	Employees; Public	H11 2yrs
Workplace Harassment	Municipal Act; Human Rights Act	Employee and complainant's name, address, work location, complaint, decision order	To investigate workplace harassment complaints and resolve issues	Authorized Township Staff	Employees	H04 7yrs
Occupational, Health & Safety Investigations	Occupational Health and Safety Act; Joint Health and Safety Committee Terms of Reference	Employee name, work location, occupation, address and telephone number, employee number	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	Authorized Township Staff	Employees	H04 7yrs
Employee Benefits	Municipal Act	Name, payroll number, dependant coverage, deduction amounts, policy and division numbers, benefit carrier billings, benefit booklets	To track and maintain records for billing discrepancies	Authorized Township Staff	Employees	H02 10yrs
Ergonomic and Workstation Assessments	Municipal Act	Employee name, work location, telephone number	To provide ergonomic or workstation assessments to employees	Authorized Township Staff	Employees	H04 7yrs
Medical Assessment Form	Ontario Fire Code, Municipal Act	Name, position, authorization to share information with WSIB, attending physician's report including abilities and limitations assessment	To acquire physician's assessment of a non-occupational injury. Doctor's assessment to assist with possibility of modified work assignment, indicate restrictions and return to work date	Authorized Township Staff	Employees	H03 Until Superseded

Business Trades/Contractor and Lottery Licences	Municipal Act; Licencing By-laws	Owner/licensee name, address, phone number, provincial business registration, police and credit check (when applicable), residency status, photograph (when applicable), insurance certificate	To licence businesses and individuals	Authorized Township Staff; Police agencies	Public	P17 7yrs
Citizen Appointments and applications	Municipal Act	Name, address, telephone number, email address	To appoint citizens to various city boards and committees	Authorized Township Staff; Members of Council	Public	C12 6yrs
Special Event Liquor License Permits	Municipal Act; Township By-laws	Applicant name, address, telephone number	To issue permit for special events, serving alcohol, charity event, casino, etc.	Authorized Township Staff; Regulatory Agencies	Public	P09 3 yrs
Driver Safety and Training Records (CORPORATE)	Municipal Act	Name, address, driver licence number, driver abstract, training courses	To administer staff licencing and training courses	Authorized Township Staff	Employees	H03A 1yr
Employment Information	Excise Tax Act	Name, address, telephone number, title, SIN	To issue CRA T2200 (Condition of Employment) form	Authorized Township Staff; and Regulatory Agencies	Employees; and members of Council	H03 Until Superceded
Workplace Injury/Illness Report	Municipal Act	Name, employee number, address, phone number, rank/position, accident details, date and hour reported to employer, description of accident, health care information, return to work prognosis	To document injury/illness occurrence for office use and Workplace Safety Insurance Board use	Authorized Township Staff; Workplace Safety Insurance Board	Employees	H01 7yrs
Rehabilitation Plan	Municipal Act; Workplace Safety and Insurance Act; Occupational Health and Safety Act	Employee name, department, employee number, position, division, work location, rank, duration of accommodation, occupational or non-occupational injury/illness, activity capability and restriction assessment, days and hours of work, rate of pay	To accommodate employee with restrictions with suitable modified work and formulate a plan progressing them towards a full back to work schedule	Authorized Township Staff	Employees	H03 Until Superceded

<b>Economic Development and Culture Personal Information Banks</b>						
Photo/video release forms	Municipal Act	Name, contact details, signature for consent	To obtain explicit consent for use of individuals image in videos and pictures	Authorized Township Staff	Public	M12 15yrs
Contests / Draws	Municipal Act	Names, address, contact information, consent of individual	To facilitate a contest (individuals proactively sign up and provide consent)	Authorized Township Staff	Public	M10 5yrs
<b>Office of the CAO Personal Information Banks</b>						
Inquires, Complaints and Commendation	Municipal Act	Records relating to the exchange of communication regarding Strategic initiatives; Names, address, contact information of the complaint/requestor	To document and investigate complaints and commendations from the public	Authorized Township Staff	Public	M04 3 yrs
Fraud Line Cases	Municipal Act	Name, address and other identifying information required to address the complaint	To investigate complaints or non-issue incidents	Authorized Township Staff; Law enforcement agencies and Audit	Employees	M04 3 yrs.